



Township of Muskoka Lakes
1 Bailey St., Port Carling, ON
www.muskokalakes.ca
hr@muskokalakes.ca
705-765-3156

Employment Opportunity

Job Title:	Human Resources Manager
Department:	Human Resources
Job Type:	Permanent, Full Time
Location:	Port Carling, Muskoka Lakes
Salary:	\$106,206 - \$124,253
Closing Date:	February 22, 2026
Where to Apply:	Email Resume and Covering Letter to: David Pink, Chief Administrative Officer dpink@muskokalakes.ca



About the Township of Muskoka Lakes

Work where others vacation. Nestled in the District Municipality of Muskoka, the Township of Muskoka Lakes delivers an exceptional quality of life without the big city stresses. This premier outdoor recreation region is home to welcoming small communities and supports a four-season lifestyle – providing more time for family and personal pursuits, and the opportunity to live and work in the same stunning environment, all within a 2.5-hour drive from Toronto.

Why Join Our Team

The culture at the Township of Muskoka Lakes is upbeat, positive and collaborative. Working for a municipality offers the opportunity to make a visible impact in your community. The Township of Muskoka Lakes is dedicated to providing a professional, safe, and inclusive workplace where employees are supported to achieve their full potential.

The Township of Muskoka Lakes strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- 100% employer-matched defined benefit pension plan with OMERS.
- Competitive wages and a well-rounded employer-paid benefits package including dental, health, wellness, long-term and short-term disability.
- Support for paid time off, including personal days, vacation starting at 3 weeks, an overtime bank option, holiday office closure and 13 paid public holidays.
- Flexible work arrangements, including work from home available to support and nurture work-life balance.
- Substantial paid internal and external training and development opportunities, including support for professional designations.
- Staff recognition and appreciation programs.
- Interesting, varied work with the opportunity to gain experience across multiple disciplines.

Position Overview

Reporting directly to the CAO, the Human Resources Manager leads the function with the support of a Generalist for all aspects of the portfolio including; talent management, employee and labour relations, corporate safety, compensation and benefits, and payroll.

Summary Of Responsibilities

- Act as a resource for all staff in relation to Human Resource and Health and Safety policy and procedure, including relevant legislation. Present suggestions and best practices to the Senior Leadership Team and Chief Administrative Officer for discussion. Develop new policies and practices as needed.
- Support and oversee the Payroll and Benefits function, maintaining the required skills and knowledge to lead and make decisions about full-cycle payroll processing and OMERS pension administration.
- Lead recruitment initiatives with hiring managers to ensure appropriate process is followed and the best talent is selected in an efficient and professional manner.
- Ensure a positive onboarding experience for new hires by providing timely information, training and communication.
- Ensure leaders receive training and development opportunities; both internal and external, develop and conduct training as needed.
- Oversee the corporate safety program by regularly reviewing and making improvements to policy or process, taking into consideration feedback and suggestions from all staff.
- Oversee job description development and changes, working with department leaders, to ensure consistency throughout the organization.
- Work with external consultant to conduct organization wide compensation review and market comparison. Ensure annual pay equity requirements are met.
- Work closely with leaders of unionized staff to ensure consistent application of the collective agreement. Attend union-management committee meetings, grievance hearings, and other labour-related discussions. Maintain regular communication and positive relations with key members. Lead collective agreement negotiations with a management committee.
- Participate in benefit renewal and negotiation process with the CAO. Support benefit administration day to day functions, provide direction for more complex decision making to ensure consistency.
- Evaluate, lead and maintain a corporate culture that promotes participation, teamwork and positive contributions from all staff. Coordinate annual employee recognition and wellness events.
- Complete job description available upon request

Qualifications And Experience

- Degree in Business, Human Resources, Social Science or related field or equivalent combination of education and experience.
- Minimum 5-7 years' progressive experience in a human resources function. Certified Human Resources Professional, CHRP/CHRL designation an asset
- Canadian Registered Safety Professional, CRSP an asset
- Payroll Compliance Practitioner, PCP an asset
- Experience developing and conducting training programs.
- Experience administering health benefit and pension plans.
- Knowledge of municipal by-laws, policies, government administration, Council processes and procedural activities
- Excellent interpersonal skills to liaise with management, staff of all levels, government agencies and neighbouring Human Resources offices in a friendly and co-operative manner
- Strong computer skills, including MS Office Suite, HRIS and Payroll software

Accommodations

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Freedom of Information

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted.