

Western
Association of
Legal
Assistants

The L.A. Times

June 1992 Edition

P.O. BOX 4127, MAIN POST OFFICE, VANCOUVER, B.C., V6B 3Z6

PRESIDENT'S CORNER



SARAH E. HANNA

Since the Annual General Meeting on November 19, 1991, the directors have been busy working to provide more programs for the membership, to raise the profile of the legal assistant profession generally and to increase the visibility of the Association.

To that end, at a special meeting of the membership in December, a resolution was passed, increasing the number of directors from six to nine.

As a result of the larger board of directors, the Association has been able to host more functions (most recently the *Small Claims Act* Seminar and a Fashion Party to raise funds for a WALA Scholarship at Capilano College and undertake some new avenues of endeavour.

The directors have created a new committee this year to undertake and improve marketing the Association and its members. We feel it is important to improve the image of legal assistants within the legal community and within the membership as well. The Marketing Committee is working hard to fulfil this mandate and thus far has put together a short brochure providing information on WALA and legal assistants, and has also represented the Association at the recent Law Court Open House. Copies of the new brochure, if you want one, are available from myself at 631-4742 or Jerena Laursen, Marketing Chairman at 293-6418.

Proposed events for the summer include a Family Law Seminar dealing with recent cases which impact on marriage and separation agreements, scheduled for June 25th and a Summer

Social Evening on July 23rd. Further details will be forthcoming but please circle these dates - we hope you will attend!

DATES TO REMEMBER

C.L.E. Course
**ACQUIRING A BUSINESS FOR
LEGAL SUPPORT STAFF**

Wednesday,
June 10, 1992

Pan Pacific Hotel,
999 Canada Place,
Vancouver, B. C.

SEE NOTICE ON PAGE 7

FAMILY LAW SEMINAR
*The Impact of recent decisions on
Marriage & Separation
Agreements*

Thursday, June 25, 1992

*location and time to be
announced*



SUMMER SOCIAL EVENING

Thursday, July 23, 1992

*location and time to be
announced*

**INTRODUCTION TO
THE DIRECTORS**



JERENA LAURSEN

Jerena works in the Legal Department at the Loewen Group where she specializes in employment law and corporate acquisitions. She graduated a year ago from the evening option program at Capilano College. Jerena is married and the mother of one. Jerena is chairing the new Marketing Committee.



JILL MATTHEWS

Jill graduated from Capilano College in 1988 and works in the banking group at Russell & DuMoulin. She is the mother of two, has been a member of WALA since 1988 and is currently serving as Treasurer of the Association.



NANCY VIANELLO

Nancy has been a member of WALA since 1989 and is a recent graduate of the evening option program at Capilano College. She works at Murray, Remedios & Stewart, specializing in litigation. She is married, a mother of one and looking forward to the birth of her second child this summer. Nancy is chairing the Newsletter Committee this year.



**SANDRA CAMERON
SPILLER**

Please see the "Spotlight on Private Sector LA's" on page 4.



NANCY HALFORD

Nancy is a recent graduate of the evening option program at Capilano College. She has been a member of WALA since 1990 and works in general litigation at Doig Baily. She is vice president of the Association.





LAURA MACLEAN

Laura graduated from Capilano College in 1989. She works in the areas of Family Law and general litigation and has recently joined the downtown office of Hamilton, Duncan, Armstrong & Stewart. Laura has been a member of WALA since 1988 and is currently serving as Secretary of the Association.

currently chairing the Education Committee.



PATRICIA HUNT

Patricia has been a member of WALA since 1990 and works in real property at Richards Buell Sutton. She is chairing the Membership Committee this year. Patricia graduated from the evening option program at Capilano College in 1989.

group at Russell & DuMoulin. Sarah served on the board of directors last year and chaired the Education and Newsletter Committees. She is currently serving as President of the Association.



The *L.A. Times* is pleased to announce that Leona Pinsky, Barrister & Solicitor for West Coast Title Search Ltd. will be a regular contributor to our newsletter. Welcome aboard!

REGISTRY UPDATE
FORM C - General Instrument

Leona Pinsky
Barrister & Solicitor

I am pleased to be writing a regular column for the WALA newsletter on the various registries. In addition I will discuss recent amendments to the *Land Title Act*. If you have any other registry topics you would like to see in this column, please write to me care of the *The L.A. Times*. I welcome your suggestions.



SHERRI FOSTVELT

Sherri has been a member of WALA since 1990 and works in labour law and general litigation at Clark Wilson. She was a member of the Newsletter Committee last year and is



SARAH E. HANNA

Sarah graduated from the full time program at Capilano College in 1989 has been a member of WALA since that time. She works in the corporate finance

The *Land Title Amendment Act, 1989* introduced several new forms to the land title system. The regime has been in place since April, 1990. The major changes were to the Form A - Transfer and Form B - Mortgage. The resulting shortcomings of the Form C have been addressed in the *Land Title Amendment Act*,

1991 (the "Act") and regulations accompanying that Act.

