

ULCC | CHLC

**UNIFORM LAW CONFERENCE OF CANADA
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

ULCC Guide

**HOSTING A
UNIFORM LAW CONFERENCE OF CANADA
ANNUAL MEETING**

THE PLANNING PROCESS

ACKNOWLEDGEMENT

Thank you for agreeing to host a Uniform Law Conference of Canada annual meeting.

Your jurisdiction's active participation in and strong support of the work of the ULCC is much appreciated.

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WHAT IS THE UNIFORM LAW CONFERENCE OF CANADA?

The Uniform Law Conference of Canada (ULCC) is a national organization whose primary objective is to facilitate and promote the harmonization of and improvements to the law throughout Canada. The ULCC was created in 1918 by provincial governments acting on the suggestion of the Canadian Bar Association. The ULCC has met in person or virtually every year since 1918 (except in 1941). It is now made up of delegations appointed by the federal, provincial, and territorial governments. Each jurisdictional delegation consists of persons, either in government or private practice, whose experience or subject knowledge will assist the ULCC, and is led by a Jurisdictional Representative (JR) in the Criminal Section as well as a JR in the Civil Section.

Jurisdictions are encouraged to invite observers from the Canadian Association of Provincial Court Judges and the Canadian Judicial Council. Representatives of the Canadian Bar Association and law reform organizations may also sit as part of a constituent delegation.

LOCATION OF ANNUAL MEETINGS OF THE ULCC

The annual meetings have traditionally been held in person, with the exception of 2020 and 2021 when they were held virtually due to the global pandemic. When held in person, the location traditionally rotates amongst the various jurisdictions. While the meeting most often takes place in the jurisdiction's capital city, on occasion another location in the host jurisdiction has been used. Where possible, the location is confirmed 18-24 months in advance, via a request from the Executive Committee to the next jurisdiction in line to host the meeting.

The meeting is held over five days, preferably in mid to late August, and begins at midday on a Sunday or Monday and ends midday on the Thursday or Friday.

THE KEY PLAYERS

When formal acceptance by the host jurisdiction is confirmed, a local Organizing Committee is struck. The ULCC Executive Director is an active member of that Committee, which has a number of important tasks to perform.

A number of other key players will also be working to ensure the ultimate success of the annual meeting. Key players have specific tasks to perform and deadlines to meet. The ULCC's Executive Director is the liaison between the Organizing Committee and the other key players. The Executive Director coordinates the work of the other key players and is the conduit for the flow of information to and from the Organizing Committee.

In addition to the Executive Director, the key players are:

- the President;
- the Executive Committee;
- the Chair of the Civil Section;

- the Chair and Secretary of the Criminal Section;
- the Chair of the International Committee;
- the Chair of the Advisory Committee on Program Development and Management (ACPDM);
- the Jurisdictional Representatives (JRs);
- the Legal Project and Research Coordinator.

ROLES AND RESPONSIBILITIES

THE ORGANIZING COMMITTEE

- Secure the necessary funding from the host jurisdiction. This amount may vary depending on your location, services available, and how successful you may be in your efforts to have other organizations sponsor some or all of the social events.
- Establish an annual meeting budget.
- Eighteen (18) to 24 months before the annual meeting, and with the Executive Director’s input and support, begin the process of selecting and booking a hotel to host the delegates and the meetings that will be held throughout the week. The Executive Director should be included in hotel contract negotiations and/or can negotiate the contract on behalf of the jurisdiction. Once finalized, the contract is then signed by the host government. A block of 70 to 80 guest rooms should be set aside, keeping in mind that many participants traveling from out of town will choose or need to arrive the day before the start of the annual meeting. Similarly, a number of the delegates will stay overnight on the last day of the annual meeting, and a few may stay for the weekend. Therefore, extending the ULCC guestroom rate through to the end of the weekend following the annual meeting is a good idea.

As part of the negotiations, complimentary nights and suite upgrades for the President and the Executive Director should be worked into the contract.

The host jurisdiction assumes any costs associated with booking the required meeting rooms (i.e., for plenary/joint sessions, the Civil and Criminal Section meetings, and the ULCC committee meetings). Similarly, the host jurisdiction assumes the cost of any penalties relating to unused guest rooms. The Executive Director can assist with negotiating the contract with the hotel.

- Reserve the following:
 - A meeting room for the Executive Committee meeting on the morning of Day 1 of the annual meeting, generally from 8:00 am to 11:30 am local time. The room should be set up in boardroom style and a breakfast served for up to 15 participants. The ULCC will pay for the breakfast.
 - A meeting room large enough to accommodate all delegates from both Sections for the plenary sessions on Day 1, Day 3, and Day 5, including a simultaneous interpretation booth, an audio-visual technician table, and two large screens. This meeting room is also used for the Civil Section meetings on Days 1 through 5. It is to be set up in a hollow square for up to 70-80 delegates, with 10-20

additional chairs around the perimeter of the room. Suggested size of the room is 50' x 75'.

