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City of Saskatoon

OPPORTUNITY PROFILE

City Solicitor



About City of Saskatoon

Saskatoon is a growing, thriving community, graced with the vibrant beauty of nature. The largest city in Saskatchewan, with a population of over 318,000, people choose Saskatoon as their place to live, work and raise a family for a variety of reasons. Situated in the South Saskatchewan River Valley and surrounded by farmland, it is in a central, beautiful part of the province. Divided by the winding South Saskatchewan River, Saskatoon's east and west faces are joined by a series of bridges lined with several kilometres of trails to jog, walk and explore. The City has a young demographic that welcomes people from all over Canada and the world, a diverse, multicultural city with over half the population under 40. Saskatoon has a strong, diversified economy with a wealth of resources in various industries including agriculture, potash, oil and uranium. Newer opportunities have emerged in crop science and renewable energy, research and technology.

- Saskatoon provides convenient amenities of a larger city, set in a beautiful natural setting.
- Saskatoon sits on the banks of the South Saskatchewan River and is surrounded by parks and green spaces.
- Saskatoon is one of the sunnier places in Canada, often with a giant blue sky overhead. Summer temperatures range from 20°C to 35°C, winters from 5°C to -30°C.
- Saskatoon enjoys one of the lowest costs of living among major cities in Canada, combined with low unemployment and a growing economy.
- Home to John G. Diefenbaker International Airport with flights from cities in Canada and North America.

For more information on Saskatoon visit City of Saskatoon and Discover Saskatoon

We acknowledge that our community is located on Treaty 6 Territory and the traditional Homeland of the Métis. Indigenous people of primarily Cree, Dakota and Saulteaux descent have called Saskatoon home for thousands of years. Today, Saskatoon is home to Indigenous people from a diversity of cultures and language groups.



Build a Career, Shape a City

The City of Saskatoon is a place where you can build a career and make a difference in your community. As a municipal government, we offer a range of core public services such as roads, transit, parks, water, police and fire to over 318,000 residents.

Saskatoon continues to be one of Canada's fastest growing cities, and this strong population growth creates a workplace culture where exciting and rewarding opportunities for a dynamic and fulfilling career await.

Living Our Values... every day

The City prides itself on living its core values of People Matter, Respect, Integrity, Safety, Trust and Courage. We live our values every day to help us achieve our vision of making Saskatoon a great place to live, work, learn and play. We want people who connect to our vision and our values.

We are committed to continuous improvement, innovation, and attracting talented people from all over Canada and around the globe.

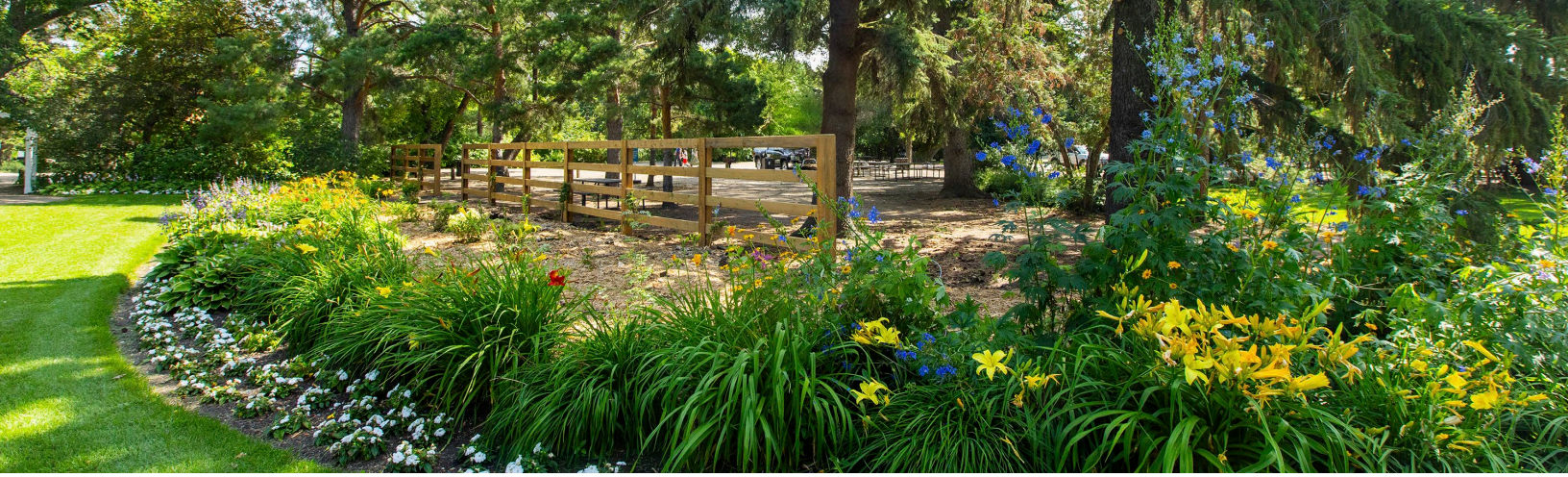
We offer an inclusive workplace that embraces diverse backgrounds. The City of Saskatoon is proud to be an Employment Equity Partner with the Saskatchewan Human Rights Commission (SHRC) and we continue to make progress towards having a workforce that represents Saskatchewan's population.

