

Position Profile

Alberta Recycling Management Authority

Profile Overview

Competition #: 600

Role(s) Required: Director

Agency Website:

[Alberta Recycling Management Authority](#)

Responsible Ministry: Environment and Parks

Opening Date: 09/18/2018

Closing Date: 11/14/2018

Role(s) Required

This posting will fill the vacancy of a one Director appointed by the Minister.

Role Description

Reporting to the Minister of Environment and Parks, the Alberta Recycling Management Authority Board is accountable for guiding the strategic direction and overseeing the development and delivery of appropriate business processes of Alberta Recycling Management Authority in a manner consistent with its mandate.

The Director appointed by the Minister along with the other members of the Board have a significant role to play in the organization's success by overseeing the governance and management of the organization.

As an Alberta Recycling Management Authority Board Director, you will have an opportunity to influence Alberta's regulated recycling programs for paint, electronics, and tires and to use your diverse set of competencies and experience to enhance the effectiveness of the Board in carrying out its mandate.

Board Responsibilities

- Guide the vision, mission and mandate of the Alberta Recycling Management Authority and provide strategic leadership to the organization.
- Guide operational controls, administrative and reporting procedures and systems to ensure operating effectiveness of the organization. This includes but is not limited to recycling program, fiscal, legal responsibility, communication and accountability oversight.
- Maintain an understanding of the regulatory, legislative, social, and political environment in which the Alberta Recycling Management Authority operates.
- Gain an understanding of the business of the Alberta Recycling Management Authority and the industries involved in its recycling programs.
- Participate in director orientation.
- Act as an effective ambassador and representative of the Alberta Recycling Management Authority.

The standard term for appointment is three years. The Director may serve on the board for a maximum of three consecutive terms of up to three years each, for a total of nine years, subject to performance as determined by the Alberta Recycling Management Authority's board and director evaluation process.

About the Agency

The Alberta Recycling Management Authority is a delegated administration organization that is responsible for managing three of Alberta's five regulated recycling programs for tires, electronics, paint (and paint containers);

The Alberta Recycling Management Authority collects environmental fees remitted from suppliers on designated materials (tires, electronics, paint) sold in the province. The fees are used by the Alberta Recycling Management

Authority to administer the relative recycling programs including administrative costs, operational costs (e.g., collection, transportation and processing of material), education programs and research and development activities;

The Alberta Recycling Management Authority is required through regulation to report annually to the Minister;

The Board of Directors consists of no less than nine Members:

- One Director appointed by the Rural Municipalities of Alberta;
- One Director appointed by the Minister;
- One Director appointed by the Alberta Urban Municipalities Association;
- One Director appointed by the Association of Professional Engineers and Geoscientists of Alberta;
- One Director appointed by the Environmental Services Association of Alberta;
- One Director appointed by the Recycling Council of Alberta;
- One Director who is the Chairperson of the Authority from the public-at-large appointed by the Minister;
- One Director appointed by an industry/member organization-at-large which is appointed by the Minister;
- One Director representing each Designated Material Industry Council;

The Alberta Recycling Management Authority was originally established in 1992 (then known as the Tire Recycling Management Association of Alberta) to manage Alberta's tire recycling program. It became responsible for managing the recycling programs for electronics and paint in 2004 and 2008 respectively as those materials were designated for recycling;

The Alberta Recycling Management Authority is a not-for-profit society created under the *Societies Act*. The establishing order for the delegation is the Designated Materials Recycling and Management Regulation (overarching regulation about the organization) and three material designation regulations (Tire Designation Regulation, Electronics Designation Regulation, Paint and Paint Containers Designation Regulation) that link to the overarching regulation.

Agency Classification

The Alberta Recycling Management Authority is a regulatory agency not subject to the *Alberta Public Agencies Governance Act*.

