



POLICY STATEMENT

Policy Name	Legal Services		
Policy #	503	Category	General Administration
Policy Sponsor	Associate Vice-President, Strategy	Previous Revision Date	October 15, 2018
Policy Approved by	President & CEO	Issue or Revision Date	February 1, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	February 1, 2029

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to outline the appropriate authority levels for the selection, retention, and use of (Sask Polytech) external Legal Counsel of Record and other Legal Counsel, as may be required from time to time.

SCOPE

This policy applies to the Sask Polytech board of directors and employees.

GUIDING PRINCIPLES

In the selection, retention, and use of Legal Counsel, Sask Polytech is committed to the following guiding principles:

1. Selecting a Legal Counsel of Record for a period of time, using the most appropriate procurement practice (e.g., Request for Proposal);
2. In exceptional circumstances (e.g., conflict of interest), selecting Legal Counsel outside of the Legal Counsel of Record to provide advice and/or representation for a limited use or time period;
3. Fulfilling all of its legal obligations and conducting its business according to the highest accepted ethical standards in Saskatchewan and Canada;
4. Using Legal Counsel of Record and other Legal Counsel services judiciously (e.g., when making decisions that carry significant risk to the organization); and
5. Employing sound organizational processes to ensure the most appropriate individual in management or the Board of Directors instructs Legal Counsel.

POLICY

1. Sask Polytech may engage the services of Legal Counsel for the interpretation of contracts, leases, labour relations, and other legal matters, and when authorized to do so, to act on behalf of Sask Polytech.
2. Only those who have been authorized to access Legal Counsel by this policy and its accompanying procedures may do so on behalf of Sask Polytech.

DEFINITIONS

Legal Counsel: A person (or a firm), who is legally qualified and licensed to represent a person or an organization in a legal matter, such as a transaction or lawsuit.

Legal Counsel of Record: A person (or a firm) who, through an appropriate procurement process, is engaged for a period of time to represent Sask Polytech in legal matters (e.g., to appear in court or receive pleadings and other formal documents on Sask Polytech's behalf).

RELATED POLICIES/DOCUMENTS

Policy Development and Administration #506-G
Board Authorities Grid #504a-G
Management Authorities Grid #504b
Code of Conduct #703
Corporate Agreements #501

APPLICABLE LEGISLATION OR REGULATIONS

N/A