



POLICY STATEMENT

Policy Name	Legal Services		
Policy #	503	Category	General Administration
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	December 5, 2012
Policy Approved by	President & CEO	Issue or Revision Date	October 5, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	October 2023

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to outline the appropriate authority levels for the selection, retention and use of Saskatchewan Polytechnic’s external Legal Counsel of Record and other Legal Counsel, as may be required from time to time.

SCOPE

This policy applies to the Saskatchewan Polytechnic board of directors and all Saskatchewan Polytechnic employees.

GUIDING PRINCIPLES

In the selection, retention, and use of Legal Counsel, Saskatchewan Polytechnic 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. Saskatchewan Polytechnic 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 Saskatchewan Polytechnic.
2. Only those who have been authorized to access Legal Counsel by this policy and its accompanying procedures may do so on behalf of Saskatchewan Polytechnic.

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 (e.g., to appear in court or receive pleadings and other formal documents on Saskatchewan Polytechnic'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