

A large, circular image showing a diverse group of people's hands stacked together in a circle, symbolizing teamwork and unity. The hands are of various skin tones and are wearing different colored sleeves.A circular inset image showing a close-up of two hands shaking, symbolizing agreement or partnership. The hands are of different skin tones.

Position Profile
General Counsel



**Home
Construction
Regulatory
Authority**

A Snapshot About the Opportunity

The Home Construction Regulatory Authority (HCRA) acknowledges that they are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. HCRA also acknowledges that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands.

[The Home Construction Regulatory Authority \(HCRA\)](#) is a private, not-for-profit corporation designated by the Ontario government and responsible for the licensing of Ontario's new home builders and vendors—it aims to foster trust and educate new home builders, vendors, and consumers by ensuring high professional standards in Ontario's Home Building sector. HCRA intends to promote improved home quality and homebuyer confidence in the home building industry through modernized licensing standards, education, and compliance, providing increased consumer protection through enhanced regulatory measures.

As Ontario's newest regulator, HCRA is dedicated to providing the highest level of service to everyone they serve. They believe in fairness, integrity, and promoting a diverse and inclusive environment where respect is given to all. Ultimately, they are committed to constantly learning and innovating, as well as holding themselves accountable to the highest standards of openness and transparency. It is within this context that HCRA invites nominations and applications for the role of **General Counsel**, a position that will have an indelible impact on the future of the organization.

The General Counsel will be responsible for leading, directing and overseeing the delivery of a full range of expert legal services for HCRA, providing counsel to the Chief Executive Officer, Board of Directors, and senior leadership team on legal, strategic, policy, operational, and transactional matters. Acting as Corporate Secretary, the General Counsel will provide support to the Board of Directors to uphold the governance framework while ensuring compliance with statutory and regulatory requirements. The successful candidate will possess in-depth and specialized knowledge in legal principles, procedures, and practices as well as in statutory and regulatory provisions that relate to and/or have a direct impact on the operations of the HCRA.



About the Role

Reports to:

Chief Executive Officer and Registrar

Key Duties and Responsibilities

- To lead, direct and oversee the delivery of a full range of legal services and strategic advice for all HCRA legal matters to support HCRA in achieving its regulatory mandate under the New Home Construction Licensing Act, 2017.
- To act as Corporate Secretary and provide support to the Board of Directors to uphold the governance framework while ensuring compliance with statutory and regulatory requirements.
- To provide leadership and direction to legal counsel and staff responsible for legal services and board operations.

Functional/Technical:

- Provides guidance to all HCRA departments on all legal matters arising in the performance of HCRA duties, actions, and operations.
- Provides leadership in legal services and strategic advice based on a legal perspective to the management team and Board on policy, operations and transactional matters.
- Represents the organization on legal matters, including in contract negotiations and in litigation including before the Licence Appeal Tribunal (LAT). Provides input on enforcement decisions.

Functional/Technical (cont'd):

- Acts as the Corporate Secretary ensuring integrity of the governance framework, compliance with statutory and regulatory requirements and implementing decisions made by the Board of Directors. Provides the Board support on governance issues through expert advice on matters of regulatory compliance and mitigating potential risks involving their strategic planning. Drafts senior level responses to information requests with legal implications. Manages the assignment of files to Counsel and conducts file monitoring, review and assessment of legal work including legal opinions, briefs, and other work products, ensuring compliance with performance metrics, quality assurance standards and legal/office policies and procedures. Retains and oversees supplementary specialized legal expertise/counsel, as needed.
- Provides strategic advice on broad organizational issues to the CEO/Registrar, HCRA senior managers and Board of Directors on legal services, legal issues, precedents, and challenges. As a member of the HCRA leadership team, contributes to the HCRA strategy and development of tactics.
- Ensures compliance with the Administrative Agreement between HCRA and the oversight Ministry.
- Manages the section and its staff to support an environment and culture of service excellence which respects diversity, encourages all employees work together to achieve results and contribute to a healthy, rewarding and productive working environment where personal and team accountability are key to meeting the mandate of HCRA.

