

EMPLOYMENT OPPORTUNITY – TOWN SOLICITOR

The Town of Pelham and the Township of Wainfleet are collaborating to hire a shared staff lawyer. These municipalities are located in the Niagara Peninsula and have a combined population of approximately 25,000. The municipalities are looking for a highly skilled and innovative lawyer who is comfortable working as a generalist, and able to advise the two clients in the areas of Municipal, Planning, Labour, Litigation and Corporate/Commercial law. Reporting directly to the Chief Administrative Officer at the Town of Pelham, with dotted line reporting to the Chief Administrative Officer at the Township of Wainfleet, the Town Solicitor will be responsible for providing legal representation and advice to two Councils and municipal staff.

Employment duties:

- Provide professional legal advice to Council/Committees and Town departmental staff on the diverse and broad range of issues affecting each municipality.
- Assist and provide representation on behalf of the Towns of Pelham and Wainfleet before the courts, and in administrative and quasi-administrative tribunal hearings, including all aspects of conducting such litigation.
- Instruct and monitor external legal counsel with respect to requested legal advice, major litigation, administrative tribunal, and other matters, including coordinating involvement and responses from various internal departments.
- Respond to non-insured claims against each Town and perform associated follow-up duties to protect the municipalities.
- Prepare reports and memoranda for the provision of advice to Council/Committees and staff on various topics.
- Negotiate, draft, and finalize terms and conditions for a wide variety of contractual matters.
- Review and interpret agreements, policies, procedures, and other relevant documentation to identify problems with respect to legality, enforceability, form and substance, recommendations and drafts.
- Attend Council/Committee and other meetings as required to provide responses to Council questions, including the presentation of reports or other information to Council in a public or closed session meeting environment.

- Conduct legal research on a variety of legal issues leading to the preparation of legal opinions, reports, and papers, summarizing results and including recommendations respecting implementation, form of response or course of action to be taken.
- Undertake special projects and perform other related duties as assigned in accordance with departmental and corporate objectives.

The successful candidate will possess the following:

- A Bachelor of Laws (LL.B) or Juris Doctorate (JD) degree or equivalent from a recognized and accredited university.
- Must be a member in good standing with the Law Society of Ontario and be qualified to practice law in the Province of Ontario.
- A minimum of seven (7) years of demonstrated and progressive experience practicing law, either with a municipal/governmental organization, or with a private law firm serving mainly municipal/government clients.
- Demonstrated experience handling litigation matters independently, including experience representing clients in Superior Court and/or the Ontario Court of Justice, and in administrative and/or quasi-administrative tribunals.
- Excellent working knowledge of municipal functions and responsibilities, municipal legislation and regulations and numerous others as they relate to municipal jurisdiction and powers, litigation, contracts, municipal procurement, employment, labour relations, and legal matters affecting local government.
- A strong and confident working knowledge of current federal and provincial statutes, rulings, regulations, orders and decisions by provincial and federal courts and tribunals, as they impact municipal government.
- Necessary skills include strategic planning, negotiation, writing and presentation skills, high quality interpersonal skills, plus the ability to perform the duties as outlined herein within a reasonable time
- Must have a Class "G" driver's licence in good standing and own a vehicle as travel between the two municipalities will be necessary

Salary: \$133,465 - \$156,136 (40 hours per week. Some evening work will be required.)

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at hr@pelham.ca no later than **9:00am on Friday, June 3, 2022.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.