

Job Title:	General Manager of Corporate Services / Legal
Department:	Corporate Services
Reports To:	Chief Administrative Officer
Salary Band:	Band 15
Last Update:	October 2025

Position Summary:

Reporting to the Chief Administrative Officer (CAO), the General Manager of Corporate Services/Legal is a senior leader responsible for the strategic oversight of Legal Services, Clerk's Services, Finance, and Human Resources. This role provides expert legal counsel to Council and staff, ensuring compliance with all applicable legislation, municipal by-laws, and corporate policies.

The General Manager oversees key corporate functions including records management, elections, budgeting, labour relations, and risk management, and contributes to strategic planning for the organization. This is a critical leadership role focused on ensuring efficient, compliant, and forward-thinking corporate service delivery.

Leadership & Management:

- As a member of the Senior Leadership Team, use innovative, well-developed technical, management and leadership skills to lead and/or participate on corporate wide project teams, as assigned.
- Prepare reports and attend Council, Committee and other internal/external meetings and special events as required; make presentations, provide advice/guidance; make recommendations on standards and levels of service, policies and procedures.
- Champion the corporate mission and values across the Corporation as a whole.
- Demonstrate a commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Corporation in order that professional competence is maintained.
- Encourage and instill a culture and philosophy of building the Township of Ramara Team within the organization through innovative training, coaching, mentoring, professional development and career growth with and keen desire to ensure opportunities for appropriate and well-communicated succession planning.
- Provides a visible and positive leadership example to staff to promote empowerment of employees through coaching, mentoring, two-way communications and delegation of decision making; takes necessary steps to anticipate impact of changes and to identify and remove barriers to empowerment

1. Legal Services

- a) Attend Council meetings and acts as primary corporate legal advisor by providing legal counsel and direction to Council and Departments on corporate matters involving legal issues.
- b) Work closely with Council and Senior Leadership Team (SLT) to advise the Township of its legal responsibilities by providing guidance and legal support services, providing information respecting amendments to legislation, regulations and court decisions and evaluates their impact on the Corporation and assists in developing the Corporation's position on such changes.
- c) Develop corporate-wide policies on legal matters; recommend the Township's policy position on legal matters and for defining the parameters of programs and services to ensure compliance with all applicable laws and legal requirements.
- d) When necessary and authorized, retains and supervises external counsel, liaising between external counsel and the Township; appraises performance of external counsel and ensures that external legal fees are appropriate, reasonable and consistent with policies and requirements.

2. Clerks Services

- a) Oversee the Clerk's Division including statutory duties of the Municipal Clerk pursuant to the *Municipal Act*, *Municipal Election Act*, *Planning Act*, and all other acts necessary to accomplish the duties of the Clerk, including organizing and maintaining records of Council and official documents of the Corporation.
- b) Attend all Council/Committee of the Whole meetings, as well as Special meetings of Council as required.
- c) Oversee and review associated records management issues to ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- d) Act as commissioner of oaths and affidavits, authorizes the issuance of lottery/marriage licenses, oversees the maintenance and reporting of vital statistics, and coordinates for Council the various appointments to local boards and committees.
- e) Perform the statutory duties as "Head" under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* including promoting access to public information, receiving requests for information under the Act,

authorizing or denying release of information/records in accordance with provisions of the Act.

- f) Ensure the integrity of the municipal election.
- g) Under the authority of the *Municipal Act*, maintain and safeguard all official and legal documents, records, reports; has custody of the official Seal of the Corporation; file statements and information as required by Township by-laws, Federal and Provincial legislation and regulations.

3. Financial Services

- a) Work in conjunction with the CAO and Township Director of Finance to prepare the annual operating and capital budgets for review by Council, ensuring budgets are produced in a timely, accurate and efficient manner. Coordinate and monitor long-range fiscal forecasts. Administer and monitor the approved budget, including authorization of expenditures. Analyze financial trend data to assist in forecasting budget and spending approaches.
- b) Oversee items related to tax and water issues ensuring full compliance with statutory regulations, as well as billing procedures.
- c) Review the legal documents to arrange and execute borrowing authorized by Council and provide for the investment of reserve, trust and other such funds.

4. Human Resources

- a) Provide strategic oversight and leadership to the Director of Human Resources/Health & Safety /Recreation, ensuring the effective delivery of HR services across the organization in alignment with the Township's goals and legislative requirements.
- b) Support and guide the Director of Human Resources/Health & Safety /Recreation in the development and implementation of policies, programs, and initiatives related to recruitment and retention, labour and employee relations, health and safety, performance management, compensation, and organizational development.
- c) Ensure corporate alignment on HR strategies, workforce planning, and staffing priorities, and provide advice on complex or sensitive personnel matters as needed.

- d) Collaborate with the Director of Human Resources/Health & Safety /Recreation to support a positive organizational culture focused on employee engagement, accountability, equity, and continuous improvement.
- e) Oversee the municipality's approach to labour relations, including collective bargaining, contract interpretation, and grievance management, and act as a senior advisor on negotiations and workplace matters.
- f) Provide oversight, guidance, and strategic support to the Director of Human Resources/Health & Safety /Recreation in the planning, delivery, and continuous improvement of recreation programs, community services, and facility operations to ensure alignment with Township goals and community needs.

5. General Management

- a) Direct supervision of staff and oversees the supervision of all staff within the Department. Conducts performance management/review, assists staff by coaching and mentoring, recommends training for staff development, implements health and safety policies and procedures and disciplines employees as required.
- b) Provide advice/opinion/counsel to the CAO in corporate decision-making and on sensitive/controversial issues.
- c) Prepare reports/recommendations/by-laws and attend council, committee, community and other public meetings as required; makes presentations and provide advice/guidance on issues, plans, and strategies.
- d) Member of the Emergency Control Group.
- e) Perform other duties as assigned in accordance with corporate objectives.

Supervisory Responsibilities:

- Director of Legislative Services / Clerk
- Director of Finance / Treasurer
- Director of Human Resources/Health & Safety/Recreation

Education, Experience and Qualifications:

- Post-secondary education in Law, Paralegal Studies, Legal Administration, or a related field with an emphasis on law, business, or public administration.

- Licensing with the Law Society of Ontario as a Paralegal or Lawyer is considered an asset.
- Equivalent combination of education and experience in a municipal or legal setting may be considered.
- 5 years' senior leadership experience.
- 3-5 years' experience demonstrated working knowledge of municipal legislation/regulations including the *Municipal Act, 2001*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, *Municipal Conflict of Interest Act* and related legislation (such as the *Planning Act*, *Development Charges Act*, etc.).
- Thorough working knowledge of Municipal, Provincial and Federal related legislation/regulations/guidelines and contemporary issues, municipal government and operations, principles, best practices and processes, the *Occupational Health and Safety Act*, labour relations principles and collective agreement administration, and current leadership and management practices.
- Excellent communication, organizational, analytical, coaching, time management, strategic planning and management skills.
- Strong computer skills using MS Office applications, including Word, Excel, e-mail and the internet.
- Possess a valid class 'G' Ontario's driver's license with an acceptable driver's abstract and access to a reliable vehicle.
- An acceptable Criminal Record Check is required for this position prior to the commencement date, at the incumbent's expense.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform other job-related duties as directed requested by the CAO. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.