

# Position Profile

## Alberta Insurance Council

### Profile Overview

**Competition #:** 570

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

**Agency Website:**

[Alberta Insurance Council](#)

**Responsible Ministry:** Treasury Board and Finance

**Opening Date:** 07/13/2018

**Closing Date:** 08/19/2018

### Role(s) Required

Public Member

### Role Description

Applications are currently being sought for one public member on the Alberta Insurance Council (AIC), to be appointed by the Lieutenant Governor in Council. The appointee must be a resident of Alberta and must not hold a certificate of authority nor be employed by an insurer or a person who holds a certificate of authority. Each term of appointment is for a maximum of 3 years with the possibility of reappointment for one additional term.

The public member plays an oversight role in advancing the AIC's mission of protecting the Alberta insurance consumer through the regulation of insurance intermediaries. The public member:

- Provides strategic oversight of the AIC and direction on the organization's corporate governance; and
- Provides oversight of financial reporting, expense management and enterprise risk as well as appoints members to the Audit Committee.

### About the Agency

Established in 1989, the AIC is a Crown-controlled organization with delegated authority by the Minister of Finance to provide administrative and investigative services to the General Insurance Council (GIC), Life Insurance Council (LIC) and Insurance Adjusters' Council (IAC). The GIC, LIC and IAC are the regulatory bodies responsible through ministerial delegation for the licensing and discipline of insurance agents and adjusters in Alberta. The AIC issues over 50,000 insurance certificates of authority each year to 25,000 individuals and businesses. The GIC, LIC and IAC establish educational standards and conduct more than 5,000 examinations per year for individuals wishing to enter the insurance profession.

### Mandate

The AIC is affirmed by section 493 of the *Insurance Act* and has delegated authority from [Ministerial Directive 01/2011](#). It has the power, duty, and function to:

- 1) Receive applications for certificates of authority;
- 2) Collect fees and levies payable by insurers, insurance agents and adjusters and by applicants for certificates of authority pursuant to the Certificate Expiry, Penalties and Fees Regulation;
- 3) Issue certificates of authority and restricted certificates of authority;
- 4) Maintain the Register under section 794(5) of the *Insurance Act* and allow persons to inspect the Register and to provide copies of the Register pursuant to section 795 of the *Insurance Act*;
- 5) Arrange or perform any administrative function necessary or expedient for enabling councils to perform the powers,

duties and functions delegated to them pursuant to section 791 of the *Insurance Act* including the conduct of investigations;

6) Investigate complaints on behalf of councils from any persons regarding alleged contraventions of the *Insurance Act* or the regulations by holders or former holders of certificates of authority and to come to a resolution or disposition of those complaints;

7) Continue the investigation of existing complaints filed against insurance companies that were filed with the Council prior to April 1, 2011;

8) Conduct investigations for the purposes of section 468 of the *Insurance Act*;

9) Conduct, grade and administer examinations written by applicants for certificates of authority required pursuant to the Insurance Agents and Adjusters Regulation;

10) Exercise the Minister's powers under section 481 of the *Insurance Act*;

11) Approve the form of errors and omission insurance and to receive notice of cancellation or non-renewal of such insurance pursuant to section 33 of the Insurance Agents and Adjusters Regulation; and

12) Collect penalties levied under section 480 of the *Insurance Act* and to remit the money collected to the Minister of Finance.

Ministerial Directive 01/2011 also gives the AIC the power to delegate the matters in 1 and 5 to 9 above to such members of the council or officers or employees of the AIC, as appropriate. Additionally, the AIC is authorized to:

13) Collect fees payable by continuing education providers pursuant to the Certificate Expiry, Penalties and Fees Regulation; and

14) Provide administrative services to the Accreditation Committee pursuant to the Insurance Councils Regulation.

## **Mission, Vision and Values**

### ***Mission***

Protect the Alberta insurance consumer through the regulation of insurance intermediaries.

### ***Vision***

The AIC will be viewed by consumers, government and industry as the premier Canadian insurance regulator.

