

Alberta Historical Resources Foundation Mandate and Roles

1.0 Mandate and Accountability

1.1 Mandate

Created under the *Historical Resources Act* (Chapter H-9), the Alberta Historical Resources Foundation ("the Foundation") is a public trust foundation accountable to the Minister of Culture as per section 16 of the *Government Organization Act* as the Minister responsible for the Act ("Minister") and is responsible for:

- providing financial and technical assistance to community based heritage projects;
- making decisions on geographic names;
- hearing representations by any interested persons respecting the possible designation of historic resources; and
- administering provincial financial and/or other assets in the public interest regarding Foundation activities.

1.2 Mission

The Mission of the Foundation is to encourage initiatives that preserve and interpret Alberta's rich heritage. The Foundation will contribute to the goals of the Ministry of Culture (the "Ministry" or the "Department" when referring to the Ministry of Culture without its agencies) by:

- Acquiring by purchase or donation, holding, preserving, maintaining, restoring and managing historic resources for the use, enjoyment and benefit of the people of Alberta;
- Supporting and contributing to the acquisition, holding, preservation, maintenance, reconstruction, restoration and management of historic resources by any person for the use, enjoyment and benefit of the people of Alberta;
- Informing and stimulating the interest of the public in historical, architectural and other related matters through any suitable means;
- Contributing to the increase and diffusion of knowledge about the history and culture of Alberta through any suitable means;
- Providing the people of Alberta with an opportunity to become directly involved in the programs of the Foundation; and
- Providing advice and making recommendations to the Minister on matters concerning the preservation and protection of historic sites in Alberta.

1.3 Accountability

Foundation members must act honestly, in good faith, leaving aside personal interests to advance the public interest and the mandate of the Foundation. Foundation members report to the Chair. The Foundation as a whole is accountable, through the Chair, directly to the Minister.

1.4 Minister's Accountability

The Minister is accountable to the Legislature for the operation of the Foundation. The legislation, by-laws and directives that set out the roles, responsibilities and accountabilities of the Alberta Historical Resources Foundation are:

- *Historical Resources Act*;
- *Fiscal Management Act*;
- Alberta Historical Resources Foundation Procedural By-laws;
- *Financial Administration Act* and associated Treasury Board directives;
- Community Development Grant regulation under the Government Organization Act; and
- *Alberta Public Agencies Governance Act*.

2.0 Recruitment, Appointment, Orientation and Remuneration of Foundation Members

2.1 Recruitment, Appointment and Orientation

Members are recruited and appointed by the Lieutenant Governor in Council and collectively constitute "the Foundation". Individuals appointed to the Foundation will be subject to the Foundation's Code of Conduct. Appointment of each member of the Foundation is for a fixed term of up to three (3) years, with the potential for re-appointment(s) based on satisfactory performance. An individual's appointment is limited to a maximum of ten (10) years of continuous service.

The Foundation, in consultation with the Minister, will develop a competency profile or matrix that outlines the skills, experience and knowledge the Foundation requires collectively 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(s). The recruitment and selection process will be managed by the Executive Director. The position(s) will be publicly advertised and all identified candidates will be screened against the competency matrix requirements.

After interviews of selected applicants are completed, and appropriate screening for conflicts of interest takes place, the interview panel, consisting of the Executive Director and the Chair, will recommend potential candidates to the Minister for consideration and appointment. New members will be provided an orientation to their role on the Foundation board.

2.2 Remuneration

Foundation members will be remunerated in accordance with Committee Remuneration Order O.C. 466/2007. In addition, Foundation members will receive reimbursement for travelling, living and other expenses incurred in the course of their duties in accordance with the Travel, Meal and Hospitality Expense Directive (Treasury Board Directive 04/2012), as amended, or any order made in substitution therefore, as though they were employees of the Government of Alberta.

Remuneration rates and payments will be disclosed to the public by the Senior Financial Officer through the Foundation annual financial statements and Foundation Annual Report on an annual basis.

Member expenses will be reported to the Senior Financial Officer and publicly posted as directed by the Minister.

3.0 Foundation Duties and Responsibilities

3.1 Minister

The Minister's responsibilities will include:

- Providing strategic direction to the Foundation to guide its priority setting and plan development;
- Approving the Foundation's annual budget allocation;
- Approving Foundation activities in support of the Ministry Business Plan;
- Ensuring that the activities of the Foundation are represented in the Ministry's Business Plan and results are represented in the Ministry's Annual Report as well as the separate Foundation report, required by section 47 of the *Historical Resources Act*;
- Working with other ministers and governments to coordinate the provision of funding and administration of programs that encourage the preservation and interpretation of Alberta's rich heritage;
- Approving significant variations from the Foundation's plan;
- Leading a review of the Foundation at least once every seven (7) years to determine whether or not the Foundation is still relevant to the needs of the province and aligned with government direction; and
- Assigning staff resources as needed to support the work of the Foundation.

Failure to comply with the Minister's direction in any of the above matters may be viewed by the Minister as grounds for recommending a termination of appointment of one or more members of the Foundation.

3.2 Foundation

In response to strategic direction from the Minister, the Foundation will:

- Establish policies for the provision of funding to community-based heritage projects, approving geographic names and handling of hearings related to issuance of a Notice of Intention to Designate a Provincial Historic Resource;
- Review all grant applications and approve those based on the Foundation's mandate and grant standards and guidelines;
- Within these policies, develop a plan annually, within the context of the Ministry Business Plan, for the funding of community-based heritage projects;
- Allocate funding and estimate revenues in accordance with the Foundation's plan;
- Oversee and evaluate the implementation and execution of the plan;

- Establish performance measures and report on outcomes;
- Follow established internal controls and comply with management information systems requirements to ensure integrity and accountability of financial information;
- Evaluate and report on the board's performance against the Foundation's goals and performance outcomes, using criteria agreed upon between the Minister and the Foundation;
- Comply with the *Fiscal Management Act*. The Foundation commits to remain within approved spending targets. In the event that revenues are less than predicted, the Foundation's expenses must be adjusted accordingly; and
- Ensure that the funds of the Foundation are managed and invested by Alberta Investment Management Corporation.

