



PROCEDURE

PROCEDURE NO: 122•1

PAGE: 1 OF 1

TITLE: Process to seek Independent Legal
Advice for Council

APPROVAL DATE: August 27, 2019

POLICY: 122, Independent Legal Advice for Council

REVISION DATE:

SECTION: Administration

RESPONSIBLE

DEPARTMENT: Legislative Services

PURPOSE

The purpose of this Procedure is to establish the process for how and when an Elected Official shall seek independent legal advice. Requests shall comply with the Council Code of Conduct, Sections 4.57 and 4.59 regarding Elected Official's responsibility to seek independent legal advice for situations that may result in questions of a Pecuniary Interest or of a Conflict of Interest.

ADMINISTRATION

The provision of independent legal advice by an Elected Official will be arranged through the office of Legislative Services, which is responsible for managing the legal expenses incurred by the City of Grande Prairie, including those incurred on behalf of Elected Officials.

When an Elected Official requires independent legal advice because of a potential Pecuniary Interest or Conflict of Interest the Elected Official must:

1. Contact the office of Legislative Services prior to seeking independent legal advice.
2. Select an independent law firm from the list of approved firms provided by Legislative Services.
3. Obtain a corresponding file number generated by Legislative Services.
4. Provide the file number to the selected law firm.