



Policy	CAS-017 Legal Expense Reimbursement Policy for Conflict of Interest Advice
Approved By:	Council
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LEGAL EXPENSE REIMBURSEMENT POLICY FOR CONFLICT OF INTEREST ADVICE

1. PURPOSE

The purpose of this Policy is to provide parameters for reimbursement of legal fees for members of Council requiring advice in relation to potential conflict of interest on matters being considered by Council.

2. ELIGIBILITY

In order to be eligible for re-imbusement the matter in question which a council member is seeking legal advice must:

- (a) be a matter that will be placed on an upcoming council or committee of the whole meeting agenda; and,
- (b) be discussed with the Director of Corporate Services or Chief Administrative Officer and after that, is determined to be still unclear in the opinion of the member of council whether a conflict of interest exists.

3. RE-IMBURSEMENT

Each Council member is entitled to an annual amount of up to \$1,500.00 for legal advice sought in connection with legal advice received for potential conflict of interest.

The Chief Administrative Officer may increase a Council member's annual reimbursement above \$1,500, provided no member receives more than 40% of the total annual funding.

4. RIGHTS TO THE LEGAL ADVICE

Each Council member has the right to obtain the legal counsel of their choice, with the exception of approved legal counsel used for the district of Oak Bay. The advice obtained is the property of the individual council member and there is no obligation created in this Policy to provide a copy of the advice to the municipality.

5. CLAIMING THE EXPENSE

A council member making a claim for reimbursement under this policy shall complete an expense claim form used for other council expense claims and include the invoice for the legal advice received.