- A meeting room for the Criminal Section meetings that is able to accommodate a simultaneous interpretation booth, an audio-visual technician table, and two large screens. It is to be set up in a hollow square for up to 40 delegates, and with approx. 10 chairs around the perimeter of the room. Suggested size of the room is 50' x 75'.
- A meeting room to accommodate the on-site Secretariat staff and equipment. Suggested size of the room is 20' x 30'. This room must be available as of the morning two days prior to Day 1 of the annual meeting, until the end of Day 5.
- A venue for the Clark W. Dalton, K.C. Reception on Day 1, following the end of the Criminal and Civil Section Day 1 meetings (i.e., in the early evening) capable of accommodating all delegates, invited guests and speakers. This may be held onsite at the hotel or offsite. If held offsite, proximity to the hotel/annual meeting venue must be considered as transportation may be required. Where transportation is required, organizers should ensure that mobility needs of all delegates are accommodated.
- A venue for the International Luncheon or Dinner, to accommodate up to 12-15 people. The date and time will vary depending on the availability of any international guests and should be arranged with input from the Executive Director and the Chair of the International Committee. This may be held onsite at the hotel or offsite. The ULCC will pay for the meal.
- A meeting room for the ACPDM luncheon meeting on Day 2, from 12:00 pm to 1:30 pm, able to accommodate approx. 15 people in boardroom style. The ULCC pays for the meal.
- A meeting room for the JRs' luncheon meeting from 12:00 pm to 1:30 pm on Day 3, able to accommodate approx. 35 people in a hollow square. The ULCC pays for the meal.
- A baseball diamond with umpire for the annual East vs West softball game on Day 3, in the late afternoon/early evening, followed by an informal dinner for up to 70 people, as well as transportation to and from the hotel, baseball diamond, and dinner venue if not within easy walking distance. Where transportation is required, organizers should ensure that the mobility needs of all delegates are accommodated.
- A location for the Closing Banquet on the evening of Day 4, able to accommodate 70 to 80 people seated at tables of 8, a small stage with a podium and microphone, and a table for awards and plaques. As a group photo is usually taken at this event, arrangements should be made for a photographer. Where transportation is required, organizers should ensure that the mobility needs of all delegates are accommodated.
- A meeting room for the Executive Committee working lunch for 15 people, from 12:30 pm to 3:30 pm on Day 5, after the closing plenary. The ULCC pays for the meal.
- An area for serving mid-morning and mid-afternoon health breaks with snacks on Days 2, 3, and 4 of the annual meeting, as well as a mid-afternoon break on Day 1 and a mid-morning break on Day 5.

The host jurisdiction assumes the cost for all meeting rooms and event venues. Unless otherwise indicated, the host jurisdiction also pays for food and non-alcoholic beverages. The host jurisdiction is not required to pay for alcoholic beverages at the social events the evenings of Day 1, Day 3, and Day 4. However, alcoholic beverages should be made available for purchase by delegates at these events. If it wishes, the host jurisdiction may also wish to secure sponsorships to assist with food and beverages, and/or complimentary alcoholic beverages.

In addition to reserving space for ULCC events, the host jurisdiction organizes and provides meeting space and lunch for the FPT Civil Justice Committee (CJC), which meets in the afternoon of Day 5 of the ULCC meeting. The CJC meeting may take place at the hotel, at the offices of the host jurisdiction, or other location. The Civil Section JR of the host jurisdiction should contact the Civil Section JR of the previous year's host jurisdiction for details.

The host jurisdiction should begin planning 12 to 18 months prior to the annual meeting and include the Executive Director, and other ULCC key players as appropriate (together, the Organizing Committee), in its regular meetings, via a virtual meeting platform such as MS Teams or Zoom.

As may be requested, the Organizing Committee should also work with the ULCC Executive Committee to explore the implementation of virtual options for the annual meeting, if technically and financially viable.

