

**Overview:**

The Township of Douro-Dummer along with the County of Peterborough and the Townships of North Kawartha and Selwyn participated in a Request for Proposal (RFP) for legal services in early 2020. 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 three-year term with the possibility for 2 one-year term extensions in the following areas of practice:

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

Fourteen bids were received, providing a range of services. Proponents were separated into three categories to reflect their areas of expertise:

- Environmental Law
- Labour and Employment Law
- Municipal Law including general civil litigation, finance, tax and assessment, real estate, land use planning and construction law

Through the review process the following proponents scored the highest in the three categories are as follows:

- Environmental Law – Willms & Shier Environmental Lawyers LLP
- Labour and Employment Law – Hicks Morley Hamilton Stewart Storie LLP
- Municipal Law including general civil litigation, finance, tax and assessment, real estate, land use planning and construction law – Aird & Berlis LLP

**Conclusion:**

While much work has gone in to this RFP for legal services, there is concern that this is not a good time for the Township to enter into a three year contract for service. The Service Delivery and Organizational Review is currently taking place and it will be providing recommendations on the way in which services are provided and procured in the Township. If we were to enter into three year contracts for service we would not have the flexibility if we needed to change the way in which we procure legal services. At this time we receive legal services on a fee for service basis and we are not bound by any agreements.

**Recommendation:**

That the C.A.O.-2020-19 report, dated May 11, 2020 regarding Legal Services Request for Proposal be received and that at this time the Township not enter into any agreements for legal services.

**Financial Impact:**

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

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:**

Not applicable.