



Chief Administrative Officer

Located in Ontario's cottage country, the Township of Muskoka Lakes is anchored by the larger communities of Bala, Port Carling, and Windermere and is set in one of the most beautiful natural settings in Canada. The municipality is the permanent home of approximately 7,652 permanent residents and grows to 27,000 seasonally between May and October. In addition the Township also sees tens of thousands of additional visitors each year, from all around the world.

Muskoka Lakes is known to many as an iconic cottaging, recreation and tourism destination that offers the sophistication of a popular tourism destination plus the wholesomeness of country living. With an abundance of natural beauty, the Township's small communities, waterfront and rural areas provide an attractive lifestyle to its residents.

Muskoka Lakes' vision is to be a community "Where generations live and gather in a breathtaking natural environment, enjoying recreation, history, and small-town character. These will be protected and enhanced for future generations, while encouraging thriving communities". Their mission is to be "Excellent stewards of the environment, set clear and respectful expectations of each other, and work together to achieve our shared vision". In support of the mission and vision four strategic goals have been created that include: preserving and protecting the natural and cultural environment, strengthening and diversifying Muskoka Lakes' economy, enhancing and sustaining public services and infrastructure and strengthening key relationships.

Inspire our Future as our Chief Administrative Officer

As the ideal candidate and our new CAO, you are an inspiring, community focused leader with a track record of business leadership and acumen in progressive environments while achieving goals. In addition, you are known for your exceptional communications skills, your collaborative nature and commitment to building highly effective staff teams, while ensuring service excellence, fiscal accountability and responsible growth.

Working closely with the Mayor, Council, Senior Management, staff and a variety of partners you will add energy, ideas and direction as we continue to improve our community. You will be instrumental in leading the implementation of our strategic goals while ensuring the effective and efficient delivery of programs and services to the community through a highly engaged team of over 100 permanent and part-time staff. Your strong sense of fiscal accountability will enhance our organization by ensuring that our municipality is responsible, sustainable and our combined operating and capital budget of over \$24 million is well managed.

How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **April 12, 2024 or sooner** to careers@waterhousesearch.net quoting project **ML-CAO**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Tim Lukasewich at 416-214-9299 x8, email at tim@waterhousesearch.net or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

The salary range for the position is \$170,400 up to \$200,600 (based on skills and experience) and includes fully-paid group benefits and participation in the OMERS pension.

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Township of Muskoka Lakes is an equal opportunity employer committed to diversity in the workplace.