

Chief Administrative Officer Township of South Stormont



Position Profile and Candidate Brief
July – August 2025

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Introduction

I am delighted to present this Position Profile for the **Chief Administrative Officer (CAO)** role prepared on behalf of the Township of South Stormont.

I trust that this document will provide you with all necessary background information on the Township of South Stormont, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the Township of South Stormont are available on the website: <https://www.southstormont.ca>

On behalf of Legacy Partners and the Township of South Stormont. I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
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Township of South Stormont Overview



South Stormont is the fastest growing township in Eastern Ontario. Located along the picturesque shores of the St. Lawrence River, home to 14,000 residents, it has a rich agricultural heritage, beautiful waterfronts, and welcoming communities. South Stormont offers an exceptional quality of life. Proximate to major highways and larger urban centres such as Cornwall, Ottawa, and

Montreal it is an ideal location for families, businesses, and visitors alike.

The Township is bounded by the St. Lawrence River to the south, North Stormont to the north, South Dundas to the west, and the City of Cornwall and South Glengarry to the east. South Stormont's unique communities include Long Sault, Ingleside, St. Andrews West, Newington, Rosedale Terrace, and Bonville, each offer their own distinct history, character, and sense of community.

South Stormont continues to experience steady growth, several large development projects for residential and commercial/industrial expansion are underway. Check out some of our projects that are getting underway!

[Camino Inland Port at Long Sault](#)

[Plan 279 Area Development Strategy | Speak Up South Stormont](#)

[Council Approves Construction of New Ingleside Fire Hall](#)

[South Stormont Receives \\$21.9Million to Upgrade Water and Wastewater Treatment Facilities](#)

Each project will support population growth and enhance the Township's array of housing, commercial and industrial bases. These development projects bring a variety of employment options for residents and those living in the region. The blend of rural landscapes, growing residential and industrial areas, along with our accessible services makes South Stormont an increasingly desirable place to live, work, and invest. The opportunities for career development and personal growth are limitless!

The Township's residents enjoy the numerous parks and recreational facilities that offer year-round opportunities for residents and visitors. Attractions in the area include the Lost Villages Museum, Long Sault Parkway, and the St. Lawrence Parks system which includes Upper Canada Village and Golf Course. All provide countless year round options for outdoor activities including hiking, boating, cycling, pickleball, paddleboarding and kayaking, sailing, beach volleyball, basketball, lacrosse, soccer, t-ball, softball, football, snowmobiling, skating, snowshoeing and cross country skiing, camping, and fishing – to name a few. Close to the Township one can find theatre and music at the Aultsville Theatre, the Upper Canada Playhouse, and Ottawa's National Arts Centre. South Stormont also hosts community events that celebrate local culture, history, and the arts, fostering a strong sense of community pride and connection.

South Stormont is served by multiple public and Catholic schools, post-secondary institutions such as St. Lawrence College, Algonquin College, the University of Ottawa, McGill and Concordia Universities, and Carleton University are all within easy driving distance. The Township's accessible location and affordable housing options make it an excellent place to plant yours and your family's roots in a safe and welcoming community.

The Cornwall Community Hospital and the Winchester Community Hospital are located in Cornwall and Winchester respectively. Each hospital is within easy reach of South Stormont residents and provide access to a wide range of healthcare services, while additional specialized care is easily accessed in Ottawa and Montreal. Pharmacies, dental care, massage therapy, a counselling and psychotherapy practitioner and a nurse practitioner also provide added health care resources for residents.

With its scenic riverfront, strong community spirit, and growing economic base, South Stormont offers the perfect balance of small-town living and modern amenities.



Why Join the Township of South Stormont Team?

The Township of South Stormont offers a variety of rewarding career opportunities, competitive salaries, comprehensive benefits, and a supportive work environment that fosters professional growth and development. The organization is guided by strong core values focused on respect, accountability, collaboration, innovation, and service excellence. Incremental steps pay off, our goal and purpose are to leave the Township in a little better position than the year before.

South Stormont is committed to fostering a respectful and inclusive workplace where employees feel valued, supported, and empowered to contribute to meaningful community growth. Completion of the recent Strategic Human Resources Plan outlines the path ahead for organizational growth and development. By working together with residents, businesses, and community partners, the Township continues to deliver high-quality services and programs that enhance the lives of those who call South Stormont home. If you're looking to grow your career while making a difference in a close-knit, dynamic community, we invite you to join our team.



