



POSITION PROFILE & CANDIDATE BRIEF

TOWN OF GEORGINA

May 2026– June 2026



GEORGINA

 6060-3080 Yonge Street
Toronto, ON M4N 3N1

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TOWN OF GEORGINA CHIEF INFORMATION AND DIGITAL OFFICER

INTRODUCTION

I am delighted to present this Position Profile for the **Chief Information and Digital Officer** role prepared on behalf of the Town of Georgina.

I trust that this document will provide you with all necessary background information on the Town of Georgina, 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 Town of Georgina are available on the website:
<https://www.georgina.ca>

On behalf of Legacy Partners and the Town of Georgina, 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
Kartik.kumar@lesp.ca
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TOWN OF GEORGINA OVERVIEW

Known for its lakeside living close to Toronto, Georgina is the perfect pairing of a cottage country “feel” with the amenities and conveniences found in major urban centres to the south. With ample year-round recreation, a thriving cultural festival scene, a business environment that fills all service and product needs and “more for your dollar” housing, Georgina is a desired location to live, work and play.

Georgina is bounded by Lake Simcoe to the north, the Township of Brock to the east, Cook's Bay and the Town of Bradford West Gwillimbury to the west, and the Town of East Gwillimbury and the Township of Uxbridge to the south. The municipality is made up of three primary centres – Keswick, Sutton/Jackson's Point and Pefferlaw – surrounded by rural countryside and hamlets. The Town of Georgina is on target to reach a population of 70,500 residents and 20,700 jobs by 2051 and the Town supports this anticipated growth with the recent building of a new recreation complex in its south end and a new Civic Centre which has now opened its doors and is pictured below.



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TOWN OF GEORGINA OVERVIEW

Georgina is progressive and family-focused, with many schools available for its youngest residents and several post-secondary campuses within a one-hour drive. The Town also boasts sports fields, arenas, parks and several recreation facilities, the latest of which is a LEED Gold certified recreation complex built in the south end of Keswick. This, combined with the lowest average housing costs of any municipality in York Region, makes Georgina a desirable place to raise a family.

Georgina's closest hospital is Southlake Regional Health Centre in Newmarket, approximately 20 minutes from Keswick's south end. The town features several walk-in clinics and has welcomed new doctors and clinics over the past several years. Southlake Health, in conjunction with the Province, has also just recently announced plans to develop a second major hospital site, just minutes south of Georgina, in East Gwillimbury, as well as a new Advanced Care Centre within Georgina.

Georgina is also well known for its waterfront. With 52 km of shoreline along the southern shores of Lake Simcoe, visitors can enjoy a variety of water activities, such as fishing, boating, and swimming. Main waterfront beaches include De La Salle Beach, Willow Beach, Holmes Point Beach, and Sibbald Point Provincial Park Beach, all offering stunning views of Lake Simcoe and ample space for picnics, sunbathing, and building sandcastles. In addition to the lake, Georgina is also home to three navigable rivers that provide paddling opportunities, along with fishing and wildlife viewing.

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TOWN OF GEORGINA OVERVIEW

Why Join the Town of Georgina Team?

Nestled along the southern shores of Lake Simcoe, the Town of Georgina has many rewarding careers to offer with potential for growth, training and development, competitive salaries and robust benefits. We also hire for a variety of seasonal and casual positions.

The Town of Georgina's workforce is guided by the core values of Respect, Excellence, Communication, Teamwork, Accountability and Resilience. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, empowerment, inclusivity, and effective communication.

The Town works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community, and diversity, makes the Town of Georgina an extraordinary place to work and call home. If you're looking to grow your career as part of a hard-working and fun team that fosters innovation, creativity, and collaboration, we hope you'll apply.



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JOB DESCRIPTION **POSITION SUMMARY**

The Chief Information and Digital Officer (CIDO) is responsible for providing strategic and operational leadership for the Town's information technology, digital transformation, data governance, GIS, cybersecurity, and communications technology functions. The CIDO ensures that technology services are secure, resilient, customer-focused, and aligned with current and future corporate priorities, modernization initiatives, and service delivery objectives of the Town.

