

# Northern Alberta Development Council

Mandate and Roles Document

**10/10/2023**

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## Mandate and Roles Document

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## 1. Preamble

The Mandate and Roles Document (MRD) for the Northern Alberta Development Council (“**Council**” and “**NADC**”) has been developed collaboratively between the Minister of Jobs, Economy and Trade (JET) (“**Minister**”) and the NADC to reflect a common understanding of each signatory’s respective roles and responsibilities, pursuant to and in accordance with the requirements of Section 3 of the *Alberta Public Agencies Governance Act*.

This MRD is not a contract, nor does it establish or create legal obligations.

## 2. Definitions

“**Chair**” means the Chair of the NADC.

“**Department**” means the Department of Jobs, Economy and Trade.

“**Deputy Minister**” (“**DM**”) means the Deputy Minister of Jobs, Economy and Trade.

“**Government**” has the same meaning as “His Majesty the King in right of Alberta” and “Crown in right of Alberta.”

“**Minister**” means the Minister of Jobs, Economy and Trade.

“**MRD**” means this Mandate and Roles Document.

“**Northern Alberta Development Council**” (“**Council**” or “**NADC**”) means the agency established under the *Northern Alberta Development Council Act*.

“**Stakeholder**” means any individual, group or organization with an interest in the mandate of the Council.

## 3. Agency Mandate

### 3.1 Mandate

The Council is an advisory body established by Section 2 of the *Northern Alberta Development Council Act* (NADC Act).

Created in 1963 under the NADC Act, the Council is an advisory agency currently accountable to the Minister of JET and responsible for providing advice regarding northern development.

As stated in Section 3 of the NADC Act, 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. 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.

## 3.2 Legislation and Regulations

In addition to the NADC Act, the Council has responsibilities under, and is subject to, several other statutes, including, but not limited to:

- *Alberta Public Agencies Governance Act*;
- *Conflict of Interest Act*, which applies to the Council as a “public agency” under that Act;
- *Financial Administration Act*;
- *Freedom of Information and Protection of Privacy Act*;
- *Lobbyists Act*, which applies to the Council as a “public agency” under that Act; and
- *Public Sector Compensation Transparency Act*.

## 4. Accountability Roles and Responsibilities

### 4.1 Minister

#### Accountabilities

The Minister is accountable for the operation of the Council as outlined under the NADC Act. The Minister is accountable to the Legislative Assembly and the public for the activities and performance of the NADC.

#### Responsibilities

As the representative of government, the Minister is responsible for the financial, legislative, regulatory and policy framework within which the Council operates.

The Minister:

- recommends the appointment of the Council members and the Chair based on the Minister’s assessment that the appointees have the appropriate knowledge, skills, experience and values to assist the Council in achieving its objectives and performing its functions;
- approves the Council’s Annual Report and arranges for the tabling of the report in the Legislative Assembly;
- reports to the Legislative Assembly regarding the Council's business and operations;
- evaluates the Chair's performance; and
- in accordance with Section 19 of the *Alberta Public Agencies Governance Act*, conducts a review of the Council's mandate and purpose at least every seven years. The Minister shall consider certain things, including whether the work of the Council is still relevant to the needs of Albertans, if it is aligned with government priorities and if the Council’s operations and functions are being carried out in a manner that can achieve government objectives.

## **4.2 Deputy Minister (DM)**

### **Accountabilities**

The DM is the senior public servant in the department and is accountable to the Minister.

### **Responsibilities**

The DM supports and acts under the general direction of the Minister. The DM's responsibilities include supporting the Minister in fulfilling the Minister's collective and individual responsibilities as Minister and accountability to the Legislature.

## **4.3 Department**

### **Accountabilities**

Department staff are accountable to the DM through the relevant Assistant Deputy Minister.

### **Responsibilities**

The department:

- is responsible for funding the operations of the Council as the Council does not have its own budget; and
- provides operational support to the Council in the following areas:
  - secretariat support for Council meetings;
  - development of Action Plan and Annual Report on an annual basis;
  - administrative support for expense claims;
  - recruitment assistance;
  - policy guidance;
  - records management; and
  - communications.

