

City Manager

City of Cambridge



Position Profile and Candidate Brief

June – July 2025

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Introduction

I am delighted to present this Position Profile for the **City Manager** role prepared on behalf of the City of Cambridge.

I trust that this document will provide you with all necessary background information on the City of Cambridge, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about the City of Cambridge are available on the website: <https://www.cambridge.ca/en/index.aspx>

On behalf of Legacy Partners and the City of Cambridge, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



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City of Cambridge Overview

Cambridge is a thriving emerging and modern city with a diverse population of 163,000. It is located within the Regional Municipality of Waterloo and is a part of one of Ontario's fastest growing and economically prosperous regions. With its perfect position being located along Highway 401, only 45 minutes from the provincial capital of Toronto, Cambridge is well poised to continue to grow and flourish into a prosperous metropolis and one of the best places to live in the Province of Ontario.

The City of Cambridge was incorporated in 1973, when the three municipalities of Galt, Preston and Hespeler along with parts of Waterloo and North Dumfries Townships were amalgamated into a single legal entity under a new name.

While the original communities have come together well in the years since amalgamation, they began life apart and as a result Cambridge is blessed with not one but three historic core commercial areas to preserve for future generations. As Cambridge has developed the open spaces between the original municipalities have been filled in a fourth commercial core.

Cambridge is located within the Regional Municipality of Waterloo, and at the gateway of Canada's technology triangle. A mid-size city with a quaint small-town feel and a population of over 140,000, the city is known for its high quality of life. Affordable housing, excellent schools, libraries, [parks](#) and scenic trails are some of the reasons why Cambridge is the place to be!



Manufacturing is the largest industry in the area with over 8 million vehicles built locally. It is also home to several international and nationally recognized industries such as textiles, plastics, agri-food and the technology sector. Cambridge, is located in the heart of one of North America's most dynamic innovation clusters, it provides high-end cloud solutions and meets the heightened demands of Canadian businesses in terms of performance, resilience and data governance. We are also the Canadian leader in advanced manufacturing. The City has served as a backdrop for many film/TV shows and has recently seen an increase in the number projects filmed in the city. The City hosts many festivals and cultural events, year-round. These include the Preston Kin Carnival in May, Neighbourhood Day in June, the Cambridge Scottish Festival and Cambridge Arts Festival in July, free Oktoberfest Day, Unsilent Night as part of our award winning Winterfest and Christmas in Cambridge in November and December.

The advantageous location, enviable lifestyle, skilled labour force and growing population has led to the City of Cambridge being identified by the Province of Ontario as an area of growth and intensification.

To learn more about Cambridge, please visit the [City's official website](#).

Vision, Mission, Values

Vision

Our vision for Cambridge is based on what we see today and what we hope for tomorrow.

Today, it is clear that:

- Cambridge celebrates the uniqueness of its founding communities and is united by its heritage, rivers, cultures and common future
- Cambridge residents and visitors enjoy the natural environment, safe, clean, caring, sustainable and accessible neighbourhoods, with a wide variety of lifestyle and housing options and ample cultural and recreational opportunities
- Cambridge, as a community of opportunity, encourages business growth and transition, entrepreneurial spirit, strong leadership, efficient government and the provision of municipal services, personal growth and civic pride

Looking into the future, we will work towards a Cambridge that is:

"A place for people to prosper - alive with opportunity."

This vision, together with our corporate mission and values provides the foundation for all of the work that we do at the City. Learn more about our vision and mission through Cambridge's [Strategic Plan](#).

Mission

The City's mission is an important statement that describes why we exist as an organization.

Working **together**

Committed to our **values**

Serving our **community**



Cambridge Connected Strategic Plan (2024-2026)

In April 2024, Cambridge City Council approved the 2024-2026 Strategic Plan - Cambridge Connected, setting a plan in motion to implement priorities that reflect Cambridge's most pressing needs and biggest opportunities over the next three years.

Strategic Planning is the process of setting goals informed by the community and creating a blueprint for an organization's future.

The City's Strategic Plan is important because it:

- reflects the voices of the people who live, work, and play in Cambridge.
- guides decision-making and the allocation of City resources (including tax dollars) to community priorities.
- allows the community to measure and understand progress.

The 2024-2026 Strategic Plan is a continuation of the priorities identified in the 2020-2023 Plan, which was informed by extensive community engagement.

