



Job Title: City Solicitor

Competition Number: CMGR-04-26	Department: City Manager's Office
Posting Category: Open	Division: City Solicitor & Corporate Counsel
Job Type: Full-Time	Affiliation: Managerial
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$179,341.14/Yr.	Max: CAD \$210,989.60/Yr.
Pay Band: 15	Number of Positions: 1
Effective Date: February 2, 2011	Supersedes Date: February 8, 2006
Posted Date: July 24, 2026	Post End Date: September 7, 2026

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

Lead with Integrity. Advise Strategically. Strengthen Our Community.

At the City of Thunder Bay, **Our City Runs on People Like You**. Together, we are building a workplace where everyone belongs—where your legal expertise, strategic leadership, and commitment to public service help guide sound decision-making and support the delivery of essential municipal services.

As a member of the Executive Leadership Team, you will serve as a trusted advisor to City Council, the City Manager, and senior administration. You will provide strategic legal guidance on complex matters affecting the Corporation while leading a dedicated team responsible for legal services, litigation, governance, insurance and claims management, prosecutions, and risk management.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

Where You'll Make a Difference Every Day

As the **City Solicitor**, you will play a critical leadership role in shaping decisions that impact our community today and into the future. You will help safeguard the Corporation's interests, support effective governance, and provide practical legal advice that enables City Council and administration to confidently advance strategic priorities.

..../Cont'd ...

Whether you live in Thunder Bay, you're looking to return, or excited to make the City your new home, join a team where your skills, expertise, and presence is recognized, and make a real impact to our community.

How You'll Support the Team

In this role, you will provide strategic legal leadership to the Corporation while supporting Council, administration, and the Executive Leadership Team in achieving organizational objectives. You will also have the following accountabilities:

- Provide strategic legal advice on a broad range of municipal matters, including governance, planning, development, procurement, contracts, risk management, liability, and administrative law.
- Serve as a trusted advisor to City Council, the City Manager, and senior leadership by supporting informed, transparent, and accountable decision-making.
- Lead the delivery of legal services to the Corporation, including litigation management, contract review and negotiation, prosecutions, insurance administration, and claims management.
- Represent or oversee the City's representation before courts, tribunals, regulatory bodies, and other proceedings, including the retention and management of external legal counsel where appropriate.
- Lead and manage the Legal Services Division, including strategic planning, service delivery, financial management, workforce planning, talent development, and operational excellence.
- Oversee the City's corporate insurance program and provide strategic direction in the management and resolution of insured and uninsured claims.
- Contribute as a member of the Executive Leadership Team by providing leadership on corporate strategy, major projects, policy development, organizational change, and emerging risks affecting municipal government.

City Solicitor Job Description

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As the City Solicitor, you'll enjoy:

- A competitive salary that reflects your expertise
- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions
- The opportunity to lead a dedicated and talented team, who are highly respected within the Corporation

..../Cont'd ...

What You'll Bring to the Team

Here's what will help you succeed as the City Solicitor:

- Law degree, through either a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree
- Bar admission and member in good standing with the Law Society of Ontario (LSO)
- Ten years' progressive varied law experience, preferably in a municipal or other public sector law environment
- Demonstrated knowledge of applicable legislation, case law, municipal government organization and structure, administrative law principles, industry standards, and emerging issues affecting Ontario municipalities.

Lead With Us - Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll provide strategic leadership, shape important municipal decisions, and make a lasting impact on our community.

Apply today and start your next chapter with the City of Thunder Bay.

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866