

## Externship Program

### Placement Profile

ORGANISATION/FIRM:	Advocacy Centre for Tenants Ontario (ACTO)
LOCATION:	55 University Ave Toronto ON, Suite 1500 Toronto, ON M5J 2H7
WEBSITE:	www.acto.ca
DESCRIPTION of ORGANISATION:	ACTO is a community legal clinic funded by Legal Aid Ontario with a province-wide mandate to assist low-income Ontarians with their housing issues through legal advice and representation, law reform, community organizing, and education and training. We also coordinate the Tenant Duty Counsel Program across Ontario which provides legal information and assistance to tenants appearing at the Landlord and Tenant Board. ACTO works closely with the other legal clinics across Ontario, particularly in providing tenant duty counsel services.
NUMBER OF PLACEMENTS AVAILABLE:	1
ON-SITE SUPERVISOR NAME:	Douglas Kwan
ON-SITE WORKSPACE AVAILABLE:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ON-SITE COMPUTER AVAILABLE:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, student needs own laptop
HOURS:	Students will primarily complete work during typical office hours (9:00 am – 5:00 pm). <i>Please include additional information about hours of work in the space that follows:</i> We work flexible hours, so time can usually be fit in between 8:00 am and 7:00 pm.
REQUIRED PLACEMENT COMPETENCIES:	High-quality legal writing; legal research; teamwork approach; interest in social justice work
PREFERRED COMPETENCIES:	Oral presentation skills
REQUIRED COURSES:	

PREFERRED COURSES:

REQUIRED PRE-PLACEMENT  
READING

- Law Society of Ontario materials clarifying “legal information” v. “legal advice”
- Law Society of Ontario materials about the LSO materials about the scope of student practice
- materials from ACTO's website

ANTICIPATED AREAS OF LAW:

Residential tenancies, human rights, administrative law

DESCRIPTION OF WORK  
ASSIGNMENTS:

Working with ACTO's staff of lawyers and professionals in community development, research and communications, the student will take on research and advocacy projects to advance ACTO's work in the Courts, before legislative bodies and in the community.

We are a litigation boutique that primarily focuses on appellate work and interventions before various Courts. This work is in contrast to the type of work of general community legal clinics who appear frequently before tribunals or trial of fact level.

POLICE CLEARANCE REQUIRED:

- ☐ Yes, type of Police Clearance:
- ☒ No

If yes, what type of police clearance is required

TRAVEL REQUIRED:

- ☒ Yes, type of travel required: Possibility of work off-site at Landlord and Tenant Board offices (in the GTA) or locations of clinic training programs. Any such work would be planned long in advance.
- ☐ No

If yes, please provide a description

CAR REQUIRED:

- ☐ Yes, description as follows:
- ☒ No

If yes, please provide a description

LODGING REQUIRED:

- ☐ Yes, description as follows:
- ☒ No

If yes, please provide a description

OTHER REQUIREMENTS:

List any supplies a student is required to have

NOTES REGARDING  
ACCESSIBILITY:

This is an accessible worksite.

*Please include other notes regarding accessibility in the space that follows:*

Please discuss your individual needs with the Externship Program Director.

OTHER NOTES ABOUT THE  
ORGANISATION (optional):

Personal information on this form is collected under the authority of the University of Windsor Act, 1962 and will be used for the purpose of administering the university-student relationship and organising experiential placements offered by the Faculty of Law. Questions about this collection should be directed to the Experiential Learning Coordinator, Faculty of Law, University of Windsor | 401 Sunset Avenue, Windsor ON N9B 3P4 | (519) 253-3000 ext. 4297.

Form Drafted 16 Feb 2018

Faculty Council Report 23 May 2018