



# Chief Administrative Officer (CAO)

## Township of Hamilton | Cobourg, Ontario

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### ABOUT THE TOWNSHIP OF HAMILTON

The Township of Hamilton is a vibrant rural municipality in southern Ontario, offering a unique blend of natural beauty, agricultural roots, and entrepreneurial spirit. Established in 1850, it is nestled between Lake Ontario to the south and the tranquil waters of Rice Lake to the north, with the rolling hills of Northumberland providing a scenic backdrop. Home to approximately 11,000 residents, the Township features eight charming hamlets (Baltimore, Bewdley, Camborne, Cold Springs, Gore's Landing, Harwood, Plainville, and Precious Corners), each with its own distinct character. The community's strong agricultural base, diverse small businesses, and service providers contribute to a supportive local economy, while the abundance of outdoor recreation and the Oak Ridges Moraine showcase the area's rich natural environment.

Conveniently located halfway between Toronto and Kingston, with access from Hwy. 401, the Township of Hamilton offers excellent work-life balance, combining the professional challenge of municipal leadership with the benefits of a small, close-knit community. Residents and staff alike value collaboration, mutual support, and the rural quality of life, while enjoying convenient access to larger urban centres. Whether drawn by the countryside, the lakes, or the welcoming community spirit, the Township is a picturesque place to live, work, and visit.

### ABOUT THE ROLE

Reporting to the Mayor and Council, the CAO serves as the chief policy advisor to Council, leader and supervisor of the Township's employees, and manages the municipality's resources in accordance with legislation and Council policy, in cooperation with Department Heads. A key focus of this role is strengthening customer service and responsiveness to residents, ensuring that the Township remains a trusted, service-oriented partner for its community. The CAO will also foster teamwork across departments, promote innovation, and guide succession planning to build a sustainable organization for the future.

### KEY RESPONSIBILITIES

- Provides consistent leadership, coordination, and communication among municipal departments, giving a high priority to the Township's leadership development and succession planning strategy.
- Synthesizes input from a variety of sources to provide Council with timely and forward-looking advice.
- Introduces practical innovations and employee development to maximize both the effectiveness and productivity of the organization and the efficiency and client focus of its service delivery.
- Provides Council with draft programs and practices to pursue Council and community priorities and monitor the organization's success in achieving these priorities.
- Ensures the efficient, economical, and effective organization and administration of all departments, boards, and commissions as outlined in the Municipality's By-Laws and directed by Council.
- Oversees the development and implementation of short- and long-term operating plans for the Municipality.

- Directs the preparation and compilation of annual budget estimates of operating and capital revenues and expenditures for presentation to Council.
- Ensures the accurate recording of monies received and disbursed, as well as assets, liabilities, and all other accounting and financial transactions of the Municipality, in accordance with the generally accepted accounting principles for Ontario municipalities.
- Provides recommendations to Council regarding departmental operations and proposed legislation or resolutions to implement those recommendations.
- Organizes and supervises the effective and efficient implementation of Council's policies and programs, ensuring corporate compliance with all relevant statutory and regulatory requirements.
- Recommends to Council the appointment, employment, suspension, or dismissal of all employees, in accordance with the appropriate procedures specified for those employees covered by a collective bargaining agreement (CBA).
- Assists the negotiation committee of Council in negotiating contracts, agreements, and CBAs, as well as other transactions or negotiations necessary for the effective operation of the Municipality for both union and non-union employees. Oversees negotiations of collective agreements.
- Stays informed about all departmental activities through regular meetings with department heads to discuss coordination of efforts, policy recommendations, planning, budgeting, and the effective implementation of these measures.
- Directs periodic reviews of the organizational structure, initiates organizational, management, and communication changes as required, and reports the outcomes of these reviews to Council.
- Communicates and interacts with the Mayor, Council, and the public on all administrative matters as required.
- Attends all meetings of the Council and committee meetings as required and is recognized to speak, but not vote, on any subject under discussion.
- Reviews drafts of all By-Laws and resolutions and submits recommendations of the same to Council and/or committees of Council.
- Interprets and follows up on all decisions of the Council to ensure that the policies established by the Council are implemented.
- Receives incoming correspondence and directs it to the appropriate committees or personnel.
- Through subordinates, ensures the effective supervision of all Municipal employees under the jurisdiction of Council.

## **REQUIRED EDUCATION, EXPERIENCE, AND SKILLS**

- A university degree in a field directly related to one or more municipal services.
- 10-12 years of directly relevant experience, including 8 years in a senior management role, preferably in municipal government.
- Extensive knowledge of legislation relevant to Ontario municipalities and proven knowledge of municipal functions and responsibilities, as well as applicable provincial legislation and regulations.
- Ability to interpret and administer agreements, statutes, By-Laws, and Council and Committee procedures.
- Strong understanding of accounting practices and procedures, with experience in financial analysis.
- Skills and experience in Occupational Health and Safety, Strategic Planning, Human Resource Management, Labour Relations, Project Management, and Policy Development.
- Ability to foster teamwork, provide leadership, delegate responsibility effectively, and earn trust.



- A high level of skill in planning, organizing, and evaluating operations and projects.
- Demonstrated participatory management and leadership abilities within a team-oriented environment.
- Experience managing staff in a unionized workplace.
- Strong coaching, mentoring, conflict resolution, and relationship management skills.
- Excellent written and verbal communication skills, including active listening, tact, discretion, courtesy, persuasion, negotiation, and presentation skills.
- Contributes solutions to complex situations by demonstrating excellent conceptual, analytical, problem-solving, and interpersonal skills.
- Effective decision-making skills, including unquestionable integrity, courage, good judgment, useful risk analysis, and sensitivity to financial and community parameters aligned with Councils' Strategic Plan and policies.
- Proficiency in Microsoft 365, email, and internet applications.
- Proactive, flexible, with a positive attitude and a commitment to delivering service excellence.
- Class "G" driver's license in good standing, has access to a reliable personal vehicle for use on corporate business, and can provide a current acceptable driver's abstract.

**COMPENSATION** \$146,110 - \$170,934 + OMERS pension + benefits

## ACCESSIBLE ACCOMMODATIONS

The Corporation of the Township of Hamilton is committed to barrier-free and accessible recruitment and selection processes in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation at any stage of the recruitment process, please notify us of your needs when contacted, and we will work with you to meet your requirements.

## HOW TO APPLY

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners

45 St. Clair Avenue West, Suite 700, Toronto, Ontario M4V 1K9

Tel.: 416-515-3302; Email: [prowan@feldmandaxon.com](mailto:prowan@feldmandaxon.com)