



The Institute
of Law Clerks
of Ontario

Ethics Program 2017

Presented by EthicScan Canada Ltd.

ETHICS 101 – David Nitkin

- Doing the right thing
 - o Sources of behaviour
 - o Rationale, motivation, and behaviour
- Ethics, values, morality and the law
 - o How do they differ
 - o Difference between legal compliance and ethical behaviour
 - o Implications for legal compliance
 - o Implications for legal and moral liability
 - o The meaning of the spirit of the law
- Decision making model consequences
 - o Self and family
 - o Employer
 - o Legal associations
 - o Public
 - o Regulators
- Obligations to stakeholders

Date: February 8, 2017

Time: 12:00 pm - 1:30 pm

ETHICS AND THE LAW 201 – Mark Handelman

- Duty to maintain confidentiality, including justified and permitted disclosure (may include discussion of privilege)
 - o What is “Privilege?”
 - o Whose privilege is it?
 - o What is “privileged?”
 - o When can privilege be waived, by whom?
- Duty to avoid and manage conflicts of interest
 - o What is a conflict of interest?
 - o When do they arise?
 - o How do you avoid a conflict?
 - o Inadvertent conflicts?
- Responding appropriately to client dishonesty or fraud (e.g. mortgage fraud, money laundering, perjury)
 - o Professional obligations upon discovering client dishonesty
 - When do they arise?
 - What to do about them?

Date: March 7, 2017

Time: 12:00 pm - 1:30 pm

Location:

ILCO's Education Centre
20 Adelaide St. E., Suite 503
Toronto, Ontario

FEE:

Members:

All five sessions - \$593.25 (\$525 + HST)
Individual sessions - \$141.25 (\$125 + HST)

Non-Members:

All five sessions - \$678.00 (\$600 + HST)
Individual sessions - \$197.75 (\$175 + HST)

THE INSTITUTE OF LAW CLERKS OF
ONTARIO

20 Adelaide Street East, Suite 502
Toronto, Ontario M5C 2T6

Tel: (416) 214 6252 Fax: (416) 214 6255

www.ilco.on.ca
http://ilco.on.ca/education/ilco_cle_programs

A WEBCAST WILL BE
AVAILABLE FOR
EACH OF THESE
COURSES

PLEASE INDICATE ON
YOUR
REGISTRATION FORM
IF YOU WISH TO
ATTEND VIA
WEBCAST

ETHICS AND THE LAW 202 – Mark Handelman

- Best practices for analyzing ethical dilemmas
- Duty to report lawyer or paralegal misconduct to the Law Society
- Optional and mandatory withdrawal from representation
- Duty to act in good faith and avoid sharp practice
- Obligations when making public statements and public appearances

Date: March 21, 2017

Time: 12:00 pm - 1:30 pm

Admission Requirement: Must have completed Ethics and the Law 201

GOVERNANCE AND PROFESSIONAL STANDARDS 301 – Suzanne Craig

- Requirements related to fees and billing
- Obligation to notify the client or insurer of errors or omissions
- Techniques
 - Conducting an investigation
 - Social and Ethics audit
- Duty to assist in prevention of unauthorized practice/provision of legal services
- Ethical considerations for lawyers or paralegals employed in-house
- Ethical considerations for lawyers or paralegals employed in public service
- Corporate social responsibility
- Required conduct of lawyers or paralegals arising from statute, legislation or other legal authorities

Date: April 4, 2017

Time: 12:00 pm - 1:30 pm

ETHICS 102 – David Nitkin

- Stakeholder analysis
 - Primary stakeholders
 - Secondary stakeholders
- Public vs private sector responsibilities
 - Similarities and differences
 - Guidance, training and reinforcement
- Building a robust corporate and personal decision making model
 - Identify stakeholders
 - Identify action alternatives
 - Applying corporate standards
 - Applying personal moral compass
- Ethics quiz
 - Is the customer or client always right
 - Duty to assist in prevention of unauthorized practices
 - Don't let the perfect be the enemy of the good
- Case study

Date: April 25, 2017

Time: 12:00 pm - 1:30 pm

Admission Requirement: Must have completed Ethics 101

*****Reminder to ILCO Certified Experts*****

In order to maintain your Certified Expert designation, completion of a mandatory ethics course approved by ILCO every five-membership years is required, as defined in Appendix "A" of the ILCO Certification Application Form. Only the member who has registered will be able to claim the course towards their Certified Expert designation. Taking any one of the above courses will satisfy the requirement to complete a mandatory ethics course every five years.



