OAKVILLE

Chief Administrative Officer

Oakville, Ontario, a community of more than 244,000 residents, stands out as a place where both people and business thrive. Located in the west end of the Greater Toronto Area, the town blends economic strength with an exceptional quality of life, making it one of Canada's most desirable places in which to live and invest. It consistently ranks among the country's most livable communities and has been recognized for seven consecutive years as one of *Site Selection* magazine's top 20 Canadian locations for investment.

Oakville offers ready access to domestic and global markets, strengthened by its proximity to leading post-secondary institutions that provide talent, research capacity, and industry partnerships. Located only 30 minutes from downtown Toronto, Oakville combines exceptional connectivity with strong academic links that support innovation and business growth.

Oakville offers a lifestyle that ranks among the best in Canada, with established neighborhoods, acclaimed schools, abundant parklands, and a strong sense of community. Quality of life is a defining feature, attracting business leaders, entrepreneurs, and employees who value a place where both work and life can thrive. This blend of natural beauty, vibrant amenities, and supportive community spirit makes Oakville a destination of choice for living, working, and growing.

With a 2026 operating budget of $458 million, a capital budget of over $344 million and over 1,700 permanent and part-time staff, the Town of Oakville is committed to meeting the needs of our residents and business community by delivering efficient and effective services that reflect their community values.

Inspire our Future as our Chief Administrative Officer

The ideal candidate will be an experienced, trusted and collaborative leader with a proven track record of results and accomplishments in municipal government. You have exceptional communication skills and the political acumen to interact with diverse-interest holders to foster the development of partnerships, engage and inspire our employees, while ensuring customer service excellence.

Reporting to the Mayor and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Mayor and Council, you will work closely with elected officials to develop and implement operational plans and ensure the coordination of services which align to and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being efficient, accountable and fiscally sound. You will work to enhance growth and development in the community as well as ensure the effective utilization of resources through the priorities and guiding principles in our strategic plan.

Leading a talented team of staff and working in a complex unionized environment, this position guides and inspires a dedicated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning the Town of Oakville as an employer of choice.

The Town offers a competitive total rewards package including benefits, vacation and pension. The Town strives to promote and demonstrate the values of Equity, Diversity, and Inclusion. We are committed to reflecting the diversity of the community we serve and encourage qualified candidates of all backgrounds and abilities to self-identify in their application. Accommodation will be provided as appropriate.

How to Apply

To explore this opportunity please apply via email **by December 12, 2026, or sooner to** careers@waterhousesearch.net quoting project **TO-CAO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amy@waterhousesearch.net, or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

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