

Chief Administrative Officer (CAO)

Municipality of Kincardine | Ontario

About the Municipality of Kincardine

Whether you are drawn by stunning Lake Huron sunsets, vibrant festivals, or a lively lakeside downtown, the Municipality of Kincardine offers a lifestyle that is hard to resist. Home to more than 11,000 residents, Kincardine is an active, welcoming, and growing community that offers a compelling balance of professional opportunities and relaxed small-town charm. Located along the shores of Lake Huron at the base of the Bruce Peninsula, Kincardine is internationally recognized as the home of Bruce Power, the largest nuclear generating station in the world and a cornerstone of Ontario's clean-energy system. As a host municipality to this globally significant facility, Kincardine plays a critical role in provincial and national energy security and benefits from a strong, resilient economy anchored by the energy sector, including nuclear generation, energy services, skilled trades, and major infrastructure investment.

Beyond energy, Kincardine is known for its beautiful beaches, scenic trails, rich agricultural roots, and some of the best views and sunsets in Ontario. Residents often speak of the exceptional sense of community, the strength of volunteerism, and the deep pride that defines the area. From the beloved summer pipe band that fills downtown with music to the annual Scottish Festival, Kincardine is a place where heritage, community spirit, and economic vitality come together.

Conveniently situated within two hours of major urban centres and the United States border, Kincardine blends connection with calm, offering professional opportunities, a high quality of life, and something to enjoy in every season. As an employer, the Municipality of Kincardine is committed to attracting and supporting people who bring energy, respect, and passion to their work. Employees enjoy competitive compensation, comprehensive benefits and pension options, professional development support, a supportive and healthy work environment, access to an Employee Assistance Program, and a strong focus on work-life balance. Above all, you will join a team of dedicated, collaborative professionals who are proud to serve this remarkable, strategically important community.

About the Role

The Chief Administrative Officer (CAO) will provide strategic, operational, and administrative leadership for the Municipality of Kincardine. The CAO will oversee all municipal departments, implement the Council's directions (as delegated), and ensure efficient, accountable, and transparent municipal operations. The CAO will serve as a key advisor to Council and the Mayor, support strategic initiatives, and lead continuous improvement, risk management, and organizational development.

- **Reporting To:** Mayor and Council of the Municipality of Kincardine in accordance with the Municipality of Kincardine's [Strong Mayor Powers Framework](#).
- **Supervises:** Director of Corporate Services, Director of Community Services, Director of Infrastructure and Development, Manager of Strategic Initiatives, Fire Chief, Nuclear Project Coordinator, Executive Assistant – CAO.

Key Responsibilities

Strategic Leadership and Organizational Oversight:

- 96 full-time and 91 part-time staff, 54 volunteer fire personnel
- Translate strategic direction into actionable corporate plans and monitor progress.
- Foster a high-performance organizational culture grounded in service excellence, accountability, DEI, and modern workplace practices.

Corporate Administration and Change Management:

- Oversee all municipal departments, programs, and operations, ensuring alignment with Council/Mayor direction.
- Recommend organizational structure adjustments to improve efficiency and service delivery.
- Manage consultants, external providers, and ensure compliance with procurement standards.

Financial Stewardship and Budget Support:

- Annual budget of over \$68 million.
- Support the preparation and delivery of municipal budgets (operating and capital).
- Ensure financial accountability, transparency, and compliance with legislative requirements.
- Identify efficiencies and cost-saving opportunities across municipal operations.

Human Resources, Labour Relations and Workplace Culture:

- Oversee staffing, recruitment, retention, and performance management.
- Promote a high-performing and engaged workplace culture.
- Manage labour relations, collective bargaining, and workplace health and safety.

Risk Management, Legal and Regulatory Compliance:

- Lead corporate risk management systems and mitigation strategies.
- Oversee legal matters, compliance, insurance, and regulatory adherence.
- Ensure robust records management, IT and cybersecurity oversight.

Emergency Management, Public Safety and Resilience:

- Ensure compliance with emergency management legislation, including the Provincial Nuclear Emergency Response Plan.
- Serve as or support the CEMC and lead EOC activations when required.
- Develop business continuity strategies.

Communications, Public and Stakeholder Engagement:

- Oversee municipal communications, media relations, and public engagement.
- Act as senior liaison to other governments, industry partners, Indigenous communities, and interested parties.
- Support economic development and community partnerships.

Governance Support and Council/Mayor Relations:

- Provide professional, evidence-based governance advice to Council and the Mayor.
- Ensure efficient implementation of municipal decisions.
- Support statutory obligations, including public accountability and compliance frameworks.

Performance Measurement, Service Excellence and Continuous Improvement:

- Develop KPIs, benchmarks, and service standards.
- Implement continuous improvement initiatives and organizational learning.
- Support audit processes and transparency in performance reporting.

Other Duties:

- Perform additional responsibilities assigned by Council or the Mayor, including intergovernmental initiatives and special projects.

Education and Experience Requirements:

- Post-secondary education in Public Administration, Business Administration, Public Policy, Planning, Engineering or a related discipline
- Professional credentials such as Certified Municipal Officer (CMO), Accredited Municipal Professional (AMP) or ICMA are considered an asset
- 10 years of progressive leadership experience in municipal or broader public sector environments.
- 5 years of relevant experience in a Municipal, Government or Not-for-profit environment.

Required Knowledge, Skills and Competencies:

- Demonstrated experience with strategic planning, organizational leadership, financial stewardship, and intergovernmental relations.
- Deep understanding of municipal governance, public accountability, and regulatory compliance
- A strong working knowledge of municipal finances with solid financial acumen and risk management skills
- Superior communication, negotiation, and public engagement capabilities
- Leadership, strategic thinking, and change management ability
- Ability to manage competing priorities in a complex environment with high integrity
- Ability to effectively lead, coach and motivate a multi-disciplinary team
- Strong political acumen and respect for the partnership between the administration and the Council

Employment Information:

- Regular, full-time position, minimum 4 days per week in the office
- Compensation is in consideration of the performance of duties and will involve irregular and extended hours
- A criminal record check with an acceptable result is a condition of employment

Accessible Accommodations

The Municipality of Kincardine is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accessibility accommodation throughout any stage of the recruitment process, please contact us.

Other Notes

This job posting is for an existing position with the Municipality of Kincardine.

Artificial Intelligence (AI) is not used to screen candidates.

How To Apply

To express interest in this exciting opportunity, email your cover letter and resume to:

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