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**Non-Union**

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<b>Job Title:</b>	Legal Counsel (Solicitor)	<b># Required:</b>	1
<b>Job Opening Id:</b>	42248	<b>Division:</b>	Legal Services
<b>Business Unit:</b>	Corporate Services	<b>Standard Hours:</b>	35.00 / week
<b>Location:</b>	Headquarters Campbell West	<b>Regular/Temporary:</b>	Regular
<b>Full/Part Time:</b>	Full-Time	<b>Salary Range:</b>	\$133,450.00 - \$157,000.00
<b>Salary Grade:</b>	8	<b>Close Date:</b>	2025-05-13
<b>Post Date:</b>	2025-04-23		

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## IMPORTANT NOTICES AND AMENDMENTS

**This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.**

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

## ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to [diversity@niagararegion.ca](mailto:diversity@niagararegion.ca). To send input on reducing barriers in the current hiring process, please email [myhr@niagararegion.ca](mailto:myhr@niagararegion.ca)

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

### Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

## JOB DESCRIPTION

## Job Summary

Reporting to Senior Legal Counsel, Legal Counsel are responsible for providing high quality and effective legal support and advice on a broad range of legal matters to the staff and Council of The Regional Municipality of Niagara and certain agencies, boards and commissions of Niagara Region as required; and negotiating with external parties, agencies and partners at municipal, provincial and federal levels, with informal specialization practicing primarily as either a litigator or solicitor.

## Education

- Post-secondary degree from a recognized university.
- Bachelor of Laws degree (LLB) or Juris Doctor degree (JD) from a recognized law school.
- Must be a Barrister and Solicitor entitled to practice law in Ontario and a full member in good standing of the Law Society of Ontario

## Knowledge

- Minimum 3- 5 years' legal practice as either a litigator or a solicitor, preferably in a municipal setting, with knowledge and understanding of legislation and regulations affecting the Region including its overall organizational structure, powers, jurisdiction, authority and operations in order to properly advise and represent the corporation .
- Supervisory experience is preferred.
- Highly developed problem-solving skills with an ability to analyze issues and risks and develop solutions.
- Ability to exercise appropriate judgement and discretion in dealing with privileged or controversial matters.
- Strong written and verbal communication skills and ability to analyze complex ideas and material and formulate them into clear plain language in an impactful way to a variety of audiences.
- Excellent interpersonal skills, positive customer service focus and ability to work collaboratively with colleagues and clients.

## Responsibilities

*Provides professional legal services, in all areas of the law required by the client's needs including but not limited to: municipal law, freedom of information and protection of privacy, development charges, municipal planning and development law, environmental law, emergency management, risk management, contract law, administrative law and construction law, as well as areas of the law specifically relevant to the Region including, including long-term care facilities, social housing, homelessness, social assistance and public health law. (30% of time)*

- Provides professional legal services to the Regional Corporation and all its constituent elements, including Council, Council committees, Regional Departments, and staff; and to certain agencies, boards and commissions of the Region as required, including Niagara Regional Housing, Niagara Regional Police Services, Niagara Transit Commission, including their respective Boards and staff.
- Provides oral and written legal advice and counsel to clients, including preparing and delivering reports to Regional Council and its various Committees.
- Provides risk management advice and strategies responsive to business objectives and in compliance with legal framework.
- Retains and instructs specialized outside legal counsel where required, and acts as a liaison between clients and specialized outside legal counsel to support knowledge transfer and cost containment.
- Maintains up-to-date internal files, including legal precedents, in alignment with divisional and corporate records management and retention requirements.
- Conducts legal research and prepares legal opinions at the direction of Senior Legal Counsel, the Director Legal and Court Services, or as requested by the client on all issues affecting the corporation, but primarily in the areas of legislative or contractual interpretation, liability, quantification of damages or risk exposure.
- Drafts by-laws and amendments and provides advice related to implementation and enforcement.
- Negotiates on behalf of the Region with third parties on all types of legal matters; external agencies, private sector and municipal partners; provincial and federal governments and agencies.
- Participates in continuing legal education as well as professional associations such as the Municipal Law Department Association of Ontario and monitoring developments in the municipal sector as well as other areas of law of interest to the Region.

