



## **Peterborough Police Services Board**

### **Retaining Legal Counsel for the Police Services Board**

#### **1.0 Policy Statement and Application**

- 1.1 The Peterborough Police Services Board desires to enact a policy to retain legal counsel.
- 1.2 This policy applies to the Peterborough Police Services Board and its Members.

#### **2.0 Authority**

- 2.1 The Peterborough Police Services Board is required to establish policies for the effective management of the Police Service in accordance with section 31(1)(c) of the **Police Services Act**.

#### **3.0 Implementation**

- 3.1 The Peterborough Police Services Board shall have a retainer agreement with General Counsel for day to day matters.
- 3.2 Should the Board need to retain expert legal advice from another lawyer/law firm, the following shall occur:
  - a) The Board's Executive Assistant will provide the Board with a list of two to three lawyers outlining:
    - i) Their experience dealing with similar legal matters.
    - ii) Their hourly rates along with the rates of their law clerks and any other staff who may be involved with the file.
    - iii) Their availability to handle the matter.
    - iv) Estimated cost to complete the matter.

- b) The Board will discuss the options provided by the Executive Assistant at a Board meeting and a motion will be made to select the lawyer.
  - c) Should exigent circumstances arise and the retention of a lawyer cannot wait until the next Board meeting, the Executive Assistant shall provide the information in 3.2 a) to the Board Members via email. A decision will be made via email by the Members and confirmed at the next meeting.
- 3.3 Any Board Member having a pre-existing relationship or conflict of interest with any of the lawyers presented shall disclose this information immediately to the Board.
- 3.4 All instructions to the lawyer will be done by Board motion only. No Member of the Board shall direct the lawyer on his/her own. The Executive Assistant shall provide the lawyer with copies of the motions and all necessary information.
- 3.5 The Board's lawyer shall provide copies of all correspondence sent and received on the Board's behalf to the Executive Assistant who will place them on the next meeting agenda to be received by the Board.
- 3.6 Should the lawyer need immediate instructions that cannot wait until the next meeting, the Chair will call a Special Meeting. Should coordination of a Special Meeting not be feasible, the Board can correspond via email to provide instructions.

## **4.0 Administration**

- 4.1 This Policy is hereby enacted by the Peterborough Police Services Board on this 6<sup>th</sup> day of March 2018 and shall take effect on that date.
- 4.2 That distribution of this policy be unrestricted.

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Bob Hall, Chair  
Peterborough Police Services Board

Additional References:

Evaluation Date:

Issue Date: March 6<sup>th</sup> 2018

Revision Dates: