



## COUNCIL POLICY C-AD35

### Impending Legal Action

Prepared By:	Legislative and Administrative Services	Council Approval Date:	November 4, 2014
Effective Date:	November 4, 2014	Council Resolution No.:	N/A
References:	Procedures C-AD35-P1	Previous Revision Date:	Sept. 23, 2008 (Policy AD-035)
Function:	Legal Services	LAS Review Date:	October 22, 2014

#### PURPOSE

This policy authorizes administration to not conduct business with any party who initiates any legal actions or proceedings (litigations) against Parkland County or served upon any of its elected officials or employees due to the carrying out of their duties.

#### POLICY STATEMENT

Parkland County will not conduct business, or continue to do business, with any individuals, companies, organizations, or corporations, including subsidiaries, affiliates, successors, officers, directors, shareholders, agents and employees while acting on behalf of their employer, that have initiated legal action against Parkland County, until settlement of the matter has been reached.

#### SCOPE

This policy applies when any legal action is taken against Parkland County or its elected officials or employees for actions taken in carrying out their duties.

#### MANAGEMENT RESPONSIBILITIES

The Manager of Legislative and Administrative Services is responsible for implementing, monitoring, and evaluating this policy.

#### STANDARDS

1. When a Notice of Claim or Statement of Claim is served upon Parkland County, or any elected official or employee of Parkland County, in a legal proceeding arising out of action taken in the discharge of duties, Parkland County will adhere to this policy.
2. Parkland County will not breach any contractual obligation in implementing this policy.
3. Essential services such as fire or emergency services are not affected by this policy.
4. It is the responsibility of the Chief Administrative Officer to advise staff regarding any legal actions initiated against the County that will have an impact on the services provided by the County.
5. Council may, if they consider that the circumstances warrant doing so, override this policy.