Strategic Action Plan

In 2023, the Township approved a Strategic Action Plan designed to help guide community direction and Council decisions over a four-year period. Input was gathered from residents, business owners, staff and Council using various engagement exercises. The Plan considers known community needs accounting for requirements from the upper-levels of government, the current position of the Township, and the expected growth of our communities.

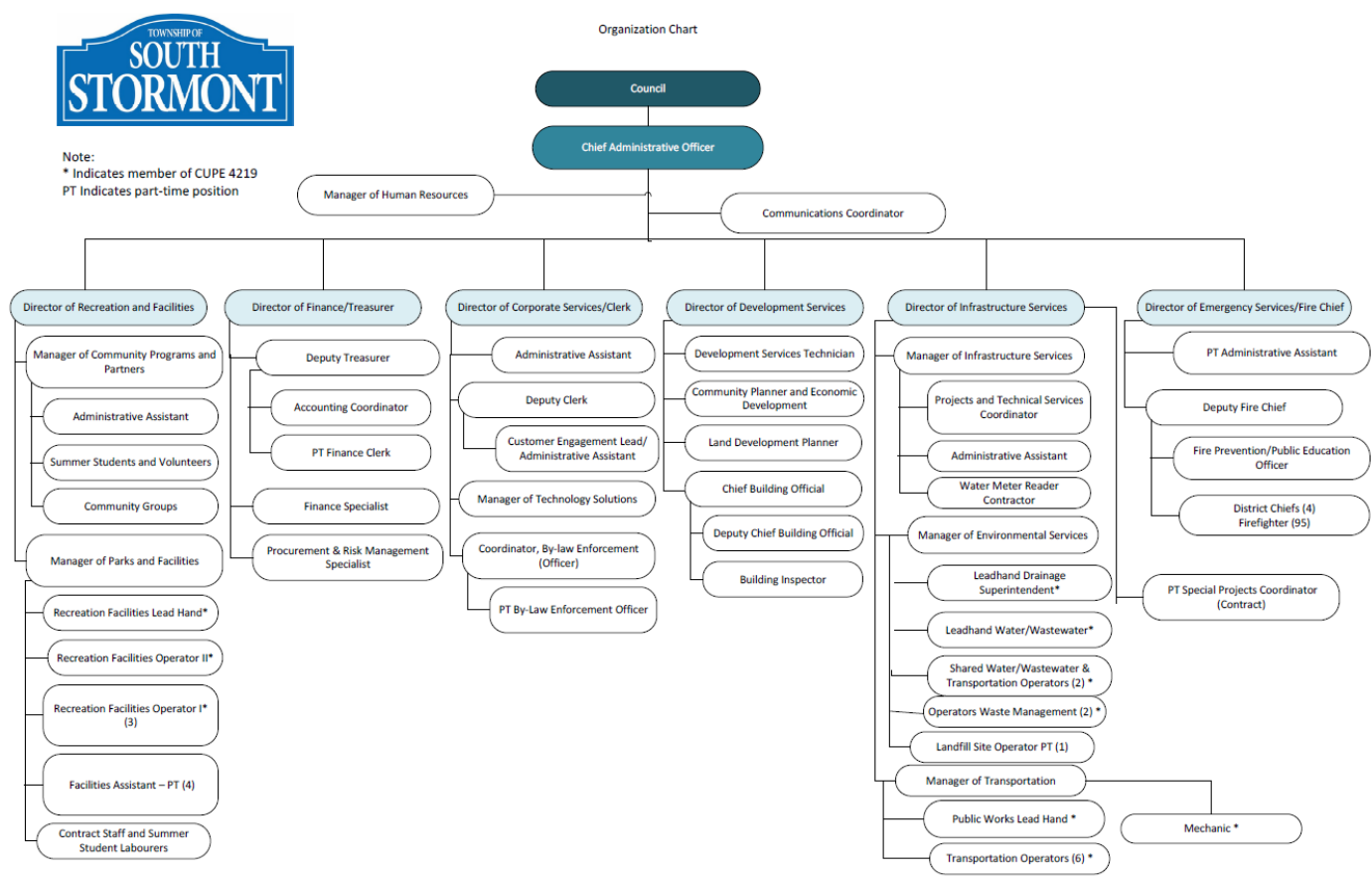
Council set four goals, each with actionable items for the employee team to work towards achieving during the 2023-2027 period. The following goals define an overall vision for the community:

- ◇ Safe and Reliable Infrastructure
- ◇ Welcoming and Vibrant Community
- ◇ Diverse and Prosperous Economy
- ◇ Exceptional and Accountable Government

We invite you to review the [Strategic Action Plan](#) and the goals we're working towards.



