

Position Profile and Candidate Brief Township of Leeds and the Thousand Islands



Township of
Leeds and the
Thousand Islands

Position Profile and Candidate Brief

June - July 2026

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Introduction

I am delighted to present this Position Profile for the **Director of Operations and Infrastructure** role prepared on behalf of the Township of Leeds and the Thousand Islands.

I trust that this document will provide you with all the necessary background information on the Township of Leeds and the Thousand Islands, 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 Township of Leeds and the Thousand Islands are available on their website:

<https://www.leeds1000islands.ca>

On behalf of Legacy Partners and the Township of Leeds and the Thousand Islands, 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
Legacy Executive Search Partners
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Township of Leeds and the Thousand Islands Overview

The Township of Leeds and the Thousand Islands (Township), with a population of 9,500 permanent residents and thousands of seasonal residents, is a lower tier municipality within the United Counties of Leeds and Grenville. The Township is ideally situated along the St. Lawrence River within hours of two of the largest metropolitan areas within Canada, as well as the eastern seaboard of the USA. Each year, the Township welcomes tens of thousands of visitors, with tourism comprising a major part of the local economy and identity. Visitors are attracted year-round by the Townships parks and trails, local shops and businesses, local festivals and community events, historic villages and attractions, boating and fishing opportunities, cycling routes, waterfront recreation and more. Tourists and residents alike appreciate the Township for these reasons as well as the many small-town benefits it affords, which include enjoyable work environments, a close-knit community, and scenic, short commutes.

The Township is an international playground of unrivaled natural beauty, situated between the St. Lawrence River and the UNESCO designated Rideau Canal. It is home to a vibrant, diverse community whose citizens enjoy a wonderful lifestyle with the perfect balance of heritage, culture, services, outdoor activities, and contemporary living. Investment and new business are welcome throughout the region.

State of the art hospitals and schools which teach both English and French are located in the surrounding cities of Brockville and Kingston, which are located within a roughly 30-minute drive from the Township.

The Township is located within the famous 1000 Islands region and includes approximately 950 islands and several beautiful inland lakes. Prior to the amalgamation of 2001, the Township consisted of three separate municipalities, with much of its rich history [preserved](#) through the efforts of the Leeds and 1000 Islands Historical Society. Today, the Township houses several villages, most notably: Lansdowne, Lyndhurst, Rockport, and Seeley's Bay.

Lansdowne

Originally a stagecoach stop and now reminiscent of a simpler time, this village is the only village in the Township on municipal water and sewer. Lansdowne is known for its famous annual summer [Lansdowne Fair](#), which has been celebrated for over 150 years. Other attractions include Charleston Lake Provincial Park, winter cross-country skiing and ice fishing.

Lyndhurst

The small and charming village of Lyndhurst, located on the Rideau Heritage Route, is home to Ontario's oldest bridge as well as the famous Lyndhurst Turkey Fair, held annually in September.

Rockport

Considered the well-kept “secret jewel” of the St. Lawrence River, located halfway between Brockville and Kingston, Rockport is a village of many tourists and considered a boater’s paradise. It’s location on the river once made for an ideal stop for sailing and steam ships to replenish their supplies. The community welcomes visitors and residents to take advantage of the many benches located around the village to do nothing but sit and enjoy the views.

Seeley’s Bay

Established during the construction of the Rideau Canal and located on the historic [Rideau Heritage Route](#), Seeley’s Bay was once a regular stop for steam wheelers. By the 19th century, this village became an established shipping port for grain, lumber, livestock and wood. Travellers continue to be drawn to [Seeley’s Bay](#) for its charm and facilities, such as cottages, resorts, campgrounds and B&Bs. Summer activities include fishing, golfing, water sports, cycling and hiking. In the winter, enjoy snowmobiling, hockey, skating and ice fishing. The village is also well known for its [Canada Day](#) celebrations and [Frost Fest](#), celebrated every February.

The Township of Leeds and the Thousand Islands is governed by a council consisting of: Mayor, Deputy Mayor, and Five Councillors. Council serves a four-year term and operates under Ontario’s Municipal Act. Council meetings are held twice monthly.

