

Incorporated under the Municipal Act and operating in accordance with the Business Corporations Act, Brant Municipal Enterprises Inc. (BME) operates independently in a business focused environment to generate revenues and add value to the community and its Shareholder, the County of Brant.

Position: Chief Executive Officer, Brant Municipal Enterprises

Department: Brant Municipal Enterprises

Reports To: Board of Directors, Brant Municipal Enterprises

Location: Initial Placement - TBD

Minimum Qualifications:

- Relevant University Degree and/or equivalent combination of education and progressively responsible work experience.
- Minimum 5 years of progressive leadership experience, including strategic policy, program, and project management.
- Superior leadership, team, and interpersonal skills, including functional facilitation and/or communication skills with all levels of the corporation particularly the Board of Directors, the municipal shareholder, other government bodies and members of the public.
- Demonstrated collaborative abilities to build/strengthen relationships to provide community value to the County of Brant.
- Ability to interpret and apply provincial and federal legislation and draft legal documentation, including terms and conditions in compliance with all applicable legislation.
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion.
- Ability to remain organized and self-directed within a fast paced, team-oriented environment.
- Ability to travel, work a flexible work schedule and meet deadlines.

Assets:

- Graduate Degree.
- Experience in the Renewable Energy or Land Development/Management Sector.
- Experience in socially responsible entrepreneurship or innovation

Duties:

Reporting to the Board of Directors of Brant Municipal Enterprises, the Chief Executive Officer (CEO) is responsible for exercising general control and management of the affairs of Brant Municipal Enterprises Inc. (BME) for the purpose of ensuring the efficient and effective operation, and the growth and profitability of the organization.

Without limiting the generality of the foregoing, the CEO shall have and exercise the following powers, duties, responsibilities and functions together with the power to delegate such powers, duties, responsibilities and functions to a designated officer or other employee of BME:

- To provide strategic administrative and functional leadership to BME in accordance with the direction of the Board of Directors.
- To ensure corporate policies, programs, and initiatives approved by the Board are implemented in a timely manner having regard to BME's Mandate as outlined in its Shareholder Declaration, its Strategic Plan, and its Business Plan in effect at the time.
- To oversee appointment, employment, and suspension/dismissal of employees.
- To provide objective advice and insight to the Board of Directors on any matter which the Board deems appropriate.
- To administer and coordinate the delivery of BME's business activities and to further seek ongoing improvement in the delivery of service to BME's clients and stakeholders.
- To serve as the principal advisor to the Board of Directors with regards to the development of key strategic, business, and operating plans and to ensure that the Board of Directors is provided with all relevant information necessary to make informed decisions.
- To ensure that meetings of the Board of Directors are appropriately scheduled, and that applicable information is presented to the Board of Directors in accordance with BME's policies and with the Shareholder's Declaration.
- To assist and advise the Chair of the Board of Directors with regards to matters of protocol and procedure.
- To establish administrative policies and procedures.
- To establish financial reporting policies and procedures.
- To draft and present to the Board of Directors, in conjunction with BME's Treasurer, an annual budget for BME.
- To advise and make recommendations to the Board of Directors about the financial condition of BME and to develop plans and strategies as may be necessary to ensure the financial sustainability of the organization, and, in conjunction with BME's Treasurer, to monitor and control the budget throughout the fiscal year.
- To perform other related duties, as required or as the Board may from time to time confer or impose.

Annual Salary Range: \$143,040 - \$167,335 (Job Grade 13)

40 hours per week

Please visit www.brant.ca/jobs to apply for this opportunity.

Date of Posting: Monday, September 18, 2023

Application deadline: Sunday, October 15, 2023 @ 11:59 p.m.

The County of Brant is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the County if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act.