### ***Values***

Fair: effective, balanced and transparent enforcement of regulations.

Independent: objective interpretation and application of regulation free from external influences.

Customer-focused: responsive to the needs of consumers and stakeholders.

Accountable: accountable to the Government of Alberta for fulfilling the AIC mandate in an effective and fiscally responsible manner.

Respect: people are valued and treated with dignity.

## **Agency Classification**

The AIC is a regulatory agency and is not subject to the *Alberta Public Agencies Governance Act*.

## **Skills and Experience**

The following public member Competency Matrix sets out the skills and experience that are required to effectively carry out the AIC's functions and duties.

### **Core Qualities**

- Integrity – Ability to act consistently in accordance with the values of the AIC.

- Sound judgment – Demonstrate analytical ability applied appropriately in a variety of situations.
- Effective communication – Ability to articulate in a manner consistent with the requirements of the situation.
- Professionalism and diplomacy – Ability to work well with others, able to provide critique in a respectful manner, able to listen to those whose opinions differ from one's own.
- Accountability – Visibly takes ownership of and supports decisions of the AIC.

### Core Expertise

- Government Relations - Familiarity with the operations of Government of Alberta agencies, boards and commissions; understanding of the workings of government and ability to access government officials.
- Governance – Demonstrated experience with board governance principles and best practices.
- Public Policy – Strong understanding of and experience with public policy and government decision-making processes.
- No previous experience in the insurance industry or in an insurance industry regulatory setting, as prescribed by section 2(a) of the Insurance Councils Regulation.
- Stakeholder Engagement – Experience dealing with and developing stakeholder relations; respects, and relates well to, people of diverse backgrounds.
- Strategist – Experience with strategic planning experience; displays a strategic understanding of the economy, trends and broad business issues, including new developments in insurance; demonstrated ability to think critically about systemic issues and role of the AIC.
- Commitment to continuous improvement – Post-secondary degree or equivalent relevant work experience. Knowledgeable about the principles of change management; experience with business transformation; has undertaken specific activities in the recent past that show a commitment to lifelong learning.
- Hands-on Management – Experience managing financial and other resources, as well as experience in planning and implementing financial strategies.
- Enterprise Risk Management – Demonstrated ability to think critically about operational and governance issues to ensure the effective management of potential opportunities and adverse effects.
- Leader/Motivator – Experience enabling a group to meet objectives.

In addition:

- The public member should be a person of integrity, respected by his/her peers, with an outstanding, successful and proven track record in his/her profession.
- The public member will have demonstrated the following personal attributes: a high level of integrity and sound judgment with a genuine interest in public well-being; a dynamic and engaging persona, capable of communicating effectively at the highest political levels; that he/she is a collaborator who emphasizes corporate values, mission, and long-term goals, who can establish objectives that are realistic yet ambitious; and that he/she conducts oneself with a high degree of professionalism and diplomacy in all matters.
- The public member or his/her immediate family members cannot hold employment or directorship appointments that place them in a conflict-of-interest position with the AIC.
- The Government of Alberta will only appoint elected or senior officials to agencies when their input is important for the agency to achieve its mandate.

### **Specialized Knowledge and Expertise**

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### **Remuneration, Time Commitment and Meeting Location**

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The public member is remunerated according to the AIC's By-Laws (Article VII), which are approved by the Superintendent of Insurance, through delegation by the Minister:

- \$500 for each meeting or for educational/training seminar.

The public member is also entitled to be paid travelling and living expenses in accordance with the [Travel, Meal and Hospitality Expenses Policy](#), as amended, or any order made in substitution therefor.

The public member opportunity requires a time commitment of approximately 12 to 14 half-days per year (half-day council meetings are held once per month, and attendance at additional stakeholder and strategic planning sessions

may be required).

Meetings are held in either Edmonton or Calgary, with teleconferencing and videoconferencing options available.

### **Additional Notes**

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The AIC is required to submit an Annual Report to the Minister. The AIC is funded by the insurance industry and conducts its operations at no cost to Alberta taxpayers.

It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies

### **Contact Information**

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