

Northern Alberta Development Council Mandate and Roles Document

1. Mandate and Accountability

Agency Mandate

Created in 1963 under the *Northern Alberta Development Council Act* (S.A. 1963, c.41), the Northern Alberta Development Council ("the Council") is an advisory agency currently accountable to the Minister of Economic Development and Trade ("Minister") and responsible for providing advice and guidance regarding northern development.

The mandate of the Council 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 without limiting the generality of the foregoing, the Council 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.

Attached is the *Northern Alberta Development Council Act*, outlining the mandate and responsibilities of the Council in more detail.

Agency Accountability

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

Minister's Accountability

The Minister of Economic Development and Trade is accountable to the Legislature for the operation of the Council.

2. Duties and Responsibilities

The Chair:

- Leads the Northern Alberta Development Council in developing, reviewing and approving an operational 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.
- Is responsible for convening and presiding over Council meetings.
- Must ensure that there is full participation during meetings and that all relevant matters relating to the Northern Alberta Development Council region are discussed and that effective decisions are made and carried out.
- Will regularly inform the Minister of Council deliberations and outcomes of stakeholder engagement in northern Alberta.
- Must meet with the Minister at least twice a year.

- Guides Council in the fulfillment of its mandate and roles. In guiding and directing Council, the chair ensures that Council's attention is on strategically important issues relating to northern Alberta and that there is cohesion of direction and purpose at both policy and strategic levels.
- Leads Council in providing strategic direction to staff supporting the Council through the Executive Director.
- Leads Council to conduct an annual evaluation and review of the performance of the Chair, Council and sub-committees and the Chair. Also reviews the results and adopts agreed upon improvements.

The Council:

- 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.
- 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 members, that support the mandate of and are accountable to the Council.
- Is responsible for appointing a Vice-Chair to act on behalf of the Chair when the Chair is unavailable.
- Will assist with orientation of new Council members.

The Minister:

- Recommends to Cabinet the appointment of the Council Members and the Chair based on his assessment that the appointees have the appropriate knowledge, skills, experience and values to assist the Council in achieving its objectives and performing its functions.
- Monitors the operations and performance of the Agency to ensure that it is fulfilling its mandate in compliance with government policies.
- Informs the Council of government policies and direction affecting the work of the Council.
- Conducts regular (at least every three years) reviews of the Council's mandate and purpose to determine if the work of the Council is still relevant to the needs of Albertans, if it is aligned with government priorities and if the operations and functions are being carried out in a manner that can achieve government objectives.

The Deputy Minister:

- Supports and acts under the general direction of the Minister.

The Department:

- Is responsible for supporting the Council in the following areas: Operational support, including recruitment assistance, policy guidance, resource allocation, financial statement reporting, information technology and network maintenance and support, and communications support and guidance.

3. Recruitment and Appointment of Committee Members

Individuals are recruited and appointed by the Government of Alberta and collectively constitute "the Council". Individuals appointed to the Council will be subject to the Council's Code of Conduct. Appointment of each member of the Council is currently for a term of up to four years, with the potential of re-appointment for additional years based on satisfactory performance. An individual's appointment is limited to a maximum of ten years of continuous service.

The Council Chair, in consultation with the Minister or designate, will develop a competency profile or matrix that outlines the skills, experience and knowledge the Council requires as a collective and identifies how each individual contributes to these needs. When vacancies arise, the matrix will be used to identify competencies required of the new recruit.

When a vacancy for a member occurs (other than a member who was a Member of the Legislative Assembly), the Council will recommend a set of desired competencies to the Minister to form the basis for the recruitment of a new individual. Competencies will include relevant professional and volunteer experience, specialized contextual knowledge, personal effectiveness skills, communication and stakeholder engagement.

The recruitment and selection process will be managed in compliance with the guidelines stipulated by the Public Agency Secretariat. The position(s) will be publicly advertised and all identified candidates will be screened against these requirements. The Chair of the Council will be included in the selection process.

After appropriate screening for conflict of interest considerations, a list of names will be made to the Minister for consideration. The Minister will choose and interview individuals from the list and make a recommendation to Cabinet.

Council members are entitled to be paid travelling and living expenses in accordance with the *Public Service Relocation and Employment Expenses Regulation* made under the *Public Service Act*, as though they were employees of the government. The remuneration of non-government members appointed to the Council is set according to Schedule 2, Part A of the *Committee Remuneration Order (OC 466/2007)* made under the *Public Service Act*.

Remuneration rates and payments will be disclosed by the Department to the public on an annual basis.

4. Interaction between the Council and Department

The Council, through the Chair, maintains close contact with the Department through the Minister.

5. Administration

Mandate and Roles Document Review Process

The Mandate and Roles document shall be in effect for not more than three 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 Council Chair, or on a change in either the Minister or Council Chair.

Transparency

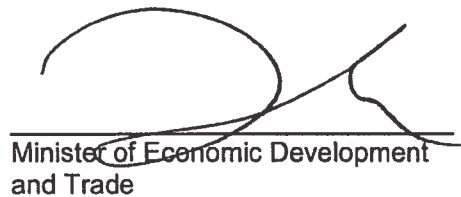
Copies of the Mandate and Roles document will be filed with the Minister of Economic Development and Trade, the Council and the Public Agency Secretariat. In support of the principle of transparency, this document will also be easily available to the public on the Council's website www.nadc.ca.



Chair
Northern Alberta Development Council

MARCH 21, 2017

Date



Minister of Economic Development
and Trade

Feb. 28/17

Date