

Municipal Solicitor

Position Type: Permanent, Full-time (35 hours/week, Monday to Friday, 8:30 am to 4:30 pm)

Location: Port Elgin, Ontario

Salary: \$136,514 to \$155,129 per year (based on qualifications and experience)

Who We Are:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, our waterfront, and beaches on the shore of Lake Huron, our community spirit and sense of pride, our inspired residents, and our valued visitors. We are guided by our vision - **Future Ready: a committed and focused team, working together to grow and continuously improve to better serve the community.** We work collectively, collaboratively, and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

At the Town of Saugeen Shores, we value work-life balance and offer competitive compensation, comprehensive health and wellness benefits, flexibility in work and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on Trust, Respect, and Teamwork.

What we offer:

- 10 paid personal days in addition to a generous number of vacation days per year
- Comprehensive extended health and dental benefits, including an Employee and Family Assistance Plan
- Enrollment in the OMERS pension plan
- Flexible work options
- A passion for investing in our workforce through continuous learning and development.

About the Role:

We are seeking a **Municipal Solicitor** with a strategic vision who will promote a shared mindset aimed at delivering service excellence. Reporting to the Chief Administrative Officer (CAO), the Municipal Solicitor acts as the Town’s principal legal counsel in the areas of municipal law including privacy, real estate, planning, contract, property services, labour and employment and enforcement. This position provides oversight for legal matters including informed opinions and sound advice to Mayor and Council, the CAO, and Town Staff.

Key Responsibilities:

- Exercise the powers and discharge the duties delegated to the position, as may be amended, or replaced, and those delegated to the position by the CAO.
- Develop and implement operational goals aligned with Strategic Plans, including the annual business plan for Legal Services.
- Develop, recommend, and implement a long-term plan (5-year plan) to achieve operational effectiveness.
- Review new and amended legislation that may apply to the Town and advise Mayor and Council and the CAO of the potential impact and recommended actions to respond appropriately to changes.

- Draft, review and edit legal agreements and contracts for a wide range of operational areas.
- Research, review facts and documentation to identify potential legal issues and follow legal principles as appropriate to prepare options and recommendations to prevent or resolve legal issues.
- Advise departments on effectively drafting by-laws, contracts, policies, and protocols of municipal interest.
- Undertake litigation on the Town's behalf where appropriate and represent the Town in court and tribunal matters.
- Oversee the retention and delivery of services by outside legal firms and services as required.
- Serve as the primary representative of the Town with respect to legal processes and agreements involving the Town, including external legal contacts, agencies, and organizations.
- Manage legal files and records, for purposes of compliance, reference, prudence, and relevance.
- Execute legislative duties and powers on behalf of the Town and provide strategic oversight, direction, and leadership in delivering open, accessible, and fair government services.
- Review and edit administrative, financial, and operational policies, guidelines, and procedures for the efficient and effective operations of all departments of the Corporation as a whole.
- Maintain comprehensive technical knowledge of the legislation and statutes that are applicable and ensure the Town has the Policies, Programs and Procedures in place to deliver on these requirements.
- Ensure that all policies, programs, and procedures are communicated to all impacted staff and stakeholders.
- Develop, recommend, and implement appropriate operational standards, controls, policies and procedures, reporting requirements and record keeping to meeting all legislative requirements and safeguard all assets.
- Promote the Health and Safety policies and procedures across the Town.
- Scan local environment and identify issues and areas which need to be addressed by policy.
- Provide administrative advice to municipal Council and the CAO on issues, alternatives, and recommendations regarding policy implementation.

Competencies and Skills You Bring to the Role:

- **Building Relationships:** You foster positive relationships with other municipalities, local boards, agencies, and other levels of government at the administrative level to identify and address legislative issues and improvements and ensure effective service delivery. You actively engage residents and key community stakeholders in decision making. You understand and value the differences among individual and foster an inclusive environment throughout the organization.
- **Change Management:** You demonstrate a strong understanding of change management theory and proven ability to lead change. You anticipate and actively manage the barriers to change and maintain positive direction to achieve desired outcomes.
- **Communication:** You communicate effectively and confidently with others and provide detailed reports that are professional, well-researched and suited to the needs of the audience.
- **Conflict Management:** You identify steps to resolve conflicts sensibly, fairly, and efficiently. You minimize negative outcomes of interpersonal conflict and promote positive outcomes to improve learning and effectiveness.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You challenge the status quo and remove barriers which impede progress toward desired goals. You work proactively to achieve organizational goals rather than waiting for others to lead.
- **Political Acuity:** You have proven success working effectively and collaboratively with Council or a policy-making Board and with other government agencies. You exhibit strong political astuteness, tactfulness, with a knowledge of municipal government processes and parliamentary procedure.
- **Proactive Policy Development:** You scan the local environment and identify issues and areas which need to be addressed by policy. You provide administrative advice to municipal Council and the CAO on issues, alternatives, and recommendations regarding policy implementation.
- **Problem Solving and Decision Making:** You are passionate about solving problems, uncovering root causes, and proactively find solutions to achieve organizational and departmental goals. You exhibit a strong understanding of corporate governance issues and the political environment in which you make decisions.
- **Stakeholder Management:** You foster positive relationships with other municipalities, local boards, agencies, and other levels of government at the administrative level to identify and address legislative issues and improvements and ensure effective service delivery.
- **Strategic Thinking:** You effectively balance short and long-term planning and actions. You understand, analyze, plan, implement, and assess organizational strategy.

Education and Training:

- Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) Degree from an accredited post-secondary institution in addition to membership in good standing with the Law Society of Ontario.
- Minimum of 8 years' senior management experience with a focus on legal services, preferably in a municipal setting.

Experience and Knowledge:

- Detailed knowledge of the *Municipal Act*, *Planning Act*, *Drainage Act*, MFIPPA, *Employment Standards Act*, Human Rights Code, *Accessibility for Ontarians with Disabilities Act*, and other legislation / regulations relevant to municipal operations.
- Expert knowledge of government functions, applicable provincial and federal legislation and regulations, municipal by-laws, policies and procedures, and awareness of current social, economic, and political priorities.
- Specific experience in municipal law and real estate law required with some experience in litigation, planning and development law, as well as drafting, negotiating, and advising on various types of contracts.
- Working knowledge of electronic legal research systems, land registration systems and standard office computer software systems.
- Possess a solid understanding of human resources and employment law.
- Experience in developing by-laws, contracts, policies, practices, and standards.
- Able to operate independently and exercise sound judgment and ability to critically assess options within the context of applicable legislation and Town policy to guide decisions.

Application Process:

If you're interested in joining our team, click the "Apply Now!" link below to submit your application by the application deadline. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: Thursday, December 7, 2023, by 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act* (AODA). The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 and will be used for the purpose of this employment opportunity only.

Posted November 16, 2023