



SUBJECT: Legal Services	CATEGORY: General Administration	NO. 503
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PREAMBLE

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

APPLICATION

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

POLICY

The authority to utilize SIAS’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 SIAS 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 SIAS’s legal counsel’s services, SIAS 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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