

**Town of Caledon**

***make a difference***



### **Job Title: Assistant Town Solicitor, Litigation and Administrative Law**

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, Legal Services, this role is responsible to represent the Town on matters before the Courts, including applications, prosecutions judicial reviews and appeals of offences, as well as administrative tribunals, primarily the Ontario Land Tribunal, pursuant to provincial and federal statutes and municipal by-laws. This position provides legal services to the Corporation in the areas of civil actions, planning, heritage, prosecution, administrative tribunals, human rights, small claims court litigation, by-law drafting, reports and interpretation.

This role provides critical effective representation of the Town and ensures the Town's needs are considered in all manner of administrative and court decision-making. The role works with multiple different departments in the Town, including planning, engineering, by-law, fire, building, parks and heritage, as well as external counsel and experts retained by the Town from time to time.

The Assistant Town Solicitor, Litigation & Administrative Law will also supervise the Law Clerk – Litigation and in-house and contracted subject matter experts in the areas of prosecution and litigation.

### **The Ideal Candidate**

We are seeking a legal professional with a common law degree from a recognized Canadian University or a certificate of qualification from the national committee on accreditation of the Federation of Law Societies of Canada and membership, or eligibility for membership, with the Law Society of Ontario as a Lawyer. Our ideal candidate has a minimum of three (3) years related experience, preferably in the municipal field and a minimum of one (1) year of demonstrated leadership experience and/or supervisory skills. We are seeking someone with a demonstrated interest in civil litigation, administrative tribunal hearings, prosecution, planning and municipal law.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The ideal candidate will have demonstrated understanding of relevant legislation and computer proficiency in MS Office suite software, CAMS and online legal research. We are seeking an individual with exceptional verbal and written communication skills and superior report writing skills, a demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data, excellent organizational skills with specialized attention to detail to avoid errors skills, and the ability to prepare and successfully negotiate resolutions and solid arguments.

The successful candidate for Assistant Town Solicitor, Litigation and Administrative Law will be required to work a flexible schedule, including in the office 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](http://www.caledon.ca/careers)

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



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