

Position Profile

Alberta Indigenous Opportunities Corporation

Profile Overview

Competition #: 774

Role(s) Required: Directors

Agency Website:

<https://www.theaioc.com/>

Responsible Ministry: Indigenous Relations

Opening Date: 12/08/2022

Closing Date: 12/22/2022

Role(s) Required

Alberta Indigenous Opportunities Corporation (AIOC) is recruiting for up to two Directors interested in serving on the Board of Directors (Board).

Role Description

The Board brings experience in Indigenous business, strategic planning, communications, corporate finance/investments, accounting, law and government relations as related to natural resource development including energy, mining and forestry, agriculture, telecommunications, transportation, and related infrastructure. The Board is responsible for the governance of AIOC, providing strategic direction, and overseeing the management of AIOC's business and investment activity. The Board guides the strategic direction of AIOC; recruits, appoints, and evaluates the performance of the AIOC's Chief Executive Officer; and approves and monitors AIOC's business plan, operational plan, and financial results. The Board is accountable to the Minister of Indigenous Relations, and acts with professionalism, respect, honesty, integrity, accountability, and humility, leaving aside personal interests to further advance public interest and mandate of AIOC.

Additional key responsibilities include:

Strategic planning:

- Establish the strategic direction of AIOC within the legislative parameters.
- Engage in a strategic planning process including the consideration of the principal risks associated with AIOC's business. The management of these risks will be assigned to the Chief Executive Officer and will be periodically reviewed by the Board.
- Identify and develop the business processes to assist AIOC in fulfilling its mandate including reviewing and updating governance documents and bylaws.
- Oversee compliance with all relevant policies, procedures and standards by which AIOC will operate and ensure that AIOC operates at all times in compliance with all applicable laws and regulations, and at the highest ethical standards.
- Prepare and provide to the Minister of Indigenous Relations, a business plan and annual report for each fiscal year in the form and at a time acceptable to the Minister.

Financial, risk and investment:

- Assess and evaluate merits and risks involved in project proposals and deals brought forth to AIOC and advise on funding and project approvals.
- Monitor the financial performance of AIOC and ensure that the financial results are reported in a timely and regular manner, and in accordance with any legislated requirements and the Generally Accepted Accounting Principles.

Governance:

- Ensure compliance with AIOC’s Code of Conduct.
- Ensure that the Board, through a process led by the Chair (or a delegated committee), conducts an annual evaluation and review of the performance of the Board, its committees, the Chair of the Board, and individual members.
- Ensure adequate plans are developed and implemented for management development and succession and conduct an annual review of such plans.
- Ensure that all material developments, and significant emergent issues of the AIOC, are disclosed to the Minister in a timely manner.
- Approve all matters that require Board approval as prescribed by applicable legislation and regulations and ensuring that such matters are brought to the attention of the Minister, if necessary.
- Address how AIOC interacts with the public and establish policies that clearly identify roles and responsibilities in the area of communication with the public.
- Develop mechanisms and processes for communicating with the Minister of Indigenous Relations and the department on matters of mutual concern.

About the Agency

The Government of Alberta established the AIOC as a Crown corporation, to enable greater Indigenous community investment in medium to large-scale natural resource projects that benefit Indigenous communities and the Alberta economy. Many Indigenous communities see sustainable resource development as a key to their prosperity; however, barriers such as access to capital continue to impede their participation. The AIOC bridges the gap between Indigenous groups wanting to be commercial partners in natural resources sectors and their financial capacity. With a pledged financial backstop of up to \$1 billion in Indigenous investments, the AIOC will reduce the cost of capital for Indigenous groups and support their ability to raise capital to invest in resource projects. More specifically, the AIOC will make loan guarantees for approved projects ranging between \$20 million and \$250 million in value, with the loan proceeds to be used by Indigenous partners to acquire equity stakes in low-risk projects, initiatives or companies.

AIOC is building a strong market presence and continuing to attract opportunities to support Indigenous engagement and investment in projects involving natural resources from energy, mining to forestry, agriculture, telecommunications, transportation, and related infrastructure across the province. To further illustrate the work being completed by AIOC, in the first year and half of operation, the corporation supported 15 Indigenous communities with \$158 million of loan guarantees to invest in three major projects.

