

Job Title:

Municipal Prosecutor

Department:

Municipal Prosecution

Reports To:

POA Manager

Job Summary:

The Municipal Prosecutor is responsible for prosecuting municipal by-law violations and Provincial Offences Act (POA) matters on behalf of the municipality. This role involves reviewing evidence, negotiating resolutions, conducting trials, and ensuring that cases are handled efficiently and in accordance with legal standards. The Municipal Prosecutor provides legal advice to enforcement officers and municipal staff and represents the municipality in court proceedings.

Key Responsibilities:**1. Prosecution of Offences**

- Prosecute municipal by-law infractions and provincial offences, including traffic, licensing, property standards, and other regulatory matters.
- Prepare and present cases before the Ontario Court of Justice, including trials, motions, and appeals.
- Assess evidence, review disclosure, and determine appropriate courses of action for prosecution.

2. Legal Advice and Case Management

- Provide legal guidance to enforcement officers, municipal departments, and council on by-law enforcement and prosecution procedures.
- Assist with interpretation of municipal by-laws to ensure enforceability and compliance with applicable laws.
- Advise on the merits of pursuing prosecutions, diversion programs, or alternative resolutions.

3. Court Representation and Advocacy

- Represent the municipality in court for pre-trial hearings, motions, and trials.
- Negotiate plea agreements and settlements where appropriate.
- Respond to judicial inquiries and motions during court proceedings.

4. Disclosure and Document Management

- Ensure timely and accurate disclosure of evidence and information is provided to defendants and legal counsel.
- Prepare legal documents, court briefs, and other necessary materials for prosecution.

5. Compliance and Risk Management

- Ensure that all prosecutorial work complies with relevant legislation, regulations, and municipal policies.
- Identify and mitigate potential legal risks associated with by-law enforcement and prosecution.

Qualifications and Skills:

Education:

- Bachelor of Laws (LL.B.) degree or college-level program with a specialization in law or legal studies from a recognized institution.
- Membership in good standing with the Law Society of Ontario (LSO).

Experience:

- Minimum of 3–5 years of experience in municipal, regulatory, or criminal prosecution.
- Experience handling Provincial Offences Act (POA) matters and municipal by-law enforcement is preferred.

Knowledge:

- Strong understanding of the Provincial Offences Act, Municipal Act, Ontario Evidence Act, and relevant case law.
- Familiarity with municipal by-laws, regulatory frameworks, and administrative law principles.

Skills:

- Bilingual: English and French
 - Strong advocacy, negotiation, and problem-solving skills.
 - Excellent research, analytical, and written communication abilities.
 - Ability to work independently, manage multiple files, and meet deadlines in a high-pressure environment.
 - Strong interpersonal and relationship-building skills for liaising with stakeholders.
-

Working Conditions:

- Courtroom and working remotely.
 - Occasional evening or weekend work may be required based on court schedules and deadlines.
-

Salary Range:

Annual contract salary shall be \$50,000, plus applicable HST, payable on a monthly basis