

Invitation for Expression of Interest for Part Time Solicitor

The City of Kawartha Lakes invites submissions from qualified Solicitors to respond to this request for an expression of interest to provide in-house professional legal advice and Municipal law expertise to the City on a part time basis.

The Corporation of the City of Kawartha Lakes (CKL) is a single-tier municipality providing service to over 75,000 residents in an area of over 3,000 square kilometers. The City of Kawartha Lakes is located in east central Ontario and offers a blend of rural and urban communities just over an hour's drive from Toronto. The natural setting offers a great environment in which to work, live and play. Kawartha Lakes is set amidst 250 lakes, 9,570 acres of forests and over 400,000 acres of rural farmland. View the City's website at: <http://www.city.kawarthalakes.on.ca>

The Corporation of the City of Kawartha Lakes operating departments include: Community Services, Corporate Services, Planning & Development Services, Economic Development, Emergency Services, Public Works and Health and Social Services.

The City requires legal services that can generally be described as, but are not limited to the following areas:

- a) Policy, by-Law, contract, lease and agreement development and review;
- b) Interpretation and general advice concerning environmental legislation, procurement law, the Municipal Act and related legislation;
- c) Civil litigation with the exception of some matters which may be assigned by City Insurers to outside legal counsel;
- d) Matters before a Court of any jurisdiction;
- e) Matters before a Tribunal or Arbitrator;
- f) Prosecutions of persons in contravention of municipal by-laws, offenders under the Provincial Offences Act or other legislation, whether in Ontario Court of Justice or the Superior Court of Justice (by way of application for injunctive relief);
- g) Any matter commenced or to be commenced or, where charges may be laid or are pending, under any *Act* which may result in an action to be decided by a third party;
- h) Onsite attendance on a part time basis with the ability to be on call for an unscheduled meeting with staff to consult on legal matters;
- i) Provide advice and guidance to City staff as requested and discuss operational and ongoing issues from a legal perspective with Senior Management;
- j) Provide quarterly status reports within 30 days of close of quarter including status of file/closure of any files and invoicing for the quarter;
- k) Assigning of files to "Specialized" associates and/or legal firms – manage placement, review billing and status of assigned files in consultation with the CSO; and
- l) Prepare Documents for Registration and Register same at the Land Registry Office.

The Solicitor will be a current member in good standing of the Law Society of Upper Canada, and 10 years of call and be interested in flexible part-time office hours for 2 or 3 days a week and be available to meet outside standard schedules as requested. The Expression of Interest package will include qualifications, brief understanding of the professional services required and expectations of a fee structure and references who can certify ability and experience that demonstrates the Municipal Law qualification.

Questions may be submitted to: Carole Weldon, Purchasing Manager at:

cweldon@city.kawarthalakes.on.ca

The Expression of Interest for Part Time Solicitor packages are due to be submitted on

Thursday, September 8, 2011. Submit in confidence to:

The City of Kawartha Lakes

Purchasing Division,

City Hall

26 Francis Street,

Lindsay, Ontario

K9V 5R8

ATTENTION: Purchasing Manager

RE: EOI Part Time Solicitor

A submission will also be received electronically by send it in confidence to:

cweldon@city.kawarthalakes.on.ca