



Join Our Team!

We are currently hiring for a people leader:

TOWN MANAGER/CLERK

The Town of Gore Bay is located on Manitoulin Island in Ontario on the majestic north channel of Lake Huron, with access to the best freshwater boating in the world. Gore Bay offers a splendid outdoor experience, with a pristine natural setting.

With a population of approximately 1,000, the Town of Gore Bay also serves as a busy service hub to the surrounding municipalities, serving 4,500 people in total. Whether you need to visit the bank, send a letter at the post office, or access vital services at Service Ontario, everything is a walkable distance. From well-stocked grocery aisles, to trusted legal services and courthouse, to financial services, to transportation services, to a modernized local airport, the Town offers all the essential services needed for everyday life.

Boasting one of the finest marinas on the North Channel, combined with several kilometres of world class hiking trails with breathtaking views, and an exceptional boardwalk that winds its way through Town, Gore Bay offers exceptional opportunities to enjoy the outdoors. In addition, Gore Bay offers unparalleled access to recreational activities such as basketball, tennis, pickleball, a splash pad and playground, a golf course, an arena (with thriving minor and adult hockey programs), an active curling club, cross-country skiing, snowmobiling, fishing and hunting opportunities, a seniors centre, and a fitness centre. Moreover, Gore Bay offers unmatched entertainment, cultural, and culinary experiences, including a theatre, a library, an art gallery, museums, a number of charming shops, restaurants, a craft brewery, and the annual Harbour Days festival.

For families, Gore Bay offers educational excellence with a welcoming public school and daycare, ensuring a nurturing environment for young learners. The Town also takes pride in its exceptional medical facilities, featuring a medical centre staffed by five doctors, a dedicated dentist, and a long-term care home.

Looking ahead, Gore Bay is actively pursuing a vision to double its population over the next 20 years, and with our progressive council, we are well on our way! In Gore Bay, future residents will find a Town that is growing in both size and opportunity, where community spirit and modern ambitions go hand in hand. (The Town's initiatives, at a glance, can be found [here](#)).

The Town of Gore Bay is looking for a people leader that inspires a high-performance team to deliver extraordinary services for the community we serve. The successful candidate will receive a competitive starting salary within the range of \$90,000 to \$110,000, coupled with an OMERS pension and excellent benefits package. (More details on the position can be found on the following pages).

If you are interested in applying for the Town Manager/Clerk position please send your cover letter and resume to Harry Schlange, Town Manager/Clerk at hschlange@gorebay.ca by 4:00pm on **February 28, 2025**.



Town of Gore Bay Town Manager/Clerk



Key Responsibilities:

Strategic Leadership and Administration:

- Provide overall leadership and direction to municipal operations.
- Act as a primary advisor to Council, providing research, analysis, and recommendations on policies, by-laws, and initiatives.

Clerk Responsibilities:

- Prepare, distribute, and maintain agendas, minutes, and records for Council, Boards, and Task Forces.
- Maintain official municipal records, by-laws, agreements, and policies.
- Manage municipal elections in compliance with the Municipal Elections Act.

Planning, Development, and Marketing:

- Lead the Planning and Development Task Force to support residential and business growth.
- Promote Gore Bay as an attractive destination for families, businesses, and tourists.

Financial Oversight:

- Develop and administer the annual municipal budget in collaboration with the Treasurer.
- Monitor expenditures, revenues, and funding opportunities to maintain fiscal responsibility.
- Ensure accurate financial reporting and compliance with municipal financial regulations.

Modernize the Organization:

- Attract, recruit, and retain top talent, fostering a positive and high-performance workplace culture.

Building Relationships/Partnerships:

- Act as a liaison and foster strong working relationships with local businesses, community organizations, and residents ensuring transparent and effective communication.
- Collaborate with neighboring municipalities, regional partners, and upper levels of government, to promote shared initiatives and secure funding opportunities.



Town of Gore Bay Town Manager/Clerk



Qualifications and Experience:

- Degree in Public Administration, Business Administration, or a related field (or equivalent experience).
- Minimum of 5 years of senior leadership experience in municipal government or a related field.
- Proven capability of utilizing modern technologies to enhance customer service.

Key Competencies:

- An aspirational leader that fosters a 'one team' culture that inspires individuals to achieve things they never thought possible.
- Demonstrated ability to take initiative and drive results.
- Exceptional organizational and problem-solving skills.
- Ability to build relationships with diverse stakeholders, including Council, staff, residents, neighbouring municipalities, and upper levels of government.

We want **you** to
join our team!

If interested, please send your cover letter and resume to hschlange@gorebay.ca by 4:00pm on February 28, 2025.

The Town of Gore Bay is committed to providing a diverse, inclusive, and friendly work environment to all. We welcome candidates of all backgrounds to apply for this opportunity.