



## Job Opportunity: Manager of Legal

In all we do, we have the freedom to be our best self, belong, excel....

### Why Innisfil?

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. Innisfil is a municipality connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

We are a "family-first" organization that provides employees with flexible options to focus on what's most important in life! Options include flexible work arrangements, compressed work weeks, and Hybrid Work Arrangements – just to name a few.

### Why You?

We are looking for a dynamic and collaborative leader who wants to make an impact on our organization and community in this current vacancy as Manager of Legal! As a key member of the Town's Leadership Team, and leading both the Legal service area and the Supervisor of Purchasing who oversees the purchasing service area, you will serve as the Town Solicitor and Senior Corporate legal counsel, and be responsible for the strategic oversight of legal services, providing expert legal advice and opinions to Council and Town Administration.

Working in a cross-functional and forward-thinking environment, and in support of the Town of Innisfil's Strategic Plan 2030, and our core values of "Community First. Future Ready. Balance Always.", you will be responsible for:

- ✓ Developing and updating policies, practices and procedures on legal matters; recommending the Town's policy position on legal matters and defining the parameters of programs and services to ensure compliance with all applicable laws and legal requirements.
- ✓ Coordinating the activities and responsibilities for receiving appeals for the Ontario Municipal Board, Property Standards, Animal Control By-Law, Insurance Claims, etc., as required under various Municipal, Provincial and Federal Legislation.
- ✓ Ensuring compliance with national and international trade treaties, applicable legislation, by-laws, purchasing protocol, and regulations.
- ✓ Preparing reports and memoranda and for the provision of advice to Council/Committees, the Mayor, the Chief Administrative Officer, Directors and respective Departmental staff concerning the effect and impact of such changes.

- ✓ Providing (or assisting with the) representation of the Town before the courts, including litigations, Provincial Offences Court, and administrative and tribunal hearings on behalf of the municipality.
- ✓ Overseeing real estate transactions, including reviewing draft plans of subdivision, planning agreements, real estate agreements and development agreements.

### Requirements:

- ✓ A University degree in Law (L.L.B).
- ✓ Licensed to practice as a Lawyer by the Law Society of Upper Canada.
- ✓ Five (5) to ten (10) years of progressive experience as a lawyer.
- ✓ Three (3) to five (5) years of management experience in a municipal or public sector legal environment or government administrative environment, and experience working with elected officials/boards.
- ✓ Experience before Ontario courts and tribunals would be an asset.
- ✓ A valid Class "G" driver's license in good standing is required as is a reliable vehicle to use on corporate business, and the availability to attend evening and/or weekend meetings or other events as required.

Closing date is **March 2, 2026**.

The salary range for this position is \$147,208 - \$187,882 per annum (Based on a 35-hour week) and the successful candidate will be compensated within this range.

To learn more about the Town of Innisfil, to access the job description and to apply, please go to the [current opportunities](#) section on the Town's website.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Town of Innisfil may use artificial intelligence to screen, assess or select candidates.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