Customer/Stakeholder:

- Liaises with regulatory authorities and represents the HCRA at industry and regulatory forums.
- Provides advice and consultation on legal implications of strategies; works in collaboration with colleagues on legal service priorities for HCRA.
- Works with senior management team to identify any legal risks that may result during implementation and operations.
- Develops and maintains information sharing agreements, processes and tools to allow the exchange of information between HCRA and the warranty provider, the minister and other specified third parties to promote regulatory efficiency and support efficient service delivery.
- Participates in discussions with industry groups, regulators, consumers, government officials to establish strategic partnerships with internal partners to ensure legal strategies align with HCRA's business goals.
- Establishes and manages relationships and consultation with legal representatives of stakeholders impacted by programs, services, and initiatives to identify trends, issues and needs.
- Facilitates and builds consensus to develop optimal legal solutions.

Stewardship:

- Determines and manages legal department budget applying financial information to manage resources (people, facilities, technology, finances).
- Applies a thorough understanding of legal risk and cost-benefits to review and evaluate strategies and initiatives with financial and reputational impacts on HCRA.

People Leadership:

- Directs legal professional and administrative staff motivating and empowering them to achieve performance and learning objectives.
- Provides effective leadership and builds a positive team spirit and inspires, motivates, and guides colleagues.
- Seeks continuous improvement and models innovative approaches.
- Provides coaching/mentoring and leadership within areas of accountability.



Education, Skills, and Experience

Education and Experience:

- LL.B. coupled with being a member in good standing with the Law Society of Ontario
- A minimum of ten (10) years of progressive experience in legal services; seven (7) years' experience in leading teams.

Required Knowledge, Skills, and Abilities:

Functional/Technical:

- Authoritative legal knowledge and understanding of HCRA's legislative and compliance framework, relevant legislation (e.g. New Home Construction Licensing Act, 2017) and precedents.
- Expertise in assessing and advising on a broad range of cutting-edge legal and policy issues.
- Ability to research and evaluate issues, assess options, and develop and present recommendations for further action.
- Experience with administrative law tribunals, quasi-judicial proceedings and case management systems.
- Demonstrated problem solving, dispute resolution and negotiation skills and a track record of effectively working with and influencing various business units across all levels of an organization.
- Expertise in case management systems and procedures, practices and operations including application intake, assessment and processing principles.
- Excellent oral and written advocacy, negotiation, interpretative, advisory and communication skills.
- Effective planning, organizational, analytical, strategic and critical thinking, and problem-solving skills.
- Sound knowledge of principles of accountability and risk management to ensure identification and provision of legal services that meet HCRA's business needs.
- Sound knowledge of project management theory, principles, techniques and applications, to define and manage projects and provide project leadership and authoritative advice to senior management.

Leadership Competencies

- Transformational leadership to create a high-performance culture and ensuring staff understand the scope and reality of change; to facilitate the development and implementation of the needed legal framework across the organization.
- Change management abilities to create a positive, inclusive and productive work environment in a time of change, while ensuring that staff understand the scope and reality of change that will be taking place.
- Political acuity to recognize and respond in a timely manner to legal, policy and stakeholder issues which may have an impact for the CEO/Registrar, external stakeholders.

Education, Skills, and Experience (cont'd)

Leadership Competencies (cont'd)

- Effective facilitation, negotiation and conflict resolution abilities to develop and build consensus in support of optimal legal and policy solutions that meet the needs of the organization.
- Strong influencing, communication, and vision-setting abilities to develop HCRA's strategic and operational policy plan.
- Empowers others to innovate and continuously improve and communicate achievements to internal and external audiences.

Problem Solving and Judgement

- Analyzes and exercises judgement on complex and/or unprecedented legal issues.
- Analyzes specific stakeholder and sector issues and trends related to legal decisions to recommend actions to CEO/Registrar.
- Analytical and problem-solving skills to analyze contentious legal issues, identify options/solutions, develop mitigation strategies and recommendations.
- Anticipates emerging legal issues and assesses their nature, complexity, scope and degree of short/long term impacts on business goals and delivery.
- Ensures a "Big Picture" perspective; Identifies, highlights and focuses on key strategic legal services, precedents, opportunities, challenges and problem-solving techniques/approaches to develop solutions.
- A well-informed perspective on the impact of legal decisions and industry influences to ensure insight is drawn from a good knowledge base.

Internal and External Communication

- Excellent interpersonal and communication skills to ensure clear and concise communication of legal information and recommendations to non-legal senior managers and the Board.
- Integrates both formal and informal communication strategies and processes to transmit legal policies and decisions.
- Prepares and presents a range of complex legal materials including presentations, reports, briefing materials, etc.

