

TREASURY

REFERRAL PROTOCOL FOR LEGAL SERVICES

Updated June 6, 2023

Introduction

Treasury and the Office of University Counsel (“OUC”) have developed this protocol to direct and manage requests for legal services from Treasury to OUC (the “Protocol”). This Protocol aims to improve the quality of services received by Treasury from OUC by strengthening continuity of services, facilitating the development of higher levels of knowledge, and understanding between OUC and Treasury.

General Principles

This Protocol was established to:

- provide Treasury with a single point of contact within OUC who is a subject-matter expert in areas relevant to Treasury and who is aware of all matters being handled by OUC for Treasury; this will enable Treasury to receive coordinated and consistent services from OUC;
- set out a communication plan between Treasury and OUC regarding ongoing matters handled by OUC in connection with Treasury;
- allow Treasury to prioritize legal services it is receiving from OUC in accordance with its needs;
- develop a reciprocal understanding between Treasury and OUC about their respective operations in order to ensure that efficient services are provided to Treasury and that scarce institutional resources are used effectively and efficiently; and
- create processes within Treasury to vet and potentially resolve legal matters before they are escalated to OUC, allowing Treasury to build on previous knowledge acquired through its work with OUC and ultimately better empowering Treasury to manage its own affairs.

The Protocol

1. Treasury’s primary contact in OUC for matters involving UBC Properties Trust is Lorena Vlad and for all other matters is Chelsea Thompson (the “**Contact Lawyer**”). Lorena Vlad’s email is lorena.vlad@ubc.ca and her telephone number is 604-822-5892. Chelsea Thompson’s email is chelsea.thompson@ubc.ca and her telephone number is 604-822-5500.
2. OUC’s primary contacts in Treasury are:
 1. Treasurer (Yale Loh);
 2. Managing Assistant Treasurer (Linda Josh);
 3. Director, Treasury (Doug Cheung);
 4. Director, Treasury (Holly Shepherd) *currently on maternity leave March 2023 – December 2023*;
 5. Interim Director, Treasury (Sarah Goold) *while Holly Shepherd is on maternity leave March 2023 – December 2023*; and
 6. Manager, Treasury Contracts & Real Estate (Silvia Magnano)(each a “**Treasury Contact**”, and together the “**Treasury Contacts**”).

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3. In order to ensure that the leadership within Treasury is aware of all matters that require the involvement of OUC, where a member of Treasury (the “**Member**”) believes that the Member needs legal advice or assistance, the Member should first approach the relevant Treasury Contact to discuss the matter.
4. The Treasury Contact should draw on the Treasury Contact’s knowledge, experience, and understanding of previous advice from OUC to provide the Member with direction as appropriate.
5. If the Treasury Contact determines that the matter should be referred to OUC, the Treasury Contact will refer the matter to the Contact Lawyer.
6. Treasury will establish these internal communication and escalation processes with the goal of ensuring that the leadership within Treasury maintains visibility in respect of the legal matters being handled by OUC for Treasury.
7. After the Treasury Contact has engaged OUC on a matter, the Contact Lawyer and the Treasury Contact will decide on the appropriate communications channels, which may include the relevant Member engaging directly with the Contact Lawyer. To ensure that the Treasury Contact remains engaged in the matter and can provide additional instructions, the Treasury Contact will remain involved in the communications and be copied on all electronic messages, even if the communication with the Contact Lawyer is primarily through the Member.
8. If the Treasury Contact contacts a lawyer in OUC other than the Contact Lawyer, that lawyer will refer the matter to the Contact Lawyer.
9. The Contact Lawyer (or, if the Contact Lawyer is unavailable, the University Counsel) may decide that it is more appropriate for another lawyer to take carriage of the file. For example, the Contact Lawyer could be unavailable or the matter could be time-sensitive or require particular expertise. In such cases, the lawyer who takes carriage of the file will brief the Contact Lawyer on the matter on an ongoing basis so that a single point of contact remains accountable for the legal services being provided to Treasury.
10. If someone from Treasury other than the Treasury Contact contacts the Contact Lawyer or any other member of OUC, the Contact Lawyer or other OUC member, as applicable, will refer such person to this Protocol.
11. The Contact Lawyer and the Treasury Contacts will meet quarterly or as needed to discuss ongoing legal matters handled by OUC for Treasury, Treasury’s priorities, and other matters that may require the assistance of OUC.


Hubert Lai, K.C., University Counsel


Yale Loh, Treasurer