

ULCC | CHLC

UNIFORM LAW CONFERENCE OF CANADA

**REPORT # 3 OF THE CIVIL SECTION STEERING COMMITTEE
SUB-COMMITTEE ON RULES OF PROCEDURE AND POLICIES**

**Presented by
the Sub-committee**

Readers are cautioned that the ideas or conclusions set forth in this paper, including any proposed statutory language and any comments or recommendations, may not have been adopted by the Uniform Law Conference of Canada. They may not necessarily reflect the views of the Conference and its Delegates. Please consult the Minutes and the Resolutions on this topic as adopted by the Conference at the Annual meeting.

August, 2024

This document is a publication of
the Uniform Law Conference of Canada.
For more information, please contact
info@ulcc-chlc.ca

Report of Sub-committee on Rules of Procedure and Policies of the Civil Section Steering Committee

[1] Following the annual meeting of the Civil Section (Section) in 2018, a working group was formed to examine its procedures. At the 2019 annual meeting, the working group recommended that the Section produce a comprehensive set of “rules” that would add to or supplement the ULCC By-laws. The Section resolved that the working group continue to consider the topic with the Section Steering Committee.

[2] In the Spring of 2021, the Steering Committee struck a sub-committee to prepare rules of procedure and policies for the Section. The Sub-committee is chaired by Valérie Simard from the Government of Canada and its other members are:

Christine Badcock – Government of Yukon
Sarah Dafoe – Government of Alberta
John Lee – Government of Ontario
Laurence Bergeron – Gouvernement du Québec
Elizabeth Strange – Government of New Brunswick

Policies Adopted by the Civil Section

[3] In August 2022, the Section approved the *Policy on Adoption and Amendment of Civil Section Rules of Procedure or Policy* under By-law 34(2).¹ In August 2023, the Section approved the *Policy on the Distribution of Materials to the Civil Section for its Annual Meeting* (Policy on Distribution).

Policy on Reports Presented to the Civil Section Annual Meeting

[4] The *Policy on Reports Presented to the Civil Section Annual Meeting* (Policy on Reports) (annex 1) was prepared by the Sub-committee in spring of 2023 and was adopted by the Steering Committee under By-law 34(1) in the fall of 2023.

[5] The purpose of this policy is to assist working groups with the preparation of their reports to the Section by providing guidance on required content and format. Greater consistency in reporting and the clear articulation of decision points should enable delegates to review the issues and recommendations in the reports more effectively.

[6] This policy is now submitted to the Section for approval.

Guidance documents

[7] In the fall of 2023, the Sub-committee was asked by the Executive Committee of the ULCC to update guidance documents on minute-taking for the Section’s annual meeting (annex 2) and on the role of the Section’s Chair (annex 3). The Sub-committee did so in consultation with the Steering Committee.

[8] The Sub-committee also prepared an additional guidance document to assist working group chairs in leading projects (annex 4).

¹ By-law 34(2): “[a] rule of procedure or policy or an amendment to a rule of procedure or policy shall cease to have effect if it is not approved in accordance with the Section’s rules of procedure or policy governing approvals, at the next annual meeting held after its adoption or amendment.”

Rules of Procedure and Policies of the Civil Section
Report of the Sub-committee

[9] These guidance documents are not subject to approval by the Section under the By-laws.

Resolution

[10] The following resolution is proposed:

RESOLVED:

That the report of the Steering Committee Sub-committee on Rules of Procedure and Policies of the Civil Section be accepted; and

That the *Policy on Reports Presented to the Civil Section Annual Meeting* annexed to the Report be adopted by the Civil Section.