

SENIOR LEGAL COUNSEL

Employment Status:	Permanent, Full-Time
Compensation Range:	\$74.26 - \$86.87 / 35 hours per week
Location:	London, ON
Union/Non-union:	Non-Union Management

POSITION OVERVIEW

Reporting to the Director of Legal Services, the Senior Legal Counsel is responsible for providing comprehensive legal service affecting the County and its participating partner municipalities. This position involves advising on a wide range of legal matters, including but not limited to, municipal and administrative law, planning and development, construction, corporate law, contracts, and by-law enforcement.

QUALIFICATIONS

- Post Graduate Degree – Bachelor of Laws (LL.B./JD) with a minimum of 5 years of legal practice with demonstrated experience in municipal law.
- Membership in good standing with the Law Society of Ontario.
- Demonstrated experience in legal research, drafting, negotiation, mediation and litigation.
- Demonstrated experience before courts and administrative tribunals including the Superior Court of Justice, Ontario Court of Justice and Ontario Land Tribunal.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m.** on **October 2, 2024**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

- Flexible Work Opportunities
- Employee Recognition Events
- Professional Development
- Flex Time/Banked Time-Off
- OMERS Pension Plan
- Health and Dental Benefits
- Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE:	Senior Legal Counsel		
DEPARTMENT:	Legal Services – Administration		
REPORTS TO:	Director of Legal Services		
EFFECTIVE DATE:	September 2024	POSITIONS SUPERVISED:	N/A

POSITION SUMMARY:

Reporting to the Director of Legal Services, the Senior Legal Counsel is responsible for providing comprehensive legal service affecting the County and its participating partner municipalities. This position involves advising on a wide range of legal matters, including but not limited to, municipal and administrative law, planning and development, construction, corporate law, contracts, and by-law enforcement.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Provides professional legal advice to Council, Senior Management Team, staff, and its participating partner municipalities on a diverse and broad range of issues including but not limited to municipal and administrative law, planning and development, construction, corporate law, contracts, and by-law enforcement.
- Represents the County and its participating municipalities before courts and tribunals, managing all aspects of civil and administrative litigation, including by-law prosecutions.
- Conducts prosecutions from initiation to disposition for Provincial Offences Act (POA) matters, handling charges laid under Provincial legislation, County by-laws, and by-laws of participating partner municipalities.
- Conducts thorough legal research and analysis, and prepare reports, by-laws, policies, procedures, and other documentation on various municipal topics and legislative issues, ensuring clarity, accuracy, and compliance.
- Negotiates, drafts and finalizes terms and conditions for a wide variety of contracts and agreements, safeguarding municipal interests and ensuring compliance with legal standards and policies.
- Executes contracts, agreements, and other legal documents on behalf of the County in accordance with the County's Delegation By-law.
- Attends and participates in Council and other meetings as required to provide presentations, reports, information, advice and/or responses to Council inquiries, in both public and closed session meetings.



- Responsible for tracking and reporting all working and billable hours to the County and its participating municipalities.
- Maintains an up-to-date knowledge and understanding of statutory and regulatory enactments, amendments and the common law and recommends appropriate operational, compliance and/or policy reviews.
- Maintains knowledge and skill at a high level with training and development through courses, workshops and selected reading.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

MINIMUM QUALIFICATIONS

Education & Experience

- Post Graduate Degree – Bachelor of Laws (LL.B./JD) with a minimum of 5 years of legal practice with demonstrated experience in municipal law.
- Membership in good standing with the Law Society of Ontario.
- Demonstrated experience in legal research, drafting, negotiation, mediation and litigation.
- Demonstrated experience before courts and administrative tribunals including the Superior Court of Justice, Ontario Court of Justice and Ontario Land Tribunal.

Knowledge, Skills and Abilities

- Thorough working knowledge of relevant statutes and regulations including but not limited to: Municipal Act; Municipal Elections Act; Municipal Conflict of Interest Act; Planning Act; Building Code Act; Limitations Act; Municipal Freedom of Information and Protection of Privacy Act; Occupational Health and Safety Act; Provincial Offences Act; Courts of Justice Act; and the Rules of Civil Procedure.
- Knowledge and understanding of judicial, quasi-judicial and administrative rules of procedure.
- Knowledge of municipal government structure, governance and operations, including Council authority and procedures.
- Strong communication and interpersonal skills, with the ability to explain complex legal matters clearly and concisely.



- Ability to navigate a complex, politically dynamic environment involving multiple partners and competing priorities.
- Political acuity and confidentiality.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel. Knowledge of legal software systems (i.e. ProLaw).

Other

- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.