



January 22, 2021

Sent via email

Dean P.J. Lawton, QC
Carfra Lawton LLP
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Victoria V8T 5K7

Re: 2021 Mandate for Executive Committee

Dean Lawton, QC
President

Thank you for agreeing to accept the appointment as Chair of the Executive Committee for 2021.

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president@lsbc.org

The 2021-2025 Strategic Plan and the Terms of Reference along with the particular priorities outlined below should guide the Executive Committee in its work this year.

The mandate from the Terms of Reference for the Executive Committee is:

The Executive Committee provides direction and oversight for the strategic and operational planning of the Law Society and develops agendas for Benchers meetings to ensure that the Benchers exercise their oversight, regulatory and policy development responsibilities. The Executive Committee also works with the CEO and senior management on the operational priorities for the organization and provides support and advice to the CEO and senior management on the overall operations of the Law Society. The Executive Committee authorizes significant agreements and the appointment of counsel for the Law Society. The Executive Committee also recommends appointments to outside bodies and exercises such other authority as is delegated to it by the Benchers or provided for in the Rules.

The Executive Committee also functions as the regulatory policy committee and decides on the innovation sandbox proposals.

I expect that you will guide the Executive Committee in its work over the year in a manner that reflects its terms of reference, the Benchers Code of Conduct and the Benchers governance policies regarding committees, always

ensuring we remain committed to evidence-based decision-making that takes into consideration the impacts of policies on our members and the public and that we act in the public interest.

In particular, please keep in mind that the Benchers have directed that:

- a) Bencher committees are to help the Benchers do their job, not to help the staff do its jobs. Committees ordinarily will assist the Benchers by preparing policy alternatives and implications for Bencher deliberation.
- b) Bencher committees do not exercise authority over staff.
- c) In keeping with the Benchers' broader focus, Bencher committees will normally not have direct dealings with current staff operations.

I expect you and the members of Executive Committee to work in a professional and respectful manner with the staff assigned to support the Committee.

During 2021, I would like to see the Executive Committee make substantial progress on the following priorities:

1. *Provide copies of Minutes of the committee's meetings to Benchers as soon as reasonably practical following such meetings.*
2. *Provide regular reports to the Benchers for their information on questions, issues, and initiatives being considered by the committee.*
3. *Review recommendations from staff for further improvements in the discipline process.*
4. *By and with approval of the Benchers, and following up on the November 5, 2020 Governance Committee report to the Benchers, engage Harry Cayton, an independent governance consultant, to conduct an advisory review to consider our governance structure in light of current expectations about regulatory governance and governance best practices and to report to the Benchers before the end of the year.*

As Chair of Executive Committee, please ensure that all members of the Executive Committee understand they are expected to abide by the Bencher Code of Conduct and the Law Society's workplace policies and that the Executive Committee is expected to act within its Terms of Reference.

I look forward to hearing about the work of Executive Committee over the balance of the year and trust that you and the Executive Committee will make substantial progress on the priorities in this letter.

Yours truly,

A handwritten signature in black ink, appearing to read "D. Lawton". The signature is stylized with large, overlapping loops for the letters "D" and "L".

Dean Lawton, QC
President, Law Society of BC