

Maple Ridge

Candidate Brief

Assistant City Manager



 destinationone
consulting



Project Team

For more information on this exciting opportunity, please contact:



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Location: Vancouver, BC

INTRODUCTION

On behalf of the City of Maple Ridge, BC, thank you for considering this important opportunity. This Candidate Brief contains an overview of the organization, position and candidate profile, Core Responsibilities & Accountability, Competencies & Experience, Cultural & Leadership Philosophy, and Compensation & Logistics.

This document is intended to provide you with information, and is not a contractual document. Some of the material may be subject to change. We will do our best to keep you informed of any new developments over the course of the search. At any time during the search process, should you have any questions or require further clarification, we would be happy to assist.

Additional information regarding the organization can be found on our website at: www.destinationone.ca.

Please feel free to contact us should you have any additional questions.

Thank you for your time and interest.

Yours truly,

KD Khairah

OVERVIEW - CITY OF MAPLE RIDGE



The City of Maple Ridge is a rapidly growing and forward thinking municipality located in Metro Vancouver, British Columbia, with a population of approximately 100,000 residents. Known for its balance of urban convenience and natural beauty, Maple Ridge is surrounded by rivers, mountains, and extensive parkland, offering a high quality of life for both residents and employees. The City continues to experience steady growth, driven by strong community planning, infrastructure investment, and a commitment to sustainable development.

As an organization, the City of Maple Ridge operates with a progressive and business minded approach to municipal leadership. Council and senior leadership are aligned in their focus on delivering responsive, efficient, and community centered services while planning for long term growth and resilience. The City places a strong emphasis on innovation, fiscal responsibility, and building a high performing organization that can meet the evolving needs of its community.

The municipality is supported by a collaborative and dedicated team of professionals across all departments, working together to deliver essential public services and strategic initiatives. With a leadership group that values accountability, transparency, and continuous improvement, Maple Ridge offers an environment where experienced professionals can contribute meaningfully, influence outcomes, and play a key role in shaping the future of a dynamic and growing community.

OVERVIEW - CITY OF MAPLE RIDGE

Mission

The City of Maple Ridge is committed to providing responsive, efficient, and sustainable services that enhance the quality of life for its residents, businesses, and community partners, while planning responsibly for long term growth.

VALUES

The organization is guided by a strong set of core values that shape its culture and decision making:

- **Integrity:** Acting with honesty, accountability, and transparency in all interactions
- **Service Excellence:** Delivering high quality, responsive services to the community
- **Respect:** Fostering an inclusive and collaborative environment for staff and citizens
- **Innovation:** Embracing new ideas and continuous improvement in how services are delivered
- **Fiscal Responsibility:** Managing public resources with care, discipline, and long term vision

PHILOSOPHY & BEST PRACTICES

Strategic Growth and Long Term Planning

The City of Maple Ridge is committed to managing growth through thoughtful, long term planning that balances community needs, infrastructure development, and environmental stewardship. With a steadily increasing population, the City has placed a strong emphasis on sustainable land use, transportation planning, and investment in civic infrastructure. This approach ensures that growth is not only accommodated, but guided in a way that preserves the City's livability and natural character.

Community Engagement and Partnership

Maple Ridge places a high value on meaningful engagement with its residents, businesses, and community partners. Through ongoing consultation, public participation, and collaborative planning processes, the City ensures that community voices are reflected in decision making. Partnerships with regional bodies, First Nations, and local organizations play an important role in delivering services and advancing shared priorities, strengthening the overall social and economic fabric of the community.

Operational Excellence and Service Delivery

The City is focused on delivering efficient, responsive, and high quality municipal services across all departments. This includes a commitment to continuous improvement, modernization of systems, and the adoption of best practices in municipal governance. By aligning resources with strategic priorities and leveraging data informed decision making, Maple Ridge aims to enhance service delivery while maintaining fiscal discipline.

Leadership, Accountability, and Sustainability

The City of Maple Ridge fosters a culture of accountability, professionalism, and strong leadership, where transparency, integrity, and collaboration are central to how the organization operates. Senior leaders are expected to drive clear decision making, align cross functional priorities, and support the development of high performing teams to meet both current and future demands. At the same time, the City is deeply committed to environmental stewardship, integrating sustainability into planning and operations with a focus on climate resilience, conservation, and responsible resource management, ensuring growth is balanced with the preservation of its natural environment.

POSITION DESCRIPTION



JOB TITLE	Assistant City Manager
JOB TITLE	City of Maple Ridge
LOCATION	Maple Ridge, British Columbia
SCOPE	The City of Maple Ridge is seeking a sophisticated executive to serve as the Assistant City Manager. This role is a critical strategic and operational partnership with the Chief Administrative Officer (CAO), designed specifically as a long-term leadership succession pillar. The successful candidate will be mentored directly by the CAO over an 8- to-10-year horizon to potentially succeed into the CAO position.

DUTIES & RESPONSIBILITIES



Executive Leadership and Corporate Coordination

- Support senior leadership across the municipality on behalf of the City Manager, supporting the coordination and advancement of corporate priorities and initiatives.
- Identify and advance key initiatives that require cross-departmental coordination and strategic alignment.
- Support the City Manager in providing leadership oversight, coaching, and direction to team members as assigned.
- Strengthen organizational leadership capacity through mentorship, leadership development, and succession planning initiatives.

Strategic Planning and Enterprise Performance

- Support the development and execution of the municipality's Strategic Plan and corporate business planning processes.
- Support enterprise performance management and multi-year business planning, ensuring alignment between strategic priorities, departmental work plans, and measurable outcomes.
- Lead or sponsor enterprise-wide initiatives such as service reviews, organizational transformation projects, and process improvement efforts.
- Monitor progress of corporate initiatives and support corrective action where required to maintain alignment with Council priorities.

DUTIES & RESPONSIBILITIES

Council Relations and Governance Support

- Support the City Manager in maintaining effective communication with Mayor and Council on operational and strategic matters.
- Provide delegated Council briefings and support Council committees or commissions as required.
- Integrate information from multiple departments into clear briefing materials and recommendations to support informed Council decision-making.
- Attend Council meetings and committees as delegated to present staff reports, respond to questions, and coordinate follow-up.
- Coordinate corporate responses to Council direction by assigning actions across departments and monitoring progress.

Operational Leadership and Risk Management

- Through collaboration with senior leadership, ensure that municipal operations are implemented in accordance with Council policies and approved budgets.
- Identify emerging operational risks, strategic issues, and cross-departmental challenges and escalate appropriately.
- Lead/support corporate problem-solving on complex files with organization-wide impact, ensuring decisions reflect a corporate perspective.

Organizational Communication and Alignment

- Maintain a strong internal communication environment so leaders and staff clearly understand corporate priorities and organizational decisions.
- Foster collaboration across departments to ensure coordinated service delivery and organizational alignment.

Executive Leadership Continuity

- Act for the City Manager when delegated to ensure continuity of executive leadership and organizational decision-making.

External Representation

- Represent the municipality externally as delegated by the City Manager in meetings with other levels of government, regional partners, agencies, and community stakeholders.
- Maintain strong relationships with key stakeholders to support collaboration and alignment with municipal priorities.

REQUIREMENTS

Ideal Candidate Profile

The ideal candidate is a collaborative and strategic municipal leader who brings strong political acumen, business judgment, and the ability to navigate complex organizational environments.

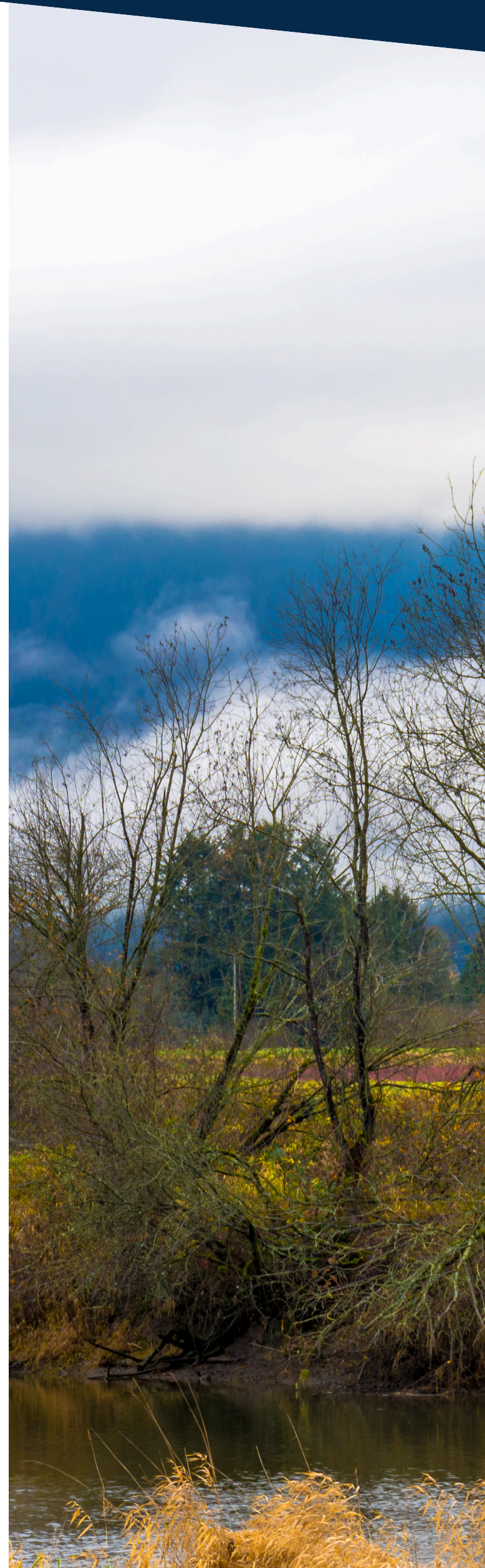
They are a trusted advisor capable of balancing competing priorities while maintaining a corporate perspective that aligns resources, risks, and strategic objectives across the organization.

The successful candidate will demonstrate:

- Strong municipal governance knowledge.
- Ability to build alignment across departments and stakeholders.
- Experience advising senior elected officials and executive leaders.
- Outstanding communication, briefing, and presentation skills.
- The ability to lead complex initiatives and drive organizational change.

Business and Financial Acumen

- The successful candidate will demonstrate strong commercial thinking and operational discipline, approaching municipal leadership with the strategic focus and financial accountability of a well-run organization.
- Experience supporting executive-level decision-making related to budgeting, capital planning, and fiscal oversight is essential.



REQUIREMENTS

Economic Development and Growth Awareness

Experience supporting initiatives related to:

- Economic growth
- Investment attraction
- Land development
- Commercial development initiatives

Land Development and Infrastructure Awareness

Understanding of:

- Development processes
- Land use planning
- Infrastructure planning
- Growth management strategies

Operational Leadership

The successful candidate must demonstrate the ability to:

- Drive execution across departments
- Ensure complex initiatives move forward
- Remove organizational barriers
- Mobilize teams to achieve results

People Leadership

The role requires exceptional leadership capability including:

- Supporting senior leaders
- Building strong internal relationships
- Motivating teams across departments
- Achieving results through collaboration

REQUIREMENTS

Governance and Legislative Awareness

The successful candidate must demonstrate a strong understanding of British Columbia's municipal legislative and governance framework, including legislation such as the Community Charter, Local Government Act, and related public sector governance practices.

Cultural Fit

The executive leadership team operates within a collaborative and close-knit environment that values trust, humility, and professionalism.

The successful candidate must demonstrate:

- Humility
- Emotional intelligence
- Strong interpersonal awareness
- Professionalism and respect for others

The ideal leader is someone who builds trust easily and focuses on results, collaboration, and long-term impact rather than personal recognition.