The CIDO leads the planning, governance, and execution of complex, high-impact corporate technology initiatives, many of which are enterprise-wide, multi-disciplinary, and high profile. This role is accountable for translating corporate priorities into actionable technology and digital strategies, overseeing project delivery from initiation through adoption, and providing professional advice, analysis, and recommendations to senior leadership, Council, and Committees to support informed decision-making and organizational performance.

This position is located within the Corporate Services Department and reports to the Director of Corporate Services. The work culture is collaborative and forward-looking, with strong opportunities to work across departments and divisions as the Town advances modernization, renewal, and corporate transformation initiatives. The position is eligible to participate in the Town's health and wellness benefits and flexible work arrangement program. The Civic Centre is located on the Recreation Outdoor Complex (ROC) campus and within close proximity to Lake Simcoe, offering opportunities to enjoy outdoor amenities before and after work and during breaks.

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JOB DESCRIPTION KEY RESPONSIBILITIES

Strategic Leadership and Governance

- Develop and execute the Town's Technology and Digital Strategy, ensuring alignment with corporate priorities and modernization goals
- Drive continuous improvement and optimization across all aspects of the Town's IT program, enhancing performance and resiliency
- Drive organizational change initiatives in a manner that maximizes technology adoption and value, fostering staff engagement and minimizing disruption
- Establish and enforce best practice frameworks for project governance to ensure successful delivery of corporate technology initiatives from initiation through full adoption
- Create and directly support a Corporate Technology, Data and GIS Governance Committee to drive accountability, cross-departmental collaboration and prioritization
- Sponsor and oversee all corporate technology projects, providing executive leadership and ensuring timely, cost-effective delivery
- Monitor emerging technologies and trends to identify opportunities for continuous improvement and innovation and proactively mitigate risks

Relationship Management and Communication

- Collaborate closely with the Senior Leadership Team (SLT) and Departments to align technology solutions with business objectives and service delivery priorities
- Build strategic partnerships with regional and municipal peers to identify and leverage opportunities for improved efficiencies and effectiveness
- Advise on emerging infrastructure, data management, and security issues, providing actionable recommendations to mitigate risk and enhance resilience
- Present technology strategies, research and recommendations to Council and Committees

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JOB DESCRIPTION KEY RESPONSIBILITIES

Organizational Effectiveness and Customer Experience

- Oversee delivery of core technology services - including IT Infrastructure, business systems, GIS, cybersecurity, telecommunications and IT Service Continuity and Disaster Recovery
- Champion innovation and automation across the organization to improve efficiency, reduce costs, and enhance customer experience
- Optimize adoption of existing technologies and streamline systems to eliminate redundancies and improve user experience
- Drive integration of systems and processes to create seamless workflows and improve organizational efficiency.
- Ensure robust data management, application support, and GIS services to meet current and future needs
- Drive continuous improvement in technology solutions, process automation, and systems integration
- Ensure the development of a robust digital literacy and training program to maximize technology adoption
- Ensure all digital services meet accessibility and usability standards, supporting inclusivity and compliance with AODA requirements
- Establish and utilize performance metrics to identify and drive modernization priorities and continuous improvement, reporting progress to senior leadership and Council
- Oversee communications technology, including telephony, collaboration platforms and unified communication systems – to ensure reliability, integration and operational excellence.

Divisional Leadership

- Provide strategic leadership and development for managers and staff within Information Technology Services and Corporate Strategy and Transformation
- Foster a culture of innovation, collaboration and excellence to attract, retain and engage top talent
- Build high-performing teams through coaching, mentoring, and succession planning

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JOB DESCRIPTION KEY RESPONSIBILITIES

- Optimize roles and responsibilities in alignment with the current and future needs of the organization
- Support the Customer Service and Communication Strategies by ensuring technology solutions enhance service delivery and resident engagement
- Ensure compliance with the Occupational Health and Safety Act and all other applicable legislation, enforcing the Town's Health and Safety Program, procedures, and best practices
- Maintain current knowledge of and adhere to all applicable Town of Georgina policies, procedures, and corporate standards
- Apply conflict resolution and negotiation skills to effectively address and resolve issues with internal and external stakeholders.

