

Report to Council

Re: Joint RFP for Legal Services
Clerk's Office-2025-16

From: Martina Chait-Hartwig

Date: May 20, 2025

Recommendation:

That the report Clerk's Office-2025-16, dated May 20, 2025 regarding the results of the Joint RFP for Legal Services be received, that the Mayor and Clerk be directed to sign agreements with Aird and Berlis and Hicks Morley Hamilton Stewart Storie LLP for the delivery of legal services for a five-year term with the option of two additional one-year terms.

Overview:

The Township of Douro-Dummer along with the County of Peterborough and the Townships of Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn and the Municipality of Trent Lakes participated in a Request for Proposal (RFP) for legal services in early spring 2025. The County of Peterborough issued and administered the proposal. The proposal requested bids to obtain qualified legal services on an as needed basis without a retainer for a five-year term with the option of two additional one-year terms in the following areas of practice:

- General Municipal Law
- Municipal Finance, Tax and Assessment
- Environmental Law
- Real Estate Law
- Construction Law
- Municipal Planning
- Labour and Employment Law
- General Civil Litigation
- Tax Registration

Seventeen bids were received, providing a range of services. The bids were reviewed in accordance with the scoring matrix in the RFP. After the evaluation process was complete the successful proponents of the RFP are Aird & Berlis LLP for all areas of practice except for Labour and Employment Law and Hicks Morley Hamilton Stewart Storie LLP for the practice of Labour and Employment Law.

Conclusion:

The Township has ongoing relationships with both Aird & Berlis LLP and Hicks Morley Hamilton Stewart Storie LLP. Both firms have provided high quality service when called upon and staff are confident that the Township will continue to receive the same level and quality of service for the firms.

Financial Impact:

The annual budget accounts for legal services that may be required for each department and such services are billed on an as needed basis.

Township of Douro-Dummer Strategic Plan 2023-2027



Service Modernization and Innovation

Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.



Business Attraction, Expansion, and Retention

Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.



Infrastructure Renewal

Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.

Report Approval Details

Document Title:	Joint RFP for Legal Services - Clerk's Office-2025-16.docx
Attachments:	
Final Approval Date:	May 14, 2025

This report and all of its attachments were approved and signed as outlined below:

Todd Davis