ARTICLING OPPORTUNITIES
AT THE CITY OF TORONTO

JOIN OUR TEAM OF 120 LAWYERS,
AND EXPERIENCE THE BREADTH AND VARIETY OF
PRACTICE OF A FULL-SERVICE FIRM, WITHIN A
COLLEGIAL ENVIRONMENT WORKING IN THE PUBLIC
INTEREST
The City of Toronto is one of the largest governments in Canada (larger than most provinces) and is by far the largest municipality in Canada. The City of Toronto faces complex and unique challenges every day in the course of governing and providing services to the residents of this City. The City of Toronto Legal Services Division, located in downtown Toronto, is called upon to assist with these challenges.

The City of Toronto Legal Services Division provides legal advice and litigation support to the City and its numerous operating divisions, such as Children’s Services, City Planning, Economic Development and Culture, Engineering and Construction Services, Fire Services, Municipal Licensing and Standards, Parks, Forestry and Recreation, Public Health, Real Estate Services, Toronto Buildings, and Toronto Water.

In addition, the City of Toronto Legal Services Division provides a range of legal advice and litigation support to many agencies, boards and commissions of the City, ranging from the Toronto Police Services Board, the Toronto Public Library Board, the Board of Management of the Toronto Zoo, and the Board of Governors of Exhibition Place.

The City of Toronto's Articling Students program features a rotation system, where students are given the opportunity to work with lawyers in each of the six practice groups of the Legal Services Division:

1. Labour and Employment
2. Land-Use Planning
3. Litigation
4. Municipal Law
5. Prosecutions
6. Real Estate

Articling Students rotate through these six practice groups and are assigned a mentor in each rotation. Our Articling Students also receive further training and learning opportunities in the form of lunch and learn seminars, designed to give students further exposure to various areas of the law we practice in the City of Toronto's Legal Services Division.

Articling Students are exposed to numerous different areas of law, with specific focuses in:
Administrative law, Civil Litigation, Constitutional law, Employment law, Labour law, Land-Use Planning law, Municipal law, Real Estate law and Quasi-criminal prosecutions under the *Provincial Offences Act*

Articling Students can also expect to have some exposure to the following areas of law:
Bankruptcy and Insolvency, Construction law, Environmental law, Family law, Health law, Human Rights, Information and Privacy law, Intellectual property, Municipal Assessment and Taxation law
I encourage you to apply to the City of Toronto for your articling program. The City of Toronto is the sixth largest government in the country. This is an exciting time for the City with the enactment of the *City of Toronto Act, 2006* that provides the City with a new legislative framework. The Act gives the City broad powers recognizing the City's importance. The information in this guide provides you with a summary of the legal work performed by the different practice groups in the City of Toronto Legal Division.

We have over 120 lawyers in the Legal Services Division, who provide a broad range of legal services to the City's divisions, agencies, boards and commissions. The work is challenging, interesting and often novel.

On the advocacy side, City lawyers are often involved in precedent setting cases before the Courts and Tribunals. Similarly, on the solicitor side, City lawyers are involved with new and complex transactions or legislation involving the City. The articling experience offered at the City provides you with an opportunity to work with leading municipal lawyers on important issues affecting the City.

I hope you consider the City of Toronto for your articling experience.

Sincerely,

Anna Kinastowski
LABOUR AND EMPLOYMENT SECTION

The City of Toronto has approximately 37,000 full and part-time employees. Legal Services’ Employment and Labour Law team of 12 lawyers offers a full range of employment and management-side labour law services to the City regarding its role as an employer.

Our lawyers deal with issues arising from collective agreements between the City of Toronto and two major unions: TCEU, Local 416 and CUPE, Local 79, which is the largest municipal local in Canada. We also provide legal advice involving a variety of workplaces, including the Toronto Public Library, community centres, the Toronto Zoo, the Toronto Police Services Board, Toronto Emergency Medical Services, and Toronto Fire Services.

In addition to our diverse labour practice, our lawyers represent and provide legal advice to the City in matters involving non-unionized employees.

While articling at the City, Students can expect to assist in a wide variety of matters, including:

- Labour arbitrations
- Ontario Labour Relations Board proceedings
- Workers’ compensation files (including carriage of Workplace Safety and Insurance Act Appeals)
- Employment contract drafting
- Human rights and equity issues
- Collective bargaining
- Employment and labour law opinions
- Wrongful dismissal civil claims
- Judicial reviews
- Occupational Health and Safety issues

With the supervision and guidance of our lawyers, Students take an active role in all aspects of case preparation. Students may be asked to conduct client and witness interviews, research legal issues, draft opinion letters and draft pleadings or facta. Students are assigned carriage of their own files pertaining to Appeals under the Workplace Safety and Insurance Act.

Did you know that City lawyers...

