

**CURRENT**

<b>Date Approved:</b> Nov 67	<b>Date of Review:</b> 2 Oct 06	<b>Dates of Amendment:</b> 22 Apr 92; 16 Oct 86
<b>Cross Reference:</b>		

**PROPOSED**

**APPENDIX A**

<b>Date Approved:</b>	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b> 1967; 1992
<b>Cross References</b>		

**Purpose**

The purpose of this policy is to prescribe the relevant parameters for the acquisition of external legal services.

**Scope and Responsibility**

The Director of Education is responsible for this policy.

**Alignment with MYSP**

Stewardship of Resources  
 Achieving Excellence in Governance  
 Strengthening Public Confidence

**Policy:**

The TCDSB shall retain the services of outside legal counsel as required. The Director of Education and Secretary has the responsibility for the acquisition of legal services.

**Regulations:**

1. The appropriate legal counsel shall attend all regular meetings of the Board, and all regular meetings of the Administrative and Corporate Services Committee except where excused by the Board.
2. The appropriate legal counsel shall attend a Board committee meeting at the invitation of the Secretary of the Board.
3. All staff requests for legal opinions or legal services shall receive the approval of the Director of Education, or delegate.

**Financial Impact**

To minimize the financial impact of retaining the services of external legal counsel, the services of internal legal counsel shall be utilised wherever possible.

**Policy**

The TCDSB shall employ the services of its in-house legal counsel wherever possible and retain the services of external legal counsel as required.

**Regulations**

1. The Chair of the Board of Trustees may retain the services of external legal counsel on behalf of the Board of Trustees as requested by motion.
2. The Director of Education, or his/her delegate, may retain the services of external legal counsel as required.
3. At the invitation of the Chair of the Board, or of the Chair of a Standing Committee in consultation with the

Director of Education, or of the Director of Education, internal and/or external legal counsel will attend Board and Standing or other Committee Meetings of the Board, as required.

4. Board staff and individual Trustees are not authorized to directly retain the services of external legal counsel.
5. In an effort to ensure that external legal counsel are providing the highest quality professional services at a competitive price, the Board will issue a request for proposal (an “RFP”) for external legal counsel at least every five (5) years.
6. The Director of Education shall present a report to the Board of Trustees prior to issuing an RFP, advising the Board of Trustees about the legal services procurement process.
7. The Director of Education shall ensure that firms retained by the TCDSB as a result of the procurement process described above have expertise, collectively, in the following areas:
  - a. Labour and Employment Law;
  - b. Education and Administrative Law;
  - c. Civil Litigation; and

4. Invoices for legal services shall be approved by the appropriate senior staff member whose department initiated the request for service.

5. A report on legal services/fees will be made semi-annually to the Administrative and Corporate Services Committee of the Board.

d. Business Law.

8. The Director of Education will consult with the Board's General Legal Counsel to determine whether staff lawyers are available to handle the matter prior to retaining external counsel.

9. In assessing whether external legal counsel ought to be retained, the Director of Education will consider:

a. The availability and expertise of internal legal counsel to handle a matter;

b. The cost of retaining external legal counsel; and

c. The availability and expertise of external legal counsel to handle the matter.

10. Invoices for external legal counsel shall be approved by the Director of Education or his/her delegate.

11. A report on external legal services received and fees incurred will be made semi-annually to the Corporate Affairs, Strategic Planning and Property Committee of the Board.

**Metrics:**

The report on external legal services will be created based on records and accounts kept of the number of times and

the subject matter when external legal counsel was  
retained and the cost of retaining those services.