



Job Posting

Job Title:	Assistant Legal Counsel
Department:	Administration
Reports to:	Legal Counsel
Rate of Pay:	\$109,638.39 - \$123,844.21 per annum
Posting Date:	October 13, 2026
Posting Deadline:	October 30, 2026

Summary

Reporting to the Legal Counsel, the Assistant Legal Counsel provides legal services and support to municipal departments and Town Council on a broad range of municipal legal matters. The position involves the preparation of legal documents, conducting research, providing legal advice, and supporting the department with legal matters and projects affecting the Town. The successful candidate will exercise independent professional judgment within assigned responsibilities, while escalating complex, sensitive or higher-risk matters for direction, review or approval.

Primary Duties and Responsibilities

1. Draft, review and provide legal comments on municipal agreements and contracts, including development agreements, encroachment agreements, easements, leases, sponsorship agreements and procurement-related agreements.
2. Assist with real estate transactions, including acquisitions, disposals, leases, land donations, title and registration matters, easements and other property-related files.
3. Conduct legal research and draft or review municipal by-laws, policies, procedures, memoranda, reports and related documents.
4. Monitor legislative and regulatory developments and identify potential impacts on municipal operations.

5. Prepare legal analyses, opinions and practical recommendations on assigned municipal matters, subject to the oversight of the Legal Counsel.
6. Assist in preparing and presenting reports and materials for Council and committees and attend meetings as required.
7. Manage assigned legal files, competing priorities, documentation and follow-up in an organized and timely manner.
8. Work with municipal departments, senior management, external counsel, consultants, developers, residents and other stakeholders to identify legal issues, mitigate risk and advance matters toward completion.
9. Assist with litigation, claims, disputes, expropriations, Provincial Offences matters, Ontario Land Tribunal proceedings and other administrative tribunal matters.
10. Prepare disclosure, court and tribunal materials, legal briefs, factums, books of authority, correspondence and other documentation, and attend proceedings as required.
11. Assist with matters arising under the Town's Administrative Monetary Penalty System.
12. Support the development of legal processes, templates, procedures and tools that improve efficiency and consistency within the Legal Division.
13. Maintain confidentiality, exercise sound professional judgment and perform other related duties as assigned.
14. Other duties as assigned.

Qualifications

- Juris Doctor (JD) or Bachelor of Laws (LL.B.)
- Member in good standing with the Law Society of Ontario
- Minimum of three (3) years of post-call legal experience, preferably involving municipal, public-sector, real estate, corporate/commercial, litigation or administrative law.
- Demonstrated knowledge of municipal law, including the Municipal Act, 2001 and other legislation affecting municipal operations.
- Strong legal research, analytical, and written communication skills.

- Ability to draft clear, concise and legally sound agreements, memoranda, reports and other legal documents.
- Strong attention to detail and ability to identify legal, contractual, liability and operational risks.
- Ability to explain legal concepts clearly to non-legal audiences and build effective working relationships.
- Demonstrated ability to manage multiple competing priorities, meet deadlines, exercise sound professional judgment and recognize when escalation is required.
- Strong working knowledge of Microsoft Office, particularly Word, Outlook and PowerPoint.

Qualifications Considered Assets

- Municipal or public-sector legal experience.
- Experience with real estate transactions, development agreements, municipal by-laws and policies, litigation, Provincial Offences or administrative tribunals.
- Experience working directly with elected officials, senior municipal staff or public-sector organizations.
- Additional education or certification in municipal administration, municipal law, real estate, planning or a related field.
- Working knowledge of Teraview, Laserfiche and other legal research, document management or municipal information systems.
- Strong negotiation, advocacy, dispute-resolution and presentation skills.

Working Conditions

- Duties are performed primarily indoors.
- Regular attendance at internal and external meetings and occasional local travel may be required.

Hours of Work

- Primary hours of work are Monday to Friday (35 hours), day shift

- Flexibility in hours of work is required in order to attend after hour Council meetings and events as required

Physical Requirements

- Physical work environment requiring extended periods of walking, standing, and sitting

Leadership Responsibilities

- None

Application Process

Interested candidates are invited to submit their application through the career portal by visiting: <https://www.lasalle.ca/town-hall/careers/>

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of candidate selection. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. The recruitment process does not utilize artificial intelligence for applicant screening or selection. This posting is for a newly created position.