

## Job Description - Legal Counsel

### Job Purpose

Legal Counsel will provide counsel and in-house legal services related to the administration and enforcement of the *Funeral, Burial and Cremation Services Act, 2002 (FBCSA 2002)* and, generally, to the Bereavement Authority of Ontario (BAO).

### Duties and Responsibilities

- Assists in the interpretation of the *Funeral, Burial, and Cremation Services Act, 2002 (FBCSA)*, its regulations and other relevant statutes. Assists in the review of various other relevant Ontario and extra-provincial legislation and regulations.
- Act proactively and decisively to provide practical and strategic advice regarding various novel, complex and time sensitive legal matters.
- Act of behalf of the Registrar, *FBCSA* on administrative actions including drafting Conditions of Licence, preparing proposals and notices of complaints, appearing at prehearings, motions and hearings before the Licence Appeal Tribunal and at Discipline Hearings, as well as appeals of such decisions at Divisional Court and the Ontario Court of Appeal.
- Counsel the BAO on motions, injunction applications and other civil and administrative matters, including drafting documents and pleadings and appearing at civil motions, hearings and appeals on behalf of the BAO.
- Liaise with BAO staff, including enforcement, licensing and complaints.
- Provide advice to the CEO and Registrar.
- Research legal issues.

### Qualifications

- **A minimum of 3 years proven relevant litigation experience**, including administrative law and prosecutorial experience under the Provincial Offences Act.
  - This position requires strong advocacy skills, outstanding written and verbal communication skills.
  - Practical knowledge of the Criminal Code, Ontario Evidence Act, Consumer Protection Act, Sale of Goods Act, and Safety and Consumer Statutes Administration Act and other related statutes.
  - Excellent organizational, communication and decision-making skills.
  - Strong negotiation skills.
  - Legal research skills.
  - Comfortably able to work independently in a fast-paced environment.
  - A working knowledge of the *FBCSA* is not necessary but would be considered an asset.
  - Experience working with Delegated Administrative Authorities preferred.
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## Working Conditions

- Occasional travel will be required.
- Overtime as required.