

**THE CORPORATION OF THE COUNTY OF BRANT
NOTICE OF POSITION**

POSITION: Assistant County Counsel
REPORTS TO: County Solicitor & Corporate Counsel
DEPARTMENT: Legal & Enforcement Services
LOCATION: Burford Administration Office with ability for remote work

Minimum Qualifications:

- A Bachelor of Laws (LL.B) or Juris Doctorate (JD) degree or equivalent from a recognized and accredited university
- Membership in the Law Society of Ontario in good standing
- Licensed to practice law in Ontario
- A minimum of 5 years' experience practicing law in Ontario on behalf of a municipality or other level of government, or with a private law firm serving mainly municipal clients, with an emphasis on litigation, especially before the Ontario Land Tribunal and/or Superior Court of Justice.
- Expertise with areas of law relating to municipal government operations and relevant legislation, including the Municipal Act, Planning Act, Statutory Powers and Procedures Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act, and Provincial Offences Act.
- In-depth and hands-on knowledge of policies, practices and procedures related to the Ontario Land Tribunal, Ontario Court of Justice, Provincial Offences Court, and the Superior Court of Justice
- 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
- A dedication to providing a high level of public service. The ability to deal courteously and effectively with all levels of staff and government, elected officials, local Boards / Commissions, municipal unions, community groups and organizations, the general public and the legal and insurance communities.
- Excellent administrative, research, problem-solving, communication, negotiation, presentation, analytical, writing, legal drafting, and organizational skills. Must be able to effectively handle highly confidential information in an appropriate manner, to protect the interests of the County of Brant
- Superior interpersonal skills, and be able to communicate clearly and effectively (both orally and in writing), demonstrating a sound ability to provide advice and direction to members of Council, staff, external agencies, and other interested parties
- Highly developed strategic, creative, critical thinking, conflict resolution, and conceptual abilities, and the demonstrated skill to work effectively in a collaborative environment by contributing to the overall goals of the County
- The ability to work independently under tight timelines, and be able to adjust priorities in a dynamic and demanding environment, with a strong emphasis on providing a high level of trustworthy customer service to internal departmental clients
- Demonstrated safe work practices
- Valid class "G" driver's licence and vehicle to use on municipal business

Assets:

- Experience with real estate and contract law

Duties:

- As a member of the Legal Services Department, you will take direction and report to the County Solicitor & Corporate Counsel and provide assistance, coordination, implementation, and administration in support of the goals, policies, procedures, services and programs of the Municipality, in accordance with Council policy, all applicable law, and statutory obligations in a cost-efficient and effective manner
- Conduct prosecutions from initiation to disposition (inclusive of potential appeals) under the Provincial Offences Act for charges laid pursuant to Provincial legislation and County of Brant By-Laws
- Provide professional legal advice to Council / Committees and the County of Brant departmental staff on the diverse and broad range of issues affecting the municipality
- Assist the County Solicitor and/or represent the County with respect to any and all aspects of litigation involving the County, especially appeals before the Ontario Land Tribunal, and any other litigation before various boards, courts, and tribunals, including the drafting of notices and pleadings, conducting case management conferences and settlement discussions, and representing the County in trials/hearings
- Assist in responding to non-insured claims against the County of Brant, including construction lien, property damage, and procurement claims, and perform associated follow-up duties to protect the municipality
- Prepare reports and memoranda for the provision of advice to Council / Committees and County of Brant departmental staff concerning the effect and impact of relevant legislation and policy changes
- Negotiate, draft, review and finalize terms and conditions for a wide variety of contractual matters and prepare standard contract templates
- Review and interpret agreements, policies, procedures and other relevant documentation to identify problems with respect to legality, enforceability and form
- Conduct legal research on a variety of legal issues leading to the preparation of legal opinions, reports and papers summarizing results including recommendations respecting implementation, form or response or course of action to be taken
- Undertake special projects, negotiate with vendors, contractors, litigants, customers and others
- Perform other duties as assigned

Annual salary range: \$112,981 - \$132,177 (Job Grade 11) 35 hours per week

Please visit www.brant.ca/jobs to apply for this job opportunity.

Date of Posting: Tuesday, March 4, 2025

The application deadline is 9:00 am, Monday March 24, 2025.

The County of Brant is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the County if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act.