1. Advised Council and City staff regarding the contracting out of solid waste collection services west of Yonge Street.
2. Played key roles in the negotiation and arbitration of the collective agreements between the City and its unions.
3. Attend hundreds of hearing dates annually before labour arbitrators, the Human Rights Tribunal and the courts.
4. Advise City staff in relation to employment issues that arise in relation to a diverse range of City initiatives.
The City's Planning regime regulates all land-use in the City of Toronto, ranging from small additions to residential homes, to the construction of condominium and office towers. The Planning and Administrative Tribunal Law (or "Planning Law") team of 22 lawyers deals with projects throughout the planning process, including the City's Official Plan, drafting zoning bylaws including the City's Harmonized Zoning By-law, negotiating and drafting agreements with developers, and conducting hearings before the Ontario Municipal Board and subsequent appeals to the Divisional Court.

This section also represents the City in a wide variety of other tribunals regulating the use of private land, including the Ontario Alcohol and Gaming Commission, the Licence Appeal Tribunal and the Heritage Conservation Board.

As a student in the Planning Law Section, your work will include:

- Attending hearings, pre-hearings, mediations and meetings with senior lawyers
- Drafting agreements setting out the developer's obligations with regard to a particular development
- Preparing or reviewing bylaws including re-zonings and official plan amendments
- Researching and drafting legal opinions
- Attending Community Council meetings

The Planning Law team is dedicated to ensuring that students learn the "nuts and bolts" of this unique area of law. We understand that students may not have been exposed to planning law issues prior to working at the City. In addition to discovering a new subject area, during this rotation, students will develop and improve upon practical legal skills including oral and written advocacy, researching and drafting.
LITIGATION SECTION

The City of Toronto employs a team of more than 25 civil and commercial litigators, who enjoy a dynamic and diverse practice in a collegial work environment. The City's litigators are at the forefront of matters of public policy as they relate to a broad range of practice areas. These include litigation matters related to:

- Constitutional, Charter and other challenges to municipal bylaws
- Human rights
- Environmental law
- Public Health law
- Building Code Act regulation
- Commercial law
- Heritage Act
- Personal injury
- Construction law
- Business Licensing
- Police
- Land assessment and taxation
- Municipal Elections

The City's litigators appear at all levels of court, including the Ontario Superior Court of Justice, Divisional Court, the Ontario Court of Appeal, and the Supreme Court of Canada. City litigators also appear before a variety of administrative tribunals including the Human Rights Tribunal of Ontario, the Landlord and Tenant Board, the Toronto Licensing Tribunal, the Assessment Review Board as well as Coroner's Inquests.

The articling student experience with the Litigation Division is not limited to legal research. Students handle, with supervision, files on their own. This includes preparing pleadings, gathering evidence, conducting trials and hearings before the Small Claims Court and administrative tribunals, and arguing motions before the Small Claims Court and Superior Court. When working with other lawyers, students are exposed to every stage in the litigation process, including attending at examinations for discovery and mediations.

Did you know that City lawyers...

1. Have intervened at the Supreme Court of Canada twice in the last few years in cases involving municipal payments in lieu of taxation by federal entities.

2. Represented the City and its agencies and boards at inquests and public inquiries including the Elliot Lake Inquiry.

3. Defended various municipal regulations including use of pesticides and sign tax by-law before the Ontario Court of Appeal.

4. Defended major class-action claims, including claims arising from SARS, the Sunrise Propane explosion and construction of the St Clair Streetcar Right of Way.

5. Enforce public health laws, including obtaining detention and treatment orders to stop the spread of serious communicable diseases such as tuberculosis and HIV.

6. Represented the City and Toronto Police in recent civil liberties litigation, including the use of the long-range acoustical device at the G-20, and the Occupy Toronto occupation of St. James Park.
MUNICIPAL LAW SECTION

Municipal government impacts the daily lives of citizens more directly than any other level of government. Just think about roads, public health services, garbage collection, affordable housing and social services, recycling programs, fire, police and ambulance services, public libraries, snow removal and the water supplied to your home. The City of Toronto provides these services and more to its residents.

As the largest city in Canada, the City of Toronto also faces many complex issues relating to, for example, freedom of information, municipal elections, corporate governance, and municipal procurement.

Our municipal lawyers help the City work by giving legal advice on these and many other matters to the City’s Agencies, Boards, Commissions and Divisions, Toronto City Council and its Committees and Sub-Committees. Municipal lawyers are often in the thick of high profile issues. For example, Municipal lawyers were recently involved in advising on casino and transit issues, the implementation of new taxes such as the Land Transfer Tax and the Billboard Tax; exploring new environmental initiatives such as the Plastic Bag By-law, Live Green Toronto and renewable energy projects under the Green Energy Act; and assisting in the preparations for the 2015 Pan Am Games.

