

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Legal and Property Services Department of the Town of East Gwillimbury is seeking a municipal lawyer for the position of Associate Solicitor.

Reporting to the Town Solicitor/General Manager, Legal and Property Services, the Associate Solicitor is responsible for providing legal advice and opinions related to the Town's operations and administration; providing instructions to external legal counsel; drafting reports and presenting to Committee and Council; drafting and reviewing contracts, by-laws, policies and other legal documents; supporting the Town's risk management practices; supporting the Municipal Clerk's office regarding freedom of information requests; and undertaking other legal tasks as assigned.

The successful candidate must be a member in good standing with the Law Society of Ontario. Preference will be given to candidates with 3-5 years relevant legal experience, in municipal government or other government organizations. They will have the ability to work independently while managing a broad range of files and possess excellent communication skills. In addition, the successful candidate shall demonstrate the ability to provide sound legal advice, information and direction to Members of Council, senior management and Town staff. Computer literacy is required.

Committed to employment equity, the Town encourages applications from indigenous people, people with disabilities, members of visible minority groups and women.

Salary Range: \$124,306- \$146,237 (Band 10)

If you're interest in this job posting, please submit your application online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is March 10, 2023.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations to an applicant with disabilities if invited to the interview process. Please advise the Town's Human Resources staff of the nature of any accommodation(s) that you may require.

**Notice with Respect to the Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56)**

Personal information collected under this recruitment process is collected by The Corporation of the Town of East Gwillimbury under the legal authority of the *Municipal Act, 2001*, S.O. 2001, c. 25 for the purpose of recruiting an applicant for the job posting hereunder. For more information, please contact Tara Lajevardi, Municipal Clerk/Director of Legislative Services,



Associate Solicitor
Permanent Full-time

Town of East Gwillimbury, 19000 Leslie Street, Sharon, Ontario, L0G 1V0; Telephone: 905-478-4283, Ext. 3821; Fax: 905-478-2808.