

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Human Resources</b>			<b>POLICY #: HR-07</b>
<b>POLICY NAME:</b> Legal Services to Council and Employees Policy			
<b>DATE:</b> 1998	<b>REV. DATE:</b> May 2021	<b>APPROVED BY: Council</b>	<b>PAGE #:</b> 1 of 1

**POLICY**

Legal services to Council and employees of the Corporation of the United Townships of Head, Clara & Maria may be provided for matters arising out of a Council members or an employee’s direct and proper discharge of duties.

**GUIDELINES**

1. A Council member or an employee, while engaged by the Municipality and in proper conduct and discharge of their duties, who finds that a matter has arisen or may arise which could involve action against the Council member, an employee or the Municipality, should immediately report the matter to the Clerk-Treasurer giving full particulars of the circumstances. In the case of the Clerk-Treasurer, the matter should be reported to Council.
  
2. The Clerk-Treasurer will formally document the incident. The report shall be signed by the Council member or employee and the Clerk-Treasurer. In the case of the Clerk-Treasurer, the report shall be signed by the Clerk-Treasurer and the Head of Council.
  
3. It is the responsibility of the Clerk-Treasurer to immediately report and review the matter with the Municipal Solicitor.
  
4. Each situation will be based upon its individual merits. Legal assistance is made available upon the recommendation of the Clerk-Treasurer and the Municipal Solicitor.
  
5. A Council member or an employee who chooses to retain legal assistance/advice on their own without reference to the Municipality places themselves in a position where assistance, either legal or financial, may not be available from the Municipality.