The host jurisdiction should also:

- Prepare a piece regarding the annual meeting and local events and attractions for the spring *Communiqué*, in approximately March-April the year of the annual meeting.
- From the attendees' list provided by the Executive Director, prepare nametags/badges for delegates and their guests, the presenters, the interpreters, the AV techs, and the secretariat staff, as well as 8.5" x 11" place cards with the participant's name on each side of the fold, to be placed in the opening plenary room. Those moving from the opening plenary to the Criminal Section room will be instructed to take their place card with them. Nametags/badges should be different colours according to participant type, e.g., delegate, presenter, and guest, and first-time attendees should be clearly identified. For the delegates, the nametag/badge should include both the name of the individual and the jurisdiction they represent.
- Prepare bilingual signs for the Section meeting rooms, for the registration desk, and the secretariat.
- Organize the Clark W. Dalton, K.C., Reception. Jurisdictions often ask the local Law Society and Bar Association to participate in this event. Generally, hors d'oeuvres are served and alcohol is available. A cash bar is acceptable. Some jurisdictions provide one free drink ticket if they are able to do so.
- Organize a softball game and informal dinner following the game. For the game, this includes arranging for an umpire, as many gloves and bats as possible, several softballs, sufficient bases, and a first aid kit, as well as transportation from the hotel if not within easy walking distance. For the dinner, proximity to the softball game should also be considered and transportation arranged, as needed, from the baseball diamond to the dinner venue and from the latter back to the hotel. Where

transportation is required, organizers should ensure that mobility needs of all delegates are accommodated.

- Organize a closing banquet with sit-down dinner, which can also feature a reception as people are arriving. Wine and/or other alcoholic beverages should be available, at a cash bar, on a complimentary basis (e.g., wine at the dinner table), and/or a mix of both. A guest speaker or entertainment may be arranged. The closing banquet is generally MC'ed by the ULCC President or a member of the host jurisdiction.
- Provide three (3) staff for the registration desk on Day 1 of the annual meeting, as well as on the afternoon of the day prior to Day 1, at least one and ideally two of whom should be bilingual. At least one (1) (ideally bilingual) staff should also be available in the Secretariat office on Days 2 to 5 during meeting hours (e.g., from approx. 8:00 a.m. to 5:00 p.m.). Secretariat services that may be required include document preparation, photocopying, and distribution of documents, as well as providing support to delegates, responding to enquiries, and taking and delivering messages.
- Equip the Secretariat room with a laptop for each Secretariat staff and with access to high-speed internet. While the ULCC Executive Director will generally bring their own laptop, please arrange for a second monitor with a connector cable for their use. Provide one printer, a shredder, one photocopier with three-hole paper, and office supplies such as paper clips, scissors, small and large staplers and staples, writing pads, pens and pencils, ruler, etc.
- As may be needed, ensure that sets of the Criminal and Civil Section documents in both official languages are available in both official languages in each interpretation booth. Documents will be provided by the ULCC, to be printed out by the host jurisdiction and organized in binders.
- Prepare informational materials regarding local events and activities for the delegates' companions and children.
- Invite the Minister of Justice or Attorney General to welcome the delegates at the opening plenary or at the Clark W. Dalton, K.C. Reception. The Deputy Minister may attend in place of the Minister.
- The Chair or Co-Chairs of the Organizing Committee may be asked to attend the breakfast meeting of the Executive Committee on the morning of Day 1 to outline the social program for the week.

THE EXECUTIVE COMMITTEE

- Assist the host jurisdiction and Organizing Committee as required.
- Approve the agendas for the opening and closing plenaries.
- Attend the meeting of the Executive Committee on the morning of Day 1.
- Set the date and time for the meeting of the Executive Committee with the Jurisdictional Representatives.

- Schedule and attend meetings as required during the week to respond to specific issues.
- The new Executive Committee will meet immediately following the closing plenary on Day 5. Outgoing and incoming Section Chairs are expected to attend for transitional purposes.

THE CHAIR OF THE CIVIL SECTION

- Prepare a preliminary outline of upcoming sessions for the spring *Communiqué*.
- Send first draft of documents to selected individuals for consultation.
- Finalize the agenda for the Civil Section meetings.
- Notify the Executive Director of the schedule for the Section meetings, who will in turn notify the Organizing Committee. Remain open to adjusting the schedule to ensure alignment of the two Sections' break times.
- Confirm speakers attending Section meetings. Provide the names to the Executive Director.
- Make the Civil Section final agenda and meeting documentation, in French and English, available to the Civil Section JRs and delegates, with assistance from the Executive Director as needed.
- Attend the meetings of the Executive Committee on the morning of Day 1 and the afternoon of Day 5.
- In consultation with the Section JR for the host jurisdiction, ensure that one or more individuals are assigned to take and prepare the minutes of the Civil Section meetings.
- Work with the incoming Civil Section Chair to ensure that the minutes of the Civil Section meetings are completed, approved, translated, and provided to the Executive Director no later than December 31 following the annual meeting, along with the Civil Section Resolutions in both languages. Work with the Criminal Section Chair and Secretary on joint meeting minutes.
- Send minutes, research papers/reports, and all meeting documents in both official languages to the Executive Director no later than December 31 following the annual meeting.
- Prepare a brief report on the Section meetings for the fall *Communiqué*.