When our workplace reflects the community we serve, it makes us a better city.

City Solicitor

The Work You Will Be Involved In

Reporting to the City Manager and serving on the Executive Leadership Team, the City Solicitor is the City of Saskatoon's chief legal advisor, providing full legal services to City Council, the Administration, and the City's Boards and Committees. You will lead the City Solicitor's Office and its team of Solicitors and



administrative professionals, setting the direction for a practice that spans litigation, municipal, planning and administrative law, employment law, prosecutions, real estate and construction.

This is a role with real reach. You will oversee the bylaws and contracts that underpin every part of the City's operations, from utilities and land transactions to planning and development, construction, IT and community partnerships. You will keep the City ahead of legislative and regulatory change, and you may represent the City in court and before administrative and regulatory bodies.

Above all, this is a role for a trusted counsellor. Council and senior leaders will look to you for clear, practical advice, often in the moment at the Council table with no time to research. The successful candidate will pair deep municipal law expertise with sound judgement, political awareness and the confidence to give a straight answer when it matters. Some meetings outside regular working hours are part of the role.

Major Responsibilities

- Sets the strategic direction of the City Solicitor's Office, aligning its goals and short- and long-term objectives with the City's overall strategy.
- Serves on the Executive Leadership Team, providing legal advice and opinions on policy and process to the City Manager, City Council, senior leaders and Administration.
- Attends Council and Executive Committee meetings as the City's legal advisor, often providing immediate guidance drawn from experience, without the opportunity to research.
- Organizes and directs the City's legal services across litigation, municipal, planning and administrative law, employment law, prosecutions, real estate and construction law.
- Oversees and approves the drafting of bylaws and contracts across all City operations, including utilities, land transactions, planning and development, construction, IT and community partnerships.
- Provides timely, practical counsel to senior management and departments, helping them achieve their goals while protecting the City's legal interests.
- Monitors legislation and court and tribunal decisions, proactively advising leadership on changes that affect the City and its practices.
- Represents the City at various levels of court and in administrative, regulatory and other formal and informal proceedings.

- Manages external specialist legal counsel to protect the City's interests while controlling costs.
- Leads, coaches and develops the City Solicitor's team through effective performance management, building a highly qualified department that delivers excellent service.
- Develops and manages the department budget in line with the City's budget plan.
- Performs other related duties as assigned.

Education and Experience

- A Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) degree.
- Membership in the Law Society of Saskatchewan.
- Ten years' progressively responsible experience at a senior level providing legal services in a multifaceted setting, including extensive experience in municipal law.
- Demonstrated ability to lead, manage and develop a professional team.
- A track record of building strong, collaborative relationships with senior leaders, colleagues at all levels, external agencies and members of the public.
- Demonstrated political acumen and the ability to negotiate, mediate, facilitate and present to varied audiences, including elected officials.

Core Competencies

Accountability – Owns the quality and timeliness of the City's legal advice and the department's commitments. Upholds City guidelines, standards and principles, and demonstrates reliability and integrity every day.

Adaptability – Responds quickly to shifting priorities, legislation and Council direction. Brings creative, practical legal solutions to emerging issues and opportunities.

Collaboration – Works as a true partner to Council, the Executive Leadership Team and departments. Builds commitment to shared goals and fosters a collaborative, team-first environment.

Embraces Diversity – Respects and responds to cultural and other differences, and brings diverse perspectives into advice, decisions and service.

Effective Communication – Translates complex legal issues into clear, plain-language advice for Council, management, colleagues and citizens. Listens actively and communicates with confidence and respect.

Service Orientation – Delivers responsive, high-value legal service to Council, the Administration, stakeholders and colleagues, always with the needs of citizens in mind.






Leadership Competencies

Visioning and Strategic Thinking – Thinks long-term about how legal services can enable the City's goals. Sets a clear vision for the City Solicitor's Office and inspires others to commit to it.

Building Organizational Effectiveness – Builds the culture and standards of a high-performing legal department and leads by example.

Financial Leadership – Manages the department's resources responsibly and transparently, supports the City's long-term financial health, and keeps the cost of external legal services in check.

Team Leadership – Engages, develops and brings out the best in the legal team. Makes decisions based on what is best for the City, not just the department.

Political Astuteness – Understands the political and organizational landscape and uses that insight to solve problems and get things done. Handles sensitive and tense situations with diplomacy and discretion.

Foster Change & Innovation – Champions continuous improvement in legal processes and practices, and leads change initiatives through to completion.

Compensation

The City of Saskatoon offers a competitive total rewards package, including an attractive base salary and comprehensive benefits. Relocation support is available for the successful candidate. Further details will be discussed in a personal interview.

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) "the good life", for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit Saskatoon.ca/diversity

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations.

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Express Your Enthusiasm for This Role

Email a convincing cover letter and tailored resume (PDF or Word document only) to **John Dugdale or Heather Fookes** at apply@LeadersInternational.com, indicating the job title in the subject line.

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