



President / CEO

Vision Statement

To be regarded within the province of Ontario as an industry leader in the safe, reliable and cost-efficient distribution of electricity.

Mission Statement

Wellington North Power Inc. shall provide its customers with the most cost-effective delivery of electricity safely, reliably and efficiently. This will be done while providing superior customer service and promoting customer education and green initiatives within its service area.

Service Values

All individuals and companies associated with Wellington North Power, Inc. will demonstrate the utmost honesty, integrity and respect. They will exhibit the highest levels of dedication, professionalism and accountability. They value their personal safety and those of their co-workers, customers and members of the community. They recognize the importance of cost efficiency and forthright, timely and accurate communication. They promote the wellbeing and economic prosperity of the local community as represented by Wellington North Power Inc.'s shareholders.

Position:

President / CEO

Reports to:

Board of Directors

Reporting Relationships:

Wellington North Power Managers (and ultimately all employees of the Corporation)

Position Summary:

Informed by Wellington North Power's (WNP) mission and vision statements and service values the **President / CEO** plays a critical role in the success of the organization by supporting and carrying out the direction of the Board of Directors. This includes having accountability of carrying out WNP's objectives of managing a safe and reliable distribution system in an efficient and cost-effective manner; providing outstanding customer service; continuing to increase shareholder value and meeting all regulatory objectives. This is achieved through leadership, oversight and management of the overall affairs of the Corporation including operational planning and management, regulatory and customer service planning and management, human resources planning and management, financial planning and management, health and safety management and all regulatory and legal requirements of the Corporation.

Position Description:

(The duties / responsibilities listed hereafter are an overview of the minimum requirements of the position and do not include all the duties inherent, included or associated with the job or with

the performance of the job. It is understood that the incumbent is accountable for the successful achievement of each duty / responsibility as assigned).

Key Accountabilities:

Leadership and Organizational Management

- Works with the Board in the development of the WNP's vision, mission and values, and strategic directions.
- Leads the implementation of the strategic plan, establishing goals, objectives, and operational plans with the WNP team, with Board Approval.
- Consults with the Corporation's Management team and provides strategic and visionary leadership for all of the administrative and operational functions of the organization that is inclusive, transparent, and fosters a culture of empowerment and accountability.
- Oversees all Human Resources activities, from onboarding to offboarding, ensuring WNP has the right people in place and that they are supported to execute and promote WNP's vision, mission, service values and strategic directions.
- Oversees all regulatory activity, ensuring WNP is compliant and responsive to the Ontario Energy Board (OEB).
- Ensures WNP has the necessary Information Technology systems (software and hardware) in place to support its vision, mission, values and objectives.
- Acts as chief spokesperson / representative (or delegates authority) for WNP in all communications including where appropriate: media, customers, suppliers, competitors, other utilities, government agencies, and professional societies and in negotiating major contracts.
- Directs and administers all legal matters of WNP, seeking the support of external legal counsel as necessary.

Board Relations and Administration

- Builds strong relationships with the entire Board, providing leadership and support to Directors at all times.
- Communicates effectively with the Board by providing Directors with all information necessary to continually function properly and make informed decisions in a timely and accurate manner.
- Attends all Board meetings and provide reports and updates on WNP's current work, project timelines, and project and organizational progress.
- Gracefully manages the Board as needed to build consensus, remind of outstanding deliverables, and offer support.
- Implements Board policies and procedures and builds support for Board decisions amongst WNP staff.
- Works closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues and successes.
- Engages the Board in continuous Board development – ensures the Board receives appropriate training and is oriented and aware of its roles/responsibilities to facilitate optimum governance of WNP.

Financial Management and Administration

- Works with the Director of Finance to build and administer the annual budget, with Board approval.

- Monitors the Board-approved budget to ensure maximum resource utilization, budget management, and maintenance of WNP in a positive financial position.
- Works with the Director of Finance to direct the internal auditing of the Corporation and assumes the ultimate responsibility for operational and financial controls.
- Directs resources and reviews and approves all capital acquisition and expenditure plans within budget guidelines and according to current laws and regulations.
- Seeks ways to increase shareholder value.
- Assumes responsibility for the fiscal integrity of the organization.

