POLICY STATEMENT

District of Maple Ridge

Title: **Retention of Legal Counsel**	**Policy No: 5.53** **Supersedes: NEW**
Authority: **Council** **Approval:** **December 14, 2004**	**Effective Date:** **December 15, 2004**
Policy Statement: Authorized staff may, from time to time, engage outside legal counsel to provide advice or act for the District of Maple Ridge with respect to any responsibilities discharged in the name of the District.	
Purpose: To set out the authority and process for the retention of external legal counsel.	
Definitions:	

PROCEDURE (OPERATING REGULATION)

District of Maple Ridge

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1.0 POLICY STATEMENT (adopted): Authorized staff may, from time to time, engage outside legal counsel to provide advice or act for the District of Maple Ridge with respect to any responsibilities discharged in the name of the District.	
2.0 KEY AREAS OF RESPONSIBILITY	
Action to Take	**Responsibility**
2.1 The Clerk's Department shall retain a list of approved legal counsel.	**Clerk's Department**
2.2 Staff members may, with the approval of the Chief Administrative Officer, General Manager or Director of their Department, seek legal advice from outside legal counsel according to the list approved by Council and retained in the Clerk's Department.	**Chief Administrative Officer, General Manager, Director**
2.3 Staff will provide the Clerk's Department with a copy of all opinions received from legal counsel whether provided in written or electronic format.	**Staff**
2.4 If a verbal opinion is given, legal counsel will provide written confirmation of the opinion.	**Legal Counsel**
2.5 The Clerk's Department will review the opinion and forward a copy to Council if the opinion is required for Council deliberations.	**Clerk's Department**
3.0 Detailed Actions	**Responsibility**
3.1 A list of law firms will be approved by Council	**Council**
3.2 When legal advice is required, staff will, with the approval of the Chief Administrative Officer, General Manager or Director of the Department, contact the appropriate law firm from the approved list.	**Chief Administrative Officer, General Manager, Director**
3.3 Staff will ensure that a copy of the legal opinion is provided to the Clerk's Department.	**Staff**
3.4 All invoices for legal services shall be submitted directly to the Clerk's Department. The Clerk's Department will be responsible for verifying and processing invoices for payment.	**Clerk's Department**