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Aurora, Ontario
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aurora.ca

Town of Aurora
Employment Opportunity
Corporate Services

Division of Human Resources

Articling Student

Employment Type: Contract, Full-Time

Location: Aurora, Ontario

Salary Range: \$85,251.00 – \$106,563.89

Vacancy Reason: Temporary Replacement

Closing Deadline: February 2, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Deputy Town Solicitor, the Articling Student will gain hands-on experience in various areas of the municipal legal environment, including exposure to diverse areas of law such as municipal, planning, real estate, civil litigation, procurement, privacy, and others. The Articling Student is responsible for providing legal support to the Corporation, including doing research, preparing legal opinions and advice, preparing and reviewing bylaws, agreements, reports and documents; assisting with court and administrative and quasi-administrative tribunal proceedings; managing claim files; conducting land title and corporate searches and registrations.

Responsibilities

- Conduct research of relevant case law, legislation, reference texts, articles and course materials in order to provide legal advice.
- Review and analyze new and proposed legislation, regulations, guidelines and directives from all levels of governments which may or will impact the municipality.
- Review and prepare contracts, agreements, notices, forms, by-laws, and any other legal or corporate document to ensure legal and technical requirements have been met.
- Assist in the review, development and implementation of internal policies and processes addressing legal and regulatory compliance requirements, risk management measures, and best practices.
- Participates in negotiations with potential purchasers or vendors of land, developers, residents and other parties and prepares agreements of purchase and sale, leases and licenses for the disposition, acquisition, leasing and licensing of Town lands.
- Provides legal direction and participates in the administration, co-ordination and direction of certain real property related transactions and land development agreement matters including all agreements relating to a subdivision, condominium, site plan or other planning application. Ensures proper and appropriate registration of all legal documentation relating to real property transactions and development agreement matters including compliance with all related statutory requirements.
- Liaises with other municipalities/levels of government, external agencies, lawyers, developers, vendors, contractors, staff, public, residents, etc regarding legal matters.

Qualifications

- By the commencement date of employment, completion of an LL.B. or J.D. or Law Society of Ontario approved equivalency. Must be qualified to commence articling for the requisite Licensing Year in accordance with the requirements of the Law Society of Ontario.

- Knowledge of municipal government or applicable legislation and experience in relevant practice areas, municipal government, or other public sector organizations considered an asset.
- Demonstrated ability for legal research and writing of high standards.
- Ability to work in a highly confidential environment and maintain a high level of integrity.
- Discretion to handle confidential materials and matters.
- Ability to work independently and collaboratively
- Excellent interpersonal and communication skills
- Ability to deal courteously and effectively with all levels of staff and government, elected officials, local Boards/Commissions, community groups and organizations, the general public, and those in the development, legal and insurance communities
- Class "G" driver's licence in good standing and reliable vehicle to use on corporate business.
- Availability to attend evening Council/Committee and other meetings as required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.