



Assistant City Solicitor *Regular Full-Time*

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

Are you a dynamic legal professional seeking a rewarding challenge? Our Legal Team is expanding, and we're currently hiring for the position of Assistant City Solicitor. We encourage all interested applicants to apply, as we may also consider candidates for Staff Lawyer roles for both current and future opportunities within our growing team. See the description below for more information on the Staff Lawyer role.

About You / What We Are Looking For

Reporting directly to the City Solicitor, you'll play an important role in providing outstanding legal services to our organization.

As an Assistant City Solicitor, you'll spearhead the efficient delivery of legal services while maintaining an independent file load. You'll be the go-to expert, offering legal advice across a spectrum of areas crucial to local government. From interpreting legislation to crafting bylaws and negotiating and drafting contracts, you'll ensure our legal strategies are on point. Additionally, you'll lead a talented team of legal professionals, fostering their growth and success.

Key Responsibilities

This position will oversee and be responsible for a team of legal professionals (staff lawyers, paralegals or both) in either a general solicitor or real estate and development practice group, including day-to-day operational leadership and assisting the City Solicitor in establishing objectives, policies and procedures aligned with broader Division and Department goals and objectives. Additional responsibilities include preparing legal opinions, advising on municipal bylaws and municipal governance and procedure, and offering legal advice and practical recommendations on City projects and initiatives. You'll draft and negotiate various contracts, including complex project agreements, commercial contracts, construction agreements, operating, service and supply agreements, funding and grant agreements, leases, licences and purchase and sale agreements.



Additionally, you'll identify process improvements to enhance City operations. Ideal candidates possess strong legal expertise, leadership skills, and a knack for efficiency. If you're passionate about legal excellence and driving organizational success, join us in shaping the future of our city.

Minimum Qualifications

- Bachelor of Laws or Juris Doctor from a recognized university and active membership in good standing with the Law Society of British Columbia.
- A minimum of seven (7) years of relevant legal experience, and people leadership experience within a legal setting.
- Exceptional understanding of legal matters related to the local government setting or commercial real estate and land development, preferably gained by at least three (3) years practicing as counsel for a local government or with a firm providing legal services to local governments.

Preferred Qualifications

- Experience mentoring and providing leadership to members of a legal team.
- Experience providing legal advice in various areas of law, including one or more of municipal, commercial, real estate, land development, land use, construction, environmental, risk management, procurement, intellectual property and Indigenous matters
- Proven experience in managing a large caseload and ability to juggle priorities and competing timelines.
- Familiarity with municipal law and local government issues is particularly desirable.

Staff Lawyer

(Regular Full-Time or Temporary Full-Time)

Reporting to an Assistant City Solicitor and working alongside two real estate lawyers and two real estate paralegals, the Staff Lawyer will provide land development and real estate legal services to the City's planning, real estate, engineering and project management professionals.

Key Responsibilities

Join our team as a Staff Lawyer and dive into a diverse range of legal tasks, primarily focusing on real estate and land development projects. You will work on City-led initiatives, such as rezoning and subdivision processes, as well as property transactions like land sales and road closures.



Negotiating and drafting covenants, rights of way, leases, licenses, and other agreements related to complex real estate, property and land development matters will be part of your daily responsibilities. You'll also be supporting the City in the implementation of Provincial legislative mandates on housing and land use planning.

Minimum Qualifications

- Bachelor of Laws or Juris Doctor from a recognized university and active membership in good standing with the Law Society of British Columbia.
- A minimum of three (3) years relevant legal experience.
- Strong communication and negotiation skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Knowledge of municipal law or real estate law, including land use planning processes and technical knowledge of the LTSA electronic filing system and LTO practices and procedures, will be considered assets.

What We Offer:

This excluded position offers an annual salary range for the Assistant City Solicitor ranges from \$184,712 to \$199,785 (2024 rates). The range for the Staff Lawyer is from \$162,645 to \$182,953 (2024 rate). Salary is based on a variety of factors including qualifications, knowledge, experience and skills. Based in Coquitlam, this position includes a comprehensive benefits package, professional development opportunities, and emphasizes work-life balance with flexible, hybrid work options—allowing for a combination of in-office and remote work.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is an Equal Opportunity Employer, committed to inclusive hiring practices. Visit [coquitlam.ca/edi](https://www.coquitlam.ca/edi) to learn more about our dedication to equity, diversity, and inclusion. Should you need accommodation during the application process, please reach out to our Human Resources team for confidential support.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on June 6, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

