

Town of Caledon

make a difference



Job Title: Assistant Town Solicitor, Litigation & Administrative Law

Closing Date: April 23rd, 2025, 12:00PM EST.

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, arbitrations, administrative tribunals, prosecutions and appeals of offences pursuant to provincial statutes and municipal by-laws. This position will also provide legal services to the Corporation in the areas of civil actions and applications, prosecution, administrative tribunals, by-law drafting, reports and interpretation. This role is critical to ensure the effective representation of the Town in ensuring the Town's needs are considered in all manner of administrative and court decision-making. As the Assistant Town Solicitor, Litigation & Administrative Law 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.
- Providing assessment of new or existing legislation, and determining the anticipated effects on Town operations
- Accountable for the Town's representation before Courts and Tribunals and other adjudicative bodies, including ODACC.
- Providing advice verbally and in writing to senior staff with respect to potential actions the Town may become involved in, including the assessment of likely outcomes
- Providing advice verbally and in writing to enforcement staff with respect to the appropriate course of action in a prosecution, and assessment of the likelihood of success
- Preparation of supporting tools including short form wordings, conflict matters, master court plan, best practice approach to resolutions/motions
- Overseeing work product, managing workload, scheduling, motivating, goal setting and performance evaluation for Law Clerk, Litigation



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 and a membership, or eligibility for membership, with the Law Society of Ontario as a Lawyer. Our ideal candidate has minimum of 3 years related experience, preferably in the municipal field and a minimum 1 year demonstrated leadership experience and/or supervisory skills.

In addition, the ideal candidate will have demonstrated interest in civil litigation, administrative tribunal hearings, prosecution, planning, and municipal law. We are seeking an individual with superior organizational skills, a demonstrated ability to meet deadlines and excellent verbal and written communication skills.

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

This position offers a salary range of \$154,776.02 to \$193,470.03 plus a competitive benefit package.

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.

Applications for this posting will be accepted until **April 23rd, 2025, 12:00PM EST.**

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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