



**THE BEDFORD GROUP TRANSEARCH
POSITION PROFILE FOR**

MUNICIPALITY OF RED LAKE

Chief Administrative Officer

ABOUT RED LAKE, ONTARIO



Red Lake, Ontario, is a hidden gem nestled in the heart of Northwestern Ontario, offering an unparalleled blend of natural beauty, community warmth, and economic opportunity. Known as a gateway to the wilderness of Canada, Red Lake is surrounded by crystal-clear lakes, lush boreal forests, and abundant wildlife, making the area an outdoor enthusiast's dream. There are countless pristine lakes just minutes away, ready for boating, fishing, and swimming during the summer, and turning into a winter wonderland perfect for snowmobiling, cross-country-skiing, and ice fishing as the season shifts. The area's natural surroundings create a scenic background that offers peace, tranquility and chance to fully embrace each season in its raw, untouched form. Click [here](#) to see more about Red Lake.

Living in Red Lake means joining a close-knit community. The town is rich in history, known primarily for its gold mining legacy that dates back to the early 20th century. Today, Red Lake is a bustling hub of mining and forestry and an economic anchor in the region, attracting skilled professionals and families looking for rewarding careers and a high quality of life. Housing and rental costs are significantly lower than in many urban centers. Red Lake's schools, healthcare facilities and recreational programs provide all the essential services that families need, ensuring a comfortable lifestyle.

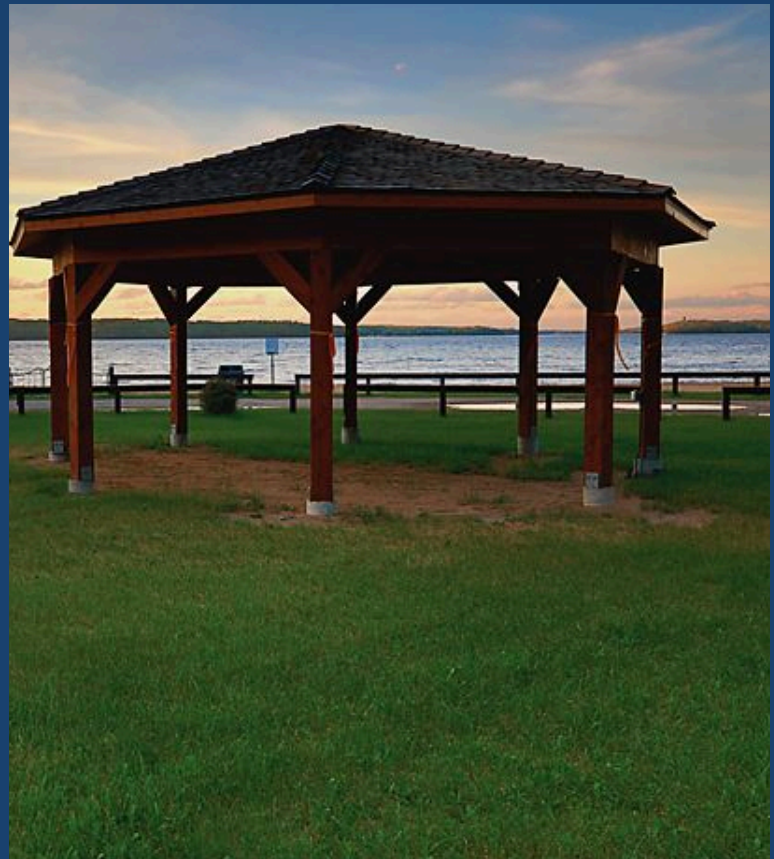
Red Lake is a place to enjoy the best of both worlds - the conveniences of modern living combined with the beauty and tranquility of nature. For those seeking a place where they can both thrive professionally and reconnect with nature, Red Lake offers an extraordinary opportunity to live in a truly unique and inspiring setting.

Travel options to get to Red Lake are to drive or take a flight to Winnipeg or Thunder Bay and connect through regional airlines.

ABOUT THE ROLE

The Municipality of Red Lake is seeking a visionary and strategic leader to serve as its next Chief Administrative Officer (CAO). This pivotal role is integral to advancing Red Lake's commitment to sustainable growth, fostering a strong community, and driving operational excellence. The new CAO will work closely with the Mayor, Council, staff and community stakeholders to lead the development and implementation of policies and initiatives that align with Red Lake's strategic objectives.

