

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Municipal Solicitor

Permanent, Full-Time

Reporting to the Chief Administrative Officer (CAO), the Municipal Solicitor is responsible for providing legal analysis and strategic advice to County staff and County Council, enhancing risk management, carrying out general legal matters, and serving as the liaison with external specialized law firms in order to ensure costs are minimized and risk are mitigated. Core areas include municipal governance, land use planning and development, real estate, property, construction, contracts, provincial offences, and litigation matters.

Duties & Responsibilities:

- Responsible for ensuring that the County is represented before the Courts and Tribunals on various matters including applications before the Courts, actions brought by or against the corporation, and prosecutions. This includes the prosecution and appeals in the Ontario Court of Justice for Provincial Offences under the jurisdiction of the County and matters before various courts and administrative tribunals.
- Represents the Corporation on various matters and at other levels of government. Represents Legal Services in professional associations, such as the Ontario Bar Association and Municipal Law Department Association of Ontario.
- Responsible for providing representation at Council meetings and acts as primary corporate legal advisor by providing legal counsel and direction to Council and the CAO on corporate matters involving legal issues including legislation and governmental regulations as well as agreements and by-laws.
- Works closely with Council and senior management to advise the County of its legal responsibilities by providing guidance and legal support services; providing information with respect to amendments to legislation, regulations and court decisions; evaluating their impact on the Corporation; and assisting in developing the Corporation's position on such changes.
- Organizes and directs the Corporation's legal activities; develops corporate-wide policies on legal matters; recommends County's policy position on legal matters; and defines the parameters of programs and services to ensure compliance with all applicable laws and legal requirements.
- Process real-estate transactions, including expropriation.
- Provides policy or expert advice on legal issues to all business units of the Corporation and its related entities to assist decision-makers at all levels in making decisions regarding their service/program delivery.
- Proactively identify matters that pose risks for potential lawsuits and propose risk management and mitigation strategies.
- Negotiate, prepare, and review agreements, contracts, leases, deeds, mortgages, easements, restrictive covenants, by-laws, policies, and other legal instruments to implement and safeguard the County's interests.

- Act as the supervising solicitor for prosecution services, including management of prosecution staff within Court Services/POA.
- Retain and instruct external legal counsel and other professionals when required.

Qualifications & Skills:

- University Degree in law (L.L.B. or J.D.).
- Licensed to practice as a Lawyer by the Law Society of Upper Canada.
- Eight (8) to ten (10) years of experience as a lawyer. Demonstrated working knowledge of municipal legislation/regulations preferred.
- Public sector and/or municipal government experience an asset.
- Demonstrated proficiency with Microsoft Office Suite.
- Demonstrated leader who promotes innovation, creativity, and establishes a supportive environment where varying ideas are valued and considered.
- Ability to develop and cultivate strategic partnerships and connections with internal and external teams, partners, customers, and community stakeholders.
- Strong conceptual, analytical, and negotiating skills.
- Well-developed verbal and written communication skills to effectively communicate with stakeholders on politically sensitive issues as well as maintain relationships.
- Ability to present highly complex/technical information to broad stakeholders in a clear and concise fashion.

Salary range and benefits to be negotiated with the candidate of choice based on the category as defined by Human Resources department.

Interested candidates are invited to submit their application to Ravenhill Group Inc. to the attention of Glen Smith. Please include a resume and cover letter that clearly outlines your qualifications and relevant experience, no later than 9:00am on Thursday, February 3, 2022 via email to glen@ravenhillgroup.com. For assistance, please contact 1-888-447-5910 ext. 705.