

Position: General Counsel, Chief Privacy Officer and Corporate Secretary
Location: Toronto, ON
Status: Full-Time, Permanent
Reporting to: CEO & Registrar
Salary: \$186,757 to \$233,448 – Commensurate with level of experience
Vacancy Status: One (1) vacant position

About us:

The Retirement Homes Regulatory Authority (RHRA) is a self-financing authority independent of government, with the mandate to license and inspect Ontario's more than 780 retirement homes where over 70,000 seniors live. The RHRA is an agent for positive change, by working with the retirement homes sector to increase the protection, safety and well-being of our aging population.

The RHRA administers the Retirement Homes Act, 2010, which involves licensing homes, educating licensees, consumers and the public about the standards regulating retirement homes, carrying out inspections of retirement homes, and taking compliance and enforcement action as needed. The RHRA's guiding principle is that a retirement home should be a place where residents live with dignity, respect, privacy and autonomy, in security, safety and comfort and can make informed choices about their care options.

Position Summary:

Reporting to the CEO & Registrar, the General Counsel, Chief Privacy Officer and Corporate Secretary is a member of RHRA's executive leadership team and provides strategic, practical and risk-based advice on corporate legal matters, governance, privacy, enterprise risk, technology, procurement, legislative and regulatory compliance, corporate policy, and organizational decision-making.

The position leads RHRA's corporate governance framework and serves as Corporate Secretary to the Board of Directors. It supports the Board and its committees, oversees corporate secretarial services and governance records, and ensures that governance practices are effective, transparent and aligned with RHRA's mandate, by-laws, Board policies, Memorandum of Understanding, accountability obligations and applicable legislation.

As Chief Privacy Officer, the incumbent leads RHRA's privacy governance framework, including privacy policy and compliance, education and awareness, privacy risk management, incident response, and reporting to the Board, senior leadership and RHRA's oversight ministry. The role also provides executive leadership for enterprise risk management, issues management, technology and information controls, corporate policy governance, procurement in collaboration with Finance, contract and records management, conflicts of interest, ethical decision-making and corporate compliance.

The incumbent directly oversees the Governance Specialist and the Director of Risk and Analytics and IT, supporting regulatory operations and ensuring that appropriate controls are in place to manage enterprise risks and protect confidential and sensitive information. Including working closely with the Deputy Registrar and Legal Counsel, the position coordinates legal, regulatory, privacy, governance and corporate matters and proceedings as required. Legal Counsel will continue to report directly to the Deputy Registrar.

Key Responsibilities:**1. Strategic Legal and Corporate Advisory**

- Act as a strategic legal and corporate advisor to the Chief Executive Officer & Registrar, Deputy Registrar, senior management team and Board of Directors.
- Provide executive-level advice on corporate legal matters, governance, enterprise risk, privacy, procurement, contracts, accountability obligations, legislative compliance, and organizational decision-making.
- Provide practical, risk-based advice that supports RHRA's mandate, strategic plan, reputation, accountability obligations and public interest role.
- Advise the CEO & Registrar, Deputy Registrar and senior management on the legal, governance, privacy, risk and corporate implications of strategic initiatives, operational decisions, partnerships, public communications and organizational priorities.
- Monitor developments in the legal, governance, privacy, enterprise risk, procurement and corporate accountability environment and advise on implications for RHRA.
- Support senior leadership in identifying, assessing and addressing significant organizational risks and compliance obligations.
- Provide advice and interpretation on RHRA's governing documents, by-laws, Board policies, corporate policies, Memorandum of Understanding, accountability requirements and applicable legislation.
- Provide legal and strategic advice on employment, workplace, human resources and organizational matters, including workplace policies, employment agreements, accommodations, investigations, discipline, terminations, workplace conduct, human rights, occupational health and safety, and related risk management issues.
- Promote strong ethical decision-making, accountability, transparency and sound governance practices across the organization.
- Foster RHRA's corporate conscience and supports an organizational culture that reflects integrity, good governance, privacy protection, compliance and responsible risk management.

