

Law Clerk (Property Law Team)

Legal Services, Corporate Services

Regular Full Time

Salary Range: \$71690 - \$89613 per annum (plus comprehensive benefits)

Work mode: Hybrid

Location: 10 Peel Centre Drive, Brampton Ontario

Hours of work: 35 hours per week

A fantastic opportunity to join our Legal Services Team!

This role will assist the Legal Services Division in all aspects of its work predominantly related to real estate, planning and development matters.

What will you do in this role:

- Assist in, and undertake independently the closing of real estate transactions and the preparation of documentation relating to agreements of purchase and sale, land exchanges, municipal and utility easements, municipal by-laws, license agreements, leases and encroachment agreements;
- Performing expropriation procedures by managing files, serving notices, preparing process documents (including notices, by-laws, certificates, offers and review of draft appraisals for technical information), reviewing draft expropriation plans and registration matters, reviewing draft appraisals for technical accuracy, providing settlement and offer acceptance facilitation and payments, and preparing affidavits as required, and completing document registration as prescribed in the *Expropriations Act*;
- Review, interpret and apply legislation with an emphasis on statutes and regulations affecting real estate and conveyancing law (including the *Expropriations Act*, *Planning Act*, *Land Titles Act*, *Condominium Act, 1998*, *Municipal Act, 2001*, bulletins, forms, precedents and procedures);
- Examine plans of subdivisions, land surveys and reference plans, review title searches conducted by external conveyancers and notes defects and monitor file until defects are corrected;
- Independently draft documents into registrable form; track and report on a high volume of real estate matters in a form readily accessible to the Legal Services lawyers, staff and internal clients;
- Complete electronic registration of real estate documentation where appropriate and coordinate closings, closing transactions and reporting;
- Assist with the coordination and completion of complex municipal contracts, including those related to the development and operation of major municipal infrastructure, and the management and organization of related documentation;

- Conduct, review and interpret corporate and title searches, and perform all Land Titles and Registry searches and keep current on searching standards;
- Liaise with internal and external parties and their legal counsel on legal matters with regard to real estate and conveyancing issues;
- Research, update and cite legislation;
- Prepare documents, including correspondence, memorandum and precedents;
- Maintain organized files, precedent documents and cataloguing legal opinions; and
- Assist Senior Legal Counsel and Legal Counsel to meet their routine administrative obligations, and provide other support requirements as required;

What the role requires:

Educational Background/ Must Haves/Bona-fide Job Requirements:

- Associate Member of the Institute of Law Clerks of Ontario (ILCO) or have been granted a law clerk certificate/diploma or the equivalent thereof by an Ontario educational institution approved by ILCO;
- Minimum of five (5) years of direct work experience as a law clerk dealing with real property (real estate/development/expropriations), preferably in a municipal environment;
- Thorough knowledge and understanding of real property law principles and their applications and governing statutes;
- Advanced experience in electronic registration of real estate documents and have excellent drafting skills;
- Ability to locate and cite legislation and use legal reference books and on-line materials;
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias;

Skills/Abilities:

- Demonstrated ability to independently manage, coordinate, organize and maintain control of voluminous and complex legal documentation;
- Ability to prepare and analyze all relevant legal documents and materials, with a strong grasp of legal reasoning and logic to develop effective solutions;
- Sound judgement, decision-making and problem-solving skills;
- Ability to produce accurate, dependable results in a deadline-oriented, multitasking environment;
- Ability to deal professionally with clients, stakeholders, lawyers and the public, on time sensitive and politically sensitive/confidential matters;
- Excellent knowledge of Microsoft Office, Teraview on the Web, and legal databases (e.g. Quicklaw) are essential; and

- Advanced computer knowledge to enter and retrieve data and documents to summarize title, process agreements, prepare legal documentation and perform expropriation functions;

Nice to have:

- Direct experience in expropriations is considered an asset;
- Direct experience with large/complex commercial real estate transactions is considered an asset.

Perks @ Peel and why you will love working for us:

- Comprehensive Health, Dental, Vision benefit plan (effective start date)
- Automatic enrolment into OMERS pension plan
- Accrue Vacation monthly (where applicable) up to 3 weeks per annum
- 3 Paid personal days and floating holidays
- Flexible hours supporting your wellness and wellbeing
- Annual performance review and merit increases based on performance
- Supportive leadership and a culture of respect and inclusion
- Access to tuition reimbursement (where applicable) and learning and development resources

In this role you will have the ability to work remotely and attend on-site when required based on operational requirements at the **10 Peel Centre Drive, Brampton** work-site. The frequency of on-site activities may vary on a weekly basis and based on operational requirements. Your remote work location must be located within the province of Ontario.

The Region of Peel offers job based flexible hours of work that allows employees to manage personal and professional responsibilities while at the same time ensures business operational needs and customer service expectations are achieved.

Interview: Our recruitment process will be completed with video conference technology.

If this opportunity matches your qualifications and experience, please apply on-line.

As part of the Region's ongoing commitment to health and safety, there are enhanced Covid-19 specific safety protocols and/or personal protective equipment requirements (e.g. masks, eye protection, etc.) in place to help protect health and safety. The additional requirements are determined based on the nature of the work being carried out.

New employees are required to be fully vaccinated against COVID-19 as a condition of employment. Being fully vaccinated is determined as the status of

having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Region of Peel reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

The requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. *If you are not fully vaccinated*, a documented medical reason provided by a physician or registered nurse and time period for the medical reason may be accepted.

About Us

The Region of Peel serves more than 1.4 million residents and approximately 173,000 businesses in Brampton, Caledon and Mississauga. We deliver a wide range of resident focused services across the Region.

Our 20-year vision for Peel is “[Community for Life](#).” Our goal is to create a place where everyone enjoys a sense of belonging and has access to the services and opportunities needed to thrive in each stage of their lives. Our [2015-2035 Strategic Plan](#) outlines the work we're focused on to bring this vision to life.

To learn more about the Region of Peel, explore peelregion.ca.