POLICY: LEGAL SERVICES			# 302
SECTION: 300 : Business and Administrative Matters		Page 1	of 1
APPROVAL/REVISION DATE: May 29, 2026	EFFECTIVE DATE: June 1, 2026	REVIEW DATE: May 29, 2031	
CROSS REFERENCE:			

A: POLICY

1. 1.1 The Board of Trustees recognizes its obligation to discharge its duties and responsibilities and to conduct its affairs in a legitimate manner and with due consideration to statutory requirements;

1.2 Further, the Board acknowledges its responsibility to safeguard the interests and rights of its ratepayers and employees insofar as such have been entrusted to the Board by statute;

1.3 Further, the Board of Trustees realizes that from time to time it may be essential or advisable, in the effective operation of the school system, to seek the assistance and services of legal counsel;

1.4 Therefore, the Board of Trustees empowers the Chief Executive Officer to obtain legal assistance as and when, in the Chief Executive Officer's professional judgment, such is required.

B: GUIDELINES

2. All matters requiring referral to a solicitor, or to a firm of solicitors, must be approved by the Chief Executive Officer, or designate, before referral is sought.

3. A solicitor or firm of solicitors is to be selected on the basis of their expertise and specialization in conjunction with the need at hand, and where possible, from those who are separate school ratepayers.

4. Any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

5. The Board further empowers the Chief Executive Officer to authorize the securing, at Board expense, of adequate legal counsel to advise the Board and its employees when, in the performance of their duties, they are dealing in matters governed by the Statutory Powers Procedures Act.

6. Annually, in December, the Chief Executive Officer shall report to the Board the extent to which the solicitors have been engaged on the Board's behalf, including the names of the solicitors, the nature of business and the costs involved.