

## **Accreditation Committee Mandate and Roles Document**

*The following Mandate and Roles document is current as of September 21, 2018 and will be updated every five years, or as necessary.*

### **1. Mandate and Accountability**

#### **Agency Mandate**

Created under Section 7 of the *Government Organization Act* and Section 29 of the Insurance Agents and Adjusters Regulation (pursuant to the *Insurance Act*), the Accreditation Committee (“the Committee”) is a regulatory agency accountable to the President of Treasury Board and Minister of Finance (“Minister”), of the Department of Treasury Board and Finance (“Department”). By authority as delegated by the Minister, the Committee is responsible for reviewing and approving continuing education providers, continuing education courses, and the hours and means of calculating the continuing education hours, for each course or seminar that licensed agents and adjusters must satisfy each licensing year.

#### **Agency Accountability**

Committee members must act honestly, in good faith, leaving aside personal interests to advance the public interest and the mandate of the Committee. The Committee is accountable to the Minister.

#### **Minister’s Accountability**

The President of Treasury Board and Minister of Finance is accountable to the Legislature for the operation of the Committee.

### **2. Duties and Responsibilities**

#### **The Committee:**

- Has been delegated the authority by the Minister to approve continuing education course providers, courses, and the hours and means of calculating the continuing education hours for each course or seminar, in accordance with the Insurance Agents and Adjusters Regulation Section 29.
- When asked for advice, makes all reasonable efforts to ensure that the advice provided to the Department is evidence-based.
- Is responsible for overseeing compliance with all relevant policies and procedures by which the Committee operates, and ensuring that the Committee operates at all times in compliance with all applicable laws and regulations, the Committee’s Code of Conduct, and to the highest ethical standards.
- Meets at the call of the Chair.

- Through a process led by the Chair, conducts an annual evaluation and review of the performance of the Committee and the Chair of the Committee. The Committee reviews the results of this evaluation, discusses potential ways to improve Committee effectiveness, and adopts agreed upon improvements.
- Is responsible for addressing how it interacts and communicates with the public, and will consult with the Department on items of concern.

**The Chair:**

- Interacts directly and routinely with the Department.
- Reports, as requested, to the Department on the operations of the Committee.
- In consultation with the Alberta Insurance Council or other Committee members, schedules dates, times and location for meetings.
- Ensures meetings are called and held in accordance with the Committee's mandate.
- In consultation with the Alberta Insurance Council and Committee members, establishes and confirms an agenda for each meeting.
- In conjunction with the Alberta Insurance Council, ensures the meeting agenda and relevant documents are circulated to the members of the Committee in advance of the meeting.
- Officiates and conducts meetings.
- Provides leadership and ensures Committee members are aware of their obligations, and that the Committee complies with its responsibilities.
- Ensures there is sufficient time during the meeting to fully discuss agenda items.
- Ensures that discussion on agenda items is on topic, productive and professional.
- In conjunction with the Alberta Insurance Council, ensures minutes are complete and accurate, retained, included and reviewed at the next meeting.
- Administers the Code of Conduct for the Committee members.
- Ensures that the Alberta Insurance Council will report on any *Freedom of Information and Protection of Privacy Act (FOIP)* activity.

**The Minister:**

- Appoints Committee members and the Chair based on her/his assessment that the appointees have the appropriate knowledge, skills, experience and values to assist the Committee in achieving its objectives and performing its functions.
- Monitors operations and performance of the Committee to ensure that it is fulfilling its mandate in compliance with Government of Alberta policies.
- Conducts regular (at least every five years) reviews of the Committee's mandate and purpose to determine if the work of the Committee is still relevant to the needs of Albertans, if it is aligned with Government of Alberta priorities and if the operations and functions are being carried out in a manner that can achieve Government of Alberta objectives.

**The Superintendent of Insurance:**

- Administers the Code of Conduct for the Chair.

**The Department:**

- Designates the Director of Insurance Policy (or a representative) to be the day-to-day contact with the Committee in advance, during, and following monthly meetings.
- The Director of Insurance Policy (or a representative) will communicate with the Committee as required or requested by any of the parties.
- Is responsible for supporting the Committee in the following areas:
  - Provide to the Minister recommendations for new Committee members;
  - Assist with member recruitment for the Committee, if required; and,
  - Inform the Committee on changes to Government of Alberta legislation, regulation, policies and direction that affect the Committee.
- Any issues that may arise relating to policies, or to the roles and responsibilities of the Committee, will be addressed to the Director of Insurance Policy. Any required changes will be forwarded to the Department for review.

**The Alberta Insurance Council:**

- In accordance with the Insurance Councils Regulation Section 10.3, the Alberta Insurance Council must provide administrative services to the Committee. These services will be outlined in the *Administrative Services Agreement* addendum.

