



Rideau Lakes

Chief Administrative Officer

The Township of Rideau Lakes is located in the northwest corner of United Counties of Leeds and Grenville, is part of the Southeastern Ontario Tourism Region (RTO9), and is geographically the largest municipality in the county. Rideau Lakes has a land area of 781.11 square km, over 500 km of shoreline, and is home to the Rideau Canal waterway, a UNESCO World Heritage Site, as well as the Old Stone Mill, a national historic site. In addition, the Township offers beautiful lakefront and a rich heritage connecting the small villages of Chaffeys Lock, Delta, Elgin, Newboro, Portland and Lombardy.

The principle industries in Rideau Lakes are diverse and include agriculture, tourism, construction, home-based businesses, retail trade and food services. Many companies find value operating in Rideau Lakes through its low tax rate and close proximity to major distribution centers and larger cities. In addition, the many tourist attractions in Rideau Lakes, including historic trails, the stone arch dam at Jones Falls, and the Rideau Canal, are also an important part of the township's economy.

With a combined operating and capital budget of over \$22.4M, Rideau Lakes is committed to meeting the needs of our 11,000+ permanent residents, 9,000+ seasonal residents and a thriving business community by delivering efficient and effective services.

Inspire our Future as our Chief Administrative Officer

As the ideal candidate you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments with related experience from either a public sector or private sector organization and an affinity for thriving communities in a rural setting. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire and guide our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates to meaningful growth and effective municipal operations in a fiscally accountable fashion and possess the ability to guide our organization into the future.

Reporting to the Mayor and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Council, you have the vision to develop and implement operational plans and ensure the coordination of services which align to and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable and fiscally sound. You will work to enhance growth and development in the community as well as ensure the effective utilization of resources through the priorities and guiding principles as identified by Council.

Leading a talented team, you will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning Rideau Lakes as an employer of choice.

How to Apply

To explore this opportunity please apply via email by **October 16th, 2023** or sooner to careers@waterhousesearch.net quoting project **RL-CAO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amy@waterhousesearch.net or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.