

# CITY OF HAMILTON

## **CITY MANAGER'S OFFICE** **(LEGAL SERVICES DIVISION – LRT - LOCATION – 50 MAIN ST. E.)**

### **SOLICITOR - LRT**

#### **SUMMARY OF DUTIES**

Under the general direction of the Deputy City Solicitor, provides high quality and effective legal advocacy, advice and services to the management and staff of the City and related boards and agencies in areas of informal specialization including civil or administrative litigation and law, public health proceedings and operations, privacy and freedom of information, administrative tribunal and appeals, human rights, risk management advice and policy development in the broad range of municipal operations but including building, fire prevention, enforcement of statutes and by-laws and related by-law drafting.

Areas of services will cover all anticipated legal needs for the City's LRT Project Office, including drafting, advising and assisting on the negotiation of contracts, real estate transactions and large-scale government procurement. This position will also be responsible for the coordination of legal-related reports and opinions, such as procurement, labour and commercial opinions, and will liaise with internal and external stakeholders.

#### **PROJECT OVERVIEW**

Hamilton LRT is focused on improving access to transit and supporting the continued growth and revitalization of the City. It is the first piece of a broader rapid transit strategy for Hamilton, referred to as the BLAST Network, as well as a priority project in Metrolinx's Regional Transportation Plan.

In May 2021, a joint funding announcement was made by the provincial and federal governments committing \$3.4B to the capital cost of the project, making the Hamilton LRT one of the largest infrastructure investments in the City's history.

The LRT will connect McMaster University in the west end of Hamilton to Eastgate in the east, with new light rail vehicles running along tracks separated from regular traffic, offering frequent, safe and reliable service. It will also integrate with Hamilton Street Railway (HSR) bus service, and connect with local bike share, and GO bus and rail service.

#### **GENERAL DUTIES**

Advise, draft and assist in negotiations of all remaining schedules and/or agreements contemplated under the City's MOU with Metrolinx and MTO.

Advise, review and comment any legal documents for which the City will have a significant interest, including select RFP documents.

Complete any Real Estate transactions between the City and Metrolinx.

Advise on any labour issues that may arise, including choice of LRT operator.

Provides specialized legal services and consultation to Metrolinx, at all levels on legal matters with the mandate as required.

Develops and implements proactive strategies, anticipates and identifies legal challenges that help to protect the interests of Metrolinx and to reduce exposure to legal risks.

Ensures that legal services are provided so as to contribute to the effectiveness of programs and services throughout the City.

Provides research, analysis, counselling and advice for Metrolinx on the legal implications of matters of law, legislation, procedures, operational and strategic decisions.

Reviews and prepares documents, policy and procedure for the City to ensure that they are clear, concise, comply with all applicable laws and so as to minimize exposure.

Provides legal opinions and advice on matters that pose significant risks to the City to assist decision-makers at all levels in making decisions regarding their service and program delivery.

Represents the City before Tribunals, Inquiries and at all levels of Court.

Participates in the development and implementation of a preventative law program aimed at precluding and remedying anticipated legal problems arising out of day-to-day operations or projects.

Assists Deputy City Solicitor and staff with service delivery.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Reviews, drafts, negotiates, and finalizes complex real estate transactions, including purchases, dispositions, leases and expropriations.

Performs other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. A Bachelor of Law degree from a recognized university.
2. Admittance to the Bar in the Province of Ontario.
3. Membership in good standing in the Law Society of Upper Canada.
4. Progressively responsible experience in a public sector law environment with emphasis on municipal litigation, advocacy, policy, and labour/employment law.
5. Advanced knowledge and expertise in a defined area of law normally attained through 8 to 10 years of progressively more responsible practice in the area.
6. Demonstrated knowledge of civil and criminal rules for all levels of court and/or Tribunal.
7. Demonstrated knowledge of legislation with respect to Municipal, Privacy, Employment, Health, Building and Fire Codes.
8. Demonstrated knowledge of common law principles.
9. Highly developed analytical and planning skills with a proven track record for long-term visioning and strategic planning.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

11. Ability to deal effectively with elected officials, representatives from stakeholders' groups, Boards and Agencies, management, peers and staff.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department.
13. Highly developed ability to articulate a vision, to lead and inspire others.
14. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.
15. Must have computer skills in a Windows environment utilizing MS Office software.
16. Interpersonal skills to interact with Council and officials at all levels internal and external to the organization.
17. Demonstrated ability to use skills individually and as part of a team to achieve organizational goals and client satisfaction.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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