



Chief Administrative Officer

Client	Posting Date	Location	Salary Range (CAD)	Applications
newwestcity.ca	June 2025	New Westminster, BC	\$283,385 - \$312,422	info@hwest.ca

Organizational Profile

New Westminster is on the unceded and unsundered land of Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made their histories and connections to the land invisible. They are learning and building relationships with the people whose lands they are on.

The City is one of British Columbia's oldest and most established urban centres, with a rich history dating back thousands of years as a traditional gathering place on the Fraser River. Today, it continues to thrive as a vibrant, culturally rich community and regional transportation hub—home to five SkyTrain stations, two bridges, and key highway connections. Situated in the bustling Greater Vancouver region, its 90,000 residents enjoy a wealth of urban services, a thriving economy, and a tight-knit community. The City is proud to be Canada's first living wage employer and a recognized leader in housing, renter protections, and climate action. New Westminster offers unique opportunities for progressive leadership in crisis outreach, public safety, and integrated community partnerships. This is a city that blends heritage with innovation, making it a dynamic and rewarding place to live and work.

About the Role

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the strategic oversight of the City's administrative and operational services. The CAO ensures the Council's vision is delivered through strategic planning, operational performance, and legislative and fiscal compliance, while also responding to the City's ongoing growth, increasing complexity and sophistication. The CAO represents the City in discussions with government, community organizations, sector partners and Indigenous groups. With a focus on collaboration and accountability, the CAO ensures that the City's programs, people, and resources are aligned to meet the local community's current and future needs.

This is a unique opportunity for a forward-thinking leader, passionate about fostering inclusive communities through public service, civic engagement, and fiscal responsibility. The City continues to grow and evolve rapidly, requiring a leader who excels at navigating change through periods of dynamic transformation. The ideal candidate will bring exceptional interpersonal and communication skills, promoting people-centred initiatives through innovation, transparency, and accountability, with deep knowledge of municipal strategy, governance, and operations, supported by executive and community engagement experience. A university degree in public administration, finance, or a related field is preferred, with progressive leadership experience in the municipal government sector.

The salary for this position is \$283,385 to \$312,422 supplemented by a comprehensive compensation and benefits plan.

Contact Details

Should you be interested in learning more about this unique opportunity with the City of New Westminster, please contact Harbour West Consulting at 604-998-4032 or forward your resume, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.

Equity, Diversity, Inclusion + Accessibility Harbour West Consulting believe equity, diversity, inclusion, and accessibility are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status - should have equitable access to our services, jobs, and opportunities. We strive to ensure processes unfold in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.