2. Corporate Governance and Board Support

- Act as Corporate Secretary to the Board of Directors and support the effective functioning of the Board and Board committees.
- Serve as a key liaison between the CEO & Registrar, Board Chair, Board of Directors, Board committees, statutory officers, Deputy Registrar and senior management team on governance matters.
- Advise the Board, Board committees, CEO & Registrar and senior management on corporate governance, conflicts of interest, by-laws, rules of order, Board policies, committee mandates, governance procedures and best practices.
- Oversee the planning and coordination of Board and Board committee meetings, including governance calendars, agendas, materials, minutes, resolutions, action items and records.

- Attend Board and Board committee meetings and provides governance advice to support effective discussion, decision-making and compliance with governance requirements.
- Ensure Board and committee records are accurate, complete, properly maintained and retained in accordance with applicable requirements and RHRA policies.
- Oversee the preparation and maintenance of corporate records, including minutes, notices of meetings, resolutions, Annual General Meeting materials, governance documents and related corporate records.
- Support Board orientation, education, governance reviews, policy reviews, committee effectiveness, Board evaluations and other governance improvement initiatives.
- Oversee the development, review and maintenance of Board governance policies, committee terms of reference, by-laws, delegations of authority and other governance instruments.
- Support the Board in fulfilling its oversight responsibilities related to governance, enterprise risk, privacy, compliance, corporate policy and organizational accountability.

3. Enterprise Risk Management and Organizational Compliance

- Lead and support RHRA's enterprise risk management framework, including the identification, assessment, monitoring and reporting of key organizational risks.
- Work with the CEO & Registrar, Deputy Registrar, senior management and the Board to ensure enterprise risks are identified, understood, escalated and managed appropriately.
- Support the integration of enterprise risk considerations into strategic planning, business planning, governance, policy development, procurement, privacy, compliance and operational decision-making.
- Prepare and support enterprise risk reporting to senior management, the Board and Board committees, as required.
- Provide advice on organizational compliance obligations, including those arising from RHRA's mandate, governing documents, Memorandum of Understanding, applicable legislation, accountability requirements, corporate policies and Board policies.
- Oversee processes to monitor compliance with RHRA's Memorandum of Understanding and related accountability, governance and reporting obligations.
- Advise on the development, implementation and review of compliance frameworks, controls, policies and procedures to support sound organizational governance.
- Identify corporate legal, governance, privacy, procurement (in conjunction with finance), records management and policy-related risks and recommends appropriate mitigation strategies.
- Support internal reviews or assessments relating to corporate compliance, governance, risk management, privacy, procurement and policy adherence.
- Oversee RHRA's Risk and Analytics group, identifying opportunities to enhance the organization's risk model which informs the inspection program.

- Support regulatory operations by identifying and analyzing new and emerging risks to enhance/support the risk model and organizational priorities.

4. Corporate Policy Governance

- Oversee RHRA's corporate policy framework and supports the development, review, approval, implementation and maintenance of key corporate policies.
- Provide legal, governance and risk advice on corporate policies, procedures, standards and guidelines.
- Ensure corporate policies are clear, current, aligned with RHRA's mandate and strategic priorities, and consistent with applicable legal, governance, privacy, procurement and accountability requirements.
- Oversee or support the review of key corporate policies, including policies relating to governance, conflicts of interest, privacy, procurement, records management, delegation of authority, code of conduct, compliance, risk management and other corporate matters.
- Advise senior management and policy owners on policy interpretation, policy gaps, compliance risks and implementation issues.
- Support the development of policy review cycles, governance approvals, version control, records management and staff communication related to corporate policies.
- Provide advice on the alignment of corporate policies with Board policies, by-laws, the Memorandum of Understanding, applicable legislation and organizational accountability obligations.
- Provide legal, governance and risk advice on key workplace and human resources policies, including policies related to conduct, conflicts of interest, accommodations, occupational health and safety, privacy, confidentiality, workplace investigations and employment-related compliance.