Cybersecurity and Risk Management

- Oversee the development of a Cyber Security Strategy and Cyber Incident Management Plan to assess and mature the Town's cyber capabilities and awareness
- Oversee the development of a cyber awareness and training plan to be delivered across the organization
- Oversee IT service continuity and disaster recovery planning and testing, and lead the organizational response during unforeseen events, minimizing business disruption
- Ensure the resilience and security of IT infrastructure and data through proactive risk management, threat monitoring, cyber specific testing of IT, Data and OT assets and compliance with industry standards
- Maintain compliance with statutory, legal and policy obligations related to technology, data, privacy and cybersecurity
- Ensure robust IT support for the Emergency Community Control Group in response efforts during community emergencies in accordance with the Corporate Emergency Plan

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JOB DESCRIPTION KEY RESPONSIBILITIES

GIS, Data and Analytics

- Oversee the development of a GIS and Data Management Plan to better leverage the spatial and analytic capabilities of GIS and to ensure corporate data integrity., enabling smoother systems integration
- Ensure the development of a clear, flexible and practical strategy for organizational document storage that supports the needs of the departments, meets all legislative requirements and mitigates risk
- Oversee GIS strategy to leverage geospatial analytics for informed decision-making, asset management, and enhanced service delivery
- Represent the Town in the YorkInfo Partnership to maximize regional data-sharing opportunities and collaborative GIS initiatives
- Lead the exploration of AI and identification for opportunities on how it can be leveraged to improve efficiencies and customer experience for municipal services

Financial Stewardship

- Oversee development of multi-year financial plans for technology and digital assets, ensuring alignment with corporate priorities and fiscal sustainability
- Oversee capital and operating budgets for ITS, maintaining transparency and accountability
- Ensure effective management of vendor risk and compliance for all technology partners, including cloud service providers
- Oversee technology procurement, contract negotiation, and vendor relationships to secure best value and mitigate risks
- Identify and implement cost-saving opportunities and resource optimization strategies without compromising service quality or security

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CHIEF INFORMATION AND DIGITAL OFFICER

THE IDEAL CANDIDATE

EDUCATION

A university degree in Computer Science or a related discipline is required. A master's degree in Computer Science, Business Administration, or Public Administration is considered an asset. Professional certifications related to project management, change management, or technology governance are highly desirable.

EXPERIENCE

A minimum of seven (7) years of progressive information technology experience is required, including at least three (3) years in a senior leadership or management role, preferably within a municipal or broader public sector environment. Experience must include strategic technology planning, digital transformation initiatives, project governance, budget development and oversight, and presentations to senior leadership and/or Council or Committees.

TECHNICAL KNOWLEDGE

Comprehensive knowledge of modern IT operations, enterprise systems, cybersecurity, data governance, GIS, telecommunications, and digital service delivery within a complex, multi-facility organization. Strong understanding of municipal and provincial legislative, regulatory, and policy frameworks related to technology, privacy, cybersecurity, accessibility, and information management. Proven ability to translate technical and policy considerations into clear, practical, and strategic recommendations.

COMMUNICATION SKILLS

Exceptional communication, presentation, and report-writing skills, with demonstrated experience presenting complex technical concepts and strategic recommendations to senior leadership, Council, and Committees. Strong project management and analytical skills, with the ability to lead organizational change initiatives while maintaining professionalism, discretion, and confidentiality. Demonstrated awareness of public sector accountability, political sensitivity, and stakeholder expectations in a municipal environment.

INTERPERSONAL AND COLLABORATIVE SKILLS

Highly developed interpersonal and relationship-building skills, with the ability to work independently and collaboratively across departments and with external partners. Proven strengths in consultation, negotiation, conflict resolution, and consensus-building.

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THE TIMELINE

I trust this Position Profile has enabled you to decide whether the position of a Chief Information and Digital Officer at the Town of Georgina interests you.

The salary range for this role is \$171,399.35–\$207,029.00. This advertisement is for a new role in the organization.

If you wish to be considered for the role, please email your cover letter and resume in PDF format to Kartik Kumar at kartik.kumar@lesp.ca by **June 22nd, 2026**.

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 Town of Georgina 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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