For more information, please visit the following:

[Township of Leeds and the Thousand Islands](#)

[Travel 1000 Islands](#)

[1000 Islands Gananoque Chamber of Commerce](#)

[Township of Leeds and the Thousand Islands - Facebook](#)



The Region's Famous Attractions

1000 Islands



Leeds Grenville has got the sights, the sounds, and the fresh river breezes. The 1000 Islands Region, also named The Garden of the Great Spirit, is one of the most inspiring and unforgettable landscapes in the world with an archipelago of 1,864 islands within an 80-kilometre (50 mile) radius.

In a 2014 online readers' poll by USA Today Travel, the 1000 Islands was voted the "Best Boat Ride" due to its scenery and historic landmarks. The magazine noted this region has been "made with nautical tourism in mind." Adding further to its appeal is the opportunity to experience amazing shorelines and multi-million-dollar castles and mansions. Relive the Gilded Age when cruising by Boldt Castle on Heart Island, and Singer Castle on Dark Island.

This outdoor recreational haven is known uniquely for its boat cruises and island camping zones that lie along the peaceful border between Leeds Grenville in southeastern Ontario, Canada, and Upper New York State, U.S.A. Fishing, water sports, island hopping, and river tours are just some of the activities enjoyed here. The Thousand Islands National Park has over 20 islands with public docks and walking trails.

[The Islands](#) are actually ancient mountain tops, ranging in size from 100 square kilometres (40 square miles) to tiny outcroppings. To be considered an island, the mountain tops must sit above water level year-round, have an area greater than .093 metres (1 square foot), and support at least one living tree.

Rideau Canal



The Rideau Canal is a recreational nirvana and one of the 19th Century's greatest engineering feats. The National Historic Site and Canadian Heritage River was formed via a chain of scenic lakes, rivers and canals winding from Kingston on Lake Ontario to Ottawa, our Nation's Capital.

The Rideau offers 202 kilometres (125 miles) of beautiful shorelines and memorable, natural, and historic sights for visitors and residents alike. It was opened in 1832 after two river systems were linked using 47 locks. Today the boater's paradise remains one of the oldest continuously operating canals in North America.

Recognized as a UNESCO World Heritage Destination, the Rideau is operated and preserved by Parks Canada. The canal's wetlands are home to rare plant and animal species and a diverse fish population. There are four distinct natural landscapes along the route: the Ottawa Clay Plain, the Smiths Falls Limestone Plain, the Frontenac Axis extension of the rugged Canadian Shield, and the Napanee Plain. It is Canada's 14th and Ontario's only World Heritage Site.

This diverse waterway is a delight to explore by canoe, kayak, tour and motorboat. It can also be experienced by car, bicycle or on foot along the Rideau Trail or the Rideau Canal Waterways. It offers abundant opportunities for fishing and sports, sightseeing, and boating.

Fast Facts:

- Number of locks: 47
- Number of lock stations: 24
- Length of Canal: 202 km (125 miles)
- Estimated travel time (one way) 3-5 days by power boat, 6 to 10 by paddle boat
- First official opening: 1832

St. Lawrence River



The picturesque St. Lawrence River, or "Le Fleuve," is the Greatest Canadian River, and flows across the community in Leeds Grenville.

Also known as the [St. Lawrence Seaway](#), the river is both a trade corridor as well as a recreational waterway attracting millions of visitors to its waters and its scenic [1000 Islands](#) every year. There are dozens of shipwrecks under the river's waves perfect for world-class, [fresh-water scuba diving](#). It is famous for boating, fishing, and exploring historic landmarks. The river stretches about 600 kilometres (370 miles) from Montreal to Lake Ontario and is part of the interior Great Lakes. The Seaway enables shipping trade from the Atlantic Ocean to travel deep into the heart of North America to Lake Superior.

The [St. Lawrence Seaway Management Corporation](#) oversees the movement of marine traffic. Deep-draft ocean vessels, lakers, tour boats and recreational watercraft have been sharing this unique passageway since 1959. There are many viewing points along the river close to the shipping channel, including Cardinal, Johnstown, Prescott, Maitland, Blockhouse Island and the Brockville Narrows. Crossover Island, where freighters cross from the Canadian to American channel located in New York State - close to the Canadian border.

The St. Lawrence Seaway is considered one of the world's greatest and most strategic commercial waterways with a top-notch safety and reliability record. The seaway was built through a binational partnership between Canada and the United States.