As the municipality continues to grow and evolve, a dynamic leader who can foster innovation, elevate public service and provide guidance towards achieving ambitious goals is needed. This role presents a unique opportunity for an accomplished professional to leave a lasting impact on Red Lake, enhancing service delivery and deepening community connections across all levels.



CHIEF ADMINISTRATIVE OFFICER

- Provide strategic advice to the elected council on policy development, municipal issues, and long-term planning.
- Act as the primary liaison between council and municipal staff. Ensure effective communication, presenting detailed reports, advice, and options to council for decision-making.
- Lead the execution of the municipality's strategic plan, ensuring alignment of resources, operations, and service delivery with council's priorities.
- Oversee the development and implementation of municipal policies and ensure compliance with all legal, regulatory, and operational standards.
- Promote a culture of continuous improvement by encouraging innovation, technology adoption, and process efficiency to improve municipal services.
- Oversee the preparation, management, and monitoring of the municipality's budget. Ensure that financial planning supports long-term fiscal sustainability and effective service delivery.
- Provide leadership to the senior management team, helping them align their department's goals with the municipality's overall vision.
- Lead the recruitment, development, and management of senior staff. Ensure that the municipality has a strong team culture and complies with all relevant labour laws and collective agreements.
- Provide leadership in labour/management matters pertaining to union and non-union business including performance management, grievance procedures, disciplines and hiring recommendations.
- Collaborate and engage with various community stakeholders, attend public meetings, and address concerns related to municipal policies, procedures, and practices to maintain positive community relations.
- Develop and maintain relationships with provincial and federal governments, other municipalities, Indigenous groups, and external agencies. Collaborate to secure grants, support regional initiatives, and influence legislation impacting the municipality.
- As a member of the Senior Leadership Team, participate in regular meetings and provide direction on major issues, and provide leadership in the support of the corporate culture, vision, mission and strategic priorities.
- Identify potential risks (financial, operational, reputational) and develop mitigation strategies to protect the municipality's interests
- Act as a lead in the Municipal Emergency Control Group serving as the Emergency Information Officer and alternate Community Emergency Management Coordinator.

SKILLS & EXPERIENCE DESIRED

- A university degree in a relevant discipline, together with a minimum of ten years experience working as a senior manager in a municipal government environment, or equivalent private-sector experience
- Minimum five years management experience in a unionized environment
- Knowledge of practices and trends within Ontario municipalities
- Knowledge and understanding of acts, regulations, licensing and by-laws applicable to Ontario municipalities
- Strong interpersonal skills that inspire commitment, collaboration and teamwork
- Excellent verbal and written communication skills and presentation abilities
- Strong analytical, problem-solving and decision-making skills
- Strategic and innovative thinker with a proven ability to champion and successfully implement change
- Demonstrates a commitment to the empowerment, development and mentoring of staff
- Proven success developing and implementing strategic and operational business plans
- Demonstrated ability to prioritize, multi-task and manage projects, translating vision and strategy into tangible results and outcomes
- Trustworthy leader who demonstrates openness, trust, ethics and integrity
- Intermediate computer skills (MS Office)

HOW TO APPLY

Interested and qualified candidates are invited to forward, by email only, a cover letter and résumé to: mmrowinski@bedfordgroup.com. Please submit both your cover letter and resume in a single pdf file.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The Municipality of Red Lake is an equal-opportunity employer and is committed to an inclusive, barrier-free recruitment and selection process, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please email Monika Mrowinski (mmrowinski@bedfordgroup.com) requesting accommodation at any stage of the hiring process.

OUR TEAM



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Unrivalled executive search process.
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In collaboration with our HR Strategy Partner, Teal and Co., we provide bespoke client service, providing the optimal balance of global capabilities alongside the client-focused service delivery of a boutique firm. Every executive search engagement involves a dedicated team including a Managing Partner, Client Partner, Consultant and Project Coordinator.

Bedford Group/TRANSEARCH is a recognized member company of the Association of Executive Search Consultants (AESC), which sets industry standards and ethical guidelines for executive search firms worldwide.

Founded in 1980, The Bedford Consulting Group is a partner of TRANSEARCH International, one of the Top 10 largest executive search firms in the world, with 60 offices in 40 countries. We take pride in being consistently recognized as the #1 Performing Office globally within TRANSEARCH International.

In addition to our industry-leading expertise in executive search, we provide clients with a holistic suite of talent strategy solutions from succession planning to leadership assessment and organizational strategy to compensation services and culture strategy.