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Title: **LEGAL POLICY**  
Adopted: December 1, 2015  
Reviewed: May 8, 2018

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## **POLICY**

It is the policy of the Bloorview School Authority that the Board retain solicitors who are members in good standing of the Law Society of Upper Canada. The Board will confirm retained solicitors' good standing bi-annually.

The Bloorview School Authority shall acquire the services of external legal counsel as required.

## **PROCEDURES**

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 Supervisory Officer, or his/her delegate, may retain the services of external legal counsel up to \$5000.00. Thereafter, the Supervisory Officer shall communicate with the Board Chair prior to any additional expenditure.
3. Board staff and individual Trustees are not authorized to directly retain the services of external legal counsel.
4. In an effort to ensure that external legal counsel is 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.
5. The Supervisory Officer 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.
6. The Supervisory Officer shall ensure that firms retained by the Bloorview School Authority 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

- d. Business Law
- 7. Invoices for external legal counsel shall be approved by the Supervisory Officer or his/her delegate.
- 8. A report on external legal services received and fees incurred will be made semi-annually to the Board.
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