



General Manager of Corporate Services / Legal

About the Township of Ramara

The Township of Ramara is a rural gem nestled in Central Ontario just 90 minutes from the GTA. Positioned on the breathtaking northeastern shores of Lakes Simcoe and Couchiching, Ramara is the gateway to natural beauty with access to two provincial parks, pristine beaches, and scenic trails.

Ramara is home to just over 10,000 full-time residents, a number that swells in the summer months with seasonal residents and visitors. Whether it is the rural, small-town lifestyle, the friendly people, the beautiful scenery or infinite outdoor adventures, there are many reasons people from near and far choose Ramara as their home.

Job Profile

The General Manager of Corporate Services / Legal is a key senior leadership role within the Township of Ramara, reporting directly to the Chief Administrative Officer (CAO). This position provides strategic oversight and expert direction for four critical municipal functions: Legal Services, Clerk's Services, Financial Services, and Human Resources. As the Township's primary legal advisor, the General Manager ensures compliance with all applicable legislation, regulations, municipal by-laws, and corporate policies. The role involves attending Council and Committee meetings, offering legal counsel on corporate matters, and supporting the development and implementation of effective corporate-wide policies.

As a member of the Senior Leadership Team, the General Manager plays a pivotal role in shaping the Township's long-term vision, championing the corporate mission and values, and advancing strategic initiatives that enhance operational efficiency and public service delivery. The position promotes an organizational culture of collaboration, accountability, and continuous improvement by mentoring and empowering staff, supporting succession planning, and fostering professional development across departments. With direct responsibility for the Directors of Finance, Human Resources, and Legislative Services, the General Manager leads corporate planning efforts, manages risk, guides collective bargaining and labour relations strategies, and ensures transparent, fiscally responsible budgeting and reporting processes. This multifaceted leadership role is critical in ensuring that the Township of Ramara operates in a forward-thinking, compliant, and service-oriented manner.

Candidate Profile

We are seeking a highly strategic, principled, and experienced senior leader who is committed to excellence in municipal governance and corporate service delivery. The ideal candidate will possess the following qualifications, skills, and attributes:

- **Legal and Legislative Acumen:** Deep understanding of municipal law, statutory responsibilities, and regulatory frameworks, with the ability to interpret and apply legislation to support sound governance and legal compliance.
- **Strategic Leadership:** Proven ability to lead at an executive level, aligning legal, financial, human resources, and administrative services with the municipality's long-term strategic goals.
- **Policy and Governance Expertise:** Skilled in developing, advising on, and implementing policies that support transparent, effective, and legally sound operations across all departments.
- **Collaborative Leadership:** A team-oriented leader who can inspire and mentor cross-functional teams, while fostering a culture of integrity, accountability, and continuous improvement.
- **Financial Stewardship:** Strong financial management experience, with a sound understanding of municipal budgeting, long-term fiscal planning, and investment oversight.
- **Human Resources Insight:** Demonstrated ability to lead in labour relations environments, support inclusive workplace practices, and guide organizational development and succession planning.
- **Critical Thinker & Problem Solver:** Excellent analytical and decision-making skills to address multifaceted legal, operational, and personnel issues with fairness, insight, and clarity.
- **Effective Communicator:** Exceptional written and verbal communication skills, with the ability to convey complex legal and strategic information clearly to Council, staff, and the public.
- **Public Service:** A deep commitment to community service, ethical governance, and ensuring that the Township's services are delivered efficiently, equitably, and in alignment with public needs.
- **Change Agent:** An adaptable and visionary leader who embraces innovation, anticipates emerging challenges, and leads organizational change with confidence and purpose.

The successful candidate will be a trusted advisor and results-driven leader with a comprehensive understanding of municipal operations and a clear commitment to strengthening the Township's capacity, responsiveness, and community impact.

Knowledge & Experience

The ideal candidate will hold a 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. An equivalent combination of education and experience in a municipal or legal setting may be considered. They will bring 5 years of senior leadership experience. A solid working knowledge of key legislation such as the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act, the Municipal Elections Act, the Municipal Conflict of Interest Act, and related acts including the Planning Act and Development Charges Act is essential. The successful candidate will also possess a thorough understanding of municipal, provincial, and federal legislation and guidelines, as well as municipal issues, governance, operations, and labour relations. Proficiency in interpreting the Occupational Health and Safety Act, managing collective agreements, and applying current leadership and management best practices is required. Strong communication, organizational, analytical, coaching, and strategic planning skills are critical, along with advanced proficiency in Microsoft Office applications.

Organizational Structure

Reports to:	CAO
Direct Reports:	Director of Legislative Services / Clerk
	Director of Finance / Treasurer
	Director Human Resources / Health & Safety / Recreation

What we offer

When you join the Township of Ramara, you become a part of a workplace culture that emphasizes collaboration and positivity. Employees can take part in various social and team-building events and activities, and their achievements are recognized and celebrated. At the core of our community are the people who make a difference: engaged residents, passionate volunteers, and dedicated township staff. Here at Ramara Township, we prioritize our employees, valuing their unique experiences, diverse perspectives, and exceptional talents. Our dynamic workplace is founded on collaboration, where individual and team successes are celebrated.

The Township offers a comprehensive benefits package, enrollment in the OMERS pension plan, flexible work arrangements as appropriate and a salary ranging from \$145,254 - \$169,927.

Further details can be found on our [website](#).

Township Projects & Priorities

2023-2026 Strategic Plan

The 2023-2026 Strategic Plan was developed in collaboration with Council, staff, and our community. The Plan serves as a framework to guide Council and staff in the decision-making process and to direct our resources where they are needed over this term of Council.

Ramara's Strategic Plan is centred on four Strategic Priorities:

- Service Excellence
- Sustainable Infrastructure
- Community Connection
- Strategic Growth

[View 2023-2026 Strategic Plan](#)

Budget

Each year, our Council develops a budget that funds strategic initiatives and capital projects that sustain services and service levels for Ramara Township. The 2025 budget outlines investments in Capital Planning and Infrastructure, including road maintenance, water and wastewater upgrades and playground development.

[View 2025 Budget Highlights](#)

Timeline

If you wish to be considered for this position, please forward your cover letter and resume to Brittany Wilson, CHRP at hr@ramara.ca. The deadline to apply for this position is November 7, 2025 at 4:30pm.

The Township of Ramara is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the Township will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities. If selected to participate in the process, please inform Human Resources of the nature of any accommodation(s) you may require.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and will be used solely to determine eligibility for employment in accordance with the Municipal Freedom of Information and Protection of Privacy Act.