REGISTRATION FORM

ETHICS PROGRAM 2017

Please complete the registration form and return with payment to:

The Institute of Law Clerks of Ontario
20 Adelaide Street East, Suite 502
Toronto, Ontario M5C 2T6

Please make your cheque payable to: The Institute of Law Clerks of Ontario.
Payment using **VISA or MasterCard** may be emailed to cle@ilco.on.ca or faxed to 416-214-6255.
Note: The Institute of Law Clerks of Ontario does not accept post-dated cheques.

Refund Policy: Cancellation requests and requests for refund must be submitted in writing to ILCO at least five (5) business days prior to the date of the program in order to be entitled to a refund. Refunds are subject to a minimum \$25.00 administration fee.

Name: _____
First Name Last Name

Mailing Address: _____
Street # Street Name Apt or Unit #

City: _____ Province: _____ Postal Code: _____

Home Telephone: _____ Business Telephone: _____

Are you an ILCO Member? Yes _____ No _____ E-mail: _____

If Yes, please provide ILCO Membership Number _____

ALL COURSES, INCLUDING: (Registration due by February 1, 2017)	
Ethics 101 - February 8, 2017 Ethics and the Law 201 - March 7, 2017 Ethics and the Law 202 - March 21, 2017 Governance and Professional Standards 301 - April 4, 2017 Ethics 102 - April 25, 2017	<input type="checkbox"/> Will attend in person <input type="checkbox"/> Will attend via webcast <input type="checkbox"/> Members \$593.25 (\$525 +HST) <input type="checkbox"/> Non-Members \$678.00 (\$600 + HST)

FOR OFFICE USE ONLY:	CC PC FC MO \$ _____
Authorization _____	Receipt Number _____

ETHICS (Registration due by February 1, 2017)	
Ethics 101 – February 8, 2017	<input type="checkbox"/> Will attend in person <input type="checkbox"/> Will attend via webcast <input type="checkbox"/> Members \$141.25 (\$125 + HST) <input type="checkbox"/> Non-Members \$197.75 (\$175 + HST)
Ethics 102 – April 25, 2017 <i>Admission Requirement: Must have completed Ethics 101</i>	<input type="checkbox"/> Will attend in person <input type="checkbox"/> Will attend via webcast <input type="checkbox"/> Members \$141.25 (\$125 + HST) <input type="checkbox"/> Non-Members \$197.75 (\$175 + HST)
ETHICS AND THE LAW (Registration due by February 28, 2017)	
Ethics and the Law 201 – March 7, 2017	<input type="checkbox"/> Will attend in person <input type="checkbox"/> Will attend via webcast <input type="checkbox"/> Members \$141.25 (\$125 + HST) <input type="checkbox"/> Non-Members \$197.75 (\$175 + HST)
Ethics and the Law 202 – March 21, 2017 <i>Admission Requirement: Must have completed Ethics and the Law 201</i>	<input type="checkbox"/> Will attend in person <input type="checkbox"/> Will attend via webcast <input type="checkbox"/> Members \$141.25 (\$125 + HST) <input type="checkbox"/> Non-Members \$197.75 (\$175 + HST)
GOVERNANCE AND PROFESSIONAL STANDARDS (Registration due by March 28, 2017)	
Governance and Professional Standards 301 – April 4, 2017	<input type="checkbox"/> Will attend in person <input type="checkbox"/> Will attend via webcast <input type="checkbox"/> Members \$141.25 (\$125 + HST) <input type="checkbox"/> Non-Members \$197.75 (\$175 + HST)

If you wish to pay your registration fee by VISA or MasterCard, please complete and sign below:

Please charge \$_____ to VISA / MasterCard Card No.: _____

Expiry date: _____ MasterCard CVS # _____

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FOR OFFICE USE ONLY:	CC PC FC MO \$ _____
Authorization _____	Receipt Number _____