

Legal Advice and Charges Policy

Category: Operations

Approval: PVP

Responsibility: Vice-President, Finance & Administration

Date: September 2010, Last Revised November 12, 2018

Definitions:

“Emergency” shall mean an unexpected circumstance requiring the advice of legal counsel under conditions of sufficient urgency as to make consultation with the General Counsel impracticable.

Purpose/Reason for Policy:

The purpose of this policy is to ensure that legal services are sought where appropriate and to provide for a uniform budgetary treatment of legal expenses.

Scope of this Policy:

The policy applies to all external legal services required by the University, including advice and services pertaining to research.

Policy Statement:

Trent University’s legal affairs will be coordinated through the Vice-President, Finance and Administration office. Any fees associated with legal counsel so retained will be charged in accordance with the general guidelines appearing in this policy.

The budgetary assignment of charges for legal services will be assessed by based on the following general guidelines:

- Legal fees associated with the administration of the Pension Plan and the Pension Fund will be charged to the Pension Fund.
- Legal fees associated with the establishment or maintenance of research contracts, intellectual property or other research agreements will be charged to the agreement where legally permissible, or, in other cases, assigned to the Research Office, to be recovered through research overheads or other charges.
- Fees for legal services not otherwise provided for in this Policy and related to law suits, human rights complaints, criminal matters, interpretation and/or application of institutional policies, interpretation and/or application of Regulatory Acts and Guidelines, copyright and trademark, contracts, collective bargaining, grievances and arbitrations, employment-related human rights complaints, or other labour or employment-related matters or other matters deemed to be in the best interests of the University will be charged to the University General legal budget within the Vice-President Finance and Administration’s office.

Contact Officer:

Vice-President Finance and Administration

Date for Next Review:

November 2023

Related Policies, Procedures & Guidelines

- a) N/A

Policies Superseded by This Policy:

- a) N/A