

boyden



Executive Brief

Chief Executive Officer  
Natural Resources Conservation Board

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June 2019

## Organizational Profile

### Natural Resources Conservation Board (NRCB)

The Natural Resources Conservation Board (NRCB) oversees the responsible development of Alberta's non-energy natural resources and livestock confined feeding industries in the interests of Albertans.

The board administers the *Natural Resources Conservation Board Act* and the *Agricultural Operation Practices Act*:

- The overall purpose of the *Natural Resources Conservation Board Act* is to provide for an impartial process to review projects that will or may affect the natural resources of Alberta in order to determine whether, in the board's opinion, the projects are in the public interest, having regard to the social and economic effects of the projects and the effects of the projects on the environment.
- Administering the *Agricultural Operation Practices Act* includes assessing and issuing decisions on applications for new and expanding confined feeding operations and ensuring compliance with the act. In delivering these functions, the NRCB considers and balances the economic, social, and environmental impacts of existing and proposed confined feeding operations and ensures that any adverse impacts are mitigated in the best interests of Albertans. The Act also provides for the use of mediation among directly affected parties.

With offices in Edmonton, Calgary, Lethbridge, Red Deer and Morinville, the staff complement of the board is about 40, the board members include three part-time and four acting members. The total annual budget is approximately \$6.5 million. The Chief Executive Officer provides leadership and oversees the staff of the NRCB in the following areas:

- **Applications Division** - receives, assesses and decides on applications for new or expanding confined feeding operations based on the information provided by the livestock operator, the requirements of the *Agricultural Operation Practices Act* and environmental, social or economic concerns expressed to the approval officer in writing by directly affected parties, the municipality, Alberta Environment, the regional health authority and Alberta Infrastructure and Transportation.
- **Compliance and Enforcement Division** - inspects confined feeding operations regulated by the NRCB to ensure compliance with the legislation, the regulations and individual permit conditions. Inspectors also respond to complaints and inquiries from the public or other agencies. The Compliance Division uses an enforcement ladder that emphasizes voluntary compliance by first educating operators about their obligations under the Act. Where necessary, this division issues enforcement or emergency orders, or initiates prosecution.
- **Science and Technology Division** - provides scientific and technical support to decision-makers in the Applications and Compliance and Enforcement divisions under *Agricultural Operation Practices Act* and to the Board on project reviews under the *Natural Resources Conservation Board Act*.
- **Corporate Services Division** - provides corporate services as well as business-based, financial management services that meet reporting standards and practices. The Division also administers NRCB's benefit and pension plan and provides human resource services.
- **Communications** - supports two-way communication between the agency, the

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board, stakeholders, and Albertans by delivering communications and consultation strategies through various media.

### Authorities

The primary legislation used in delivering the NRCB's mandate includes:

- *Agricultural Operation Practices Act*
- *Natural Resources Conservation Board Act*
- *Conflict of Interest Act*
- *Reform of Agencies, Boards and Commissions Compensation Act*
- *Financial Administration Act*
- *Government Organization Act*
- *Public Interest Disclosure (Whistleblower Protection) Act*
- *Freedom of Information and Protection of Privacy Act*
- *Administrative Procedures and Jurisdiction Act*
- *Alberta Public Agencies Governance Act*

Other relevant legislation considered by the NRCB in conducting its business includes:

- *Alberta Environmental Protection Enhancement Act*
- *Water Act*
- *Municipal Government Act*
- *Alberta Land Stewardship Act*
- *Public Inquiries Act*
- *Employment Standards Code*
- *Public Health Act*

### Position Description

Reporting to the Chair, you will lead and direct a management team delivering approval and compliance programs and provide support to the board in conducting major natural resource development project reviews. You will also lead the development of operational policies and manage corporate services, risk management and communications. Working closely and cooperatively with the agriculture industry, municipal governments and communities while effectively coordinating services and resources will be critical to success in this role.

