



Legal Services Obtaining Legal Advice

Policy No.: ADM-1	Council Resolution No.: 192/11
Department: Administrative	Authority: Council
Effective Date: 18/07/11	Revision Date:
Review Date: July 2014	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-1	
Related Procedure Name: Legal Services; Obtaining Legal Advice	

Purpose

To identify the circumstances and authority in which legal services may be required and obtained.

Policy Statement

- 1) The Town will seek expert legal advice where, in the opinion of the Chief Administrative Officer (CAO), that advice is required to:
 - a. Minimize the potential risk of litigation;
 - b. Obtain assistance on interpretation and implications of relevant new and/or existing legislation or legal precedent;
 - c. Clarify statutory powers and responsibilities;
 - d. Clarify the Town's responsibility to take action to protect the health, safety and well-being of the Town's employees, ratepayers, residents, general public or the protection of property;
 - e. Ensure the best commercial outcome for the Town; or
 - f. Represent the Town in matters proceeding to a hearing or trial.
- 2) Legal advice may be obtained by the Chief Administrative Officer (CAO), Chief of Police, Director of Corporate Services, Director of Public Services, or the Director of Planning and Economic Development, subject to the latter group of Directors obtaining consent of the Chief Administrative Officer (CAO) prior to each event or situation.
- 3) Legal advice may be obtained by other officers authorized by the Chief Administrative Officer (CAO), where the advice is required in the routine operations of their duties.



- 4) The Mayor may obtain direct and written confidential legal advice without the consent of the Chief Administrative Officer (CAO) where the issue involves that office. Advice obtained will be presented in full to Town Council.
- 5) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

N/A

R. Bryant
MAYOR

Aug. 8/2011
DATE

Cordak
CHIEF ADMINISTRATIVE OFFICER

Aug 3/11
DATE