The City's Strategic Plan is made up of a Vision, Mission, Values and identifies goals, objectives and 13 strategic actions. Through this plan we are investing in three main goal areas of People, Place, and Prosperity:

People: The City is committed to fostering a community with heart, where everyone belongs and is cared for equitably. This includes a focus on Wellbeing, Belonging, Vibrant Neighborhoods and Inclusion.

Place: The City will embrace and celebrate our City's unique character while enhancing the spaces where people connect. This includes a focus on Placemaking, Planning for Growth, and Green Spaces.

Prosperity: The City's goal is to build a vibrant and resilient City where current and future generations will live well. This includes a focus on Strong Cores, Economic Inclusion & Support, Getting Around and Resiliency.



Corporate Core Values

The City of Cambridge is committed to its four corporate values of integrity, respect, inclusiveness and service. These values have been set to guide our behaviour and play an important role in the decisions and actions of the City. They serve as a foundation for the City's corporate culture and are essential to the future success of the City.

Integrity

We will:

- Conduct ourselves in a professional manner with emphasis on effective communications, accountability for actions, and a strong moral compass.
- Be committed to maintaining a safe, trusting, and supportive environment.
- Demonstrate professionalism, good judgement and personal leadership.

Respect

We will:

- Have mutual respect and fair understanding of the wants, needs and expectations of others.
- Practice open, honest and sincere communication.

Inclusiveness

We will:

- Commit to welcome, learn and understand.
- Foster an environment of respect and sense of belonging.

Service

We will:

- Strive to provide timely, respectful and knowledgeable responses focusing on communicating information in a friendly and accessible manner to all.
- Send feedback and use it to enhance and continually improve our services.
- Demonstrate genuine enthusiasm and take pride in our work to achieve common goals.
- Demonstrate hard work and dedication in an effort to enhance community pride.

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Formed in 1973 from the former communities of Galt, Preston, Hespeler and Blair, Cambridge is a modern city with a rich architectural heritage and a population of 163,000. Cambridge maintains three unique downtown cores. A variety of financial incentives have driven the revitalization of the city's downtown and waterfront areas that have preserved the past while driving innovative architecture, urban planning, development, construction and attracting new businesses. Our strategic plan provides a foundation for decision making, priority setting, and ongoing performance management to deliver high-quality public service that meets the needs of the community. Cambridge's thriving business climate is why many businesses are choosing to locate and expand here, and Cambridge will continue to expand and diversify.

We are committed to cultivating a culture rooted in human connection, collaboration, and community. We know that some of our best ideas, learning moments, and breakthroughs happen when we're in the same space, collaborating in real time, celebrating wins, and solving challenges together.

Together, we're shaping a culture that values both productivity and belonging, that strengthens team bonds and creates a workplace where our people feel seen, heard, and supported one, that helps us do our best work to support the community.



Job Description

Position Summary:

The City Manager is responsible for the strategic leadership and efficient delivery of public services to residents, businesses and visitors while advancing the City's mission, vision, and values.

Reporting to the Mayor and Council, the City Manager provides executive leadership and strategic direction across all municipal operations. This includes the development and execution of business plans, overseeing financial management, ensuring sound and efficient administration and managing operational and organizational risk.

The City Manager is a key advisor to Council, translating its priorities into actionable strategies that promote sustainable growth, economic opportunity and community well-being. This role acts as a key liaison between council's leadership and municipal administration, providing trusted advice and facilitating informed decision making within a legal and ethical framework of provincial legislation.

As a champion of the City's corporate values – integrity, respect, inclusion, and service – the City Manager inspires a high-performing, innovative and collaborative workforce. With exceptional leadership skills, a deep understanding of government affairs and legislation, and a commitment to building strong relationships with internal teams, community members, stakeholders, partners, and other government officials.

Under Ontario's Strong Mayor Legislation, this position plays a critical advisory and leadership role in supporting the Mayor's enhanced authority and by providing non political, professional guidance to ensure the Mayor fulfills new responsibilities related to budget preparation and priority setting to align with provincial objectives.

Key Responsibilities:

- ◇ Provides strategic leadership and administrative and operational oversight of all City departments and services for the purpose of ensuring the efficient and effective operation of the municipality.
- ◇ Acts as the Mayor's delegate, as appointed, per the powers and duties under Part VI.1 of the *Municipal Act, 2001*.
- ◇ Is responsible for financial planning, budgeting and risk management to ensure fiscal sustainability and compliance.
- ◇ Fosters and elevates a high-performing culture of quality, customer service, innovation, accountability and continuous improvement.
- ◇ Fosters a culture of productivity and belonging.

