

Chief of Staff to the Mayor City of Cambridge



Position Profile and Candidate Brief

June 2025 – July 2025

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Introduction

I am delighted to present this Position Profile for the **Chief of Staff to the Mayor** 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.

Job Description

Position Summary:

The Chief of Staff works directly with the Mayor to coordinate, oversee, and facilitate the execution of the Mayor's vision and priorities. As a dynamic, strategic and results-driven Chief of Staff, you will effectively manage the Mayor's office operations, engage with stakeholders, and ensure seamless communication and alignment across the administration. You will facilitate and ensure effective collaboration between the governance and administrative functions of the organization.

The Chief of Staff will act as a key advisor to the Mayor, providing both tactical and strategic guidance while managing day-to-day activities in a fast-paced and dynamic environment. You will analyze data and content to provide strategic advice and counsel to the Mayor. This position requires a strong communicator, skilled at building relationships with internal teams, government officials, and community leaders. The ideal candidate will demonstrate exceptional leadership, strategic thinking and problem-solving abilities with a strong ability to adapt to the constantly changing political landscape. You will lead intergovernmental relations, and lead and participate in stakeholder relations on behalf of the Mayor. 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.

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.

If you are a highly skilled leader who thrives in a fast-paced environment and is eager to make a meaningful impact on the future of our city, this is the perfect opportunity for you to work closely with the Mayor and lead transformative initiatives that will shape the community for the future.

Key Responsibilities:

Administrative:

- Ensures that the Mayor is appropriately advised and briefed on all internal and external issues and policies
- Oversees the strategic direction and daily operation of the Office of Mayor and Council

- Oversees matters relating to issues management within the Office of the Mayor and/or between Councillors and staff through appropriate resolve and consultation with the Mayor
- Coordinates staff support for all needs within the Office of Mayor and Council and take a leadership role toward effective office processes and promoting overall teamwork, professional development, and performance management/reviews. Responsible for directly supervising the work of Council's administrative assistant, a potential future third staff member, and in conjunction with the Mayor, the Mayor's executive assistant
- Directs, plans, and controls all activities of the office including dealing with all staffing issues, absences, illnesses and vacation
- Creates work environment conducive to productive and effective teamwork. Ensure staff are on time and ready to work at start of day
- Responsible for directly supervising the work of, Council's AA, and a potential future third staff member with full responsibility for first interviews and final selection in consultation with the Mayor, orientation and training, direction and guidance
- Establishes work procedures to improve effectiveness of operation if needed
- Maintains and ensures that corporate and departmental strategies and objectives for customer service are met or exceeded, while making recommendations for continual improvement to revise service delivery to progressively higher standards
- Ensures Mayor is prepared for both city and regional council, Grandbridge Energy Board meetings, Ontario's Big City Mayors Caucus and Auto City Mayors Caucus, works to inform processes for briefing and updating Council on upcoming agenda items
- Provides executive support to the Mayor as required; research, develop and write communications materials including speeches, media releases, key messages, articles, etc. for public events, forums, Mayor's social media, prepare reports, remarks, responses, briefing documents, presentations and position papers
- Oversees the Office of Mayor and Council operating budget in consultation with the Mayor and approves all expenditure within signing authority on all expenses, working with city staff to ensure finances are in line with internal and external policies (The Municipal Act).
- Represents the Mayor and/or Council at specific events, corporate and/or stakeholder meetings as required. Attends meetings with, or in lieu of the Mayor
- Other duties or tasks as required or assigned by the Mayor

Communications:

- Leads the development and execution of communications plans, vision, and strategy for multiple audiences, and the creation of new communications products, programs, and services to support Mayor and Council.
- Remains current on and advises Mayor and Council of corporate and/or community issues, or issues arising from media coverage, social media or current events.