5. Procurement, Contracts and Corporate/Commercial Legal Support

- Work closely with Finance to provide legal, governance and risk advice on procurement practices, procurement policies, contract management and corporate/commercial agreements.
- Support RHRA management in the development, review and implementation of procurement standards, policies and practices.
- Advise on significant procurement processes and contract matters to support fairness, transparency, accountability, value for money and compliance with applicable policies and requirements.
- Provide legal advice and support on corporate/commercial contracts, service agreements, consulting agreements, technology agreements, data sharing agreements, memoranda of understanding, funding arrangements and other organizational agreements.
- Review, prepare, negotiate or advise on contracts and related corporate/commercial documents, as required.

- Advise on procurement and contracting risks, including conflict of interest, confidentiality, privacy, intellectual property, indemnities, liability, termination rights, performance obligations and compliance requirements.
- Work with business units to strengthen procurement and contract management practices, templates, documentation, approvals and compliance with applicable corporate policies.
- Provide legal advice and guidance with respect to records management and the protection of RHRA's intellectual property.
- Retain and manage external counsel for specialized corporate/commercial, privacy, governance, procurement, intellectual property or other organizational legal matters, as required.

6. Privacy Governance — Chief Privacy Officer

- Act as Chief Privacy Officer for RHRA.
- Lead RHRA's privacy governance framework and oversees compliance with applicable privacy legislation, RHRA's Privacy Code, privacy policies, procedures and related requirements.
- Develop, review and ensure implementation of privacy policies, procedures, guidance materials and training.
- Advise the CEO & Registrar, Deputy Registrar, senior management, Board and staff on privacy, confidentiality, access to information, disclosure, data sharing, records management and privacy risk issues and any breaches.
- Oversee privacy risk management, including privacy impact assessments, privacy incident response, breach assessment, mitigation, reporting and follow-up.
- Provide advice on information-sharing arrangements, data sharing agreements, public communications, stakeholder reporting and disclosure matters.
- Oversee ongoing privacy education, training and awareness initiatives for staff and, where appropriate, the Board.
- Report to the Board and Board committees on privacy matters, including through an annual privacy report and additional reporting as circumstances require.
- Support the organization in responding to privacy-related complaints, inquiries, access requests and disclosure issues.
- Liaise with RHRA's oversight ministry – Ministry for Seniors and Accessibility – about privacy issues and notifications to appropriate authorities.

7. Legislative, Regulatory and Accountability Advice

- Provide advice on legislative, regulatory and accountability matters affecting RHRA's corporate, governance, privacy and operational responsibilities.
- Monitor legislative, regulatory, governance and public-sector accountability developments relevant to RHRA and advise on potential impacts.

- Provide advice and opinions regarding organizational impacts related to proposed legislative changes, Ministry initiatives, accountability requirements or changes to RHRA's mandate or operating environment.
- Support the preparation and review of briefing materials, reports, submissions, correspondence, governance materials and other documents related to legislative, regulatory, governance or accountability matters.
- Work with the CEO & Registrar, Deputy Registrar, senior management and, where appropriate, Legal Counsel to support legally sound, practical and coordinated organizational responses to legislative and regulatory developments.
- Provides advice on the interpretation and application of RHRA's Memorandum of Understanding, Schedules and related governance or accountability obligations.

8. Leadership, Collaboration and External Counsel

- Provide direct supervision, guidance and support to the Governance Specialist.
- Oversee the work of the Governance Specialist in relation to Board and committee support, corporate records, governance processes, governance policy tracking, meeting coordination and related corporate secretarial functions.
- Work closely with Legal Counsel, as needed, on legal, regulatory, privacy, governance, corporate or organizational matters requiring coordination or legal input.
- Collaborate with the Deputy Registrar, who has direct reporting responsibility for Legal Counsel, to ensure legal work is coordinated appropriately where matters intersect with corporate, privacy, governance, risk or Board-related issues.
- Determine when external legal expertise is required for corporate, commercial, privacy, procurement, governance, intellectual property, employment or other specialized matters.
- Retain, instruct and manage external counsel on assigned matters, ensuring advice is practical, timely, cost-effective and aligned with RHRA's mandate and strategic priorities.
- Support knowledge sharing across the organization on governance, privacy, procurement, corporate policies, enterprise risk and compliance matters.