We see our students as an integral part of our legal team, and we give them a high level of responsibility. During your municipal rotation, you may be asked to draft reports and bylaws to present to City Council, opinion letters, negotiated agreements and general correspondence. You will also have the opportunity to attend Board/Committee or client meetings to better understand the "why" behind your assignments.

Some of the issues you may deal with during your municipal law rotation concern:

- Powers and jurisdiction under the City of Toronto Act, 2006 and other municipal statutes
- The City's taxing powers
- Constitutional and jurisdictional questions
- Property tax issues
- Municipal Freedom of Information and Protection of Privacy
- Information Technology
- Housing/Social Services
- Public Procurement
- Contract Interpretation
- Construction Agreements, Liens and Statutory Holdbacks
- Public Health Issues
- Telecommunications Matters

Did you know that City lawyers...

1. Drafted bylaws regulating pesticide use and prohibiting the sale of shark fins in the City.

2. Provided advice on the intellectual property in a gorilla’s art and the transportation of the elephants Toka, Iringa and Thikka for the Toronto Zoo.

3. Advised on civil liberties and other issues during the 2010 G20 summit.

4. Have negotiated and drafted funding, operational and construction agreements relating to the construction of public transit in the City of Toronto.
The City's Prosecutions team of five lawyers and fifty-four prosecutors handle a broad range of regulatory offences, from those that relate to the underbelly of the City, such as marijuana grow operations, body rub parlours and strip clubs, to those that are reported in the media, such as dirty restaurants and supermarkets, and dog attacks.

The City conducts environmental prosecutions addressing sewer pollution and tree destruction. The City further deals with a large volume of traffic and parking offences, as well as Fire Code and Building Code violations, and zoning and noise by-law offences.

Prosecutions are conducted at the Ontario Court of Justice, and appeals are heard at the Ontario Court of Appeal and the Supreme Court of Canada.

The City responds to Charter challenges, such as those for the right to be tried within a reasonable time, freedom of expression, the presumption of innocence and the right to be secure against unreasonable search or seizure.

Sentencing options for regulatory offences prosecuted by the City range significantly, from fines of up to $100,000, the shutting down of illegal businesses and imprisonment.
Did you know that City lawyers...

1. Deal with sales and leases of property on behalf of the City, the largest single owner of real estate within the geographical boundaries of the City of Toronto.

2. Work to revitalize City-owned or City-managed cultural hot-spots, such as the Brick Works and the Round House.

3. Ensure the land-use needs are met for venues for the Pan Am games in 2015.
HOW TO APPLY AND FREQUENTLY ASKED QUESTIONS

The City of Toronto receives and reviews applications and interviews students in accordance with the guidelines and rules established by the Law Society of Upper Canada. Please refer to the Law Society of Upper Canada’s webpage at www.lsuc.on.ca for application deadlines as they change annually.

Students interested in articling at the City of Toronto should submit an application consisting of a cover letter, resume, undergraduate, law school transcripts and two letters of reference. Please forward your application through viDesktop. Applications can also be sent to the attention of Diana Dimmer at the following address or by e-mail:

Ms. Diana Dimmer
Director - Legal Services
26th Floor, Metro Hall, Stn. 1260
55 John Street
Toronto, ON M5V 3C6
dimmer@toronto.ca

All applications will be acknowledged upon receipt. Students who have been selected for interviews will be contacted by one of our lawyers on call day in order to schedule the interview. Interviews will be held on Monday and Tuesday of interview week, as set by the Law Society of Upper Canada.

Frequently Asked Questions

1. Does the City of Toronto conduct second interviews and/or have cocktail parties?

   No, the City of Toronto only conducts one interview and does not host social events during the articling interview week.

2. What does the City of Toronto look for in an Articling Student?

   The primary thing the City of Toronto looks for is a student who demonstrates strong academic credentials and a desire to work for the public sector. This is demonstrated through the student's cover letter, resume, law school courses and other interests and in the interview itself.

3. How many articling students do you hire each year?

   Generally, the City hires six articling students each year.

4. Do you hire back your articling students?

   The City often hires back many of its students thereby recruiting the majority of its lawyers through the articling process. Hire-backs in any given year, as with many public sector workplaces, depends on budgetary approvals. However, as an example from the last few years, the City has hired back:

   2014: 6 of 6
   2013: 3 of 6
   2012: 5 of 6
   2011: 4 of 5
   2010: 2 of 6
   2009: 6 of 6
   2008: 3 of 6

5. When do articles usually start?

   The City typically starts the articling year in mid-July.
6. Who can I contact for more information on the City’s articling program?

You can contact one of the members of our Articling Committee. Also, the City attends spring career fairs at a number of schools throughout February and March of each year. You are encouraged to stop by our booth, where lawyers from the Legal Division will be more than happy to answer any questions you may have and will tell you about the interesting and challenging files they work on.

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