

## Chief Administrative Officer Town of Innisfil

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. Innisfil is connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

Innisfil is currently seeking a progressive strategic leader to be its next **Chief Administrative Officer (CAO)**. Acting as key advisor and liaison, the CAO is responsible to Town Council for the management of all financial and physical resources of the Town and its dedicated staff teams. The CAO provides strategic guidance and oversight in the delivery of the strategic plan, master plans, and enhancement of community driven programs and services to the residents of Innisfil. Through proactive and inclusive team leadership, the CAO ensures strong integration of departmental activities in the management of the Town's affairs and collaborates with affiliate organizations to ignite meaningful changes in how Innisfil operates.

As an ideal candidate, you are a dynamic and forward-thinking leader highly respected for your vision, entrepreneurial spirit, strong business acumen and proven track record of success in facilitating change and growth. Previous leadership experience in, or a demonstrated understanding of, sustainable development in both rural and urban contexts is a considerable asset. You are an empowering and inclusive leader with a reputation for inspiring and mentoring strong and cohesive teams during periods of change. An outstanding communicator with a track record of creating effective relationships based on trust across a broad constituency of public and private stakeholders, you are highly regarded for your integrity, political acuity, authenticity, and strong judgment. Demonstrable skill in engaging and negotiating with provincial and federal representatives is particularly valued. You are a natural influencer and negotiator who is versatile, adaptable, and highly resilient. People appreciate you for your conviction, practicality, open mindedness, and willingness to challenge the status quo as you look to identify opportunities for innovation while striking a balance between growth and service excellence.

To learn more about the Town of Innisfil, visit [www.innisfil.ca](http://www.innisfil.ca). To apply for this position, please submit your application and related materials to [cmorrison@boyden.com](mailto:cmorrison@boyden.com) and **state the title of the position in the subject line of your e-mail.**

The Town of Innisfil is committed to diversity and inclusion in its workplaces. The Town is passionate about attracting and retaining individuals who represent the diversity in its



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community and beyond, as Innisfil works to best serve its residents. Town staff inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

*We thank all applicants for their interest, however only those under consideration for the role will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.*

*Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact Cameron Morrison, Associate at Boyden at 613-742-3219 or [cmorrison@boyden.com](mailto:cmorrison@boyden.com).*