

## **TOWN SOLICITOR BY-LAW**

1. The Town Solicitor shall:
  - a. Give legal advice and assistance to the Mayor and Councillors and the Town Officials in the performance of the duties of their respective offices;
  - b. Attend all regular meetings of the Council when notified and of any other Council meeting and of any Committee when required to do so;
  - c. Draft and revise all legal documents required by the Town;
  - d. Act as solicitor and counsel for the Town in all actions to which the Town is a party, or which are conducted on behalf of or on the part of the Town;
  - e. Take charge of and manage all the legal business connected with the affairs of the Town;
  - f. Draft all proposed legislation on behalf of the Town and all necessary documents in connection therewith, and;
  - g. Attend before any committee of the legislature on behalf of the Town when the council so directs;
2. The Council may appoint a Deputy Town Solicitor who shall, whenever he is requested by the Town Solicitor, or, in the case of absence of the Town Solicitor from the Town of his incapacity or disqualification through illness, interest or otherwise, perform the duties of Town Solicitor.
3. When deemed advisable, the Town Solicitor may, with the approval of the Council, retain additional counsel in respect of any matter.
4. When no Town Solicitor or Deputy Town Solicitor has been appointed, a solicitor retained by the Council for any matter or cause shall proceed and shall have and exercise all the rights and duties of the Town Solicitor in respect to said matter or cause, as if he were the Town Solicitor, and in accord with his retainer.