

# Director of Planning City of Cambridge



## Position Profile and Candidate Brief

August/September 2025

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## Introduction

I am delighted to present this Position Profile for the **Director of Planning** 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,



Kartik Kumar, Partner  
Legacy Executive Search Partners

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### City of Cambridge Overview

Cambridge is a thriving emerging and modern city with a diverse population of 140,000. 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.

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, Annual Oktoberfest Lunch, 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:

- Demonstrate professionalism in our interactions and conduct by upholding ethical standards; following organizational policies and legislation; and, being engaged, reliable, punctual, and accountable.
- Prioritize and commit to physical and psychological safety.
- Foster trust by honouring commitments, leading by example, communicating openly, addressing conflicts promptly, and collaborating.
- Exercise good and moral judgement, personal leadership and accountability.

### **Respect:**

We will:

- Have mutual respect and understanding of the wants, needs, and expectations of others.
- Practice open, honest, and sincere communication.
- Be open minded and receptive to new ideas; accepting that others may have different opinions, beliefs, experiences, and backgrounds.

### **Inclusiveness:**

We will:

- Treat all individuals with respect and dignity and appreciate the unique perspectives, experiences, and contributions of others and ourselves.
- Seek to learn and understand others' perspectives, cultivate empathy, show compassion, and offer support to others.
- Foster an environment of respect and belonging through learning, celebration, recognition, and appreciation of others.



### Service:

#### We will:

- Provide timely, respectful, and knowledgeable service focusing on communicating information in a friendly and accessible manner to internal and external customers.
- Share feedback from customers and continually improve our services.
- Contribute to a thriving community spirit and take pride in the work we do with a motivated, enthusiastic, and positive attitude.



## Job Description

### Position Summary:

As part of the Planning & Growth Department, the City of Cambridge is seeking an experienced and visionary leader to serve as Director of Planning. This pivotal role reports to the General Manager of Planning & Growth and provides strategic leadership to the Planning Services Division, aligning divisional priorities with the City's broader strategic goals.

As Director, you will lead a talented and motivated team to direct the activities and operation of the Planning Services Division by aligning divisional policies, procedures and work plans with the corporate strategic plan. You will work closely citizens, developers, regulatory authorities, consultants and all levels of government to achieve the community's goal of building a vibrant and growing City while respecting the City's multitude of heritage assets.

You will be responsible for preparing and presenting the division's operating and capital budget, and ensures adherence to the approved budget. As part of the City's senior management team, you will participate in creating and providing a workplace environment which fosters continuous improvement.

### Key Responsibilities:

- Works with Council to prepare the City for growth and continued vibrancy as part of the long-term vision for the community.
- Communicates using plain language and in a concise manner that is receptive and easily understood by the public, stakeholders, colleagues and Council.
- Oversees the creation and completion of complex, high profile land-use planning initiatives and projects in accordance with City Council, while working in collaboration with the development industry and community stakeholders.
- Drives continuous improvement, using a collaborative approach and recognizing talent to continue to build a motivated, committed team to ensure the Division is prepared for the City's growth.
- Oversees the Division's review and appraisal of all types of development planning applications, and preparation and implementation of related administrative agreements through the interpretation of official plan policies, zoning regulations, recommendations from various long-range planning studies, environmental assessments and corporate studies as applicable.
- Oversees the preparation and administration of the Division's capital and operating budgets in accordance with the City's finance policies.
- Participates on the Senior Management Team, and other committees or task forces (including senior government levels) as required.

- Ensures staff work in compliance with the Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures, and to take every reasonable precaution to protect the workers.
- Exemplifies the core values of integrity, respect, inclusiveness and service.

## **The Ideal Candidate**

- University degree in Planning, Geography, or a related field.
- Registered Professional Planner designation and full membership with the Canadian Institute of Planners and Ontario Professional Planners Institute.
- 8–10 years of progressive experience in development and long-range planning, including 5–7 years in a leadership or managerial role.
- Proven experience managing teams, complex projects, and divisional budgets.
- Strong problem-solving, negotiation, and communication skills, with the ability to communicate clearly and effectively with both technical and non-technical audiences.
- Commitment to integrity, respect, inclusiveness, and service.

## The Timeline

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I trust this Position Profile has enabled you to decide whether the position of Director of Planning 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](mailto:careers@lesp.ca) by September 18, 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.

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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**

