



Chief Administrative Officer

The Township of Manitouwadge is located in Northern Ontario in the heart of the Boreal forest with the Canadian Shield as our backdrop. Manitouwadge is 54 km north of the Trans-Canada Highway, and roughly 400 km east of Thunder Bay and 425 km west of Sault Ste. Marie.

The community is an ideal location for year-round outdoor adventure and is encompassed by the magnificent Boreal forest, surrounding lakes, and offers a wide range of summer and winter outdoor adventure opportunities. Hike the well-maintained Perry Lake Trail, paddle through one of the many canoe routes, visit the waterfront at Lion's Beach or Prospector's Park or take a swim in one of the many lakes and rivers surrounding the community. The 9-hole Municipal Golf Course offers a picturesque setting on a fun and varied course. From excellent summer and winter fishing, skiing on their 10-run ski hill, snowmobiling or ATVing, canoeing or kayaking there's something for everyone in Manitouwadge.

Manitouwadge, a full-service community of 2,000 residents, has a long history in both the forestry and mining sectors with the availability of both well-paying jobs and affordable housing, offering some of the lowest housing and commercial property prices in Ontario.

With a combined operational and capital budget of over \$20M and over 30 full and part-time employees, the Township of Manitouwadge 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 leader with a proven track record of results and accomplishments with related experience from either a public sector or private sector organization in a unionized environment. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, develop our workforce and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates to ensuring effective municipal operations in a fiscally accountable fashion, guiding our organization into the future, while retaining our northern community roots and 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 have the vision to develop and implement operational plans and ensure the coordination of services 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 Township of Manitouwadge as a top employer in the community.

Why join the Township of Manitouwadge

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.

- **Location** – Located a scenic four-hour drive from either Thunder Bay or Sault Ste. Marie, the unspoiled beauty of Manitouwadge unfolds with miles of Boreal forest and vast numbers of lakes and river systems.
- **Active Lifestyle** – we are a prime location for a range of outdoor activities and attractions. Enjoy hiking, golf, x-country skiing, skiing, snowmobiling, fishing, hunting and boating on the many lakes in our community. Note that we have a 10-run ski-hill, a nine-hole golf-course and a number of lakes just minutes from your front-door.
- **Affordable and Attainable housing** – There are many opportunities for a range of housing at reasonable prices which allow you to live mortgage free if coming from a larger urban centre.
- **Education** - An exceptional educational system at both the elementary and secondary levels.
- **Healthcare** –Santé Manitouwadge Health is in Manitouwadge and provides a wide range of health care programs and services including patient care beds, long-term care beds and a family health team, which offers a wide variety of services for the community.
- **Employee Development** - staff leadership and professional development training opportunities.
- **Compensation and Benefits** - The salary range for this position is very competitive and includes fully-paid group benefits and participation in the OMERS pension program.

How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **October 23rd, 2025 or sooner** to careers@waterhousesearch.net quoting project **MW-CAO**. This is an important role for the community; qualified candidates may be considered in advance of the closing date.

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.