

Town of Caledon

make a difference



Job Title: Deputy Town Solicitor

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 to the Commissioner, Corporate Services and Chief Legal Officer, the Deputy Town Solicitor is responsible for the management of the Assistant Town Solicitors and municipal law services. The Deputy Town Solicitor will lead a team of lawyers and legal professionals practising in a variety of areas of law, including general municipal, litigation, commercial, real property, development, and construction law, while having carriage over legal files and providing legal advice and services to Council and Town departments. The Deputy Town Solicitor will act for the Chief Legal Officer as needed, in terms of both legal and administrative duties.

As a Deputy Town Solicitor, you will perform the following duties, including but not limited to:

- Providing competent and timely legal services by directing the delivery of and working in cooperation with staff in legal services and Town Divisions
- Drafting and interpretation of by-laws
- Providing assessment of new or existing legislation, and determining the anticipated effects on Town operations
- Providing strategic advice on significant files with long term impacts on the Town, including working closely with the Supervisor, Realty Services, and expert staff and leadership in Town departments
- Accountable for complex drafting and legal opinions, including:
 - Working with internal stakeholders to determine appropriate structure of legal instruments to achieve goals and objectives of client departments; including assessment of likely outcomes
 - Providing advice to clients on rights & liabilities under existing contracts, and risks & benefits of taking actions with regard to these contracts
 - Legal research and drafting of legal opinions as required, in order to provide advice on legal questions & situations that arise with respect to the Town's existing or proposed contracts and other situations
 - Consider legal risks and settlement positions for the long-term protection of the Town
 - Providing advice verbally and in writing to senior staff
 - Preparation of templates and other tools to support client department operations



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- Drafting and reviewing development agreements, general corporate, commercial, and general municipal contracts required for new services

The Ideal Candidate

We are seeking an experienced professional with a university degree in law (LLB/JD) and a member in good standing of the Ontario Bar. Our ideal candidate has a minimum of 5 years' progressive varied law experience, including some experience in municipal or government administrative law. A minimum of 5 years' experience in litigation, real estate, expropriation and/or commercial law at a senior level, a minimum 2 years of management experience, and experience in a government organization are each considered an asset.

The ideal candidate will have demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data. We are seeking an individual with demonstrated analytical and problem-solving skills involving regular development of new and improved methods and the ability to work independently, combined with well-developed organization and time management skills and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public.

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 Human Resources 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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