



**Manager, Housing Corporation Operations,  
Kawartha Lakes Haliburton Housing Corporation**

The City of Kawartha Lakes invites applications to join our team as **Manager, Housing Corporation Operations, Kawartha Lakes Haliburton Housing Corporation.**

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes' residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to **Jump In** with us!!

**About Kawartha Lakes-Haliburton Housing Corporation (KLH):** KLH Housing Corporation provides good quality, safe, accessible, sustainable and affordable housing for a diverse population of low income households in need in the City of Kawartha Lakes and the County of Haliburton, including people with special needs. In cooperation with other organizations, we create communities that foster good health and well-being by advocating for our tenants to receive the services they require. In doing so, we recognize and respect the diversity of our communities and the people we serve.

**Job Title:** Manager, Housing Corporation Operations, Kawartha Lakes Haliburton Housing Corporation

**Salary:** \$139,210 - 162,864 (2026)

**Reports to:** Director, Human Services

**Location:** Lindsay ON

**Hours of Work:** Normal working hours are 37.5 hours per week with core working hours between 8:00am and 5:00pm

**Other:** Combination of general office environment and occasional off-site travel. Attend meetings, conferences and departmental emergency situations, which may be outside of normal business hours

**Position Summary:**

This position is responsible for providing management and oversight of all facets of the operations of Kawartha Lakes Haliburton Housing Corporation (KLHHC), including tenant placement, property management, tenant relations, operational maintenance, and capital asset planning, and for ensuring proper fiscal management of financial resources including business and budget planning. This position will offer leadership,



direction, and strategic planning, ensuring the mission, vision, and policies of the organization are effectively executed. Additionally, the incumbent will support the Board of Directors in fulfilling its governance duties, accountabilities to the Municipal Service Manager and safeguard the interests of the Shareholder. The incumbent will create an environment where employees feel included, valued, informed, and engaged as a division within the Human Services Department KLHHC is the Local Housing Corporation accountable for delivering and maintaining community housing in both the City of Kawartha Lakes and the County of Haliburton through an established municipal partnership agreement.

### **Essential Duties:**

- Direct the operations of KLHHC including finance and performance measurement, tenant placement, property management, maintenance and community relations activities.
- Oversee and ensure that all KLHHC operations comply with applicable legislation, regulations, bylaws, policies, and the Shareholder Direction; fulfill governance and accountability requirements under the Ontario Business Corporations Act, the Housing Services Act, the service agreement with the Consolidated Municipal Service Manager and other relevant legislation; and provide the Board of Directors with regular reports demonstrating compliance and operational accountability
- Provide strategic and operational leadership to ensure the effective implementation of strategic plans through the development and oversight of service delivery models and targets for property management, maintenance, and tenant relations; ensure operations align with the Corporation's governance framework and legislative requirements; and guide the division in maintaining quality housing, strong community standards, and positive tenant-landlord relations
- Provide strategic advice to the Board of Directors in the development of multi-year strategic plans, annual business plans and budgets, programs, and policies; ensure alignment with the City of Kawartha Lakes strategic plan and Housing and Homelessness plans
- Oversee and project long-term asset management planning and corresponding financial strategies to ensure the sustainability of housing communities, and with Board's support, facilitate the development and administration of existing and new KLHHC Community Housing capital projects
- Establish policies and service models to resolve complex housing and tenancy issues related to program delivery and represent KLHHC as the primary spokesperson, providing clear and consistent messaging to staff, the



Shareholder, partners, government officials, media, and other stakeholders; oversee the Corporation's obligations and proceedings under the Residential Tenancies Act, including the Corporation's representation before the Landlord and Tenant Board.

- Perform other related duties as assigned

### **Qualifications**

- Post-secondary degree in Social Work, Public Administration, Business, or a recognized equivalent
- Minimum seven (7) years of related progressive experience leading or directing a large housing or related organization, including program planning, evaluation, policy development and performance management
- Proven knowledge and understanding of the *Housing Services Act*, *Residential Tenancies Act*, *Ontario Works Act*, *Ontario Disability Support Program Act* and all other statutes, regulations and by-laws affecting the division/section
- Demonstrated ability to apply equity-informed, person-centred practices that acknowledge power imbalances and support compassionate, inclusive decision-making
- Highly developed analytical and business planning skills with a proven track record for long-term visioning, forecasting and strategic planning
- Demonstrated leadership and management skills at a level to ensure successful program and employee performance outcomes and management
- Demonstrated knowledge and application of financial budget and business planning processes
- Possess and demonstrate the knowledge, skills and personal attributes as described in the key performance competencies outlined below
- Proficient in Microsoft Office suite of applications, audio/video conferencing, the internet and any other related software
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
- Upon a conditional offer of employment, an acceptable Criminal Record Check will be required

The City of Kawartha Lakes is an equal opportunity employer committed to building an inclusive and supportive workplace. We welcome applications from qualified candidates of all backgrounds and experiences.



We are dedicated to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please let us know of any accommodations you may require. We will work with you to ensure your needs are met throughout the recruitment and selection process.

Interested applicants are encouraged to apply by January 4, 2026 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2865>