

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Commissioner, Legislative Services
DEPARTMENT: Legislative Services
POSTING NUMBER: 105736
NUMBER OF POSITIONS: 1
JOB STATUS & DURATION: Full Time Permanent
HOURS OF WORK: 35-hour workweek
LOCATION: Hybrid Model*– when working onsite, you will report to the location of City Hall
SALARY GRADE: 12
HIRING SALARY RANGE: \$190,242.00 - \$214,022.00 per annum
MAXIMUM OF SALARY RANGE: \$237,802.00 per annum
JOB TYPE: Management and Administration
POSTING DATE: November 22, 2023
CLOSING DATE: December 6, 2023

AREA OF RESPONSIBILITY:

Reporting to the Chief Administrative Officer, the **Commissioner, Legislative Services** is responsible for providing strategic leadership and oversight for legislative conformance, regulatory compliance and corporate governance for all legislative services and functions. The Commissioner will play a critical role in shaping and achieving the vision and goals to support Council priorities while providing oversight to the corporate Legislative Services Department. This role will fulfill the related activities and delegated assignments in accordance with the Municipal Government Act and other Provincial and Federal legislation, Council approved By-Laws, directions, policies and strategic plans to ensure corporate accountability, protection of privacy and transparency in

The Department includes the following business portfolios:

- Enforcement and By-Law Administration
- Parking and By-Law Enforcement
- City Clerk
- Records and Information Management
- Accessibility
- Court Administration
- Animal Services By-Law
- Legal Services
- Insurance and Risk Management

1. Operation Strategy

- Responsible for the Vision 2040 Strategy as a living document and ensure the legislative services functions are strategically aligned.
- Provide oversight to ensure legislative conformance, administration and corporate compliance.

- Collaborate with internal key stakeholders to enable transformation and to drive positive change to ensure a culture of change, innovation and legislative adherence.
- Direct all activities including corporate governance, legislative compliance, corporate accessibility, record and information management, licensing, enforcement, parking and municipal by-law enforcement, Animal Shelter and Court Administration operations and City Clerk functions.
- Establish goals, objectives, financial plans, strategy to support the Chief Administrative Office and alignment to Council's strategic priorities.
- Comply with all regulatory requirements and ensure rigour in enforcement, delivery and execution of services.
- Keep abreast of changing priorities, trends and emerging issues and identifies areas of legislative impact to strategic plans, operations and the delivery of services.
- Ensure quality service delivery encouraging high performance standards and a customer service-orientated approach.

2. People Leadership

- Lead a large and diversified division consisting of legislative and enforcement functions.
- Motivate, encourage and retain multi-discipline teams in the operational activities.
- Coach, mentor and guide staff in an environment that promotes team building and service excellence.
- Promote effective employee relations by encouraging increased engagement, integration and productivity.
- Ability to foster engagement, debate and discuss building of consensus to achieve goals and objectives while respecting the diversity of the workforce.

3. Relationship Management

- Liaise with other public, private sector organizations and government affiliations to exchange information, acquire knowledge and enhance legislative services for the community.
- Collaborate and develop effective partnerships with senior leaders across the corporation.
- Ensure strong working relationships with government relations, consultants, public and other internal/external stakeholders
- Ensure the vision; mission and values of the corporation are represented at all levels of interaction between internal and external stakeholders.
- Demonstrate corporate values at all times and maintain a high level of trust and confidence across all departments.

4. Corporation Governance

- Ensure legislative conformance for all enforcement activities to include property standards, parking, licensing by-laws and administration.
- Provide strategic oversight and management of the Animal Shelter and Provincial Offences Court to ensure operations perform as required by law and meet provincial and municipal legislation standards.

- Oversee the statutory responsibilities of the City Clerk outlined in the Municipal Act and other relevant legislation are fulfilled and executed.
- Provide oversight for the administration and compliance of the City's Record Management Program and compliance with the Municipal Freedom of Information and Protection of Privacy Act.
- Ensure access and inclusion through transparent accessibility programs are monitored and reviewed.
- Keep abreast to stay informed and updated about governmental and community affairs and ensure senior stakeholders are aware of significant trends and legislative requirements.
- Maintain knowledge of all laws and statutes, regulatory, judicial mandates, ordinances, legislative acts, codes and by-laws set out by the Federal, Provincial or Municipal levels of government.
- Maintain and operate a modern and effective legislative records management system to monitor compliance, actions and legal requirements.
- Responsible for the legal services division ensuring integrity, strong professional advice and direction to all stakeholders to secure its legal position and compliance with legal obligations.
- Accountable for the administration of the City's surplus funds and investment portfolios; oversee the Risk Management program that includes the development of loss prevention and insurance strategies to ensure adequate insurance coverage, cost effectiveness and mitigation of corporate risk.

5. Budget Management

- Ensure all financial and procedural requirements (including financial planning, expenditure, and procurement and reporting) are carried out in accordance with corporate financial policies.
- Use of effective resources and expense management at all times to meet corporate policies and guidelines.

Additional Responsibilities:

- Collaborate, assist senior stakeholders, and undertake special projects to support the Chief Administrative Office and Council priorities.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree in Political Science, Business Administration, Public Administration, or other related discipline.
- Master's degree in political science, business administration, public administration, or other related discipline is preferred.

REQUIRED EXPERIENCE:

- Minimum of 7 years progressive experience working in a senior management team environment.

OTHER SKILLS AND ASSETS:

- Visionary and transformational senior leader.
- Experience in legislation and compliance, field of law, enforcement, municipal Clerk's office or municipal law.
- Strong diplomatic, facilitation, influencing, collaborative and consensus-building skills

- Expert knowledge of municipal, regional, provincial and federal governments, applicable legislation, and awareness of current social, economic and political priorities.
- Ability to interact with internal and external key stakeholders, community groups, government agencies, public and private sector organizations.
- Excellent communication skills, decision making, problem solving and conflict resolution skills to deal with senior stakeholders, as well as members of the public and special interest groups.
- Experience developing strategic vision.
- Demonstrated integrity and fiscal responsibility.
- Ability to prioritize highly complex tasks with critical deadlines.
- Exceptional political acuity and acumen and its interrelation with the Ontario municipal governance and administration
- Computer proficiency in Microsoft Office suite and Sharepoint.

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. *Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at www.brampton.ca/employment quoting **reference #105736 by December 06, 2023**, and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.