THE CHAIR AND SECRETARY OF THE CRIMINAL SECTION

- Prepare a preliminary outline of upcoming sessions for the spring *Communiqué*.
- Set a deadline for receiving resolutions and send a letter to the jurisdictions advising them of the deadline for submitting resolutions.

- Ensure that the research papers are received on time.
- Finalize the agenda for the Criminal Section meetings.
- Notify the Executive Director of the schedule of the Section meetings, who will in turn inform the Organizing Committee. Remain open to adjusting the schedule to ensure alignment of the two Sections' break times.
- Make the final agenda and entire meeting documentation, in French and English, available to the Criminal Section JRs and delegates , with assistance from the Executive Director as needed.
- Confirm speakers attending the Section meetings. Provide the names to the Executive Director.
- Work with the incoming Criminal Section Chair to ensure that the minutes of the Criminal Section meetings are completed, approved, translated, and provided to the Executive Director no later than December 31 following the annual meeting, along with the Criminal Section Resolutions in both languages. Work with the Civil Section Chair on joint meeting minutes.
- Send minutes, research papers/reports, and all meeting documents in both official languages to the Executive Director no later than December 31 following the annual meeting.
- Prepare brief report on the Section meetings for the fall *Communiqué*.

THE JURISDICTIONAL REPRESENTATIVES

- Confirm the list of approved delegates with the Executive Director as soon as possible. This information is needed by the host committee as early as possible in order to confirm numbers with the hotel and for planning the social events.
- Advise the Executive Director of any changes or additions to the delegates' list in a timely manner.
- Attend the luncheon meeting of the JRs on Day 3.
- Ensure that the Resolutions for the Criminal Section are submitted by the stated deadline.

THE EXECUTIVE DIRECTOR

- Coordinate the work of the key players.
- Act as liaison between the host jurisdiction and Organizing Committee and the key players, including the Executive Committee.

- Prepare the registration form in English and French; open registration; notify the Jurisdictional Representatives when registration opens, providing them with all required registration, hotel, and activities information; monitor and receive applications; and keep the host jurisdiction, Organizing Committee and hotel apprised of numbers.
- Arrange for formal invitations to be sent to the International guests.
- Arrange for audio visual services, interpreters, and equipment needed for simultaneous interpretation.
- Obtain lists of delegates and observers from the Jurisdictional Representatives. Prepare a consolidated list for the host jurisdiction and prepare the final lists of delegates and registrants for the social program.
- Working with the President, draft the agendas for the Executive Committee meetings.
- Working with the President, draft the agendas for opening and closing plenary sessions.
- Working with the President, draft the agenda for the meeting with the Jurisdictional Representatives. Send invitations to the JRs and Executive Committee. Arrange for the meal, for which the ULCC pays.
- Work with the Chair of the ACPDM and the Legal Project and Research Coordinator to ensure invitations and an agenda for the ACPDM luncheon meeting are sent to the members of the ACPDM. Arrange for the meal, for which the ULCC pays.
- Working with the Chair of the International Committee, organize the International dinner or luncheon. Send invitations to the members of the International Committee.
- Display jurisdictional plaques and flags in the two main meeting rooms based on the approved seating plan.
- Meet with members of the host jurisdiction/Organizing Committee at least one day before the annual meeting to review the final arrangements and ensure meeting room preparedness.
- Organize a meeting with the hotel staff and the host jurisdiction/Organizing Committee to review final arrangements at the hotel.
- Assist the Organizing Committee as needed during the annual meeting.
- Assist at the registration desk if required and when possible.
- Work with the secretariat staff to address issues as they arise.
- Prepare the minutes of the opening and closing plenary sessions, the meetings of the Executive Committee, and the meeting of the JRs.
- Prepare the thank-you resolution for the closing plenary.

- In collaboration with the President and the Section Chairs, prepare and distribute the press release following the annual meeting.
- Prepare thank-you letters to invited guests and speakers, as well as to others who contributed to the overall success of the annual meeting, as appropriate.
- Ensure that annual meeting documentation (e.g., plenary and section minutes, reports, uniform acts, resolutions, agendas, etc.) is published on the ULCC website as documents are made available following the annual meeting and ensure that interested parties are notified of their availability.

CONTACT PERSONS

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THE EXECUTIVE COMMITTEE

A list of members of the Executive Committee for the period relevant to the host committee will be provided following the annual meeting in the prior year. The list of Executive Committee members is kept current on the ULCC website here: <https://www.ulcc-chlc.ca/About-ULCC/Executive-and-Staff>