LAC LA BICHE COUNTY POLICY

<table>
<thead>
<tr>
<th>TITLE: LEGAL ADVICE</th>
<th>POLICY NO: CS-14-004</th>
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<tr>
<td>LEAD ROLE: CHIEF ADMINISTRATIVE OFFICER</td>
<td>NEXT REVIEW DATE: OCTOBER 1, 2021</td>
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<td>SPECIAL NOTES/CROSS REFERENCE:</td>
<td>AMENDMENT DATE: OCTOBER 13, 2016</td>
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<td>CS-14-004 Legal Advice Procedure</td>
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POLICY STATEMENT:

1. Lac La Biche County is a public body; legislative compliance is a statutory duty and the County will take the necessary steps to protect the interests of the municipality.

2. Lac La Biche County will seek the services of legal counsel, where in the opinion of the Chief Administrative Officer, the advice is required to:
   a) minimize the potential risk of litigation;
   b) obtain assistance on interpretation and implication of relevant new and/or existing legislation or legal precedent;
   c) clarify statutory powers and responsibilities;
   d) clarify the County’s responsibility to protect the health, safety and well-being of the County’s employees, ratepayers, residents, the general public or the protection of property;
   e) ensure the best economic outcome for the County; or
   f) represent the County in matters proceeding to a hearing or trial.

3. The Chief Administrative Officer may, at his/her discretion, further delegate the authority to obtain legal advice. The Chief Administrative Officer will also establish and maintain a relevant administrative procedure outlining the responsibilities of those with the aforementioned delegated authority.

4. The Mayor, at his or her discretion, may obtain legal advice where the issue involves the Office of the Mayor. This authority is limited to matters pertaining to the employment of the Chief Administrative Officer or matters related to the conduct of Council Members. Unless authorized by resolution of Council, the Mayor shall not seek legal advice on behalf of Councillors for matters pertaining to pecuniary interest or conflict of interest, including pecuniary or conflict interest of the Mayor. Advice obtained through the Mayor will be presented in full to County Council.
5. As outlined in the Council Members’ Code of Conduct, to determine if matters before County Council give rise to a pecuniary interest or a conflict of interest, Members of Council may seek legal advice either through a resolution of Council or independently. Independent legal advice is at the personal expense of the requesting Member.

“Original Signed” ____________________________  October 25, 2016 ________________
Chief Administrative Officer                              Date

“Original Signed” ____________________________  November 1, 2016 ________________
Mayor                                                  Date
PROCEDURE:

1. Prior to engaging the services of legal counsel, Administration may consider alternate options to ensure the most efficient and effective use of the County’s resources. These options may include, but are not limited to: Government Ministries (i.e. Municipal Affairs), and municipal professional associations. The use of these alternate options shall balance the County’s desire to maintain conservative expenditures, while protecting the County’s interests.

2. Through this procedure, the Chief Administrative Officer delegates responsibility and authority to contact County solicitors to all Senior Managers. The Chief Administrative Officer may choose to delegate this responsibility to other positions within the organization, whereby that authority will be in writing and under the conditions specified by the Chief Administrative Officer.

3. Senior Managers may further delegate authority to seek legal advice, on an as needed, case-by-case basis, whereby each engagement with legal counsel is authorized by the responsible Senior Manager.

4. When consideration is being given to initiate a legal action, Administration will seek preliminary legal advice as to the prospect of success, alternative options and an estimate of costs.

5. When requesting legal advice, wherever possible, Administration will provide details of all relevant factors or reference all relevant documentation and outline specific issues on which advice is being sought. This shall assist the advisors to provide comprehensive advice.

6. Legal advice shall usually be obtained in a written format, whereby legal advice over the telephone may be obtained in urgent situations. However, all advice shall be ultimately provided in writing.

7. Legal advice shall be obtained from the legal firms appointed by County Council.

8. Administration will give careful consideration to ensure the respect and confidentiality in the transmission of documentation and material.
9. All Senior Managers are responsible for ensuring that the appropriate staff within their management area have read and understood this procedure and are competent to carry out the duties in accordance with this procedure.

“Original Signed” ___________________________    October 26, 2016 ___________________________
Chief Administrative Officer                     Date