

Policy Type: **Operational**

Policy Number: **O-9**

Policy Title: **Legal Services Policy**

Policy Reviewed: November 2021

Effective: January 2022 - December 2024

1. PURPOSE

1.1 The Windsor Public Library Legal Services Policy is intended to provide a framework for the delivery of legal services to the Windsor Public Library Board.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act, R.S.O.1990, C.P44* as amended 2019, CH14, Sched.12, provides governance and management of public library services in Windsor; and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 As per the Windsor Public Library/City Amending Agreement of March 21, 2017: 10. Section 3(a)

“(iii) Provide, upon request of the Board and subject to the concurrence of the City acting reasonably, at no cost to the Board, the following services:

1. Legal services;

as the Board determines, in consultation with the City, to be necessary or appropriate to operate the Library.”

2.3 The Legal Services Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

Windsor Public Library Values Statement – Integrity “We are committed to conducting business in an ethical and transparent manner”

2.4 This policy applies to all employees, volunteers and agents.

3. POLICY

3.1 The Windsor Public Library Board accesses legal services using a variety of providers depending on the issue and needs.

3.2 As per the Windsor Public Library/City Service Agreement:

3.2.1 The Windsor Public Library Board may, subject to the concurrence of the City, seek assistance and advice from the City of Windsor Legal Department for issues such as labour management and arbitration.

3.2.2 The Windsor Public Library Board may also seek assistance and advice from an external lawyer for issues such as compliance, litigation and governance issues.