## **4.4 The Northern Alberta Development Council (NADC)**

### **Accountabilities**

The Council is accountable to the Minister through the Chair.

### **Responsibilities**

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:

- will develop an Action Plan identifying Council's key priorities and actions for each fiscal year;
- 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 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 the Council interacts with the public and will consult with the Minister (through the Chair) 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 selecting a Vice Chair to act on behalf of the Chair when the Chair is unavailable; and
- will assist with orientation of new Council members.

#### **4.5 Chair of the Northern Alberta Development Council (“Chair”)**

##### **Accountabilities**

The Chair is accountable to the Minister.

##### **Responsibilities**

The Chair:

- leads the Council in developing, reviewing, and approving an Action Plan and monitoring the progress made throughout the year against the goals and targets established in the plan;
- is responsible for convening and presiding over Council meetings;
- encourages full participation during meetings and that all relevant matters relating to the NADC region are discussed, and that effective decisions are made and carried out;
- will regularly inform the Minister about Council deliberations and outcomes of stakeholder engagement in northern Alberta;
- meets with the Minister on a regular basis, generally at least twice per year;
- guides the 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
- leads the Council to conduct an annual evaluation and review of the performance of the Council and sub-committees (if applicable). Also reviews the results and adopts agreed upon improvements.

## **5. Recruitment, Appointment and Remuneration**

### **5.1 Recruitment and Appointment**

The Government of Alberta uses a competency-based process for the appointment of members to public agencies.

The Public Agency Secretariat (PAS) leads the coordination of centralized recruitment for all public agencies through collaboration with departments across the Government of Alberta. This includes coordinating with the Premier's Office, Ministers' Offices and public agencies throughout the process.

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. There is a potential for reappointment for additional years based on satisfactory performance. An individual's appointment is limited to a maximum of 10 years of continuous service.

The Council will develop a competency 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 member.

## **5.2 Remuneration**

Council members are entitled to be paid travelling and living expenses in accordance with the *Travel, Meal and Hospitality Expenses Policy*.

The remuneration of non-MLA 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.

## **6. Communications with Minister, Public and Others**

### **6.1 Communications with the Minister**

The Chair of the NADC will meet with the Minister as needed, generally at least two times per year.

Except as authorized by the Chair, communication between the Minister/Minister's Office and the Council will be through the Chair.

Communication between the Council and the department with regards to secretariat or other operational support will generally be between the Chair and the Executive Director or Director responsible for supporting the Council.

### **6.2 Communications with the Public**

The Chair will consult with the department if there is a need for any potential public communications from the Council.

### **6.3 Communications with Other Stakeholders**

Council members will engage in regular communication with stakeholders across northern Alberta.

## **7. Code of Conduct**

The Code of Conduct provides a framework to guide ethical conduct and reflects the key values of the NADC and the public it serves.

The process for administering the Code of Conduct is referred to in the Code itself. The Code is available on the PAS website at [public-agency-list.alberta.ca](http://public-agency-list.alberta.ca).

## **8. Administration of the MRD**

### **8.1 Review of the MRD**

The MRD shall be in effect for not more than three years from the date of signing. It must be renewed or revised by the expiry date. Either party may initiate this review.

The MRD must be affirmed annually by the Minister and the Chair, or on a change in either the Minister or Chair.

## 8.2 Transparency

Copies of the MRD will be filed with the Minister of Jobs, Economy and Trade, the Council and PAS. In support of the principle of transparency, this document will also be easily available to the public on the Government of Alberta website.

## 8.3 MRD Version

This MRD replaces all previous versions.

## 8.4 Periodic Agency Review

The mandate and operations of every public agency subject to the *Alberta Public Agencies Governance Act* must, at least every seven years, be reviewed by the responsible Minister.

## 9. Approvals

We, the undersigned, agree to the terms and conditions described in this Mandate and Roles Document and commit to seeing that the intent of the document is carried out.

Original signed

October 11, 2023

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**David B. Hanson**  
Chair  
Northern Alberta Development Council

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Date

Original signed

October 10, 2023

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**Honourable Matt Jones**  
Minister  
Jobs, Economy and Trade

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Date