



Chief Administrative Officer/Clerk

WATERHOUSE
EXECUTIVE SEARCH

The Township of Billings is formed from Billings Township and the Eastern half of adjacent Allan Township, and occupies the north central portion of Manitoulin Island. It contains part of Lake Kagawong, Lake Manitou, Otter Lake and Lake Mindemoya, and its northern boundary is Lake Huron.

The extensive lake frontage explains the residence distribution, and the large portion of seasonal residences. The Kagawong River drains Lake Kagawong, flows over Bridal Veil Falls, and reaches Lake Huron in the Hamlet of Kagawong. The Harbour at Kagawong is directly south of the Benjamin Islands cruising grounds on the North Channel, and between the harbour towns of Little Current to the east, and Gore Bay to the west. The M'Chigeeng First Nation reserve is within the boundaries of Billings, with Mindemoya directly to the south.

The economy of Billings is driven more by tourism and service industries than by agriculture or logging as in the past. Thousands of tourists annually visit the township and take in the natural beauty of the area as well as visiting one of Manitoulin's premier sites, Bridal Veil Falls.

To live in the Township, is a truly captivating experience. We are a rural community that values genuine human connection. Tourists, farmers, artists, small business entrepreneurs, professionals, retirees, and all-around nature lovers call the Township of Billings home. We come from all walks of life and no matter our differences or lived experiences, our strength lies in the shared connections we establish with each other, knowing that we don't need to go far to find good folks ready to lend a helping hand.

With a combined operational and capital budget of \$7M and a highly dedicated team of over 20 employees, Billings is committed to meeting needs of the residents and business community by delivering efficient and effective services.

Inspire our Future

As the ideal candidate you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments for a public or private sector organization. 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 effective municipal operations in a fiscally accountable fashion and possess the ability to guide our organization into the future while preserving the beauty of our community and the lifestyle we enjoy.

Reporting to the Mayor and Council, the **Chief Administrative Officer/Clerk** 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. In addition, the CAO will be responsible for the statutory duties of the Clerk. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable and fiscally sound. You will work to enhance the meaningful development of our community that is consistent with our vision and values while ensuring the effective utilization of resources through the priorities as identified by Council.

Leading a small, talented team, this hands-on leadership role, guides and inspires a dedicated workforce while fostering a workplace culture focused on service excellence, innovation and teamwork.

Benefits of working for the Township of Billings

If you enjoy nature and rural living and wish to live in the north- this is a unique opportunity to experience nature and rural living at its best. Benefits include:

- **Compensation and Benefits** – Billings offers competitive compensation of \$110,000.00 to \$130,000.00 plus pension, benefits, vacation, professional development, and an opportunity to work with an engaged Council in a beautiful community.
- **Affordable housing** – house prices range from 400k to 500K. This includes an opportunity for waterfront ownership. At this price point many can live mortgage free if moving from an urban area.
- **Healthcare** - Two excellent hospitals located close to the community where you live.
- **Education** - An exceptional educational system at both the elementary and secondary levels.
- **Outdoor Lifestyle** - Access to a range of outdoor activities. If you like exploring, gardening, boating, fishing, hiking, golf, x-country skiing, snowmobiling, this is the place to be.
- **Location** – we located in a beautiful island setting in the heart of Manitoulin Island, Sudbury is a short two -hour scenic drive away.
- **Quality of Life** - If you like a slower pace, fresh air, and attainable housing then Township of Billings is the place to be for an unmatched quality of life.

How to Apply

To explore this opportunity please apply via email with a Covering Letter and Resume by July 24th, 2026 or **sooner to careers@waterhousesearch.net** quoting project **TB-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.

The Township of Billings is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Artificial intelligence (AI) is not used to screen candidates. 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.