



The County
PRINCE EDWARD COUNTY • ONTARIO

CHIEF ADMINISTRATIVE OFFICER

PRINCE EDWARD COUNTY, ONTARIO

Prince Edward County is a community of communities, located at the eastern end of Lake Ontario, a short drive from Toronto, Ottawa and Montreal.

A historic (founded in 1792) island community surrounded on the northeast by the Bay of Quinte and with a population of 25,000, the County has long been a vacation destination, due to a mild climate and 800 kilometres of shoreline.

With white sandy beaches, Sandbanks and North Beach Provincial Parks attract more than 600,000 visitors annually who enjoy camping, beaches, sailing, boating, fishing, wakeboarding, kayaking and canoeing.

The Opportunity

The Chief Administrative Officer (CAO) will advise the County's 14-member Council in developing, revising and implementing policy, plans, strategy and programs that address the needs of the County. The CAO will lead a team of 11 direct reports – directors of Community Development and Strategic Initiatives, Corporate Services, Development & Engineering, Finance, Operations, Water & Wastewater, a fire chief, an administrator of a long-term care home, a manager of human resources, a media and communications coordinator, and an executive assistant. The CAO will be responsible for a \$54 million operating budget and a \$14 million capital budget. Key responsibilities will include:

Policy and Council

- Developing and maintaining a collaborative, consultative relationship with Council to initiate the development of policies, programs and by-laws that recognize and serve the County's various identities, distinct cultures and evolving, dynamic communities.
- Identifying priorities and concerns and providing information on the financial and administrative impact of proposals and initiatives to allow Council to make informed decisions.
- Making presentations to Council on policy proposals, using key staff and selected outside advisors when necessary.
- Respecting Council as the governing body, but thinking outside the box, standing firm and pushing the limits to overcome obstacles and achieve common goals and objectives.



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Recently, the County has become a premier culinary and gastronomic destination in Ontario. A cadre of chefs and producers have initiated new creative economy of farm-to-table restaurants, breweries, distilleries, hard-cider companies, more than 40 vineyards, 30 wineries and organic farms.

The County is one of Ontario's newest Designated Viticultural Areas. Residents and tourists enjoy artistic and cultural events and activities including theatre, food, music and arts festivals. The County has been recognized by major publications for its innovative economy, communities and culture:

"A short hop from Toronto, this grassroots island is whittling a reputation for its independent restaurants, wine, upcycled hotels and funky vintage stores."

Prince Edward County: Canada's Coolest Island, Conde Nast Prince Edward County, Canada's Coolest Island, Conde Nast Traveller

Leadership

- Providing leadership, fostering teamwork and working with Council to strike a correct balance of formality and informality that is essential to achievement of County goals and plans.
- Dealing effectively with high pressure, demanding, challenging situations that require strategic decision-making and communication with many stakeholders in changing circumstances.
- Directing the collective bargaining process and the effective use and employment of managers and staff, conducting reviews and evaluation of staff performance, adjusting job descriptions when necessary and consulting with Council on agreements concerning wages, salaries, working conditions, legal actions and grievances.
- Recommending action concerning salaries, benefits, terms of service, training and development to ensure equitable treatment of staff by the municipality.
- Personally upholding the County's vision, values and goals and demonstrating and fostering an organizational culture of honesty, integrity and respect for others and guiding a human resources policy that governs effective, transparent and fair hiring, performance management and termination of staff.
- Making gradual, progressive improvements in organizational structure to allow for excellence in service delivery and reporting the outcome of these improvements to Council.

Financial Management

- Providing Council with accurate, comprehensive advice on the current financial status of the County and proactively notifying Council of financial trends, pressures and potential impacts to cash flow, budgets and long-term financial plans.



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"Torontonians know Prince Edward County for its vineyard-powered, farm-to-table charm. Big-name draws like the Drake Devonshire operate alongside old-standby restaurants, together turning the county into a self-contained hospitality industry.

Call it the Drake effect: in Ontario's near east, this steady buzz of success is leading to an influx of new businesses that are more raucous than rustic. There are revamped motels, high-octane cocktails and rock fests at speakeasies. Now, weekends in and around once-sleepy Picton deliver a livelier groove."

Toronto Life, June 24, 2019

"Prince Edward County is one of Ontario's hottest wine destinations, making it an exciting place to spend the day. The only thing that's missing is the mobs of wine geeks."

Toronto Star, March 1, 2019

- Providing leadership during the preparation and presentation of operating and capital budgets. Presenting budget proposals, recommendations and observations to Council that complement short- and long-term fiscal objectives of the corporation.
- Directing the management of finance and accounting systems following Council's approval of budgets and fiscal policies, with suitable controls, audits and information systems to ensure strong financial and budget performance, safeguarding of assets, minimal risk and legal compliance.
- Directing cash management, debentures, revenue and expenditure procedures according to policy and legislation.
- Directing procurement of goods and services that are required for carrying out corporate policy and delivering public services.

