

Workplace Transformation – Provision of Legal Services Policy

ISSUE

The Administration was directed to prepare a City Council policy incorporating protocols for the provision of legal services at the City of Saskatoon. The proposed *Provision of Legal Services Policy* is attached for approval.

RECOMMENDATION

That City Council approve the *Provision of Legal Services Policy* attached to this report as Appendix 1.

BACKGROUND

At its meeting held on March 25, 2019, City Council resolved, in part:

- “....
4. That City Council direct the Administration to prepare a Council Policy that incorporates the protocols outlined in the body of this report.”

For ease of reference, the report referred to above may be found [here](#).

DISCUSSION/ANALYSIS

The Administration was directed to prepare a policy that reflects the following protocols:

- “1. The Mayor and Councillors recognize the City Manager as their principal advisor and will expect a report or comment from the City Manager on all matters on the agenda;
2. On matters of legal significance to the City (as determined by the City Manager and/or the City Solicitor) the Mayor and Councillors will expect to receive a legal briefing from the City Solicitor that is unfettered by the City Manager;

3. On such legal matters, and out of courtesy, the City Solicitor will ensure that the City Manager is briefed in advance of City Council, except for those briefings that pertain to the employment of the City Manager (i.e., contractual/agreement matters). In this case, the legal briefing would flow directly to City Council;
4. Where the City Manager believes that the City Solicitor may be in error, the City Manager may wish to provide Council with access to the advice of specialist legal counsel in the matter under discussion. Such independent advice, out of respect for the City Solicitor, should be made available as well to the City Solicitor; and
5. Notwithstanding the foregoing, there is nothing to prohibit the City Manager and City Solicitor from jointly determining that the Mayor and Councillors would benefit from receiving independent legal counsel. Such a report would flow to the Mayor and Councillors based on which branch the City initiated the request with advance copy and consultation with the other branch of the City.”

The proposed *Provision of Legal Services Policy* attached to this report reflects the requested protocols and recognizes the legal and professional obligations of the City Solicitor’s Office. The implementation of this Policy will finalize the new reporting structure of the City Solicitor’s Office.

OTHER IMPLICATIONS

There are no financial, privacy, legal social or environmental implications identified.

NEXT STEPS

No additional action is required.

APPENDICES

1. Proposed *Provision of Legal Services Policy*

Report Approval

Written & Approved by: Cindy Yelland, City Solicitor
Reviewed by: Jeff Jorgenson, City Manager