Accountability for Results

- Formulates effective legal strategies that have long-term impacts on HCRA's ability to deliver and meet its' mandate.
- Achieves challenging objectives, through collaboration, tracking of priorities and liaison across departments as well as with the CEO/Registrar.
- Directs and monitors counsel staff to ensure achievement and accountability for results, including meeting legislative requirements.

Application Process

How to Apply

Home Construction Regulatory Authority (HCRA) is partnering with BIPOC Executive Search to ensure an applicant list that is diverse and is as intersectional as possible. Interested applicants can send their resume to Helen Mekonen by e-mailing hmekonen@bipocsearch.com.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants with disabilities.

We thank everyone for their expression of interest; however, only those selected for an interview will be contacted.

Candidate Personal Information

We respect your privacy as well as your personal information. Any materials received will be kept secure, and will be managed in accordance with the Personal Information Protection and Electronic Documents Act ("PIPEDA") of Canada. For more information about our Privacy Policy, please visit our website.

By providing us with application information (resume, letter, bio, self-identification, etc.) or access to other background information including references (written and/or verbal), you agree that these items were supplied by your consent for the purposes of the hiring process.



Candidate Charter

Our Commitment to Candidates:

We require from all team members at BIPOC Executive Search that they uphold the highest standards of *professionalism, fairness, respect, rigorousness, courtesy, light-heartedness, and decorum*. We consider these to be fundamental virtues in the workplace. We work tirelessly throughout the search process to treat all candidates as deserving of our time, energy, and support, approaching them with respect and courtesy, and ensuring—to the best of our abilities—that their experiences are positive. **We also provide an Interview Honorarium of \$100 to all candidates shortlisted for client interview(s) to honour the time spent in preparation for the meeting(s), to be accepted either as cash or donated to a charity of your choosing.**

We strive to:

- approach you from a place of openness, getting to know you as an individual and discussing with candour your interests and goals.
- guard your information securely and confidentially at all times in accordance with applicable acts, protecting your privacy and handling your information sensitively.
- respect your time and communicate outcomes as promptly as possible.
- represent you fairly and equitably to our clients based on the information you have provided and our interactions with you.
- support you through the whole recruitment process, which includes providing CV/resume and cover letter advice as applicable, interview coaching, as well as feedback on performance. If you are presented with an offer of appointment, we will ensure the offer extended by the client organization is fair and equitable.
- be available for regular touch-point meetings after placement to offer continued coaching and helpful resources.
- give honest advice and coaching in the event of any disappointments.
- listen carefully to your feedback about the recruitment process and incorporate the feedback received into our best practices.

Our Expectations of Candidates:

We ask a few things from our candidates—that you:

- bring a sense of curiosity and openness to feedback opportunities.
- tend to questions or requests in a timely manner, while respecting your own boundaries and commitments.
- to the degree you feel comfortable, inform us of changes to your candidacy status and other search opportunities that you are simultaneously pursuing so that we can collaborate with integrity and authenticity.
- understand that we need time to investigate issues or find responses to questions.
- engage with any coaching or mentorship support with intentionality by taking time to reflect and process new learning.
- be open and forthright, providing us with true and factual information.
- attend meetings on time, to the best of your ability during these busy times.
- raise any issues with us regarding the process to allow us to rectify them.
- let us know about any access needs you have at any point in the candidate development process, to the degree you feel comfortable.
- as we want to ensure both you and the client come away with a win-win experience and outcome, share any possible barriers to accepting the position if offered before the process gets to the negotiation-phase of the search.



[Jason Murray](#)



Erica Ing



[Helen Mekonen](#)



[Urmilla Khan](#)



[Candice Frederick](#)



[Shirley Ley](#)



[Melissa Sumnauth](#)



[Taq Bhandal](#)



Jessa Chupik



Jessica Horton



Marissa Hall



[Laurie Toulouse](#)



[Stacy-Ann Buchanan](#)



Stephanie La



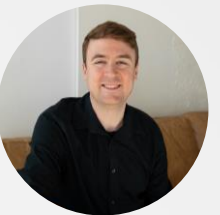
Chad Stauber



Zo Vandekas



Avery Jackman



Jessie Skinner



Olivia Shallow

THANK YOU