There are several harbours along the river on the Canadian side within Leeds Grenville. [Marinas](#) provide various services to the communities of Johnstown, Prescott, Brockville, Mallorytown, Rockport, Ivy Lea, Lansdowne and Gananoque.

About The Counties

Leeds Grenville is made up of [10 municipalities and 3 partner communities](#) covering a large geographical area and presenting a vibrant array of communities of all sizes. The Township of Leeds and the Thousand Islands is located within The Counties.



The ten municipalities, in alphabetical order, are:

- [Township of Athens](#)
- [Township of Augusta](#)
- [Township of Edwardsburgh Cardinal](#)
- [Township of Elizabethtown-Kitley](#)
- [Township of Front of Yonge](#)
- [Township of Leeds and the Thousand Islands](#)
- [Village of Merrickville-Wolford](#)
- [Municipality of North Grenville](#)
- [Township of Rideau Lakes](#)
- [Village of Westport](#)

The United Counties of Leeds and Grenville are also in proximity to three partner municipalities: the City of Brockville, Town of Gananoque, and Town of Prescott.

Leeds Grenville is a transportation hub in the Province of Ontario, centrally located between Toronto and Montreal.

Its location stretches over 3,350-square kilometres and offers businesses and industries enviable access to Highways 401 and 416, the main CNR line, a deep-water port, and two international bridges to the U.S. International airports are located nearby.

Found within a few hours' drive of many larger Canadian centres, including Ottawa to the North; Kingston, Quinte Region and Toronto to the West; and Montreal to the East, highways 15, 401 and 416 make it an easy region to visit. Two international bridges on the southern shores allow easy access to and from the United States - so close in some spots, many visitors think it's an island.

Leeds Grenville is home to world-renowned UNESCO (United Nations Educational, Scientific and Cultural Organization) sites of significance: the Rideau Canal and Heritage Route and the Frontenac Arch Biosphere Reserve.

Within its borders lies the St. Lawrence College, and universities in Kingston and Ottawa are less than an hour's drive away. The region is home to a skilled workforce and competitive rates. International, national, regional and local businesses and industries offer their employees an outstanding quality of life. It is cost effective, with lower taxes, rental and land prices than many other regions in the province.

There is something for everyone in Leeds Grenville. Visitors to the Eastern Ontario region are famous for return visits. Once you experience Leeds Grenville, you will see why people who live there feel this is a place where they can both work and vacation.

For more information, please visit the following:

[Leeds & Grenville](#)

[Leeds Grenville Economic Development](#)

[Discover Leeds Grenville](#)

Video: [Leeds Grenville](#)

Facebook: [United Counties of Leeds and Grenville](#)

Facebook: [1000 Islands Rideau Canal Waterways](#)

Council Strategic Priorities and Projects

The Counties have recently developed their first ever Strategic Initiatives Framework, which has enabled Council members to identify shared priorities and aspirations for the Counties' role in fostering a rich quality of life on behalf of residents and businesses.

In addition to their work on this Strategic Initiatives Framework, the Counties are embarking upon two of the largest projects in the Counties' history: the G. Tackaberry and Family Home, and a four-lane expansion of County Road 43.

Construction on the G. Tackaberry and Family Home continues on-time and on-budget, which is significant for an \$86 million project of this complexity. In addition, a \$43 million project on the expansion of County Road 43 is now well underway. These are projects that will have a considerable positive impact on the Counties.

For more information as related to these projects, please visit:

[G. Tackaberry and Family Home](#)

[County Road 43 – Widening Project – Project Communication Website](#)



Quality of Life

The Township of Leeds and the Thousand Islands is home to a community that enjoys an excellent quality of life and an enviable work-life balance. Residents can live, work and vacation all in one place thanks to the many riverfront vistas, inland lakes, natural beauty, and opportunity for activities. Commutes are short, with little to no traffic, and often through areas recognized around the world for their beauty.

Proudly surrounded by the shores of the St. Lawrence River and the 1000 Islands, the Township has four seasons of activity. Its inland lakes and streams attract campers, anglers, hikers, cyclists, road tour enthusiasts and nature lovers. The region is known for its river cruises, extensive hiking and cycling trails, worlds' best freshwater scuba diving and its shipwrecks. Its cottage country is also known far and wide.

