

## Legal Counsel

**CreateTO**, launched on January 1, 2018, is a municipal government agency established to manage the City of Toronto's real estate portfolio. **CreateTO** works collaboratively with City stakeholders, external partners and community members to create more livable, sustainable and inclusive communities. The agency will enable the City, for the first time, to adopt a strategic city-wide approach towards the delivery of real estate solutions to promote a balance of community and economic benefits.

### The Opportunity

Reporting into the Chief Legal Counsel, the Legal Counsel assists with navigating legal and regulatory challenges and achieving the organization's broad business and policy objectives. The Legal Counsel is a trusted advisor to the Chief Legal Counsel, the Senior Leadership Team, and members of various departments throughout CreateTO. The Legal Counsel will advise on real estate, development, leasing, commercial and procurement transactions, and will assist in governance matters. This role works closely with various City departments, Board members, CreateTO staff, stakeholders and suppliers in order to achieve stated goals and objectives within a highly professional environment.

To be successful in this role, you will have the following skills and qualifications:

- JD/LL.B. or equivalent and membership in good standing with the LSO.
- 5 to 7 years of experience in real estate and or corporate/commercial law, particularly in relation to purchase and sale transactions, development, long-term land leases, procurement, contracts and corporate secretarial functions.
- Excellent written and oral communication skills.
- Highly organized, detail-oriented, and accurate.
- Superior judgement, analytical thinking, problem-solving skills and project management skills.
- Passion for learning and taking on new challenges.
- Ability to manage multiple projects and priorities concurrently, while providing exceptional client service.
- Ability to work with minimal supervision and work both independently and as part of a team.
- Commitment to fostering an equitable and inclusive workplace culture.

**CreateTO** is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Our organization is committed to creating a diverse, inclusive and equitable environment and we especially welcome applications from individuals within equity seeking groups. We strive to provide an inclusive workplace that promotes and values diversity. Diversity in race, gender identity, sexual orientation, physical or mental ability, ethnicity, age and perspective are proven to build better companies. Our goal is to create an environment where everyone, from any background, can do their best work and be themselves. For more information on CreateTO, please visit our website at [www.createto.ca](http://www.createto.ca).

Interested and qualified candidates are required to send their resume and cover letter in confidence to [careers@createto.ca](mailto:careers@createto.ca) quoting the job title in the subject line by **Friday, September 2nd** to be considered for this position. Only those individuals selected for an interview will be contacted. No agencies at this time please.