Minimum Qualifications:

- Member in good standing with the Law Society of Ontario.
- Completion of a Bachelor of Laws (LLB) or Juris Doctor (JD) from an accredited law school.
- Approximately 10 years of broad legal experience, preferably including corporate/commercial law, governance, privacy, administrative or regulatory law, enterprise risk, public-sector accountability or in-house legal advisory experience.
- Experience advising senior executives, Boards of Directors or Board committees on legal, governance, risk, privacy, compliance or corporate matters.
- Experience with corporate governance, corporate secretarial functions, Board processes, conflicts of interest, policy governance and organizational accountability.
- Experience with privacy governance, privacy compliance, privacy risk management and privacy incident response and reporting.

- Experience advising on procurement, contract management, corporate/commercial agreements and related risk issues.
- Experience supporting enterprise risk management, compliance frameworks, policy frameworks or organizational risk reporting is an asset.
- Experience in a regulator, public-sector, broader public-sector, not-for-profit, health, housing, administrative law or accountability-focused environment is an asset.

Required Competencies:

- Strong business acumen and ability to provide practical advice that balances legal, governance, privacy, risk, reputational, operational and public interest considerations.
- Strong understanding of corporate governance, Board operations, corporate secretarial practices, conflicts of interest, accountability frameworks and governance best practices.
- Strong understanding of enterprise risk management principles and the ability to support senior leadership and Board-level risk oversight.
- Strong understanding of privacy governance, privacy compliance, privacy risk management and information handling obligations.
- Strong understanding of procurement, contracts, corporate/commercial law and contract risk allocation.
- Ability to interpret and apply legislation, by-laws, Board policies, corporate policies, memoranda of understanding, accountability agreements and governance documents.
- Highly developed legal research, analytical and problem-solving skills, with the ability to provide clear, practical and strategic advice.
- Excellent written and oral communication skills, including the ability to brief executives, the Board and government on complex legal, governance, privacy and risk issues.
- Excellent judgment, diplomacy and relationship-building skills to work effectively with the CEO & Registrar, Deputy Registrar, Board members, senior management, staff, external counsel and external stakeholders.
- Strong initiative and professional judgment to identify legal, governance, privacy, procurement, compliance and enterprise risk issues and escalate matters appropriately.
- Strong organizational, time management and project management skills to manage multiple complex priorities and deadlines.
- Ability to exercise discretion and maintain confidentiality in relation to sensitive Board, governance, privacy, legal, corporate and organizational matters.
- Ability to lead through influence, build trust and support sound decision-making across the organization.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint).
- Bilingualism in French and English is an asset.
- Don't check all the boxes? We encourage you to apply anyway!

The RHRA offers a great working environment, learning and development opportunities, work-life balance, competitive compensation and benefits package.

Other Requirements:

Satisfactory Professional and Criminal Reference Checks.

Accommodation:

Retirement Homes Regulatory Authority (RHRA) has a diverse workforce and is an equal opportunity employer. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

Application Process:

Retirement Homes Regulatory Authority (RHRA) invites applications from all qualified individuals. The RHRA is committed to equal opportunity, diversity in the workplace, equity and reconciliation, and welcomes applications from Indigenous people, Black and racialized groups, people with disabilities, 2SLGBTQ+ people and women.

If you are interested in this role, please submit your cover letter and resume, in one document, to careers@rhra.ca by **October 5, 2026**, quoting **General Counsel** in the subject line.

We thank all applicants; however, only those under consideration will be contacted.