Learn more about AIOC [here](#).

Agency Classification

The AIOC is a service-delivery agency subject to the [Alberta Public Agencies Governance Act](#) (APAGA).

Skills and Experience

The AIOC Directors recruitment process shall be conducted, and appointments made on merit against a competency matrix with due regard to the benefits of diversity on the Board.

The recruitment process will ensure that the AIOC Board, as a whole, has the capability, diverse range of skills, and experience required to guide the organization. Such collective skills and experience shall include:

- Financial markets and investment strategic skills
- Financial literacy including corporate finance and accounting principles
- Board Governance
- Indigenous community engagement and stakeholder relations
- Business development
- Legal/regulatory including risk management expertise
- Human resources including compensation, performance management and diversity

If you have experience working with and being active in Indigenous communities and you have a solid understanding of indigenous cultural and relations then this might be the opportunity for you. Your ability to respect and understand multiple perspectives, cultural values and views will also enable your success in this role. Don’t miss this opportunity to share your cultural knowledge.

Strong preference will be given to candidates who currently reside in the Alberta and with an in-depth background and understanding of Alberta's economy to support the AIOC's mandate by providing the strategic guidance to make investment decisions that flow money into Indigenous communities.

The Government of Alberta is committed to offering qualified Albertans the opportunity to be considered as public members on Alberta's public agencies, boards and commissions. To help ensure that Albertans are well-represented on boards, we invite applicants from all backgrounds who embody a range of knowledge, skills and expertise to apply.

Specialized Knowledge and Expertise

AIOC Board members are expected to have relevant knowledge, expertise, and professional experience in the following areas:

- Business development/management
- Indigenous community and stakeholder relationships and networks
- Investment and entrepreneur expertise
- Large capital-intensive Infrastructure knowledge
- Fund management
- Relevant industry/sector experience

Board members are further expected to:

- Have sufficient time to commit to fulfilling board responsibilities
- Have a proven reputation for sound ethics, integrity and respect for others
- Possess:
 - Leadership/teamwork skills
 - Strategic thinking and planning
 - Creative problem solving and decision-making skills
 - Exceptional judgement and communication skills
- Experience working with Indigenous populations, and a broad familiarity with Indigenous cultural and community perspectives is preferred.

Remuneration, Time Commitment and Meeting Location

The Board meets quarterly or as needed, and twice annually for strategic discussions. Meetings are typically 4 hours. In addition, three committees have been established (Governance, Investment, and Audit and Risk) that meet quarterly or as needed for two hour time periods. The AIOC is expected to maintain its head office and principal place of business in Alberta. Board meetings may take place at various locations in Alberta. Dial-in options will be made available as required.

The remuneration structure for the AIOC will be as follows:

Directors

- Annual retainer of \$10,000
- A meeting fee of \$300 per meeting.

Board members will also be entitled to be reimbursed for accommodation and travel expenses in accordance with the [Travel, Meal and Hospitality Policy](#) (11/2015) that are incurred while away from their ordinary places of residence and in the course of performing their duties as members of the Board.

Additional Notes

Candidates selected for interview will be required to provide three references. These are not required at the time of application; however, will be requested should the candidate proceed further in the selection process.

Final candidates will be asked to undergo a comprehensive background check, disclosure and conflict of interest screening.

Applications received thru the e-PAAS online system will be forwarded to Executive Search.

If you are appointed to this position, you must comply with the agency code of conduct as referenced in the Conflicts of Interest Act sections 23.922-23.924 throughout your appointment. You must comply with the agency Code of Conduct as referenced in the [Conflicts of Interest Act](#) sections 23.922-23.924 throughout your appointment. You will also be subject to the [Conflicts of Interest Act](#), including restrictions on furthering private interests (s. 23.925). For more information, please visit the [Office of the Ethics Commissioner](#) website and the [Public Agencies Secretariat website](#).

If education credentials are required, it is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS)

– <https://www.alberta.ca/international-qualifications-assessment.aspx>. It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

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.

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Contact Information

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