



The Town of Westville is a historic Pictou County community defined by its resilience and heritage. We are seeking a transformational leader to guide our growth, modernize our services, and tackle the critical infrastructure challenges that will define our town for future years.

As the sole staff member reporting directly to Town Council, the CAO is the principal advisor on all municipal affairs. A primary focus for the incoming CAO will be spearheading long-term solutions for securing a sustainable, independent water source or significantly increasing current water capacity to support future residential and commercial development.

- **Infrastructure Strategy:** Lead the evaluation and implementation of options for an independent or expanded water system, including overseeing feasibility studies and environmental impact assessments.
- **Funding Procurement:** Proactively identify and secure provincial and federal infrastructure grants (e.g., ICIP, Canada Community-Building Fund) to offset capital costs.
- **Strategic Governance:** Provide high-level advice to the Mayor and Council on policy, land-use planning, and compliance with the *Nova Scotia Municipal Government Act (MGA)*.
- **Financial Oversight:** Direct the preparation of annual operating and capital budgets with a focus on long-term asset management and fiscal health.
- **Team Leadership:** Supervise all municipal staff, fostering a culture of accountability and excellence within a unionized environment.

Required Qualifications

- **Education:** Degree in Public Administration, Business, Civil Engineering, or a related field.
- **Experience:** 5+ years of senior leadership in a municipal or public sector environment.
- **Technical Expertise:** Proven success in managing large-scale infrastructure projects and navigating complex environmental assessments and regulatory approvals.
- **Financial Acumen:** Demonstrated experience in grant writing and intergovernmental funding negotiations.

Compensation & Benefits

\$100,000 – \$120,000 per year, commensurate with experience.

Please submit your resume and a cover letter detailing your experience as outlined above by **Friday, April 24, 2026, at 4:00 PM** to:

Mayor Lennie White | lennie.white@westville.ca

Only those considered for an interview will be contacted.