

# Director, Legal Services/ Town Solicitor Town of Fort Erie



**Position Profile and Candidate Brief**  
January/February 2024

3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

## Introduction

I am delighted to present this Position Profile for the Director, Legal Services/Town Solicitor, prepared on behalf of the Town of Fort Erie.

I trust that this document will provide you with all background information on the Town of Fort Erie, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Town of Fort Erie are available on their website: <https://www.forterie.ca/index.html>.

On behalf of Legacy Partners and the Town of Fort Erie, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner  
Legacy Executive Search Partners  
416 271 4397 (mobile) [Kartik.kumar@lesp.ca](mailto:Kartik.kumar@lesp.ca)  
[www.lesp.ca](http://www.lesp.ca)



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## Town of Fort Erie Overview

Fort Erie is one of the fastest-growing municipalities in the Niagara Region projected to grow by another 14,000 people and 7,400 housing units over the next 19 years.

To accommodate growth, the Region has allocated 105 hectares of land for community purposes and 130 hectares of additional land to accommodate a projection of 17,430 new jobs by 2051. In addition, Fort Erie is an important tourist destination during the summer months, drawing visitors to the endless sandy beaches and significant historic sites.

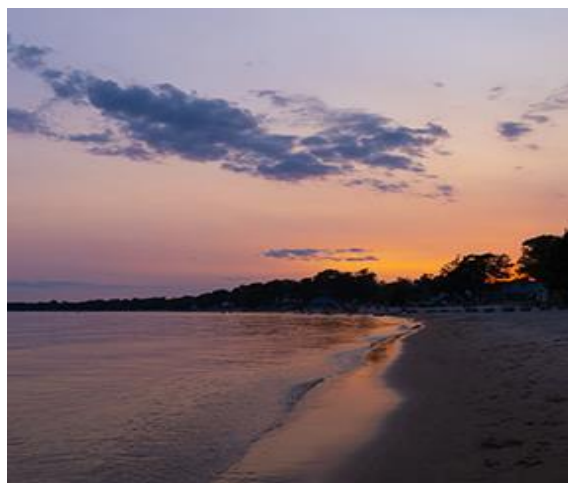
Located at the mouth of the Niagara River, across from Buffalo, New York, Fort Erie is ideally suited to access NHL hockey within 30 minutes and NFL football within 40 minutes.

Culturally, Fort Erie is just a short drive away from a professional theatre, art galleries and symphony orchestras, both locally and internationally. An extensive recreational trail runs from Lake Erie to Lake Ontario, and the Friendship Trail provides a major link joining Ridgeway/Crystal Beach to the Niagara River trail.

In 2021, the Fort Erie Planning & Development Services Department had the highest number of pre-consultation meetings to consider development proposals of any 12 area municipalities.

Building permit applications increased by 61% in 2021 over the previous year.

The Town of Fort Erie currently has three active Business Improvement Areas (BIA). Please see the information below and visit the individual BIA websites and Facebook pages. The business guidelines can be found [here](#).



## Indigenous Fort Erie



We acknowledge that our community is located on/in the traditional territory of the Anishinaabeg, and Haudenosaunee peoples. This territory is covered by the Niagara Purchase Treaty 381.

Today, this meeting place is still the home to many Indigenous people across Turtle Island, and we are grateful to have the opportunity to work, live and play on this land.

The Town of Fort Erie maintains a robust and respectful relationship with the local Indigenous and First Nations community.

The [Fort Erie Native Friendship Centre](#) is a key resource in the Town. It has a rich history which includes re-establishing traditions and culture. For decades, Indigenous people were restricted in practicing their ways and performing ceremonies, which led to many Indigenous people losing this knowledge. The Fort Erie Friendship Centre aims to correct this by helping the communities to heal and reclaim their identity. This movement began in the late 1970s with the founders who created the Fort Erie Native Social Club, a satellite to the Niagara Regional Native Centre, to provide a place where our people could get together and hang out away from the ignorance, judgments, and racism that they faced daily during that time in history.