### **3. Recruitment and Appointment of Committee Members**

Individuals are recommended by the Committee and appointed by the Government of Alberta. In accordance with the *Alberta Public Agencies Governance Act*, the appointment of each member of the Committee is for a fixed term, and an individual's appointment is limited to a maximum of twelve (12) years of continuous service. Re-appointment is possible based on satisfactory performance.

A competency profile will be available upon request.

#### **Remuneration**

The payment of remuneration and expenses to the Committee members is authorized, fixed and provided for, in accordance with Schedule 1, Part A, of the Committee Remuneration Order, being Order in Council number 466/2007.

### **4. Code of Conduct**

The Committee has its own Code of Conduct that reflects a commitment to the Committee's values and provides a framework to guide ethical conduct in a way that upholds the integrity and reputation of the Committee.

The Chair is responsible for the administration of the Code of Conduct for Committee members.

The Code of Conduct is affirmed by the Committee on an annual basis.

### **5. Administration**

#### **Review of the Mandate and Roles Document**

The Mandate and Roles document shall be in effect for not more than five years. It must be renewed or revised by the expiry date.

The Mandate and Roles document must be affirmed annually by the Minister and the Committee, or on a change in either the Minister or Committee Chair.

#### **Transparency**

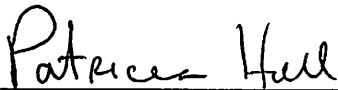
Copies of the Mandate and Roles document will be filed with the President of Treasury Board and Minister of Finance, the Committee, and the Agency Governance Secretariat. This document will be available to the public on the Agency Governance Secretariat website.

## 6. Freedom of Information and Protection of Privacy Act (FOIP)

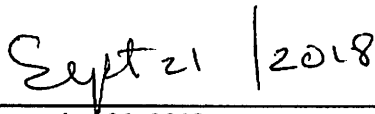
The Committee is subject to the FOIP Act. The Chair of the Committee has delegated FOIP responsibilities to the Alberta Insurance Council FOIP Office as per the *FOIP Delegation and Designation* document.

## 7. Appeals Process

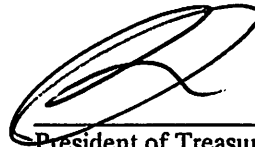
The Committee has outlined in its guidelines its process for appeals and reconsiderations.



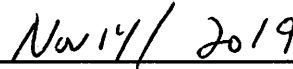
Chair  
Accreditation Committee



September 21, 2018



President of Treasury Board  
and Minister of Finance

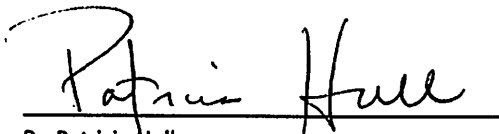


Date

**ACCREDITATION COMMITTEE**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)**  
**DELEGATION AND DESIGNATION**

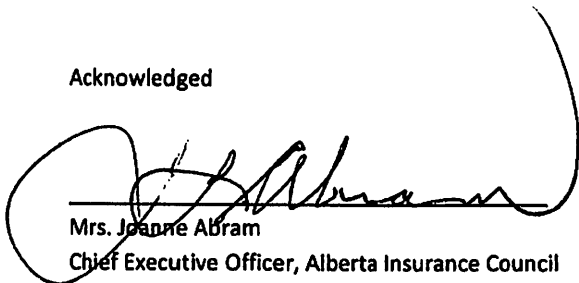
1. The Chair of the Accreditation Committee hereby delegates to the FOIP Coordinator of Alberta Insurance Council (AIC), the powers, responsibilities and discretion placed upon the Chair of the Accreditation Committee under the *Freedom of Information and Protection of Privacy Act*, R.S.A. Chapter F-25 as amended, except the power to delegate under S. 85 of that Act.
2. This delegation is subject to the following conditions:
  - a. The delegate will report to the Chief Executive Officer of the AIC all steps taken pursuant to this delegation as they are taken.
  - b. The delegate will provide the Accreditation Committee, through the Chief Executive Officer, with a report, for each Committee meeting, or as otherwise directed by the Chair of the Accreditation Committee, of actions taken pursuant to the delegation.
3. In the event of the AIC FOIP Coordinator's inability to act, the powers under this delegation may be exercised by the Chief Executive Officer, AIC, subject to the same conditions.
4. The FOIP Coordinator, AIC, is designated as the contact person for requests to the Accreditation Committee for the purposes of s. 87 of the *Freedom of Information and Protection of Privacy Act*.

DATED at the City of Edmonton, in the Province of Alberta this 21 of September 2018.



Dr. Patricia Hull  
Chair, Accreditation Committee

Acknowledged



Mrs. Joanne Abram  
Chief Executive Officer, Alberta Insurance Council