

# **Chair of Surface Rights Board, Land Compensation Board, Municipal Government Board, and New Home Buyer Protection Board**

## **Alberta Municipal Affairs**

### **Role Required**

The Ministers of Alberta Environment and Parks and Alberta Municipal Affairs are seeking applications from individuals interested in serving as the Chair of the Surface Rights Board (SRB), Land Compensation Board (LCB), Municipal Government Board (MGB), and New Home Buyer Protection Board (NHBPB).

### **Location**

The Boards are located in Edmonton, AB. Hearings are held throughout the province of Alberta, but predominately in Calgary and Edmonton.

### **About the Agency**

The four Boards are independent, impartial, quasi-judicial bodies established under the *Surface Rights Act*, *Expropriation Act*, *Municipal Government Act*, and *New Home Buyer Protection Act* respectively. The SRB and LCB are within the responsibility of the Minister of Alberta Environment and Parks, and the MGB and NHBPB are within the responsibility of the Minister of Alberta Municipal Affairs. The Boards interpret and apply legislation and policies to ensure that Albertans receive fair and impartial dispute resolution processes surrounding a variety of surface rights, land compensation, municipal assessment and planning, and new home buyer protection issues.

An administrative amalgamation of the four Boards is currently underway.

### **Role Description**

The Chair is accountable to the Ministers and is responsible for the Boards' overall governance, operational leadership and business planning. The Chair provides oversight and management of quasi-judicial tribunals and guides the Boards in the interpretation and application of legislation and policies. Working closely with Board members and senior administration, the Chair oversees the Boards' dispute resolution processes, leads strategic and administrative initiatives, and builds organizational capacity.

Appointment to the position is for a specified term, and reappointment is made at the discretion of the Ministers to a maximum of 12 consecutive years.

### **Skills and Experience Required**

- Understanding of municipal planning, property assessment and government.
- Exposure to Alberta's regulatory systems, surface rights and land compensation issues.
- Knowledge of property valuation, assessment or appraisals.
- Administrative and municipal law experience in the public and private sectors.
- Related Board or Public Agency governance experience in a leadership role(s).
- Working knowledge of administrative hearing proceedings including, interpreting and applying legislation and drafting decisions.
- Demonstrated understanding of the principles of natural justice and operation of quasi-judicial Boards and hearings.

- Proven ability to foster alternate dispute resolution and advance case management techniques within a time sensitive environment.
- Extensive experience leading consensus-based meetings in a quasi-judicial setting.
- Proven ability and expertise in policy development, strategic business and operational planning, measurement and reporting processes.
- Excellent listening, oral and written communication skills.
- Ability to make pragmatic decisions using sound judgement, research and analytical skills.
- Leadership and management of human resources, administration, and budget.
- Workforce and succession planning, employee engagement, workplace culture development and change management experience.
- Proven ability to demonstrate neutrality and impartiality.
- Background in mediation is an asset.
- Bachelor of Laws or a Juris Doctor degree is preferred.

### **Remuneration and Time Commitment**

Remuneration is under review. This Chair position is anticipated to offer an approximate annual salary range of \$156,257 - \$217,589, dependent of qualification.

The Chair position is a full-time position.

Travel may be required for workshops and meetings throughout the year. Workshops are held in Edmonton, Red Deer and Calgary.

### **Position Profile**

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=366&print&DPP>

### **Additional Documentation**

In addition to your cover letter and resume, we require a biography. Click <https://www.alberta.ca/public-agency-opportunity.cfm?appt=366> to download form.

Once your biography is completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter and biography into the 'Drop files below or click to upload' section before clicking the 'apply' button.

Final candidates will be required to undergo a security and comprehensive background check. Applications received through the ePAAS online system will be forwarded to Public Service Commission (PSC), Executive Search.

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/iqas.aspx>

It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

## Contact Information

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## How To Apply

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short (maximum 200 words) biography using the Biography template found under additional documents section. Your biography should contain general information about your education, experience, community involvement, skills, etc. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

**Competition #: 366**

**Closing Date: 04/10/2017**

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates' qualifications most closely match the agency's requirements. **Only those selected for interviews** will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at <https://www.alberta.ca/public-agencies.aspx>

All potential candidates will be screened for potential conflicts of interest. **Please Note:** Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, position appointed to.

Agency Website:

Surface Rights Board <http://surfacerights.alberta.ca/>

Land Compensation Board [Land Compensation Board](http://www.landcompensation.gov.ab.ca/home/default.aspx)  
<http://www.landcompensation.gov.ab.ca/home/default.aspx>

Municipal Government Board [Municipal Government Board](http://www.municipalaffairs.alberta.ca/municipal-government-board)  
<http://www.municipalaffairs.alberta.ca/municipal-government-board>

New Home Buyer Protection Board  
[http://www.municipalaffairs.alberta.ca/new\\_home\\_buyer\\_protection\\_board](http://www.municipalaffairs.alberta.ca/new_home_buyer_protection_board)

Link to Enabling Legislation:

*Surface Rights Act* <http://www.qp.alberta.ca/documents/Acts/S24.pdf>

*Expropriation Act* <http://www.qp.alberta.ca/documents/Acts/E13.pdf>

*Municipal Government Act* <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

*New Home Buyer Protection Act*  
[http://www.qp.alberta.ca/1266.cfm?page=n03p2.cfm&leg\\_type=Acts&display=html](http://www.qp.alberta.ca/1266.cfm?page=n03p2.cfm&leg_type=Acts&display=html)