



Chief Administrative Officer

Township of Hornepayne

Are you interested in working for a progressive rural municipality that offers affordable housing and a safe environment to raise your family? Are you seeking a more relaxed lifestyle with daily access to fresh air, wildlife, and outdoor recreation opportunities? The Township of Hornepayne wants to hear from you!

Hornepayne, recently identified as the Geographic Centre of Ontario, lies in the heart of the Boreal Forest, approximately 430 km north of Sault Ste Marie. This blossoming community of 980 people has an operating budget of approximately \$5 million and is currently administering approximately \$8 million in capital projects through to 2027 thanks to several successful funding applications.

Guided by a forward-thinking Council with a robust Strategic Plan and Comprehensive Service Delivery Review, and by participating in various regional partnerships, Hornepayne 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.

Help Reshape our Community into a Rural Leader in the North

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) is the Township's Deputy Clerk. Reporting directly to Mayor and Council, the CAO is responsible for the strategic leadership and efficient delivery of all the Township's administrative and operational services. As the key advisor to Council, the CAO 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 a Municipal Deputy Clerk, Human Resources Management, CUPE contract administration, 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 Hornepayne as a community and employer of choice.

Hornepayne offers a competitive salary, an excellent benefits package, and a pension plan. The **2025 salary range is \$120,000 to \$145,000**, commensurate with experience. Moving expenses and living accommodations are negotiable.

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.

If you are interested in learning more about this position, please refer to the job description on our website for further information. Please note the application deadline: **4:00 pm local time, March 21, 2025. Late applications will not be opened.**

How to Apply

To explore this opportunity, please apply via email by **4:00 pm local time on March 21, 2025**, to deputyclerk@hornepayne.ca with the subject line – **CAO – Employment Application**. Should you have any questions, please contact Jennifer Hill at 807-868-2020 Ext. 202

To learn more about our community, please visit our [website](#).

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.