Relationship Management

- Maintaining strong working relationships with the municipal auditor, municipal solicitor, consultants, Indigenous groups and representatives of federal and provincial governments and directing their efforts on the corporation's behalf.
- Maintaining positive relationships with media.
- Encouraging and facilitating the bond of trust between elected and appointed officials, monitoring the interaction between the policy and administration and discussing areas of concern with the Mayor and Council and recommending and implementing solutions when needed.
- Ensuring that policies that cross departmental lines are effectively co-ordinated.
- Attending all Council meetings and supervising administrative support for Council.



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Prince Edward County's merger of history, nature and recreation with food, wine and an entrepreneurial spirit has given the County unique and exciting spirit and a bright future. More information is available at the following sites:

www.thecounty.ca

<http://buildanewlife.ca/>

<https://torontolife.com/food/4-8-hours-prince-edward-county/>

<https://www.cntraveller.com/gallery/prince-edward-county-canada>

Desired Competencies, Qualifications & Experience

- Post-secondary education and five or more years of experience as a CAO or senior leader in a municipality or other public, private or not-for-profit, multi-service organization of similar or larger size and scope.
- Experience working in a community where agriculture and tourism are primary economic drivers would be a significant asset.
- Ability to rapidly gain an understanding of the County's organizational culture and to develop respectful, constructive, collegial relationships with Council, management, staff and the public as well as all external stakeholders, including Indigenous groups, developers, provincial ministries, the business community and neighbouring municipalities.
- Experience in strategic and visionary leadership, motivation, teambuilding, financial and operations management, labour relations, strategic/business planning and reporting directly to a board of directors or municipal council.
- An engaging, results-oriented leader with strong political acuity and experience working and communicating with a variety of community groups, committees, stakeholders and partners, as well as councillors to identify social, cultural, environmental and economic projects and solutions to manage growth pressures.
- Familiarity with by-laws, legislation, laws and regulations that affect the County such as the Municipal Act, Municipal Elections Act, Planning Act, Municipal Freedom of Information and Protection of Privacy Act, Employment Standards Act, Library Act, Human Rights Code and Occupational Health and Safety Act.



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Key Stakeholders

Mayor and Council | MPs and MPPs | Indigenous Leaders | Senior Management Team and Staff | Community Leaders | Other Municipal Leaders and Elected Officials

Current Organizational Structure (Open to Change)

- Director, Community Development and Strategic Initiatives
- Director, Corporate Services
- Director, Development & Engineering
- Director, Finance
- Director, Operations
- Director, Water & Wastewater Services
- Fire Chief
- Clerk
- Administrator, HJ McFarland Memorial Home
- Human Resources Manager
- Media and Communications Coordinator
- Executive Assistant

- Strong analytical skills to initiate and execute programs, identify and resolve problems, formulate policies and procedures, build consensus and influence decisions.
- Strong negotiating skills to resolve organizational and inter-departmental conflicts and to participate in the collective bargaining process.
- Ability to develop and implement a compelling vision and strategy and establish targets and standards of performance and service.
- Excellent interpersonal skills to interact with management and staff, Council, senior government officials and other senior leaders in the municipality.
- Demonstrated ability to be a coach, mentor and advisor to seasoned team of department heads with the ability to recognize and develop new leaders and to mentor at all levels.
- Demonstrated track record of accomplishments related to strategic planning, team leadership and mentorship, community building and service delivery excellence through financial discipline and teamwork.
- Energetic, outgoing, positive team builder with strong public speaking, writing, employee and media relations skills and experience.

About Feldman Daxon Partners www.feldmandaxon.com

Feldman Daxon Partners is Canada's longest-standing national provider of executive search, career transition, and coaching/leadership development services. Since 1991, we have been at the forefront of innovation in human resources consulting by integrating these three services. Our Executive Search practice has been locating top talent for senior executive and managerial positions on a retainer-fee basis since our firm was founded in 1991. Our unwavering set of core values and dedication to client service has allowed us to build and maintain relationships with hundreds of clients in virtually every market sector, and across Canada.



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Location

Prince Edward County Ontario

Feldman Daxon Partners Contact Information:

To express interest, please contact and/or forward your cover letter and resume by September 20, 2019 to:

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Regular communication, high quality candidate shortlists, industry knowledge, judgment, and expediency in our retainer search services are all reasons Canada's leading companies choose to partner with the professionals at Feldman Daxon.

Accommodation Needs and Protection of Privacy

Feldman Daxon Partners and our clients are committed to inclusion and diversity and we encourage applications from all qualified individuals.

Accommodations are available for candidates taking part in all aspects of the selection process. Prior to any interview or meeting, please make your needs known by contacting us and informing us of your needs.

Personal information collected on behalf of our municipal clients in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with our clients only.