

# Position Profile

## Northern Alberta Development Council

### Profile Overview

**Competition #:** 401

**Role(s) Required:** Public Member

**Agency Website:**

[Northern Alberta Development Council](#)

**Responsible Ministry:** Economic Development and Trade

**Opening Date:** 03/07/2017

**Closing Date:** 03/31/2017

### Role(s) Required

NADC is seeking **8 public members** who reside in Northern Alberta (see [boundary map](#)).

### Role Description

#### Duties and Responsibilities of Council

The Council:

- Is responsible for developing, reviewing and approving a business plan as well as longer term strategic plans, and monitoring throughout the year the progress made against the goals and targets established in the plan. The Council will regularly review the extent to which the Council has met the current year's operational plan.
- Will prepare and provide to the Minister an Annual Report indicating the Council's major activities and accomplishments and the extent to which its planned activities and goals were achieved.
- Will discuss with the Minister (or designate) its resource support needs and adjust its operational and strategic plans in accordance with the resource supports agreed to by the Minister (or designate).
- Will hold meetings as required, but generally at least four times a year. • Will engage stakeholders, other government entities and the public in order to gather information and become knowledgeable about different perspectives to ensure informed advice is provided.
- Will make all reasonable efforts to ensure that the advice provided to the Minister is evidence-based.
- Is responsible for overseeing compliance with all relevant policies and procedures by which the Council operates and ensuring that the Council operates at all times in compliance with all applicable laws and regulations, the Council's Code of Conduct and to the highest ethical standards.
- Through a process led by the Chair, conducts an annual evaluation and review of the performance of the Council, sub-committees and the Chair of the Council. The Council reviews the results of such evaluation and discusses potential ways to improve Council effectiveness. The Council also discusses the results of the evaluation and adopts agreed upon improvements.
- Is responsible for addressing how it interacts with the public and will consult with the Minister on items of concern.
- May establish sub-committees composed of existing members that support the mandate of the Council and are accountable to the Council. At the current time, there are no sub-committees established.
- Is responsible for appointing a Vice-Chair to act on behalf of the Chair when the Chair is unavailable • Is also responsible for assisting with orientation of new Council members.

Appointment term is up to four years, with the potential of re-appointment for additional years based on satisfactory performance. Re-appointment will be dependent upon an evaluation of the member's contribution and alignment with the competencies detailed below. An individual's appointment is limited to a maximum of ten years of continuous service.

## About the Agency

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The Northern Alberta Development Council is a regional development council of, and for, northerners. Its mission is to advance northern development through regional initiatives in partnership with the private sector and community-based organizations, and other government agencies. The Council consists of nine public members and is chaired by a Member of the Legislative Assembly of Alberta.

The NADC mandate as set out in the Northern Alberta Development Council act, is: "...to investigate, monitor, evaluate, plan and promote practical measures to foster and advance general development in northern Alberta and to advise the Government accordingly, and ... may investigate the requirements of the people resident in northern Alberta and make recommendations in that regard in respect of:

- (a) social and economic development;
- (b) development of communities and service delivery; and
- (c) development of government services and programs.

## Agency Classification

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The Northern Alberta Development Council is an advisory agency under the Alberta Public Agencies Governance Act (APAGA).

## Skills and Experience

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Ideal candidates will have a strong interest in the advancement of northern Alberta; experience with northern private and/or public sector organizations; leadership and communication skills; and a willingness to devote a couple of days per month to the Council.

Knowledge and experience in health, transportation, alternative energy, education, entrepreneurship, agriculture and/or forestry is considered an asset.

## Specialized Knowledge and Expertise

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Public members must be residents in Northern Alberta (see [boundary map](#))

## Remuneration, Time Commitment and Meeting Location

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There is no salary attached to this position, however, members are remunerated by honorarium under Schedule 2, Part A of the [Committee Remuneration Order](#) (OC 466/2007) for days of service. Current rates are:

A member of a committee, shall be paid :

- (a) \$98 for up to and including four hours in any day, or
- (b) \$169 for over four hours and up to and including eight hours in any day, or
- (c) \$257 for over eight hours in any day, spent on the business of the committee.

Honoraria is subject to review. Members also receive compensation for eligible travel expenses.

Council meetings are held as required, but generally at least four times a year. Members are also expected to

participate in stakeholder meetings held in the NADC region – usually once a month.

### **Additional Notes**

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It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Multiculturalism describes the diverse racial and cultural composition of Alberta society and it is important that this diversity is recognized in the board members of Alberta's public agencies.

### **Contact Information**

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