



KENORA CATHOLIC DISTRICT SCHOOL BOARD

500 Business Administration Procedures

AP 503: Legal Services

Legal advice and services are required on an on-going basis due to the increasing complexity of educational operations and the growing dependence on litigation by individuals. It is in the interests of the school system to limit access to the Board's Legal Counsel in order to avoid unnecessary use of legal counsel and to maintain fiscal responsibility.

Legal Services include but are not limited to:

- Representation on probable impending or actual litigation or court action
 - Matters involving employee organizations, labour relations and human resource issues
 - General legal advice, opinions, and interpretations relating to the affairs of the educational system
 - Review and preparation of contracts, agreements and other legal documents
 - Real estate transactions
 - Issues arising from Education Act and Regulations or other binding legislation
1. All matters requiring referral to a solicitor or to a firm of solicitors must be approved by the Director of Education.
 2. A solicitor or firm of solicitors shall be selected on the basis of their expertise and specialization in conjunction with the need at hand.
 3. Any solicitor or firm of solicitors so engaged shall be recompensed on a retainer or fee-for-service basis.
 4. Legal services will be reviewed every five years.

Effective Date: September 01, 1999
Latest Review Date: March, 2010
Latest Revision Date: January 31, 2012