



## **TOWNSHIP OF WHITE RIVER**

We are currently seeking qualified candidates for the following position,

### **Chief Administrative Officer/Clerk (Full Time)**

The Township of White River is located within the District of Algoma along Trans-Canada Highway 17 in Northern Ontario. White River is not only the Hometown of Winnie the Pooh but offers a relaxed lifestyle with daily access to fresh air, wildlife and many outdoor recreation opportunities. This rural municipality offers affordable housing and a safe environment to raise a family.

The Township is seeking a Chief Administrative Officer (CAO)/Clerk

Guided by a forward-thinking Council and by participating in various regional partnerships, White River is eagerly embracing transformation and renewal. Our status as an emerging municipality offers an exciting employment opportunity for someone looking to affect real change. Council's core Values of Integrity, Accountability and Transparency, Hard work, Respect, Inclusive and Resident Focused are pervasive throughout the organization and a staple that both Council and Staff strive towards and take great pride in.

The ideal candidate will be an inspiring, principled, motivated, and collaborative leader with proven leadership and management experience in a small to medium-sized public or private sector organization. The preferred candidate will have a background in municipal administration or operations. Exceptional communication skills and the political acumen to interact with diverse stakeholders, foster the development of partnerships, engage, and inspire employees, while ensuring customer service excellence are a must. The preferred candidate will leverage forward-thinking skills to deliver fiscally accountable services. As a seasoned leader, the preferred candidate will possess the ability to guide our organization through community revitalization and improvement into the future.

The Chief Administrative Officer (CAO)/Clerk reports directly to Mayor and Council. The CAO/Clerk is responsible for the strategic leadership and efficient delivery of all the Townships' administrative and operational services. As the key advisor to Council, the CAO/Clerk will develop and implement operational plans and ensure alignment with Council's vision, Mission, Values, and Strategic Priorities. They will recommend policies, plans, and programs that benefit residents by employing innovative, accountable, and fiscally sound techniques and will work to enhance growth and development in the community as well as ensure the effective utilization of resources. Other duties include performing the statutory duties of the Municipal Clerk, Human Resources Management, Administrative Contracts, administering requests under the Municipal Freedom of Information and Protection of Privacy Act, and coordinating Council Meetings.

Leading a dedicated staff team, this position guides and inspires a motivated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork, while positioning White River as a community and employer of choice.

White River offers a competitive salary, an excellent benefits package, and a pension plan. The 2025 salary range is \$98,000 to \$112,000 commensurate with experience.

We invite you to take on the challenge and consider joining our team. Come and experience the reality of having a challenging and fulfilling career while still enjoying a healthy, peaceful lifestyle.

*The Township of White River is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Township of White River is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used solely to determine eligibility for potential employment.*

If you are interested in learning more about this position, please refer to the job description on our website or call the Township office for a copy of the job description. Please note the application deadline: **3:00 pm local time, October 17, 2025. Late applications will not be opened.**

### **How to Apply**

Interested candidates are required to submit a cover letter and a resume no later than Thursday, October 17, 2025, at 3:00 pm to: Township of White River, 102 Durham Street, PO Box 307, White River, Ontario P0M 3G0 Email: [cao@whiteriver.ca](mailto:cao@whiteriver.ca) .  
For more information call (807) 822-2450 x206

We thank all applicants for their interest but only those selected for an interview will be contacted.

To learn more about our community, please visit our website: [whiteriver.ca](http://whiteriver.ca)



## JOB DESCRIPTION

### Chief Administrative Officer/Clerk

#### Township of White River

**TITLE:** Chief Administrative Officer/Clerk

**REPORTS TO:** Mayor & Council

**LOCATION:** Township Offices (Primary)

**SUMMARY:** The Chief Administrative Officer (CAO) is Council's "one employee" and the Township's Chief of Staff. The CAO leads the Township's Senior Management Team and is ultimately responsible for strategic oversight of all human, physical and financial resources of the Township. The CAO is the Township's administrative and management content expert and provides strategic and operational advice to Council on a full range of matters. As Clerk, it is expected that the statutory duties be carried out as per the Municipal Act.

**MAIN RESPONSIBILITIES** (This is not an exhaustive list)

1. As chief of staff the CAO is the liaison between Council and staff.
2. Acts as the principal policy advisor to Council.
3. Ensures implementation of best practices.
4. Exercises general control and management of the affairs of the Township for the purpose of ensuring its efficient and effective operation.
5. Oversee the development of, and adherence to, the Township's Strategic Plan goals and objectives, including reporting annually to Council.
6. Oversee all mission critical strategic initiatives such as, but not limited to Service Delivery, Economic Development, Business Attraction and Retention, Community Improvement Plans, Official Plan, Long Range Capital Forecasts, Master Plans etc.
7. Provides executive leadership to the Senior Management Team and the Economic Development Officer (EDO).
8. Chairs the Township's Senior Management Team.
9. Oversee the development and reporting on all annual Departmental Work Plans and the Advance Radar.
10. Oversee the development and recommend changes to comprehensive annual operating and capital budgets.
11. Oversees the activities of the Treasurer and managers with respect to annual updates to the Asset Management Plan, Tangible Capital Assets and long-range capital forecasts.
12. Oversee comprehensive business improvement strategies.
13. Reviews and provides "CAO Concurrence" on all staff reports, By-Laws and resolutions prior to rising to Council.
14. Ensures timely delivery of all operational and project-based initiatives.
15. Acts as the staff media representative for the Township.
16. Oversee the implementation and maintenance of a Township Succession Plan.
17. Ensures annual employee performance reviews are completed in a timely manner.
18. Oversee all labour and employee relations matters, including collective bargaining, hiring, firing and discipline.
19. Provides executive advice and support to the mayor with respect to the roles and responsibilities of the Head of Council as set out in the *Municipal Act* and Township By-Laws.

20. Prepares and presents reports to Council and Township committees.
21. Serves as an active member of the Township's Emergency Management Coordinating Committee.
22. Required to fulfill the statutory duties of the Clerk pursuant to the requirements of the *Municipal Act* or other Acts.
23. Oversees Council meetings and agenda preparation
24. Administers access requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
25. Liaises with other levels of government and agencies.

**DIRECT REPORTS:**

Manager of Public Works  
Client Services Manager/Treasurer  
Deputy Clerk  
Economic Development Officer  
Fire Chief

**INDIRECT REPORTS:**

7 Full-time  
3 Contract  
24 Volunteer Firefighters

**SKILL**

**EDUCATION/EXPERIENCE:**

3-year Community College Diploma or University Degree in Business, Public Administration, Planning, Engineering or related fields.

Minimum 12 years municipal (or related) progressive experience with at least 5 years in a supervisory capacity.

The Township may consider a different combination of education and experience where appropriate, if candidates possess at least five years of municipal supervisory experience.

**ADDITIONAL COMPETENCIES/SKILLS:**

**REQUIRED:**

Certified Municipal Officer (CMO) or ability to acquire certification within a specified time frame.  
Executive Diploma in Municipal Management or ability to acquire it within a specified time frame.

**DESIRABLE:**

Accredited Ontario Municipal Clerk (AOMC)

**EFFORT:**

Handles inquiries or complaints from the public, agencies or Council members which cannot be resolved by managers, as required.  
Handles and balances multiple shifting priorities.  
Requires significant attention to detail while developing budgets, critical strategies and comprehensive reports.

**WORKING CONDITIONS:**

General office conditions. Potentially long and stressful hours.

Prepared: July 2025