The Act itself is very short: six sections. The first five sections are mainly housekeeping items, with one exception. The work "term" has been defined to ensure that terms normally included in a mortgage but not part of the actual mortgage, such as assignments and representations, are covered. Please note that guarantees have not been added to the definition.

Section 6 of the Act deals with the repeal of Division 6 and Part 14 and the substitution of a new Division 6 - General Instrument.

The legislation clarifies and broadens the role of the Form C. Highlights include provisions for filed standard charge terms and the use of the Form C to discharge or to release charges on its own. The Form 30 - Release of Judgment and the Form 37 - Discharge of Mortgage have been repealed.

The new Form C - General Instrument must be used after May 1st, 1992. The new form has 8 items, rather than 6. It can be on up to 2 pages.

The nature of the interest will determine who should execute the Form C. In most cases only the transferor must execute. In other cases, both the transferor and transferee must execute. For example, a modification of mortgage, surrender of lease or release of right to purchase.

When using the Form C to partially release an *inter alia* charge, please ensure that the

land described in item 2 is only the land that is being released from the charge.

One of the most irritating requirements of the old regulations has been repealed. Vertical lines are no longer required to separate the year, month and date in the execution item or in item 5 of the Form B.

CLE has the new Form C in a disk format. They have also prepared a new Land Title Transfer Forms Guidebook. The guidebook is available for \$25 plus GST from CLE.



LEGAL ASSISTANTS IN PRIVATE INDUSTRY:

I.C.B.C. - Sandra Cameron Spiller

Sandra Cameron Spiller joined the litigation department at the Insurance Corporation of British Columbia shortly after completing her practicum for graduation from the Legal Assistant Program at Capilano College.

The litigation department consists of seventeen lawyers, six legal assistants, thirty-one support staff and two managers. The department handles the initial stages of all litigated claims within the Province and delegates the handling of various actions to outside counsel as necessary.

Sandra works in one of three Legal Actions Units, which are each composed of four lawyer and two legal assistants. She will prepare the Statement of Defence if the case is unusual, otherwise, the legal assistants usually get the file at the close of pleadings. The legal assistants are responsible for doing research, preparing documentation for interlocutory applications, conducting investigations, and generally organizing the file for trial. Sandra says the job is interest because she has the opportunity to work on projects for the overall benefit of the department. In addition, legal assistants actively participate in professional meetings.

Legal Assistants can attend in-house courses and courses by the Insurance Institute. The hours are 8:15 a.m. to 4:30 p.m. (no overtime!!) and hours are recorded for statistical purposes rather than billing purposes as they are in most law firms.

Outside of work, Sandra's interest include all types of athletic pursuits, particularly tennis, squash and aerobics. She has been a member of WALA for the past years and is currently serving as a member of the Board of Directors and as the Chairman of the Programming Committee.

By Sarah E. Hanna



WELCOME!!!

Since the last *L.A. Times*, the Association has acquired 14 new members. The Association now has 51 student members and 96 legal assistant members.

We welcome the following new members:

- Terri Beck (s)
- Robin Guest (la)
- Suze Kilgour (la)
- Darlene Leroux (la)
- Sandra Lee (s)
- Patricia Terlecki (la)
- Julie Belhouse (s)
- Judi Hargreaves (s)
- Shirley Jang (s)
- Caroline Collins (s)
- Tara Sketchley (s)
- Angela Prefontaine (la)
- Joyce Logan (s)
- Karen Lawler (s)

NETWORK NEWS

By Stephen Nash

Hello and welcome again to Network News. There have been a number of fairly significant developments in our legal assistant placement service so I thought this would be a good opportunity to bring everyone up to date. In a previous column, I explained some of the difficulties I was having, as a lawyer recruiter, in building relationships with or even gaining access to those people in the firms responsible for hiring legal assistants - i.e. administrators and

personnel directors. While in my lawyer recruitment business, the Counsel Network, I have a great deal of direct contact with senior and managing partners, this contact was not translating into contact or interest by those involved in the hiring of legal assistants. Indeed the two areas are very separate and distinct and deliberately maintained as such.

Of course, without access to the people crucial to the success of this service, we were running into a bit of a brick wall. Moreover, as the lawyer recruitment business has grown I have found it difficult to devote the time and resources required to really crack this market - even though the "product" is very good!

