



<b>SUBJECT:</b>  Legal Services	<b>CATEGORY:</b>  General Administration	<b>NO.</b>  503
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**PREAMBLE**

This policy outlines the appropriate authority levels for the selection, retention and use of SIAST’s legal counsel.

**APPLICATION**

This policy generally applies to the SIAST board of directors and all SIAST employees.

**POLICY**

The authority to utilize SIAST’s legal counsel’s services for any institutional matter presides with a member of senior management council. Any legal consultation or retention of services for advice or other legal matters by SIAST board members or employees must be pre-approved by one of either the president and CEO, the provost and vice-president, academic, or the vice-president, administrative services.

**PROCEDURES**

To access SIAST’s legal counsel’s services, SIAST employees must contact and obtain the approval of one of:

- The president and CEO
- The provost and vice-president, academic
- The vice-president, administrative services

**RELATED POLICIES/DOCUMENTS**

- Policy Development and Administration #506-G
- Management Authorities’ Grid policy #504-G
- Code of Conduct policy #703
- Corporate Agreements policy #501

Approved by:  President & CEO	Prepared by:  President & CEO / Institutional Secretary	Current Issue Date:  December 5, 2012	Page  1 of 2 #503
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**APPLICABLE LEGISLATION OR REGULATIONS**

All

**AMENDMENT HISTORY**

1. Original issue date: December 5, 2012
2. Revision 1:
3. Scheduled review date: December 5, 2017

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