The entire United Counties region boasts a high quality of life and has earned the World Health Organization's Safe Communities designation. Many are drawn to the Township due to the unique and charming experience of its intimate, tightly knit community. Here, it is both easy and encouraged to maintain an enjoyable balance between one's work and personal life.

A typical workday in the Township of Leeds and the Thousand Islands is from 9AM-4:30PM. The compensation that candidates can expect is excellent for the region as it is comparable to those of larger municipalities and is matched by lower living expenses.

The Township closes their offices and provides paid time off for 13 holidays in the calendar year: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, National Day for Truth and Reconciliation, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. Full-time employees are enrolled in the OMERS pension plan, and the Township pays 100% of the premium cost of their Sunlife benefits. On December 31st of each year, 50% of unused sick time earned during the year is paid to the employee. The Township also pays for professional association dues related to the individuals' position.

Cost of Living

The cost of living in the United Counties of Leeds and Grenville is very comparable to other communities and regions of its size and is considered quite affordable. Operating costs are lower here than in other parts of Ontario (Ontario East Economic Development Commission statistics).

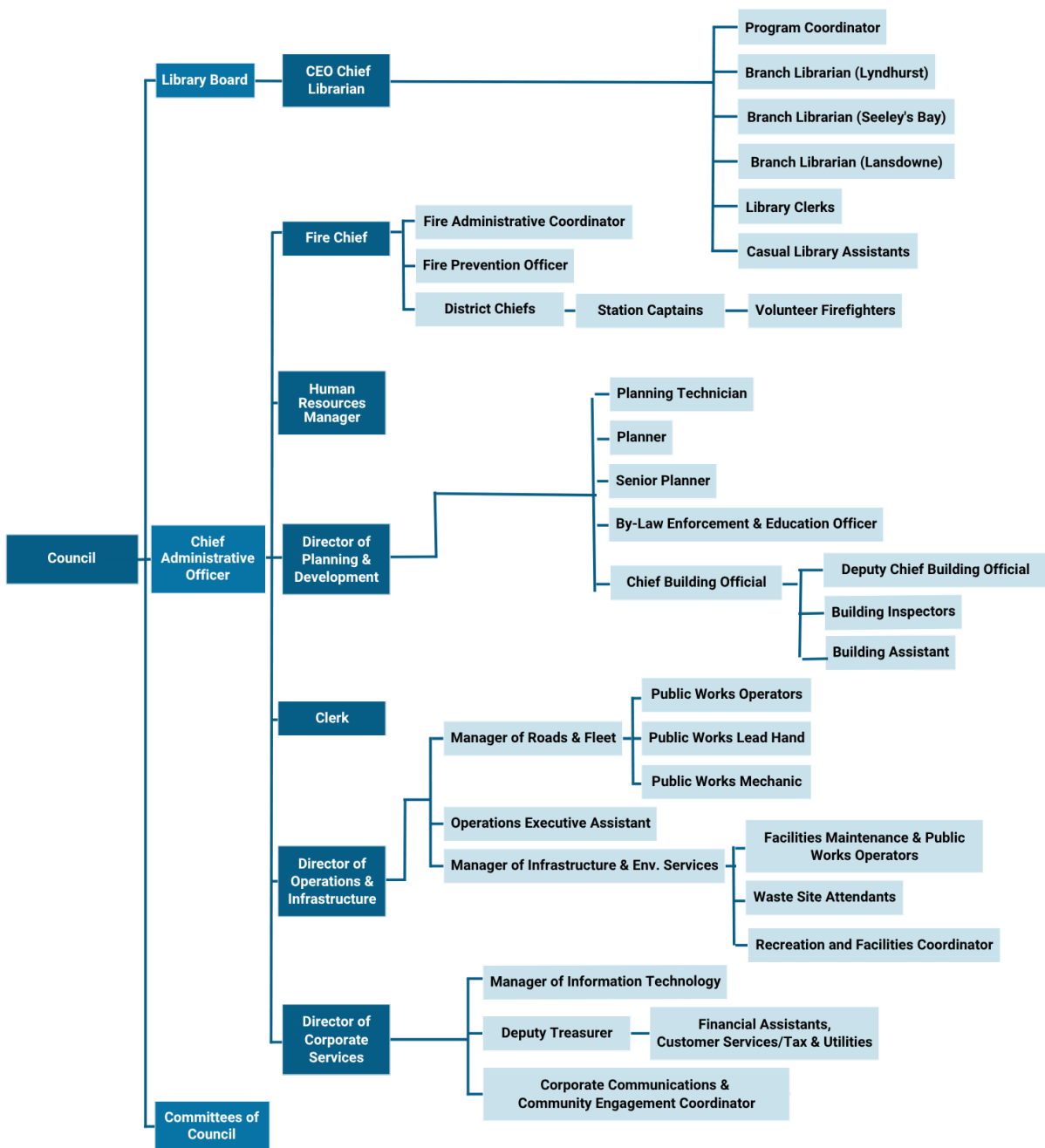
Corporate tax rates are lower than those in the U.S.A. There are lower labour and facilities costs, contributing to an overall lower cost of operation.