- Provides support and offers advice on city-wide and ward specific issues for constituent communications, media statements and/or strategies, and social media tactics.
- Works to ensure open communication between staff and the Mayor and Council on priorities, strategic plans, public events, and issues.
- Coordinates issue management for the Office of Mayor and Council, collaborating with the Corporate Communications team when needed.
- Represents the Mayor on various internal Council and external community committees as required

Government Relations:

- Builds strong and effective government to government partnerships and relationships to support collaboration for maximum community impact
- Excellent communication and leadership skills required for interaction with all levels of staff, as representative on various task forces, steering committees and Administrative Team. Requires comprehensive knowledge and understanding of City's policies, procedures, departmental operations and computer programs/systems.
- Identifies opportunities for lobbying to further the City of Cambridge's Strategic Plan and Region of Waterloo priorities
- Provides advice and recommendations regarding intergovernmental relations and stakeholder relations: drafting policies, presentations and briefing notes to the Mayor
- Determines schedule of and content for meetings with federal and provincial government Ministers and their staff, MPs, MPPs Regional Chair and Councillors, other Mayors and Councillors, area CAOs, key community business and industry leaders, inside and outside of Waterloo region, and other political stakeholders, to advance the agenda of the Mayor.
- Leads organized government relations efforts with all orders of government; including Regional, Provincial and Federal partners, with the support of city staff
- Leads involvement in initiatives by organized government groups; including Ontario's Big City Mayors, Auto City Mayors Caucus, Association of Municipalities of Ontario and the Federation of Canadian Municipalities, providing advocacy, communications and strategic support when necessary
- Remains current on, and advises Mayor/Council of corporate and/or community issues, or issues arising from other orders of external government; researches, analyzes, and monitors municipal, community, and local issues
- Requests and reviews correspondence, briefing materials and proposals reflective of the Mayor's initiatives in relation to Intergovernmental affairs.

Strategic Relations:

- Works in partnership with the City Leadership Team and Mayor and Council to maximize support and public engagement for goals set out in the Strategic Plan

- Promotes and ensures effective communication through the office and administration by communicating regularly with the Mayor and staff in the Mayor's office, appropriate City staff, provincial and federal political and ministry offices with respect to the Mayor's initiatives
- Advances the Mayor's interests in alignment with corporate initiatives or emerging issues
- Acts as a strategic advisor with heightened political acuity, working collaboratively with the City Leadership Team to identify any emerging issues or trends
- Acts as a liaison and maintains strong collaborative relationships with key government offices, and both the broader public sector and private sector stakeholders for key projects, goals and initiatives
- Manages Council relations both internally and externally
- Working closely with the Mayor, reviews policies reflecting the Mayor's mandate and initiatives; advise and brief the Mayor and her team on legislative issues
- Manages change and influences the direction of the City on behalf of the Mayor
- Helps build a culture of collaboration with key stakeholders, the general public, the Mayor and Council

The Ideal Candidate

Education: post-graduate education in Political Science, Project Management, Public or Business Administration or related field. Media relations or a degree in Communications would be an asset.

Experience: 5 years previous related experience with a strong leadership background in governmental or political office environments. Very thorough knowledge and understanding of the political environment is required.

Strategic Leadership & Political Acumen:

- Proven ability to operate effectively in a political environment (municipal, provincial, and federal).
- Experience collaborating with and leading teams.
- High level of diplomacy, discretion, and strategic judgment.
- Understanding of governance, policy, and legislative processes including ability to interpret legislation, including knowledge of Strong Mayor Powers.
- Skilled in issues management and problem-solving.

Communications & Stakeholder Engagement:

- Excellent verbal and written communication skills.
- Demonstrated experience with speech and memo writing, communicating with media, and maintaining a professional social media presence.
- Strong relationship-building with both internal and external stakeholders.

Team & Office Management:

- Leadership experience managing political or administrative staff.
- Capable of handling fast-paced environments and competing priorities.

Intergovernmental & Community Relations:

- Background in government relations and lobbying.
- Builds partnerships with government, business, and community leaders.

Project & Initiative Execution:

- Leads and implements strategic projects.
- Provides research and analysis to support policy decisions.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Chief of Staff for the Mayor 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 10, 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

