



Procedures

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	Revision Date	October 5, 2018
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Required

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

PROCEDURES

1. The following management and governance levels are authorized to access Legal Counsel on behalf of Saskatchewan Polytechnic:
 - The Chair of the Board of Directors
 - The Chair of the Audit Committee
 - The President & CEO
 - Vice-Presidents
2. The management and governance levels listed above may delegate their authority to a designated employee to access Legal Counsel on their behalf. Delegation of authority may be provided on an ongoing basis e.g., delegation to the Associate Vice President Human Resources for human resources related matters, or on a project/case-specific basis e.g., delegation to a specific position or individual to seek legal counsel support for development of an agreement. All such delegations shall be made in writing (via e-mail) with a copy to the Associate Vice President Financial Services.
3. From time to time, other employees of Saskatchewan Polytechnic may be required to access Legal Counsel on behalf of Saskatchewan Polytechnic. Authorization to do so shall come from one of the management or governance levels listed above prior to accessing Legal Counsel.

4. Where a matter requiring Legal Counsel encompasses more than one responsibility or knowledge area, consultation should take place with representatives from the other areas to determine the appropriate lead.
5. Payment of Legal Services shall be made and administered through Financial Services.
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.