Organizational Chart



Job Description

Position Summary:

The Chief Administrative Officer (CAO) provides strategic leadership to the Township of South Stormont and oversees the effective implementation of Council's direction, priorities, and strategic plan. As Council's sole employee and senior advisor, the CAO is responsible for managing the overall administration of municipal operations, fostering an organizational culture that prioritizes exemplary service, accountability, and innovation. The CAO builds and maintains strong working relationships with Council, staff, government agencies, businesses, and the community, ensuring that Township services are delivered efficiently and in alignment with the municipality's long-term goals.

This role offers an exciting leadership opportunity for an experienced municipal executive who thrives in a collaborative environment, is passionate about public service, and is committed to supporting the Township's continued growth and community well-being.

Key Responsibilities:

- Provide strategic advice and professional expertise to Council, ensuring informed decision-making and effective implementation of Council-approved initiatives, policies, and budgets.
- Lead, mentor, and oversee the senior leadership team to ensure high-quality service delivery across all municipal departments, including finance, public works, recreation, fire and emergency services, planning, building, and economic development.
- Oversee the preparation, submission, and monitoring of operational and capital budgets, ensuring financial accountability and fiscal responsibility.
- Represent the Township externally with provincial and federal governments, neighbouring municipalities, businesses, developers, and community stakeholders, building strong intergovernmental and public relationships.
- Lead and participate in the development and implementation of the Township's strategic and long-term plans, aligning departmental activities with Council's priorities.
- Monitor legislative changes and ensure Township compliance with applicable laws, regulations, policies, and procedures.
- Oversee human resources functions, including organizational design, performance management, change management, labour relations, and staff development, fostering a positive and respectful work environment.
- Provide leadership in marketing and promoting the Township to attract business, investment, tourism, and economic growth.
- Ensure effective communication between Council, staff, and the public, promoting transparency, accountability, and trust.

- Attend and actively participate in Council, Committee, and community meetings to stay informed and engaged with Township issues and priorities.
- Maintain awareness of best practices, trends, and innovations in municipal governance and administration to enhance operational effectiveness and service delivery.
- Participate in and support various municipal, regional, and community initiatives, committees, and partnerships to advance the Township's strategic goals.
- Ensure all procurement and purchasing processes comply with the Township's procurement policies.



The Ideal Candidate

- **Education and Designation:** Post-secondary degree in Political Science, Public or Business Administration, or a related discipline. Professional designations such as CMO, CMM III, Certified Local Government Manager, RPP, P. Eng., or CPA are considered assets.
- **Experience:** Minimum of 10 years of progressively responsible experience, including at least 8 years in a municipal leadership role, or equivalent experience in the public or private sector. Experience in municipal service delivery, strategic planning, financial management, economic development, and policy development.
- **Strategic Project & Operations Leadership:** Demonstrated experience in the successful delivery of complex municipal/public projects with ability to advance stalled initiatives (e.g., provincial approvals, funding). Experience identifying operational efficiencies and service improvements is required.
- **Communication Skills:** Superior verbal and written communication skills, with the ability to present complex information clearly to Council, staff, stakeholders, and the public. Proven experience in public speaking, public relations, conflict resolution, and conflict resolution skills. The ability to engage diverse community stakeholders is required.
- **Political Acuity:** Demonstrated leadership, integrity, and accountability in fostering an inclusive, respectful, and empowering work environment. Collaborative, resilient, and decisive leader capable of managing multiple priorities and navigating complex political environments. Commitment to public service excellence, continuous improvement, innovation, and professional staff development.
- **Collaborative & Empowering Management Style:** Proven track record of empowering senior leadership teams and delegating authority. The ability to mentor, guide, and resolve internal conflict diplomatically as well as proven culture-building and team-cohesion skills is required.
- **Financial Oversight and Policy Planning:** Experience with management of municipal/departamental budgets and capital plans is required. Additionally, familiarity with asset-management frameworks and reporting as well as experience shaping policy and long-range strategic plans.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Chief Administrative Officer at the Township of South Stormont interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar** at careers@lesp.ca by **August 25, 2025 @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Township of South Stormont are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