Health and Safety

- Takes all necessary steps to ensure a safe workplace.
- Is accountable to ensure all organizational work practices are in compliance with the provisions of the Occupational Safety Act and the regulations, and any other pertinent regulations to promote a health and safe workplace for all.

Other

- Ensures WNP is compliant with all relevant legislation and develops / adheres to all WNP policy, procedure and practices accordingly.
- Presents and promotes WNP, its mission, vision and values in a consistently positive manner.
- Ensures an appropriate succession plan is in place.
- Continuously seeks out relationships and partnerships with external service providers that will benefit the Corporation.
- Oversees all aspects of the organization's marketing and public relations.
- Ensures on call rotation is in place for service disruptions.
- As WNP is a small LDC, with limited human resources, the President / CEO contributes to the hands-on day-to-day operations in their areas of expertise and competence from time to time.
- Performs any additional duties as assigned by the Board or required on an ad hoc basis.

Education:

- A degree in Business, Finance, Economics, Engineering, and/or related equivalency of combination of education, training and experience.

Experience:

- 10+ years' experience in a senior management role / executive role in a regulatory industry and/or utility.

Behavioural Competencies

- ✓ **Political Acumen** – understands and responds effectively within the ever-changing political environment.
- ✓ **Creative Problem Solving and Decision Making** - Analyzes and synthesizes both readily available and hard to find information to solve problems and make sound decisions in a timely manner.

- ✓ **Customer Service Orientation / Interpersonal Understanding** – Operates from the perspective that everyone is a customer; seeks to understand individual stakeholder perspectives and needs; prioritizes actions to achieve maximum results, success and mutually agreeable outcomes for all stakeholders.
- ✓ **Integrity** – Is transparent, ethical and honest in all transactions; holds oneself accountable.
- ✓ **Leading Change** – is open and responsive to the ever-changing environment of the utility sector, seeking and implementing innovative solutions to
- ✓ **Leading Others** – is a visionary leader, inspiring empowerment, accountability and collaboration to achieve results
- ✓ **Project Management** – successfully manages the execution of multiple concurrent projects by effectively planning and coordinating work utilizing resources at hand, including seeking assistance from aligned stakeholders / partners while dealing with unpredictable and / or unexpected circumstances.
- ✓ **Builds and Leverages Collaborative Networks** – strategically makes and maintains connections and relationships with individuals / groups that will enhance and promote the achievement of WNP's vision, mission and service values.
- ✓ **Strategic thinker** - assesses options and actions based on trends and conditions in the industry, including consideration of political, economic, sociocultural, technology, environment and legal factors, with ability to link long-range visions and strategy to the execution of daily planning

Technical Competencies

- Extensive knowledge of the regulated utility environment
- Strong understanding and in-depth knowledge of the energy industry, including past, present, and future trends.
- Financial acumen – knowledge of Ontario electrical utility financial procedures; skilled in using and understanding financial information to set and manage budgets, review and analyze financial information to make sound business decisions, maximize value and maintain the health of the Organization.
- Business Acumen – skilled in the interplay of the various areas of business management including Human Resources, Finance, Operations, Customer Service, Regulatory, Information Technology and Risk Assessment.
- Effective Communication – excellent presentation skills (both oral and written), motivates and inspires others (staff, Board of Directors, government groups and public) to action, able to communicate complex matters in lay terms to various stakeholders.
- Board Governance - skilled in the dynamics of reporting to a Board of Directors, including with enhancing shareholder value and reporting in mind; ensuring the Board is trained and effective in its corporate governance role / responsibilities.
- Advanced proficiency with Microsoft Office Suite.

Other Requirements

- Clear criminal record – the position has access to significant sensitive, financial and confidential information.

- Valid Class “G” driver’s license and reliable transportation in order to travel to various member facilities and public meeting locations within Ontario.
- Ability to attend public and private facilities in compliance with Ontario’s vaccine mandates.
- Flexibility in work hours / extended hours when necessary, including overnight stays.

Working Environment

- Work is mainly executed in office, and various stakeholders’ sites.

Hours of Work

This is a salaried full-time position based on a 40-hour workweek with some odd hours required based on industry cycles and organizational needs.