

Town of Caledon

make a difference



Job Title: Assistant Town Solicitor, Contracts & Development

The Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Deputy Town Solicitor, this role is responsible to draft, negotiate, review and advise on land development agreements such as subdivision & site plan agreements, as well as a variety of corporate, commercial, real estate & general municipal contracts, such as development charge agreements, which may have significant financial or other implications for the municipality.

As the Assistant Town Solicitor, Contracts & Development, you will perform the following duties, including but not limited to:

- Providing competent and timely legal services working in cooperation with staff in legal services and Town Divisions as a municipal legal counsel to the Corporation by:
 - Collaborating with client departments such as operations, information technology, recreation and purchasing to advance commercial agreements for all aspects of the Town's business
 - Drafting development agreements, easements, license agreements, leases and associated documents
 - Negotiation with developer's legal counsel and other stakeholders
 - Drafting and interpreting by-laws
 - Providing assessment of new or existing legislation, and determining the anticipated effects on Town operations
 - Preparation of reports to senior leaders and Council
 - Attendance at Council and Committee meetings as needed
 - Legal research, drafting legal opinions and providing advice verbally and in writing to senior staff

The Assistant Town Solicitor, Contracts & Development will also supervise the Law Clerk – Real Estate and Planning and in-house and contracted subject matter experts in the areas of development and real estate.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking a passionate professional with a common law degree from a recognized Canadian University or received a certificate of qualification from the national committee on accreditation of the Federation of Law Societies of Canada. Membership, or eligibility for membership, with the Law Society of Ontario as a Lawyer. Our ideal candidate has minimum 3 years' experience as a lawyer and minimum 1 year demonstrated leadership experience and/or supervisory skills.

The ideal candidate will have demonstrated interest in contracts, development, planning and municipal law. We are seeking an individual with superior interpersonal skills, verbal and written communication skills and superior report writing skills.

The successful candidate for the Assistant Town Solicitor, Contracts & Development will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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