Skills and Experience

Applicants should have the following skills and experience:

- Governance experience
 - The applicant has experience with or is able to demonstrate knowledge of board governance in the private, public, and/or volunteer/non-profit sector. The applicant has a willingness to learn about or an understanding of the distinction between the role of the board versus the role of management.
- Leadership/teamwork skills
 - The applicant demonstrates an ability to inspire, motivate, and offer direction and leadership to others. The candidate also demonstrates an understanding of the importance of teamwork and providing recognition for the valuable contributions of others;
- Strategic thinking/planning skills
 - The applicant demonstrates a willingness to collaborate or an ability to think strategically about the opportunities and challenges facing the Alberta Recycling Management Authority and to participate in short, medium and long-range planning;
- Critical thinking/problem solving skills
 - The applicant demonstrates an ability or a willingness to learn how to apply critical thinking to creatively assess situations, and to generate innovative solutions to challenges facing the Alberta Recycling Management Authority.

Specialized Knowledge and Expertise

The applicant should have an understanding, knowledge or experience in the following areas:

- Community/stakeholder relations
 - The applicant has experience working with Indigenous people and organizations, including issues facing Indigenous peoples as it relates to waste management and recycling. The applicant demonstrates strong

- connections to the Indigenous community;
- The applicant understands the diversity of Indigenous peoples and Indigenous ways of being. They also understand the contemporary and historical context of the issues facing Indigenous people;
- The applicant identifies the strength and resilience of Indigenous people and their communities, and demonstrates the capability to build networks and trusting relationships with communities, government and stakeholders;

Industry/sector

- The applicant has a willingness to learn or understands the legislative framework for provincial waste management and recycling, including the roles of different stakeholders;
- The applicant has a willingness to understand or understands waste management and recycling approaches and operations within Indigenous communities, as well as the associated challenges and opportunities;
- Environmental/product stewardship
 - The applicant has a willingness to learn about or has experience with product stewardship. This may include environmental benefits, types of end-of-life management and the waste hierarchy;

Remuneration, Time Commitment and Meeting Location

The Alberta Recycling Management Authority determines its own remuneration and expense policy. The Alberta Recycling Management Authority has determined that in consideration of their services, Directors will be provided an honorarium. No salary is provided for this position. The Per Diems outlined in the current Honoraria and Expense policy for the Alberta Recycling Management Authority Board is as follows:

- **Board Meetings**
 - \$300.00 for Board business up to four hours in duration; or
 - \$600.00 for Board business over four hours in duration to a maximum of eight hours;
- **Committee Meetings** - \$75.00 per hour with a four hour minimum
 - Committee Chairs - \$75.00 per hour for committee work outside of meetings;
- **Board Member Activities**
 - \$75.00 per hour for actual time while on Board business, and other Board activities (e.g. processor site visits, stakeholder meetings, presentations, conferences) with a minimum four hours per day charged and a maximum of eight hours per day charged;
- **Meeting Preparation** – Board and Committee members may claim \$75.00 per hour for actual time preparing for Board and Committee meetings, with a two hour maximum;
- **Travel Time** – \$25.00 per hour actual time travelling between locations. Details on expenses incurred on Alberta Recycling Management Authority activities can be provided;

Directors may be required from time to time to make use of their personal vehicles or incur out-of-pocket expenses in the course of serving the Alberta Recycling Management Authority. The Alberta Recycling Management Authority has determined that in these instances, Directors should receive compensation or reimbursement as per Alberta Recycling Management Authority's Remuneration Policy.

There are approximately six regular board meetings per year including a multi-day strategic planning session. Meetings are typically held in Edmonton but may be held outside Edmonton as determined by the Board. The expected annual time commitment for this vacancy is approximately 12 to 14 days.

Additional Notes

Applicants are expected to apply with a submission of a cover letter, resume, and a biography;

Applicants will undergo a comprehensive background check, disclosure and conflict of interest screening.

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 \(IQAS\)](#). 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

Contact Information

Patrick Kane, Director Waste Policy,
10th floor Oxbridge Place 9820 – 106 Street, Edmonton AB T5K 2J6
Phone: 780-422-2136, Email:Patrick.Kane@gov.ab.ca,