

**GENERAL STATEMENT OF POLICY**

65.01 It shall be the intention of the Region of Queens Municipality to provide clear direction to the Chief Administrative Officer concerning the commencement or defense of a legal action or proceeding before a court of competent jurisdiction.

**POLICY INFORMATION**

65.02 The Chief Administrative Officer shall be solely and completely responsible for the enforcement and prosecution of all offenses ticketed by the Region's Bylaw Enforcement Officers under the *Summary Proceedings Act* of Nova Scotia, including, for the purpose of prosecution, the engagement of the Region's solicitor or hiring other solicitors as the need may arise or be prudent. This, however, does not limit or prevent a Bylaw Enforcement Officer from issuing tickets under the *Summary Proceedings Act* in order to carry out their job in a responsible manner.

65.03 All commencements of legal action against the Region shall be responded to by the solicitor of the Chief Administrative Officer's choosing, notice of such commencement of action and the Chief Administrative Officer's solicitor of choice shall be forwarded to all members of Council as soon as possible immediately after a decision is made by the Chief Administrative Officer. In some cases, the Chief Administrative Officer may consult with Council before making the above decisions.

65.04 Notwithstanding Section 65.03, in all cases where the claim is made against the Region through one of the Region's insurers, then the insurer has the right to select its own solicitor(s).

65.05 Council shall be kept up-to-date on all legal proceedings against the Region on a regular basis by the Chief Administrative Officer *in camera*.