This situation left me with two choices - either shut the service down, which I was not inclined to do after all the time and investment everyone has put into it, or find some way to solve the problem. Needless to say I chose to try to resolve the problem. To do so I made contact with Arlene Pelrine, who is a principal of Aryln Personnel. Arlene has extensive experience with Vancouver legal firms and Aryln Personnel provides staff placement services to that market. I proposed TLAN enter into a joint venture with Aryln Personnel to market the service to law firms and facilitate the placement of legal assistants. Ms. Pelrine has extensive contact with personnel directors in law firms as a result of her regular placement service. Such access she can market TLAN much more effectively. It is intended that she also be actively involved in the

placement of people on file. At the same time, I would stay involved to provide input and ensure the interests of WALA are taken into account.

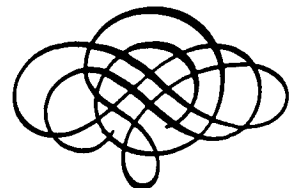
This proposal was approved by WALA and a memorandum explaining this development and was sent to everyone who has registered with TLAN to Ms. Pelrine has been provided with confidential access to all candidate files and information.

I am extremely pleased that Arlene has become involved in TLAN and I think her expertise, skill and contacts in this very difficult and competitive area will provide WALA members, in conjunction with the Counsel Network, with a credible, first class legal assistant placement service. In the short time she has been involved Ms. Pelrine has already made a placement!

I urge any members who are not yet registered to call either myself or Arlene directly. I can be reached at 643-1755 and Arlene's address and phone number is:

ARLYN PERSONNEL
415 - 625 Howe Street,
Vancouver, B. C.,
V6C 2T6

(Phone: 681-4432)



FIRM SPOTLIGHT MACAULAY MCCOLL

by Laura MacLean

If you attended the WALA fashion event on April 6, 1992, then you were in the offices of Macaulay McColl, the firm in this edition's "firm spotlight".

Macaulay McColl is a firm comprised of 12 lawyers, 3 of whom are partners, 2 legal assistants and approximately 30 support staff. The firm specializes in litigation particularly in the areas of personal injury, professional malpractice, product liability, environment, family, wrongful dismissal, labour, disputed wills and estates, construction disputes and insurance.

Jim Macaulay and other lawyers founded the firm in 1971. Between the years 1985 and 1992 the firm has grown from 5 lawyers to the present 12. The late Mr. Justice Bruce McColl joined the firm in 1982 and remained until he was called to the Bench in 1989, at which time the firm's name was changed to Macaulay & Company. With the recent death of Mr. Justice McColl, the firm has changed its name back to Macaulay McColl to commemorate his contribution and service to the legal community.

The lawyers at Macaulay McColl have entered the computer age! They have had computers on their desk for approximately 2 years and have become quite proficient with WordPerfect.

The first legal assistant was hired in January, 1990 to work on ICBC defence litigation. Since that time, she has taken on plaintiff's litigation and also dabbled in family law. A second legal assistant, a recent graduate of the night program at Capilano College, was recently hired to work on a large litigation file.



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EDITORIAL TEAM: Nancy Vianello (ed), Sarah Hanna, Laura MacLean, Robin Guest

The Directors of WALA ask your assistance in completing the *Annual Compensation Survey* attached to this issue of The L.A. Times. We have received some responses to the survey, but in order to provide the WALA membership with a true picture we require those of you who have not already done so to take a few minutes to complete and return the survey. All responses are completely confidential. We thank you for your time and assistance.

Acquiring a Business for Legal Support Staff

June 10, 1992

Pan Pacific Hotel, 999 Canada Place, Vancouver

If you work for a solicitor, much of your practice involves buying and selling businesses. You want to be efficient. You want to understand the mechanics and the reasons for each step: from the preparation of the documents to the registration of the security instruments to the post closing matters. This course is loaded with tips and precedents which will increase your value to your firm.

Program:

- Steps in the Transaction
- The Company Registry
 - Due Diligence
 - Purchase Agreement
 - Undertakings
- Section 178 *Bank Act* Security
 - Vendor Financing
- *Personal Property Security Act*
 - Opinions
- GST & Provincial Sales Tax

Faculty:

Terri Beck - *Russell & DuMoulin, Vancouver*
Christine Elliott - *Koo McKee & Sharpe, Vancouver*
Sharon L. Fugman - *Russell & DuMoulin, Vancouver*
Deanna A. Koskie - *Deputy Registrar, Personal Property Registry, Victoria*
Brent J. Lewis - *Russell & DuMoulin, Vancouver*
Roberta Lowdon - *Deputy Registrar of Companies, Victoria*
Eric D. Schroter - *Farris Vaughan, Vancouver*
Course Coordinator: William F. Murray - *Murray Remedios & Stewart, Vancouver*

The registration fee is \$215 plus 7% GST. For further information about the course or to register, please contact The Continuing Legal Education Society of B.C. by phone at (604) 669-3544, by fax at (604) 669-9260 or toll-free at 1-800-663-0437.