KPMG has calculated operating costs in Toronto to be 12.3% higher than those of Ontario East and Leeds and Grenville. Costs in Montreal can be approximately 9% higher.

More information about the average residential charge for properties in Leeds Grenville can be found on the [Municipal Property Assessment Corporation](#) website. Leeds Grenville is located in Region #2 (which includes Lanark County). For the purposes of using the above tool, the Region #2 office is located at 108 Waltham Road, Unit A, Brockville.

Organizational Chart

Township of Leeds and the Thousand Islands Organization Chart



Date
June 2026



Job Description

Position Summary:

Reporting to the Chief Administrative Officer, the Director of Operations & Infrastructure provides the overall strategic leadership, administration and operation of the Public Works portfolio. The Director of Operations and Infrastructure will demonstrate a high degree of integrity and maintain and project an image of trust and public service. This position requires excellent communication and public relations skills. This position is responsible for leading the Operations and Infrastructure department, including strategic planning, leadership, management and administration of a broad portfolio including all municipal infrastructure, roads, parks, facilities, fleet maintenance, capital projects, water and wastewater, municipal drains and waste management.

The Director of Operations is a senior management position and will develop, manage and implement strategies, plans, budget coordination, asset management planning and needs assessments to achieve organizational goals and objectives. The incumbent is responsible for performing statutory duties under the Ontario Municipal Act, Drainage Act, Public Utilities Act, Highway Traffic Act, Safe Drinking Water Act, Water Resources Act and all other related legislation. The incumbent will also develop, implement and ensure compliance with Township policies, procedures and industry best practices.

Key Responsibilities:

Strategic Planning

- Develop and implement operational initiatives including managing and/or overseeing capital works, identifying and overseeing the review of special studies, programs and facilities and ensuring public consultation/participation on same, reviewing and/or preparing associated reports.
- Provide oversight and assistance when required for engineering plans review, administering development agreements, cost sharing agreements, front ending agreements; conducting field inspections of new infrastructure to ensure conformance with drawings and standards; resolving technical/design issues in the field.
- Thorough working knowledge of Ontario legislation/regulations affecting the portfolio including the Environmental Assessment Act, Drainage Act, Source Water Protection legislation, Planning Act, Development Charges Act, Occupational Health & Safety Act, Highway Traffic Act and other development engineering and safety-related legislation/regulations/guidelines.
- Extensive working knowledge of civil engineering principles, standards and best practices; planning processes and development agreements; tender practices in a public sector environment; contemporary management practices; and local government functions/responsibilities and services in general.

- Develop and implement short and long term strategic organizational planning for the department and is responsible for the development and delivery of policies, programs and services.
- Work with the senior management team to advance the business of the Township contributing where necessary to the work of the other divisions in the Township.

Leadership

- Lead and direct the work of department staff, ensuring alignment with corporate vision, mission and values.
- Participate as a member of the senior management team providing input on departmental and corporate planning and strategic initiatives, leads and/or participates on project teams.
- Direct the planning, financing, implementation and maintenance of the Township's assets in alignment with the Township's Asset Management Plan.
- Contribute as a member of the Emergency Operations Centre Team, coordinates the use of municipal facilities in consultation with the other relevant government authorities and surrounding communities and assists with the procurement and transporting of supplies in the event of a community emergency.

