

PRICING

PRICING MODELS

InTown offers the following value pricing models:

FLAT FEES	fixed pricing for specific legal projects
HOURLY	payment per hour of legal assistance
SUBSCRIPTION	access to legal counsel at any time for a monthly fee
SHARED PRICING	pricing based on volume of work from multiple municipalities (negotiated)

OBTAINING BEST PRICING

1. The municipality determines it requires legal services and approval is obtained to retain legal counsel.
2. An authorized municipal official reaches out to InTown via phone, email or website. Depending on preference, the Client emails (uploads on the website) or brings in person the most relevant documents (for example: contract, relevant correspondence, court documents, etc.), as well as completed Retainer Agreement (PDF) and Client Identification (PDF) available on InTown's Website Login Page.
3. InTown reviews the documents and in consultation with the Client assesses the strengths and weaknesses of the case at hand. This assessment step allows formulating an effective strategy to resolve the problem and/or set the Client's expectations of the outcome.
4. Depending on the type of problem and the budgetary limits faced, the Client and InTown will discuss pricing alternatives. For instance:

- a. **Flat Fees** – Clients may prefer a per project flat fee billing. In this instance, the parties will discuss and define the scope of work to be completed by InTown. The flat fee could apply to the whole project or a phase of the project.

Appropriate projects for flat fees include: drafting agreements, by-laws, policies or pleadings; providing legal opinions, conducting legal research, completing a real estate transaction, preparing an instrument, or completing registrations, etc.

- b. **Hourly** – Clients opting for traditional billing methods will be billed at a rate of \$250/hour for the services of a solicitor. Where other professionals are needed, those rates will be negotiated accordingly.

Appropriate projects, any services provided can be assessed and billed on a per hour basis.

InTown

ENABLING MUNICIPALITIES TO BUILD COMMUNITIES

- c. **Subscription** – Clients with issues requiring ongoing legal assistance may prefer a customized subscription based billing (generally on a monthly basis), where a certain amount is paid every month for access to legal counsel. The amount for the monthly subscription for legal services may vary, based on the workload to be completed by InTown. Where municipal Clients are uncertain on the workload to be provided, the monthly amount can be negotiated initially and re-evaluated by the parties at 3, 6 or 9 month intervals based on actual services rendered and/or projects completed.

Monthly subscriptions include updates (memoranda) on important legislation affecting municipalities (when applicable).

Appropriate projects for subscription fees include: retaining general municipal counsel on as needed basis or counsel for litigation management.

- d. **Shared Pricing** – Municipalities willing to obtain legal services jointly with neighbouring municipalities may qualify for better rates using any price model above depending on volume and type of work assigned to InTown.

Please contact InTown's Principal Stefan Zhelev by phone (613-929-4938) or email (szhelev@intownlaw.ca) to inquire about the specifics of the Shared Pricing arrangement for legal services.

BILLING

In preparation of a legal bill, InTown considers the work scope of the project, the overall Client workload, the complexity of the issues, any cost sharing arrangements, the urgency, the advice provided, and what is gained by the Client in the process. InTown aims to ensure that Clients reach a satisfactory outcome and that the costs incurred in the process are fair and reasonable.

COMMUNICATION COSTS

To obtain access to justice and establish solid working relationships with its counsel, it is imperative that municipalities have the opportunity to speak with their InTown legal representative without the pressure of mounting fees. Clients are encouraged to reach out to InTown for legal assistance and guidance when needed in order to pre-emptively address issues. InTown will consider the content of communication in preparation of its legal bills and may not necessarily bill Clients for communication alone, unless services are rendered.

USE OF EXPERTS OR THIRD PARTIES

Clients in consultation with InTown may decide to retain external experts or professionals as needed. Any engagement of third parties will be coordinated based on the type of project, the timeframes and the costs associated with employing such agents/independent contractors. InTown may be in a position to identify and retain the needed expertise on behalf of the municipality, but it will not undertake any such actions unless explicitly instructed by its Clients to do so.

UNDERSTANDING LEGAL FEES, DISBURSEMENTS, and COURT FEES

Legal Fees are the fees charged by a legal professional (lawyer, paralegal, etc.). Fair and reasonable fees, according to the Law Society of Ontario, include consideration of factors such as:

- a) the time and effort required and spent
- b) the difficulty of the matter and the importance of the matter to the Client
- c) whether special skill or service has been required and provided
- d) the amount involved or the value of the subject matter
- e) the results obtained
- f) fees authorized by statute or regulation
- g) special circumstances, such as the loss of other retainers, postponement of payment, uncertainty of reward, or urgency
- h) the likelihood, if made known to the Client, that acceptance of the retainer will result in the lawyer's inability to accept other employment
- i) any relevant agreement between the lawyer or paralegal and the Client
- j) the experience and ability of the lawyer or paralegal
- k) any estimate or range of fees given by the lawyer or paralegal, and
- l) the Client's prior consent to the fee.

Disbursements are the legal expenses other than the legal fees. Those may include costs for:

- title searching
- mortgage documents registration fees
- surveys
- third party experts
- expert reports
- photocopying charges
- transcripts & charts
- transportation costs
- meals
- postage and courier costs and others.

Court Costs generally constitute a separate head of costs from disbursements and legal fees. These include:

- filing fees
- surcharges
- translation costs and others.