## Businesses located in Fort Erie

International companies like Durez/Sumitomo, Barbican, Abatement Technologies, Rich Products, CMI, Airbus, Fleet, Thermapan, Livingstone, and those that import/export have made their home in Fort Erie. Proximity to the US/Canada border makes it a convenient and financially prudent location for many businesses. Fort Erie has over 750 diverse businesses and since 2021 has welcomed 84 new businesses to the community.

## Business Improvement Areas

An area designated as an improvement area by a by-law passed under the Municipal Act, 2001. The Town of Fort Erie currently has three active [Business Improvement Areas](#) (BIA's).



## Town of Fort Erie Community Information

### Parks

Mather Arch Park, located just south of the Peace Bridge, is on land donated by American citizen Alonzo C. Mather in tribute to the peace and friendship between Canada and the United States. The park contains Mather Arch, built primarily through donations by Mather, originally dedicated by the Niagara Parks Commission in 1939, and restored in 2000 as a millennium project. There is also a memorial statue to those from Fort Erie who died in World War I, World War II, and the Korean War.

### Transportation

#### *Highways*

Fort Erie has been the Niagara terminus of the Queen Elizabeth Way since 1937. Road traffic continues to Buffalo, New York, across the Peace Bridge, which was built in 1927.

Fort Erie was the eastern terminus of King's Highway 3A from 1927 to 1929, and Ontario Highway 3 from 1929 until 1998, when the portion of Highway 3 within Fort Erie was downloaded to the Regional Municipality of Niagara and redesignated as Niagara Regional Road 3. Within Fort Erie, Highway 3 is named Garrison Road, and is the major east-west connection through the Town. Dominion Road was designated as King's Highway 3C from 1934 until 1970, when it was downloaded to the newly formed Regional Municipality of Niagara and redesignated as Niagara Regional Road 1.

Fort Erie is the southern terminus of the Niagara Parkway, which extends from Fort Erie to Fort George.

#### *Public transit*

The Town of Fort Erie operates a fully On-Demand Shared Ride Public Transit Service and a Specialized Transit Service called FAST (Fort Erie Accessible Specialized Transit). Both services are fully contracted out and managed by the Town. Riders can connect with the service by visiting our website at [www.fetransit.ca](http://www.fetransit.ca) or calling 1-833-BUS-LINE (287-5463).



Opportunities to connect to the Inter-Municipal Transit throughout the Niagara Region can be done at the Fort Erie Leisureplex Hub off Garrison Rd, and Municipal Centre Dr. Route 22 from Niagara Falls to Fort Erie picks riders up and drops them off several times a day. Fort Erie Transit and Regional connections operate from 6:00 am - 9:00 pm, Monday - Saturday (excluding Holidays).

Niagara Region has now completed all 12 local area municipal council presentations and secured the required triple-majority support to move forward to create a consolidated transit Commission. The transition to a single, consolidated public transit system will now initiate with the goal of beginning operations in January 2023. An on-demand link also exists between Fort Erie and Port Colborne with the connection in Ridgeway.

### *Intercity transit*

Private inter-city coach services are primarily operated by Coach Canada/Megabus, with service to St. Catharines and Toronto. The terminus is located at Robo Mart, 21 Princess Street at Waterloo Street.

The International Railway Bridge was built in 1873, and connects Fort Erie to Buffalo, New York, across the Niagara River.

There is currently no passenger rail service to Fort Erie. The nearest passenger rail stations are in Buffalo, New York and Niagara Falls, Ontario.

### *Waterways*

Fort Erie is at the outlet of Lake Erie into the Niagara River. The lake and river serve as a playground for numerous personal yachts, sailboats, powerboats and watercraft. There is a marina at the site of a former shipyard at Miller's Creek on the Niagara River, and a boat launch ramp in Crystal Beach.

Before the completion of the two bridges, passengers and freight were carried across the river by ferry.



## Healthcare

Douglas Memorial Hospital is the Niagara Health site they have in Fort Erie. As well as Primary Care Niagara, Bridges Community Health Care, Fort Erie has a dedicated group of health care professionals that look after the residents:

<https://www.niagarahealth.on.ca/site/fort-erie-location>  
<https://primarycareniagara.com/> <https://www.bridgeschc.ca/>

[Niagara Health](#) is a regional healthcare provider with multiple sites and a growing network of community-based and virtual services.

