



## **ADMINISTRATION POLICY LEGAL ADVICE**

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**EFFECTIVE:** November 1980  
**REVISED:** September 2009  
**RELATED POLICIES:**

### **POLICY**

The College does not retain one specific lawyer for legal advice, but attempts to utilize the services of those firms it deems to have expertise in the area under question.

### **PROCEDURE**

All legal matters must be routed through the President and Vice-President, Finance & Administration and will be delegated accordingly.

Any staff member contacted concerning legal matters shall refer the request to the President.