



Chief Administrative Officer

Named the “Most Welcoming Town 2017” by The Wedge, The Town of Renfrew, was founded on the forestry industry and with the success of the lumber barons of the 1800s, made it a booming municipality in eastern Ontario. Over the years, the Town has moved from a resource-based economy to a diversified regional economy.

With an established, vibrant downtown offering a good mix of retail and services; a manufacturing base and a regional health centre – Renfrew is building for the future. Renfrew’s quality of life is exceptional for a community with a population of 8,553. The Town offers well rounded educational opportunities with four elementary schools and two high schools located in Renfrew. Health care in Renfrew is excellent. The municipality is home to the Renfrew and Area Health Village – a multi-service regional health care community. The Health Village is comprised of a hospital supporting 470 staff with state-of-the-art equipment; a variety of specialty clinics; a hospice; two long-term care centres; and a retirement residence.

Within easy access (a short 95km away) to Canada’s capital, Renfrew is also close to recreational amenities including Algonquin Park, Ottawa River, white water rafting, skiing, multi-use trails, a motorsports park with the longest racetrack in Canada and 16 community parks.

With a forward-thinking strategic plan, a combined operational and capital budget of over \$69M and over 100 full and part-time employees, The Town of Renfrew is committed to meeting the needs of 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 executive leader with a proven track record of results and accomplishments with related leadership experience. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates to managing growth, ensuring effective municipal operations in a fiscally accountable fashion and guiding the organization into the future, while retaining our town community charm.

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 will embrace our strategic plan and 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 the Town of Renfrew as an employer of choice.

How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **October 21st, 2024** or sooner to careers@waterhousesearch.net quoting project **TR-CAO**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Tim Lukasevich at 416-214-9299 x8, tim@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.