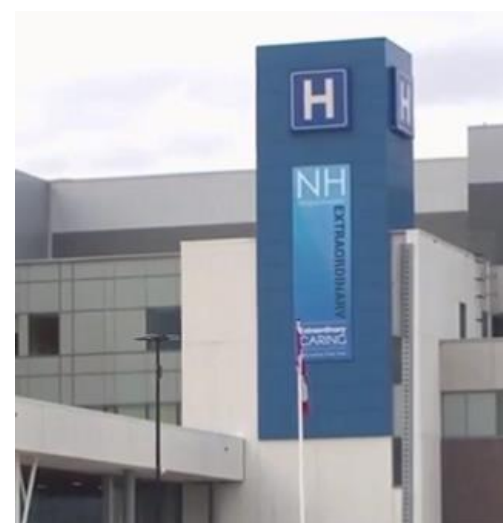
They believe that every person in the region deserves to live every day of their life in the best health possible. As a community-based academic centre, the focus on teaching and learning, research, innovation, and partnership propel the organization to continually improve care and make a difference in people's lives.

The team is made up of more than 7,300 employees, physicians, and volunteers who are counted on to deliver Extraordinary Caring. Their accreditation with Exemplary Standing is a clear demonstration of the team's commitment to the highest safety and quality standards.

They provide a full range of acute care hospital services to the 450,000 residents across the Niagara region. They are one of the few hospitals in Ontario that own and operate a long-term care facility.

Creating a healthy community is a collaborative effort. The courage and hope demonstrated by so many during the COVID-19 pandemic inspire us to continue to work with community partners to improve the health and well-being of the region.

Momentum continues with the planning and design of the [South Niagara Site](#), located in Niagara Falls. We recognize that now, more than ever, the infrastructure of a hospital is an essential component in ensuring we have the capacity to respond to and roll out effective infection prevention and control measures.





## Education

Fort Erie has many learning opportunities available to persons of all ages, from continuing education to public/separate schools and private schools including both a new elementary and secondary school within the last few years.

Fort Erie Public Schools:

District School Board of Niagara - Click [here](#)

Elementary Schools:

Garrison Road 1110 Garrison Road, Fort Erie L2A 1N9  
871-4830 - Click [here](#)

Peace Bridge 105 Torrance Street, Fort Erie L2A 2C1  
871-5962 - Click [here](#)

John Brant 143 Ridge Road, Ridgeway L0S 1N0 894-3751 - Click [here](#)

Stevensville 3521 Main Street East, Stevensville L0S 1S0 382-3122 - Click [here](#)

Secondary Schools:

Greater Fort Erie Secondary School 1640 Garrison Road, Fort Erie, ON L2A 5M4 [here](#).

Fort Erie Catholic Schools:

Niagara Catholic School Board – Click [here](#)

Elementary Schools:

Our Lady of Victory 300 Central Ave. Fort Erie, ON L2A 3T3 P.  
905.871.3092 – Click [here](#)

St. George 3800 Wellington Rd. Crystal Beach, ON L0S 1B0 P.  
905.894.3670 – Click [here](#)

St. Joseph 3650 Netherby Road, Stevensville, ON L0S 1S0 P.  
905.382.3822 – Click [here](#)



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St Philomena 1332 Phillips St. Fort Erie, ON L2A 3C2 P.  
905.871.1842 – Click [here](#)

Secondary Schools:

Lakeshore Catholic High School (Port Colborne) –  
Click [here](#)

Post-Secondary Education (Regional):

Brock University – Click [here](#)

Niagara College - Click [here](#)

Fort Erie Private Schools:

