

**Retention of External Legal
Counsel Policy**

University Policy No.: AD2100
Classification: Administration
Approving Authority: Board of Governors
Effective Date: December, 2017
Supersedes: September, 1996
Last Editorial Change:
Mandated Review: December, 2024

PURPOSE

- 1.00 Authorized officers of the university may, from time to time, engage outside legal counsel to act for the university and through it for its officers with respect to any responsibilities discharged in the name of the university. This policy sets out the authority, criteria, and process for retaining external legal counsel.

POLICY

- 2.00 The following individuals, or their authorized delegates, have the authority to retain external legal counsel for university purposes:
- a) the Chair of the Board of Governors;
 - b) the President;
 - c) a Vice-President;
 - d) the University Secretary;
 - e) the General Counsel;
 - f) the Associate Vice-President Human Resources, for labour relations and employment matters;
 - g) the Associate Vice-President Faculty Relations and Academic Administration, for faculty relations matters, and
 - h) the Associate Vice-President Financial Planning, for pension matters.
- 3.00 Requests for retaining external legal counsel, other than by those individuals specified above, shall be made to the General Counsel. A copy of the request shall be given to the individual listed in section 2.00 who is the requestor's line authority. The General Counsel will determine whether legal services can be resourced internally.
- 4.00 Unless explicitly authorized in advance by an individual listed in section 2.00, fees or expenses for legal advice or counsel solicited or retained by individuals at their own initiative for whatever reason will not be paid or recognized by the university and shall be the full responsibility of the individual, regardless of the nature of the action.
- 5.00 All invoices for services rendered shall be submitted by external legal counsel directly to the initiator of the respective service, who shall verify the charges by their signature,

and, except for pension matters under s. 2.00(h), shall submit them to the General Counsel, who shall be responsible for processing invoices for payment.

AUTHORITIES AND OFFICERS

6.00 The following is a list of authorities and officers for this policy:

- a) Approving Authority: Board of Governors
- b) Designated Executive Officer: President
- c) Procedural Authority: President
- d) Procedural Officer: General Counsel