



Legal Services Obtaining Legal Advice

Procedure No.: ADM-1	Council Resolution No.: N/A
Department: Administrative	Authority: CAO
Effective Date: 18/07/11	Revision Date: August 10, 2020
Review Date: September 2022	Repealed Date:
Supersedes: N/A	
Related Policy No.: ADM-1	
Related Policy Name: Legal Services; Obtaining Legal Advice	

Purpose

To prescribe procedures for obtaining legal advice or engaging legal representation to ensure the most efficient and effective use of the Town's resources, while supporting any action required in respect of a legal matter, process or advice to support Town decisions.

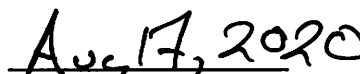
Operating Guidelines

- 1) The Town will ensure its position as a public authority; legislative compliance is a statutory duty and the Town will take the necessary steps to protect the interest of the Town.
- 2) Prior to contacting any solicitors/lawyers for any advice, the matter is to be referred to the Chief Administrative Officer (CAO).
- 3) In circumstances where legal advice is being obtained, it will usually be necessary to undertake a Risk Assessment to determine the factors that need to be considered.
- 4) The Town will seek preliminary advice as to the prospect of success of any action/appeal and an estimate of fees/costs.
- 5) To assist the Town's legal advisers to provide comprehensive advice, wherever possible, it will be necessary to include details of all relevant factors provided or reference all relevant documentation and outline specific issues on which advice is being sought.



- 6) After considering the legal firm's response, the Chief Administrative Office (CAO), or his designate may prescribe a maximum amount which is not to be exceeded unless a variation is subsequently approved.
- 7) All directors and managers are responsible for ensuring that relevant staff within their own directorates and departments have read and understood this document and are competent to carry out their duties in accordance with the procedures described.
- 8) Any guidance or advice should be given by written correspondence.
- 9) For certain matters it may be possible and prudent to obtain legal advice over the telephone.
- 10) Contact or correspondence relating to matters of civil or criminal liability will be passed immediately to the relevant Director or the Chief Administrative Officer (CAO).
- 11) Careful consideration will be given to ensure and respect confidentiality in the transmission of documentation and material.
- 12) The Town will obtain legal advice from:
 - a. For local matters:
 - i) Baldry Sugden LLP
Taber, AB
 - b. For standard municipal matters:
 - i) DD West LLP
Calgary, AB
 - c. For employee matters:
 - i) Field Law
Calgary, AB
- 13) All legal billing will be provided to the CAO office for distribution to the cost centre for payment.


CHIEF ADMINISTRATIVE OFFICER


DATE