The major focus of this position is overseeing the delivery of the regulatory program established by the *Agricultural Operation Practices Act*. This Act centers on the confined feeding industry and is delivered by the operational side of the organization (the agency). Although the NRCB administers the legislation, the Act falls under the responsibility of the Minister of Alberta Agriculture and Forestry. The Chief Executive Officer supports the board in both its functions under the *Natural Resources Conservation Board Act* and the *Agricultural Operation Practices Act*.

## Responsibilities

### **Leading the Organization:**

- Managing operations and the affairs of the agency to ensure an effective and responsible approach to meeting the needs and challenges of internal and external stakeholders.
- Establishing and maintaining strong working relationships with ministries and other governments, industry and public stakeholders.
- Coaching, developing and mentoring a management team committed to achieving business plan goals.
- Developing and maintaining effective, open and consultative relationships with stakeholders.
- Establishing the operating and performance policies and standards for the agency.
- Linking and coordinating services and activities within the agency to address appropriate business processes and resource capacity.
- Managing fiscal and human resources effectively to meet business plan outcomes.
- Representing the agency on various committees, task forces and teams, and contributing to furthering the strategic corporate goals of the agency and government.
- Participating as a team member with government departments to ensure cross ministry initiatives and the corporate goals of government are achieved.
- Attending meetings of the board to ensure an effective two-way flow of information between the Board and operations.
- Maintaining a close and cooperative working relationship with the Chair.

### **Provide Leadership in the Effective Delivery of *Agricultural Operation Practices Act*:**

- Overseeing the development and publication of the agency's regulatory philosophy, to provide guidance and improved predictability for staff, industry and the public.
- Ensuring applications are processed in a timely and efficient manner and that enforcement occurs in a manner that is fair, consistent and predictable; providing support to inspectors in their work with industry to ensure livestock operators understand and comply with the requirements of the *Agricultural Operation Practices Act* to minimize their impact on adjacent communities and the environment.
- Co-chairing the multi-stakeholder Policy Advisory Group and participating in stakeholder accountability sessions. Consulting regularly with stakeholders to develop and maintain relevant and useful policies.
- Identifying and advancing proposed regulatory amendments or new regulations to the board, the Minister of Environment and Parks, the Minister of Agriculture and Forestry or the Lieutenant Governor in Council, as appropriate.
- Supporting and encouraging mediation in the resolution of issues affecting the community or regulated clientele.

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### **Support to the Board for *Natural Resources Conservation Board Act* Project Reviews:**

- Providing technical resources to the Board to support project review functions under the *Natural Resources Conservation Board Act*.
- Participate on the technical team supporting the board's review of environmental impact assessments.

## The Person

### **Knowledge/Experience Requirements**

- Extensive related senior management experience with an in-depth understanding of Alberta's confined feeding industry and its position in the global marketplace.
- Proven ability to lead policy development.
- Proven track record in business planning, human and financial resource management, and related accountability and performance management systems.
- Demonstrated ability to collaborate strategically with a wide variety of stakeholders to balance the needs and interests of these diverse groups.
- Exceptional interpersonal, consultation and leadership skills in building effective teams and working relationships as well as communicating with stakeholders at all levels.
- A commitment to create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future.
- Strong project management and organizational abilities, including the ability to manage a number of complex issues while delivering on results.
- Proactive problem solving and decision making abilities.
- A focus on continuous improvement, encouraging new approaches to ensure the most efficient and effective outcomes are achieved.
- An appreciation of administrative law and an understanding of the nature of quasi-judicial decision making.

### **Academic Background**

- A university degree in agriculture, business or a related field, preferably at the graduate level.

## Remuneration

Located in Edmonton this executive manager position offers a salary range of \$145,993 to \$200,863. Consideration will be given to filling this position as a secondment opportunity. The Chief Executive Officer position is eligible for pension contributions under either the Management Employees Pension Plan or the NRCB's defined contribution pension plan.

## Additional Information

- Additional information on the board can be accessed through their website at <http://www.nrcb.ca/>
- To explore this opportunity further, please send your resume in confidence to: [opportunities@boyden.com](mailto:opportunities@boyden.com)

## Boyden Team

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