

Building Institutional Memory

Practice Tips to Build Resources when you have Limited Bandwidth for Administrative Projects

How to “Build as you Go”

Decide on
Appropriate
Format:

Keep it simple, the goal is that it is easier to use than whatever is happening now.

Decide on
Process:

Responsibilities and rules should be clear and *written down and shared*.









Gather Initial
Information:

Your tool should have some information in it both as an example and to encourage others to add to it.

Reinforce and
Follow Up:

Make sure it remains visible, and use is being reinforced.

Example 1: Index and Folder

 To Be Reviewed	2025/10/28 12:26 PM	File folder
 # Memo and Opinion Index.xlsx	2025/08/26 1:43 PM	Microsoft Excel W...
 2020-08-24 The retrospective or prospective effect of ss. 25...	2025/04/08 3:13 PM	Microsoft Word D...
 2022-08-12 Memo Re Procedural Fairness and Naming De...	2025/01/10 12:48 PM	Microsoft Word D...
 2024 08 23 Memo Re Parens Patriae Jurisdiction EZ RW.docx	2024/08/30 9:35 AM	Microsoft Word D...
 2024-09-12_Jarvis and Ling case briefs_ek.docx	2025/07/17 10:04 AM	Microsoft Word D...
 2025-06-26 Memo - What is Effective Personal Service.pdf	2025/06/30 8:54 AM	Adobe Acrobat D...
 Advice on Workers Recording Meetings.pdf	2024/12/12 8:30 AM	Adobe Acrobat D...

Date	Author	To	Title	Current Act Sections	Former Act Sections	Policy	Area of the Board	Area of Law	Comment	Document
24-Aug-20	Elham Jalilian, Articled Student	Peter Seddon, Director Litigation	The retrospective or prospective effect of ss. 25 and 27 of Bill 23	255.1, 255.2, 258.1	None	None	Collections	Statutory Interpretation, Retrospective Legislation	Reviewed June 2025	Link

Example 2: Updating Materials as you Go

! New Materials	✓	2025/10/31 11:37 AM	File folder
Old Materials (To Be Reviewed)	✓	2025/10/31 10:27 AM	File folder
x Archived Material	✓	2025/10/31 10:28 AM	File folder

Example 3: “Cheat Sheet” Format

JUDICIAL-REVIEW-CHEAT-SHEET¶

TOPIC¶	CASE(S)¶	COMMENT¶
First-Principles-of-Judicial-Review¶		
Foundational-Cases¶	<i>Baker-v.-Canada-(Minister-of-Citizenship-and-Immigration)</i> , [1999] 2-SCR-817¶ <i>Dunsmuir-v.-New-Brunswick</i> , 2008-SCC-9¶ <i>Canada-(Minister-of-Citizenship-and-Immigration)-v.-Vavilov</i> , 2019-SCC-65¶	<ul style="list-style-type: none"> ▪ → Government-delegates-power-(usually-through-legislation)-to-administrative-bodies.¶ ▪ → Administrative-actors-must-act-within-their-scope-of-delegated-power-(rule-of-law).¶ ▪ → Judicial-review-ensures-that-rule-of-law-is-maintained,-deference-ensures-the-decision-of-the-legislature-to-delegate-authority-is-respected.¶
Inherent-Supervisory-Jurisdiction¶	<i>Dunsmuir</i> , para-31¶	<ul style="list-style-type: none"> ▪ → Power-of-superior-courts-to-review-administrative-action-stems-from-ss.-96-101-of-the-<i>Constitution-Act</i>, 1867¶
Judicial-Review-v.-Statutory-Appeal¶	<i>Vavilov</i> , para-36¶	<ul style="list-style-type: none"> ▪ → Presumption-is-that-court-performs-an-appellate-function,-distinct-from-judicial-review.¶
No-Private-Duty¶	<i>The-Queen-(Can.)-v.-Saskatchewan-Wheat-Pool</i> , [1983] 1-S.C.R.-205¶ <i>Holland-v.-Saskatchewan</i> , 2008-SCC-42¶ <i>Wu-v.-Vancouver-(City)</i> , 2019-BCCA-23, para-43¶	<ul style="list-style-type: none"> ▪ → No-duty-of-care-for-officials-to-act-in-accordance-with-statute-/regulations.¶ ▪ → Public-law-issue-cannot-be-converted-into-private-law-tort.¶