

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	Revision Date	February 1, 2024
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	February 1, 2029

See the related [POLICY](#).

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 Saskatchewan Polytechnic in legal matters.

PROCEDURES

1. The following management and governance levels are authorized to engage Legal Counsel on behalf of Saskatchewan Polytechnic (Sask Polytech):

- Chair of the Board of Directors
- Chair of the Audit Committee
- President & CEO
- Vice-Presidents

The management and governance levels listed above may delegate their authority to the holders of designated employee positions, giving them the authority to access Legal Counsel of Record on behalf of Sask Polytech. Delegation of authority may be provided on an ongoing basis to such positions as the management and governance levels provided above consider to be appropriate, which shall be done through completion of a formal memorandum. Administration of the delegation of authority process to engage Legal Counsel of Record shall be the responsibility of the associate vice-president, Strategy, at the request of the management and governance levels provided above.

2. When engaging legal services, delegates may access Sask Polytech's Legal Counsel of Record. In the event that a delegate determines that it is to the benefit of Sask Polytech to engage Legal Counsel other than the Legal Counsel of Record, prior approval of one of the President and CEO or vice-presidents shall be obtained.

3. Where a matter requiring Legal Counsel encompasses more than one responsibility or knowledge area, prior consultation should take place between representatives from those areas and the director, Governance, Privacy and Corporate Agreements to determine the appropriate lead to engage Legal Counsel.
4. The director, Governance, Privacy and Corporate Agreements shall be notified of all requests for Legal Services by delegates.
5. Payment of Legal Services shall be made and administered through Strategy.
6. Failure to comply with this policy and the accompanying procedures may result in disciplinary action as per policy # 506-G, Policy Development and Administration.