



THE RURAL MUNICIPALITY OF LAC DU BONNET

POLICY & PROCEDURES MANUAL

<i>Reference</i>	Administration	<i>Classification</i>	Policy
<i>Subject</i>	Retention of Legal Counsel Policy	<i>Pages</i>	2
<i>Authority</i>	Council Rural Municipality of Lac du Bonnet	<i>Effective Date</i>	November 16, 2021
<i>Approved</i>	Resolution No. 2021-0637	<i>Index</i>	

1) PURPOSE AND OBJECTIVE:

The purpose of this policy is to ensure the retention of outside legal counsel by the municipality is done in a manner consistent with the municipalities best interests, and to ensure that the cost and quality of outside legal services is consistently and properly monitored.


2) DEFINITIONS:

- a) Employee: An individual who works under the supervision or control of an employer; a worker who is employed by an employer.
- b) Head of Council: Means the Reeve who shall preside at all meetings of the Council.
- c) Legal Counsel: A person who is legally qualified and licensed to represent a person in a legal matter, such as a transaction or lawsuit.

3) SCOPE:

- a) Any employee, or council member wishing to retain outside legal counsel with respect to any matter shall obtain approval from the Chief Administrative Officer (CAO). The Chief Administrative Officer, in consultation with the person making the request, shall determine the following:
 - (i) Whether outside legal counsel should be retained, having regard to the nature of the matter, the risk involved and the cost.
 - (ii) Which legal firm should be retained, and the terms of the retainer.
 - (iii) Whether a competitive bidding process is required.

- b) The head of Council acting in their capacity as Head of Council may consult with Legal Counsel to perform their duties to ensure limited liability in the following scenarios:
- i) If the Chief Administrative Officer is incapacitated or unable to perform duties
 - ii) If the legal matter in question relates to the employment of CAO.



Signature
Reeve



Signature
Deputy Chief Administrative Officer