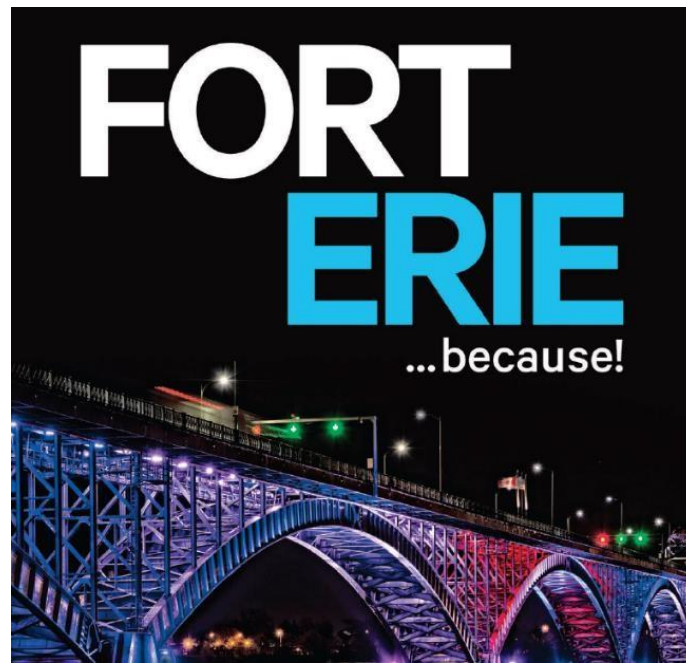
Fort Erie International Academy\* (FEIA) – Click [here](#).

Niagara Christian Collegiate\* (NCC) – Click [here](#).

\*Each school attracts international students



To find out more about everything the Town of Fort Erie has to offer, click on the image below:



## Strategic Plan

2023 – 2026 Corporate Strategic Plan

### A Community for Everyone

Council of the Town of Fort Erie undertook a facilitated strategic planning process to develop priorities, goals and initiatives that will provide focus and direction over the four year term of Council.

**Vision:** “Fort Erie: A Community for Everyone”

**Mission:** “To lead and serve Fort Erie by fostering opportunities, leveraging partnerships and managing our resources to achieve prosperity”.

**Corporate Values:** Proud to Serve • Teamwork • Respect • Honesty • Commitment

### Strategic Pillars:

- Sustainable, reliable access to local health care
- Quality of Life and Community Well-Being
- Sustainable and managed growth
- Economic prosperity and diversification
- Environmental and climate change resiliency
- Comprehensive housing options

For more on the Town’s strategic priorities, [download the Strategic Plan \(PDF\)](#).



## Job Responsibilities

### Duties & Responsibilities

The Director, Legal Services/Town Solicitor leads and directs the delivery of legal services to achieve departmental and organizational goals and co-ordinates the activities of the Law Clerk and serve as Corporate Legal Counsel and Deputy Clerk.

Under the direction of the Chief Administrative Officer (CAO), the Director, Legal Services/Town Solicitor acts as the principal legal counsel for the municipality and is responsible for delivering a wide range of legal services in areas of law affecting the Town, including but not limited to municipal and administrative law, planning and development, construction, real estate, corporate law, contracts, and by-law enforcement. The Director, Legal Services/Town Solicitor provides legal advice and opinions to Senior Managers, staff and Council, prepares legal documents including contracts and agreements, manages and conducts litigation before civil and administrative tribunals, and prosecutes municipal by-law contraventions.

**Primary Responsibilities:** (description of the core duties of the position)

1. Provides general legal advice and counsel of all kind to Council and Corporation staff; acts as The Corporation's primary contact for all legal communications.
2. Coordinates all legal matters with respect to planning/land matters; real estate transactions; insurance claims, public highway matters and road closures.
3. Negotiates, drafts (or oversees drafting), reviews and approves the form and content of by-laws, contracts, leases, agreements and other legal instruments; executes agreements and other legal documents on behalf of The Corporation.
4. Administers the Town's insurance portfolio; negotiates annual renewals and consults with insurers on issues such as claims, liability and risk management strategies.
5. Conducts research and prepares and/or approves reports, resolutions and motions for consideration of Council and Council-in-Committee in consultation with the Chief Administrative Officer, other associates and stakeholders.
6. Remains current of statutory and regulatory enactments/amendments, common law and recommends appropriate operational, compliance and/or policy responses.
7. Oversees and directs the coordination of statutory notices, letters, advertisements, and postings.
8. Supervises the preparation for and represents The Corporation at judicial, quasi-judicial and administrative proceedings, as well as outcomes and appeals; acts as co-counsel if and when The Corporation requires specialized legal expertise.
9. Develops or recommends amendments to corporate and departmental policies, procedures and business practices; proactively identifies, develops and implements/recommends process improvements.
10. Participates in senior corporate decision-making, policy/goal-setting and sits on administrative committees, including the Emergency Management Program Committee.