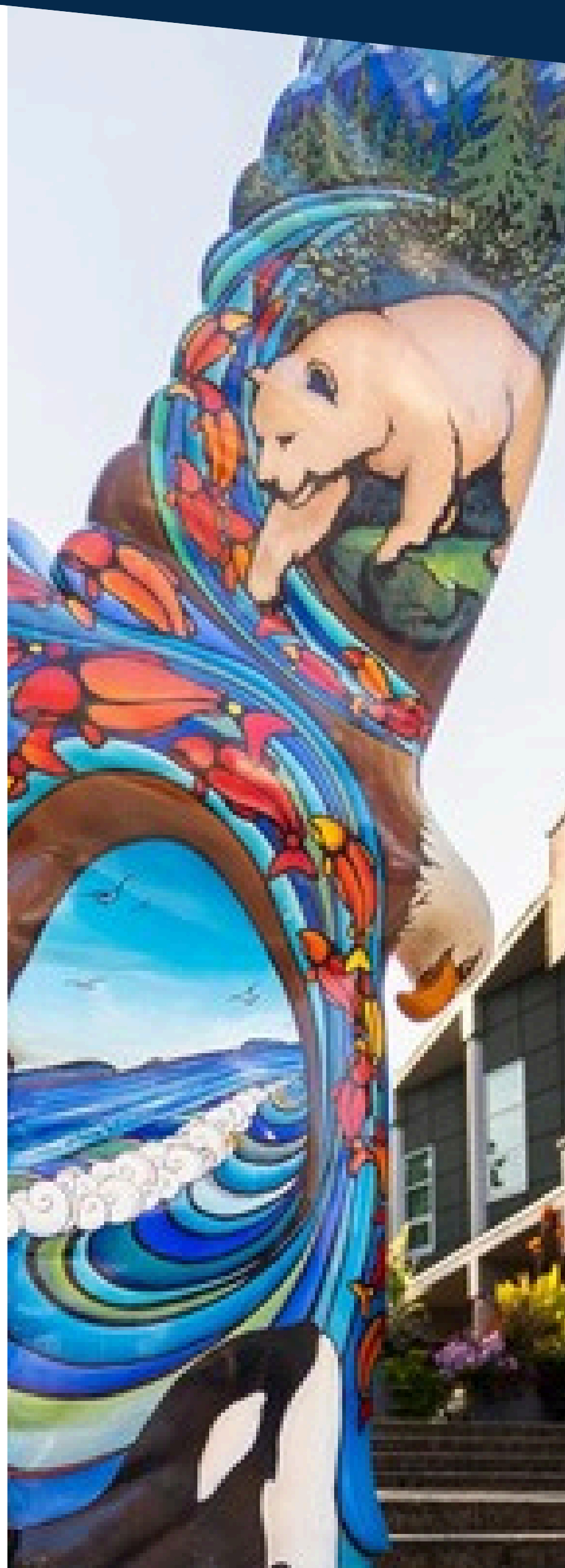


Compensation Range

The anticipated compensation for this executive leadership role is up to approximately \$208,000 - \$248,000 annually, along with comprehensive municipal executive benefits (depending on the band).

QUALIFICATIONS

- Master's degree preferred in Public Administration, Business Administration, Urban Planning, or a related discipline
- Minimum 10+ years of progressively senior leadership experience in a complex public-sector environment, with municipal experience strongly preferred
- Demonstrated success in corporate strategy execution, cross-departmental leadership, and executive-level advisory roles
- Strong understanding of British Columbia municipal governance and legislative frameworks
- Valid driver's license



LOCATION: MAPLE RIDGE, BC

Located in the northeastern corridor of Metro Vancouver, Maple Ridge offers direct connectivity to the broader region while maintaining a distinct identity shaped by its natural surroundings and community character. The City is accessible via key transportation routes, including the Golden Ears Bridge, providing efficient links to surrounding municipalities and economic hubs.

Maple Ridge is recognized for its expansive green spaces, agricultural lands, and access to outdoor recreation, including Golden Ears Provincial Park, one of the largest parks in the province. This proximity to nature is complemented by a steadily developing urban core, with ongoing investments in infrastructure, housing, and civic amenities that support a growing and evolving population.

The community continues to attract residents and businesses seeking a balanced environment that combines regional accessibility with a more grounded and livable setting. As the City evolves, it remains focused on strengthening its economic base while preserving the qualities that define its character.