*Providing legal support and expertise specializing as either a litigator or solicitor (50% of time)*

*Litigator: Responsible for a diverse litigation portfolio and effectively manages the litigation process in the areas of civil litigation and regulatory litigation*

- Appears as legal counsel for the Region and certain agencies, boards and commissions, before judicial and quasi-judicial bodies including all levels of court and various administrative boards and tribunals (e.g. Ontario Land Tribunal, Human Rights Commission)
- Develops and coordinates litigation strategies and timelines on litigation files, assessing and providing advice to the client regarding the significance and ramifications (legal, political, financial, operational) of various course of action.
- Assesses and adjusts internal reserves as necessary throughout litigation process.
- Meets with and advises clients, witnesses and expert witnesses (both internal and external) in relation to procedural and substantive aspects of their testimony for legal proceedings.
- Directs and conducts further investigations in order to obtain further evidence in support of the litigation.
- Prepares all required documentation to advance or respond to litigation or legal proceedings.

- Obtains, organizes and vets documents for legal production.
- Maintains up-to-date internal files, including legal precedents, in alignment with divisional and corporate records management and retention requirements.
- Conducts any necessary interim applications or motions required to facilitate orderly resolution of the litigation.
- Conducts discovery and other court procedures in advancing and defending the corporation's or insured's legal position.
- Conducts mediation, informal settlement negotiations and judicial settlement conferences and advises clients in relation to settlement issues.
- Acts as liaison with Risk Management and Insurance Program Manager, insurer and external legal counsel as required for claims files.

*Solicitor: Responsible for a diverse portfolio of legal support related to contracts, agreements, procurement and real estate matters*

- Developing an understanding of the objectives, business needs and services of the Region that pertain to each contract, transaction or legal deliverable and identifying and advising upon issues that may give rise to a legal obligation or duty.
- Develop, review, analyze and negotiate agreements entered into between the Corporation and its external clients, vendors and third party service providers to mitigate risk exposure to the corporation.
- Provides legal advice and support regarding procurement documentation and strategy in alignment with Procurement By-law and corporate objectives.
- Provide legal support, including preparation and registration of necessary documents to advance purchase, sale, lease or license of lands by the corporation.
- Searching title, conducting off-title searches, correcting title problems, preparing and electronically registering all necessary documents as required to complete a range of real estate transactions.

*Provides leadership for the activities and mentoring of support staff within the Legal and Court Services division, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved. (10% of time)*

- Provides direction, guidance, and coaching to support staff within the division.
- Provides informal leadership and mentorship support to other legal staff in the division and non-legal staff throughout Region.
- Acts as a facilitator between staff in different departments and representatives of public with emphasis on customer service, problem solving and achieving overall Niagara Region objectives.

*Provides support to division and department activities. (10% of time)*

- Participates in various non-legal administrative matters for the Region, such as staff committees and task forces.
- Attends divisional, departmental, and cross-departmental meetings, as required.
- Supports the planning and monitoring of the Legal and Court Services Division budget.
- Provides policy development and advice within overarching corporate initiatives and for specific departments.

*Perform other related duties and responsibilities as assigned or required.*

### Special Requirements

- Regional staff strive to enable the strategic priorities of Council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.
- May be required to support Regional emergency operations under the incident management structure, at the direction of the Emergency Operations Centre Director.

### HOW TO APPLY

To view the full job description and requirements, visit our Careers page - **Job Opening # 42248**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online application **no later than May 13, 2025, before midnight** by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca). We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

#### Application Link:

[https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT\\_HR/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=1002&JobOpeningId=42248&PostingSeq=1](https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT_HR/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1002&JobOpeningId=42248&PostingSeq=1)