

## **POLICY 2.6 – Retention of Legal Counsel**

**Policy Category:** Financial

**Effective Date:** October 10, 2015

**Supersedes:** October 9, 2015

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### **POLICY**

- 1.00 The purpose of this policy to ensure that the retention of outside legal counsel by the University is done in a manner consistent with the University's best interests, and to ensure that the cost and quality of outside legal services is consistently and properly monitored
- 2.00 The University Legal Counsel provides general legal advice and services to senior University administrators, Faculties, Departments, and administrative units. It is the responsibility of the University Legal Counsel to retain and monitor the use of outside legal counsel in accordance with this policy.
- 3.00 Except as may otherwise be provided in this policy, any person wishing to retain outside legal counsel with respect to any matter shall refer the matter to the University Legal Counsel. University Legal Counsel shall, in consultation with the person making the request, determine the following:
  - whether outside legal counsel should be retained, having regard to the nature of the matter, the risk involved, the availability of expertise within the University, and the cost
  - which legal firm should be retained, and the terms of the retainer
  - whether a competitive bidding process is required

University Legal Counsel is responsible for making arrangements with respect to the retainer.

- 4.00 The following may retain such outside legal counsel on behalf of the University from time to time as he or she deems necessary:
  - Chair of the Board of Governors
  - Secretary of the Board of Governors
  - President & Vice-Chancellor
  - Any Vice-President
  - University Legal Counsel

University Legal Counsel shall be responsible for monitoring those services and associated costs, unless otherwise directed.

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- 5.00 The Vice-Provost (Academic Planning, Policy & Faculty) and the Associate Vice- President (Human Resources) may retain a legal firm or firms to provide general legal advice and specialized services related to personnel matters. They may authorize such employees within their units as they deem appropriate to have direct access to such legal firm or firms. University Legal Counsel shall be responsible for monitoring those services and associated costs, and shall meet with the Vice Provost (Academic Planning, Policy & Faculty) and the Associate Vice President (Human Resources) annually to review the use of outside counsel, having regard to the factors set out in paragraph 3.
- 6.00 The Executive Director, WORLDiscoveries, may retain outside legal counsel with respect to matters within his or her jurisdiction, provided that he or she must first consult with University Legal Counsel with respect to any matters that involve existing or anticipated litigation or that may have broader implications for the University. University Legal Counsel shall meet with the Executive Director, WORLDiscoveries annually to review the use of outside counsel.