



POSTED: August 2, 2018
DEADLINE: 12:00 noon: August 16, 2018

Legal Counsel
Acting Position
Legal Services
\$96,774 - \$116,116 (Under Review)
(Pro Rated to the term)

(This acting assignment is expected to end on July 4, 2019)

The Toronto Lands Corporation is a wholly-owned subsidiary of the Toronto District School Board.
The Toronto Lands Corporation adheres to equitable hiring, employment and promotion practices.

The Legal Counsel will provide legal advice and services to the Toronto Lands Corporation and its senior staff with specific emphasis on Real Estate, Capital Projects and Land Use Planning Issues.

Summary of Duties:

- Provide legal advice and opinions with respect to real estate, facilities and land use planning matters including but not limited to: site dispositions, easement agreements, access requests, leases, licences, joint-use agreements, construction agreements, child care leases, and all related matters.
- As part of a team, you may be required to support Toronto Lands Corporation (TLC) in other areas including contracts, corporate/ commercial, municipal and administrative law;
- Provide advice at TLC Board meetings and committees;
- Negotiate, draft and review policies, legislation, reports, leases, licences, construction agreements, easement agreements, shared use agreements, community use agreements (various agreements under the *Planning Act*) and other contracts and documents related to real estate, corporate and commercial law and/or land use planning;
- Interpret various legal documentation and prepare various legal correspondences (letters, memorandums of understandings, briefing notes, term sheets);
- Liaise with external counsel, the Toronto District School Board, external groups and other government bodies;
- Stay abreast of developments in relevant areas of law and practice;
- Adhere to the highest standards of professional and ethical conduct; and
- Other duties as assigned.

Qualifications:

- Bachelor of Laws (or Juris Doctor);
- Member in good standing of the Law Society of Upper Canada;
- Minimum four years of successful experience in the practice of law related to commercial real estate, with an emphasis on leasing;
- Knowledge of legislation pertinent to real estate and leasing;
- Basic knowledge of laws affecting the operation of school boards in Ontario (preferred);
- Understanding of and commitment to the principles of equity;
- Ability to draft and interpret contracts and other legal documents;
- Proficient with Teraview, Conveyancer, LawyerDoneDeal and other real estate software or applications;
- Experience with Cyberbahn is an asset;
- Ability to work independently while being an effective member of a team;
- Proven ability in promoting equitable practices which value inclusiveness and diversity;
- Excellent organizational skills to handle multiple files, often under tight deadlines; and
- Excellent written and oral communication skills.

Special Requirements:

- Requires some travel to schools and TDSB sites, law offices, courts, government offices, etc.
- Must be available to attend Board and committee meetings outside regular hours, as required.

Please submit your resume and covering letter in confidence to the attention of *Daryl Sage, CEO, Toronto Lands Corporation*, using ONE of the following methods:

- Email to: torontolandscorp@gmail.com OR
- Fax to: **416-393-9928**

Location: This position will be located at 60 St. Clair Ave. East, Suite 201, Toronto (wheelchair accessible).

***Only applicants selected for an interview will be contacted.
Applications will not be acknowledged in writing.***

***We strive to meet the accommodation needs of persons with disabilities.
Applicants are encouraged to make their needs for accommodation known in advance during the
application process.***

Thank you for your interest.