



Policy:	6.9.1
Approved By:	Trust Council
Approval Date:	September 12, 1992
Amendment Date(s):	September 16, 2005
Policy Holder:	Chief Administrative Officer

LEGAL SERVICES MANAGEMENT

Purpose

To outline the process to access and instruct legal counsel in a manner that is cost effective and efficient.

A. Definitions

n/a

B. Policy

1. Legal Counsel Access

- 1.1 Opening and/or extending legal files with legal counsel shall only be initiated through staff using established legal services management procedures.
- 1.2 Trustee requests for opening new and/or extending existing legal files must be initiated by a resolution of the appropriate approving authority.
- 1.3 Trustee requests for consultation with legal counsel may be facilitated by staff in a manner that permits obtaining of legal advice such that it is available to others concerned, and/or the Trust in general.
- 1.4 Where a trustee is a defendant in a litigation matter, he/she shall be able to directly access legal counsel on matters related to the litigation.

2. Legal Counsel Instruction

- 2.1 All resolutions requesting staff to access legal services should be clear in providing: instructions to legal counsel as to the key question(s) to be addressed, expected product, time-frame to respond, and materials to be provided to legal counsel.
- 2.2 All requests for legal counsel services should be initiated by staff using a Legal Services Request form processed according to established procedure.
- 2.3 Legal services requirements of an urgent nature may be initiated by staff and although established procedure may not initially be followed, a Legal Service Request form shall be processed immediately.

3. Legal Service Approval

- 3.1 Only directors can approve staff access to legal counsel to initiate the opening of a new file and/or extension of an existing file (obtain an estimate).
- 3.2 The initiation of a major legal advice file, and/or continuance of any litigation file beyond initial legal counsel consultation, shall be approved by the Executive Committee.
- 3.3 All legal service bills shall be approved by the Director of Administrative Services for payment subject to a satisfactory reconciliation with the relevant Legal Service Request cost estimate and the designate staff member's verification.
- 3.4 The Director of Local Planning Services shall be responsible to monitor and supervise the use of legal services as per the conditions of the Legal Services Contract.
- 3.5 The Executive Committee may, at any time, on matters where it deems it necessary, access legal counsel directly through the Chair.

C. Legislated References

Policy and Procedures Manual: Legal Services Access (6.9.2)

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a