- ◇ Builds and maintains strong relationships with Council, staff, unions, community members, enterprises, stakeholders on a regional, provincial and national scale.
- ◇ Provides guidance to the Internal Audit Function.
- ◇ Ensures compliance with applicable legislation, regulations and public sector responsibilities.
- ◇ Leads in a unionized environment with a focus on collaboration and effective labour relations.
- ◇ Inspires and supports a diverse, engaged and high-performing team to achieve the strategic and operating objectives established by Council.
- ◇ Acts as the chief advisor to Council on policy matters. In consultation with Corporate Leadership Team (CLT), makes recommendations to Council in respect of alternative policies, programs and procedures. This role requires extensive external contacts.
- ◇ Implements and executes strategic direction as approved by the Mayor and Council, including the promotion of economic development and inclusive growth opportunities across the city.
- ◇ Supports the Mayor in the development and monitoring of Corporate Operating and Capital budgets.
- ◇ Oversees the collective bargaining process and administration of collective agreements. Oversees appointments, promotions, demotions, dismissals, etc. of affiliated and non-affiliated staff.
- ◇ Oversees the management, including construction, maintenance and rehabilitation of all corporate property and facilities.
- ◇ Serves as City representative on various external boards.
- ◇ Keeps the Mayor apprised of outcomes and/or decisions of agenda items of meetings with the above external boards and committees.
- ◇ Keeps the Mayor apprised of changes in direction of the Corporation.
- ◇ Ensures that employees work in compliance with the Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures, and takes every reasonable precaution to protect the workers.
- ◇ Implements organization-wide activities to ensure that the City acts ethically and in accordance with its risk appetite.
- ◇ Acts as an adviser and updates the Mayor through weekly meetings.
- ◇ Has the ability to guide and educate members of Council.
- ◇ Has the demonstrated ability to engage in difficult or sensitive conversations with clarity, professionalism and emotional intelligence while maintaining respectful and constructive dialogue.
- ◇ Assists, advises and supports the Mayor in their enhanced role under Ontario's Strong Mayor Legislation by providing non political, professional guidance to ensure the Mayor fulfills new responsibilities related to budget preparation and priority setting to align with provincial objectives.

The Ideal Candidate

Education: undergraduate degree in a related discipline is a requirement, and a Master's degree in Business Administration or Public Administration is an asset.

Experience: 12+ years of progressive senior leadership experience including experience as a Chief Administrative Officer role in an urban or rural municipal setting or equivalent experience in a medium to large-sized municipality. Proven success leading complex municipal operations, developing corporate strategies, and delivering community-focused results.

Strategic Leadership & Political Acumen:

- Extensive experience advising elected officials and translating Council direction into actionable corporate plans.
- Proven ability to operate effectively in political environments at municipal, provincial, and federal levels.
- High level of political acuity, diplomacy, and strategic judgment.
- Deep understanding of governance structures, municipal legislation, and public sector regulatory frameworks, including knowledge of Ontario's Strong Mayor Powers.
- Demonstrated experience working within a two-tier municipal structure.
- Skilled in corporate risk management, policy development, financial stewardship, and complex problem-solving.

Communication Skills:

- Exceptional verbal, written, and presentation skills.
- Experienced in building and maintaining trusted relationships with Council, staff, community leaders, and external stakeholders.
- Adept at navigating sensitive issues with professionalism, clarity, and emotional intelligence.

Leadership Skills:

- Demonstrated success leading diverse, multidisciplinary teams in unionized and non-unionized environments.
- Strong leadership in workforce development, organizational transformation, and fostering high-performing, inclusive workplace cultures.
- Capable of managing multiple priorities while ensuring operational efficiency and service excellence.

Intergovernmental & Community Relations:

- Skilled at fostering productive relationships across all orders of government and community sectors.
- Experienced in regional, provincial, and national collaboration, including participation on external boards and committees.
- Supports Council and Mayor through advisory roles, regular briefings, and external representation.

Project & Initiative Execution:

- Leads complex strategic initiatives from development through implementation and evaluation.
- Provides comprehensive research, analysis, and recommendations to support policy decisions, fiscal planning, infrastructure development, and community growth.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a City Manager at the City of Cambridge interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar** at careers@lesp.ca by **July 27, 2025 @ 11:59 pm**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the City of Cambridge are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the organization throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.



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Contact Us