**Knowledge, skills and abilities:** (Knowledge, skill and ability necessary for an individual to perform the job competently)

- Technical knowledge of relevant statutes and regulations i.e. Municipal Act, Municipal Elections Act, Assessment Act, Limitations Act, Land Titles Act, Building Code Act, Registry Act, Highway Traffic Act, Planning Act, Heritage Act, Statutory Powers and Procedures Act, Interpretation Act, freedom of information legislation and their predecessors/successors
- Technical knowledge of judicial, quasi-judicial and administrative rules of procedure
- Technical knowledge of risk management/mitigation strategies
- Advanced, applied knowledge of computers and office software
- General knowledge of local government structure, protocol, procedures, budgeting and funding
- General knowledge of municipal council procedures and practices
- General knowledge of routine office procedures, practices and equipment
- General knowledge of by-law enforcement procedures
- General knowledge of customer service
- Competent within the meaning of the Occupational Health and Safety Act

**Supervision:** Supervises Law Clerk

**Work Demands:**

- Work is primarily self-directed or assigned as broad objectives and goals, in accordance with Council and Corporation directives and policies and subject to available resources.
- Legal decisions are generally made independently, but can involve consultation with subject-matter experts, stakeholders, external legal resources.
- Target completion dates vary widely from days to years.
- Some administrative matters require consultation with Chief Administrative Officer.
- Pressure to provide immediate opinions based on incomplete facts.
- Communication involves clarification, explanation, and negotiation.
- Frequent periods of highly concentrated mental alertness.
- Frequent deadlines and interruptions.
- Work is performed in an office environment.
- Long periods of sitting; occasional exposure to dust, dirt, noise; rare exposure to weather and water.
- Some evening meetings; some attendance out of town.
- Desire to represent and serve the public's interest.
- Errors may result in further litigation, involve council and other departments, re-work, additional costs and embarrassment to The Corporation.

## The Ideal Candidate

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### Core Competencies (Education & Experience):

- Court of A Bachelor of Laws (LL.B) or Juris Doctorate (JD) degree or equivalent from a recognized and accredited university. Successful completion of the Ontario Bar Admission Course or the Barrister Licensing Examination and Solicitor Licensing Examination. Member in good standing with the Law Society of Ontario.
- Minimum of four (4) years of legal practice with demonstrated experience in municipal law or similar relevant experience.
- Demonstrated experience before courts and administrative tribunals including the Superior Court of Justice, Ontario Justice and Ontario Land Tribunal.
- Demonstrated experience in legal research, drafting, negotiation, mediation and litigation.
- Prior experience dealing with Council/ Boards.
- Solid integrity and trust building skills with a proven ability to drill down technical information in an easy-to-understand manner to non-technical staff.

### Additional Competencies:

- Experience leading prosecutions and representing both plaintiffs and defendants.
- Experience appearing before the courts and quasi-judicial bodies, particularly the Ontario Municipal Board.
- Experience with records management.

### Skills & Ability:

- Excellent negotiation, presentation, and communication skills; listens, understands, responds.
- Develops and sustains positive relationships with peers, the public and stakeholders.
- Partners with other staff and stakeholders to define problems/issues, identify and recommend innovative, practical solutions.
- Resourceful, self-confident, self-managing; accepts multiple, challenging assignments.
- Advocates for the municipality.
- Demonstrates ethical conduct, political sensitivity, discretion, integrity, and reliability.

### The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Director, Legal Services/Town Solicitor at Town of Fort Erie interests you. If you wish to be considered for the position, please forward a cover letter and your resume by email to **Kartik Kumar** at [careers@lesp.ca](mailto:careers@lesp.ca) by **February 29<sup>th</sup> @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

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Thank you once again for your interest.

*Legacy Partners and the Town of Fort Erie are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.*





## Legacy Executive Search Partners

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[Contact Us](#)