Liaison, Communication & Customer Service

- Respond to enquiries, resolves complaints and liaises with the general public, staff, consultants, senior management, members of Council, Government of Ontario and other regulatory stakeholders, community groups regarding public works matters.
- Prepare reports/make recommendations and attends Council, Committees of Council, senior management, community group, public and/or other meetings as required.
- Deliver presentations and provide advice/guidance on technical, procedural, regulatory and strategic matters, service agreements, partnership proposals and studies.

Human Resources Management

- Provide leadership to staff, including performance review and planning, training and development plans, problem solving/dispute resolution, discipline, safety, and hiring, succession planning and termination decisions.
- Lead, motivate, mentor and coach staff.

Operations Functions

- Develop, implement, review and evaluate the effectiveness of departmental policies and procedures including design specification and standards for buildings/facilities management, parks, operations, roads, water and wastewater, municipal drains, and waste management services.
- Assess infrastructure installation, replacement and maintenance needs.
- Manage capital growth-related projects throughout all stages; establishes project, approval, design, tender, contract, construction and/or commissioning.

- Oversee the implementation of programs related to asset management, parks maintenance/ construction, parking lot/walkway/sidewalk snow removal, horticulture/arboriculture, facilities maintenance/construction, including community centres, and beach and harbour and recommends as appropriate associated service levels; performs regular site inspections to evaluate quality and scope of work being performed and takes action necessary to ensure standards are maintained and work is completed properly.
- Research and maintain an awareness of current issues/trends and best practices; initiates/participates in benchmarking exercises with other municipalities.

Finance & Budget Planning

- Prepare, review and recommend annual departmental capital and operating budgets and forecasts, identifies potential funding sources.
- Implement and oversee the asset management program, monitors, analyses and administers approved department budget and reports.
- Authorize purchases and payment of accounts.
- Develop, revise as appropriate and recommend user fees and charges and applies for appropriate government grants.

Health & Safety

- Ensure compliance with all relevant statutes and regulations including but not limited to the Safe Drinking Water Act, Ontario Water Resources Act, Canadian Standards, ASHRAE Standards, Accessibility Standards, and Building Code, Leeds Standards, Occupational Health and Safety Act, Environmental Protection Act, Highway Traffic Act, Minimum Maintenance Standards and the Township's drinking water license.
- Ensure compliance of the *Occupational Health and Safety Act* and other applicable legislation.
- Enforce the Township's Health and Safety Program, procedures and best practices.
- Implement, conduct, and ensure due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

The salary range for this position is \$137,082.00 to \$154,318.00 commensurate with experience and qualifications. The Township offers a comprehensive benefits package and participation in the OMERS pension plan. This posting is for an existing vacancy.

The Ideal Candidate

- **Education:** The ideal candidate will hold a degree in Engineering and be registered as a Professional Engineer (P.Eng.) with the Professional Engineers of Ontario or another Canadian provincial professional engineers regulatory body. Alternatively, a Certified Engineering Technologist (CET) designation together with equivalent work experience may be considered.
- **Experience:** Ten (10) years demonstrated experience as a professional engineer.
 - Eight (8) years of demonstrated supervisory experience in Public Works/Environmental Services, preferably in a municipal and unionized environment.
 - Experience preparing/analyzing and administering capital and operating budgets.
 - Experience working with a unionized workforce.
- **Knowledge:** Thorough working knowledge of municipal roads, facility management, water, wastewater and solid waste management operations.
 - Working knowledge of design concepts, provincial grant processes, applicable legislative/ regulatory standards, labour relations principles and practices and local government functions/ responsibilities.
 - Thorough working knowledge of health and safety legislation and safe work practices.
- **Competencies:** Excellent analytical, problem solving, organizational, public relations, communication, project management, strategic planning, leadership and supervisory skills.
 - Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the general public and community organizations.
 - Availability to attend evening and/or weekend meetings and community events/programs.
 - Valid Class 'G' Driver's licence.
 - Driver's Abstract in good standing required to operate Corporation vehicles.
 - Clear criminal record check.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Director of Operations and Infrastructure at the Township of Leeds and the Thousand Islands 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 4th, 2026 @ 11:59 pm.** Shortlist interviews will be conducted during the month of August. Although, we appreciate all applications, only the ones that are the closest fit to the clients' requirements will be contacted. Thank you very much!

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 Leeds and the Thousand Islands 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](#)

