



Legal Services

Issued By: Village of Arcadia
C/O Karrie Bedford - CAO
info@arcadianb.ca

RFP Issued: **June 23rd 2026**

Deadline for questions: **July 3rd 2026**

Final submission deadline: **July 13th 2026 by 8:00am**

Evaluation Period: **July 13th 2026**

Anticipated Award Date: **July 17th 2026**



1. Introduction

The Village of Arcadia invites proposals from qualified legal firms to provide comprehensive municipal legal services. The Village seeks a long-term partner to support governance, operations, and strategic priorities through practical, responsive and expert legal counsel.

2. Municipality Overview

- Population: ~3,800
- Governance: Mayor & Council
- Administration: CAO-led
- Services: Administration, Public Works, Recreation, Economic Development & Tourism
- Regional Partnership: Capital Region Service Commission

3. Objectives

- Reliable and timely legal advice with availability for urgent matters
- Predictable and transparent cost structures
- Demonstrated expertise in municipal law
- Proactive identification and management of legal risk

4. Scope of Services

A. General Legal Advisory

- Provide day-to-day legal advice to Chief Administrative Officer (CAO)/designated staff
- Offer risk-based guidance to support informed decision-making
- Interpret and apply applicable legislation and regulations
- Deliver advice in clear, practical, and plain-language terms

B. Governance & Corporate Law

- Draft, review, and interpret municipal by-laws and policies
- Provide advice on Council procedures, authorities, and roles
- Support compliance with applicable municipal legislation
- Advise on conflict of interest, code of conduct, and procedural fairness
- Assist with governance best practices and policy framework



C. Council Support & Meeting Attendance

- Attend Council and/or Committee meetings as requested
- Provide legal opinions directly to Council (through CAO coordination)
- Assist with in-camera (closed session) requirements and protocols
- Prepare or review legal reports, briefing notes, and resolutions

D. Land Use Planning & Development

- Advise on zoning, land use, and planning matters
- Review and draft development agreements and conditions
- Support subdivision and permitting processes
- Provide legal support on planning appeals or disputes
- Assist with interpretation of planning documents and regulations

E. Contracts, Procurement & Agreements

- Draft, review, and negotiate contracts and agreements
- Provide advice on procurement processes and compliance
- Support tendering (RFPs, RFQs, bid evaluations)
- Identify and mitigate contractual risks
- Develop standard templates and clauses where appropriate

F. Employment & Labour Relations

- Provide advice on employment standards and workplace policies
- Support employee relations, discipline, and termination processes
- Assist with workplace investigations (if required)
- Provide labour relations advice
- Support development of HR policies and procedures

G. Real Property & Municipal Assets

- Provide advice on land acquisition, sale, and leasing
- Review title, easements, and right-of-way agreements
- Support infrastructure and utility-related legal matters
- Assist with property disputes or encroachments



H. *Emergency & Incident Support*

- Provide urgent legal advice during emergencies or time-sensitive situations
- Support decision-making during events such as flooding, fire risk, or infrastructure failure
- Advise on liability, emergency powers, and public safety measures

I. *Intergovernmental & Regional Matters*

- Support agreements with neighbouring municipalities, rural districts, and First Nations
- Provide legal input on shared service arrangements
- Assist with regional governance or partnership structures

J. *Training & Capacity Building*

- Provide training sessions for Council and staff (e.g., governance, conflict of interest, procurement)
- Support orientation for new Council members
- Develop guidance materials and best practice tools

K. *Proactive Legal Support*

The Village expects the successful proponent to act as a strategic advisor, including:

- Identifying emerging legal risks before they escalate
- Recommending improvements to policies, by-laws, and practices
- Supporting long-term organizational resilience and compliance

5. Service Expectations

- Timely responses (standard: 24–48 hours)
- Availability for urgent matters
- Delivery of clear, practical, and actionable advice
- Coordination through the CAO or staff designate
- Consistent documentation and record-keeping

6. Pricing Model

Preferred hybrid model:

- Monthly retainer for routine services
- Hourly/capped rates for complex matters
- Clear definition of inclusions and exclusions



7. Proposal Requirements

Interested parties are asked to include the following in the proposal:

- Overview of the organization / firm
- Description of the proposed team and relevant experience
- Approach to delivering the meeting scope of services and expectations
- Detailed pricing structure
- Professional references

8. Evaluation Criteria

The Village of Arcadia will evaluate proposals based on:

- Values aligned with rural municipal government experience (25%)
- Responsiveness and service approach (40%)
- Cost and overall value (25%)
- References (10%)

9. Relationship Structure & Service Delivery Approach

The Village of Arcadia is seeking to establish a strong, efficient working relationship anchored by a single, designated lawyer within a larger firm who will serve as the Village's primary point of contact. This individual will act as a central coordinator for all legal matters.

This lead lawyer will be responsible for coordinating service requests, directing work to appropriate subject matter experts within the firm, and ensuring that responses are consolidated and delivered back to Arcadia in a consistent and streamlined manner.

The Village places a high value on legal advice that is clear, timely, and concise, enabling Council and administration to make informed decisions efficiently and with confidence.

10. Term of Engagement

The Village of Arcadia intends to enter into a service agreement with the successful proponent for an initial term of one (1) year, with the possibility of extension upon mutual agreement.

The Village values continuity, institutional knowledge, and a long-term partnership approach, and will consider extensions based on performance, service quality, and overall fit.