The City of Maple Ridge has been recognized as one of BC's Top Employers, reflecting its commitment to creating a supportive, inclusive, and high performing workplace. This recognition highlights the City's focus on employee well being, professional development, and fostering a culture where individuals are empowered to contribute meaningfully. Through progressive people practices, strong leadership, and an emphasis on organizational excellence, Maple Ridge continues to position itself as an employer of choice within the public sector.

PINK SHIRT DAY IN MAPLE RIDGE



Maple Ridge is served by School District 42, which provides a range of educational opportunities across elementary, secondary, and continuing education programs. The community also benefits from access to post secondary institutions in the surrounding region, supporting lifelong learning, workforce development, and a strong foundation for future generations and local economic growth.

STEPS IN SEARCH PROCESS

1. Application

Candidates are invited to formally express their interest by submitting a resume and cover letter through destinationone's secure application portal. All inquiries and applications are handled with the highest level of confidentiality. For additional information, candidates may contact **KD Khairah** at **kd@destinationone.ca** or 604-366-7123

2. Assessment and Initial Engagement

Each application is carefully reviewed against the success profile and leadership requirements defined for the role. Candidates whose experience and background closely align will be contacted for an initial discussion. This stage may include a detailed screening conversation and, where appropriate, a more in depth interview to further assess leadership capability, alignment, and overall fit.

3. Presentation to the Client

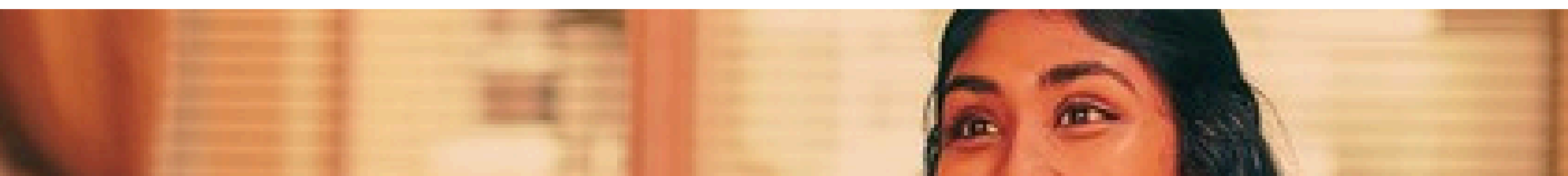
Following the assessment process, a select group of candidates is presented to the client. This shortlist reflects individuals whose experience, leadership style, and motivations are strongly aligned with the organization's needs. The client will determine which candidates move forward to formal interviews. Typically, three to five candidates are advanced at this stage. All candidates are kept informed of their status throughout the process.

4. Formal Interviews

Shortlisted candidates will be invited to participate in formal interviews with the client's hiring team. destinationone will coordinate all logistics and ensure candidates are well prepared with relevant information to support meaningful and productive discussions.

5. Selection and Offer

Upon completion of the interview process, the selected candidate will move into the offer stage. Offer discussions may be facilitated by Ria Dhillon or managed directly by the client's hiring team, depending on the nature of the engagement. destinationone remains closely involved to support alignment, manage expectations, and ensure a smooth and professional closing process for both parties.



destinationone Consulting respects the privacy and confidentiality of all personal information provided by candidates throughout our executive search engagements. In accordance with applicable privacy legislation, including the Personal Information Protection and Electronic Documents Act (PIPEDA), our Privacy Policy is available for review on our [website](#).

By submitting your resume and any additional personal information, whether directly or through third parties such as professional references, you acknowledge and consent to the collection, use, and potential disclosure of this information for the purpose of evaluating your candidacy and presenting your profile to our client organizations. Any such disclosure will be conducted with your knowledge and consent, and in alignment with our [Privacy Policy](#).

destinationone Consulting is committed to safeguarding your information and ensuring it is handled with the highest level of discretion and professionalism throughout the recruitment process.

This document is intended to provide general information regarding the opportunity and does not constitute a contractual agreement. Certain details may be subject to change. Should you have any questions, we welcome you to contact us directly.

Confidential