3.3 Foundation Chair

With direction from the Foundation, the Chair represents the Foundation and its interests in dealing with the Minister, the Ministry, stakeholders and the community. The Chair is responsible for providing leadership for the Foundation and for effectively facilitating the work of the Foundation. The Chair is responsible for:

- Planning and managing Foundation meetings;
- Providing the Minister with regular updates on the Foundation's operations and informing the Minister regarding emergent issues;
- Ensuring that the Foundation, and its committees, have opportunities to meet independent of Ministry management;
- Ensuring that the Foundation conducts an annual evaluation of its performance and the work of individual Foundation members;
- Administering the Code of Conduct and ensuring that conflict of interest matters are addressed by the Foundation;
- Consulting with the responsible Assistant Deputy Minister respecting the adequacy of staffing levels or performance of the staff assigned to support the Foundation; and
- Ensuring that all decisions to acquire or dispose of real property are approved through the Foundation's plan and endorsed by the Minister.

3.4 Annual Report

The Foundation will provide to the Minister an Annual Report indicating the Foundation's major activities and accomplishments and the extent to which its planned activities and goals were achieved. The Annual Report will also include the Foundation's audited financial statements.

3.5 Meetings

Meetings of the Foundation will be held as required, but generally at least four (4) times a year.

3.6 Legal Compliance/Statutory Requirements

The Foundation is responsible for compliance with all relevant policies and

procedures, all applicable laws and regulations and the Foundation's Code of Conduct.

3.7 Foundation Evaluation

The Foundation, through a process led by the Chair, conducts an annual evaluation and review of the performance of the Foundation, committees, the Chair and individual members of the Foundation. The Chair reviews the results of such evaluations and leads discussion on potential ways to improve Foundation effectiveness with Foundation members. Foundation members discuss the results of the evaluation of the Foundation, its committees and the Chair and adopt agreed upon improvements. The Chair and each individual member discuss the results of the member's annual evaluation.

3.8 Foundation Structure

The Foundation may, from time to time, as needed, establish committees that support the mandate of the Foundation and are accountable to the Foundation.

4.0 Ministry's Responsibility

The Ministry of Culture is responsible for supporting the Foundation in the following areas:

4.1 Deputy Minister (DM)

The Deputy Minister will:

- Assist the Minister with carrying out their accountabilities under APAGA including communication and oversight and help ensure that clear roles and responsibilities align with the Minister's expectations, to avoid potential or perceived conflicts;
- Oversee the joint development of accountability and governance documents;
- Work with the agency to ensure directions are carried out and implemented; and
- Carry out any additional duties delegated by the Minister.

4.2 Assistant Deputy Minister (ADM)

As an Ex-officio member of the Foundation, the ADM attends meetings, when appropriate, to bring the Ministry and Government of Alberta's perspective to the Foundation and to enhance coordination and organization of supports provided by the Ministry. The ADM will also ensure that the Foundation has sufficient resources to carry out its mandate and programming decisions and that the Foundation is satisfied with the support services provided by the Executive Director and the Historic Resources Management Branch.

4.3 Executive Director

The Executive Director is responsible for the general administration of the business of the Foundation including:

- Ensuring that effective and efficient operational support is provided to the Foundation;
- Ensuring that Ministry staff carry out the direction provided by the Foundation;
- Presenting recommendations on the awarding of grants for the Foundation's formal approval;
- Attending Foundation and committee meetings in a non-voting capacity to support the Chair and to provide secretarial functions including being the custodian of all minutes, records and other documents of the Foundation;
- Co-ordinating member recruitment procedures in accordance with Ministry policies including working with the Chair to orientate and evaluate members;
- Ensuring accurate and timely member remuneration and reimbursement of expenses;
- Forecasting and managing expenditures and ensuring that the annual budget is not exceeded without prior authorization by the Minister;
- Informing the Foundation about any government policies that may impact the work of the Foundation; and
- Authorizing and expediting the payment of grants or contracts.

4.4 Senior Financial Officer

The Senior Financial Officer shall be an employee under the Minister's administration and have responsibility for:

- All Foundation matters relating to financial and accounting policy and administration;
- Assigning staff to provide financial services and other related administrative services to meet the provisions of the *Financial Administration Act*; *Government Accountability Act*; the *Fiscal Management Act* and other government policies and guidelines; and
- Attending Foundation meetings when requested to do so by the Foundation.

4.5 Branch Staff

Historic Resources Management Branch staff will provide administrative support to the Foundation on an as needed basis as assigned by the Executive Director.

5.0 Interaction between the Foundation and the Department

The Executive Director will serve as the main contact between the Foundation and the Department and will draw on resources from the Department as needed to support the work of the Foundation.

The Chair will be the main contact between the Foundation and the Minister while also keeping the Deputy Minister, Assistant Deputy Minister and Executive Director informed when these meetings occur.

6.0 Mandate Document Affirmation and Review

This document is in effect for not more than three years from the date it is signed. A change in the core operations of the Foundation must be agreed to, in writing, by both parties prior to implementation. This Mandate and Roles document will be affirmed annually, and upon a change in Board Chair or Minister.

7.0 Transparency

The original of this signed document will be kept with the Ministry's Legal and Legislative Services Unit with copies provided to the Minister, the Foundation and the Agency Governance Secretariat. In support of the principle of transparency, this document will also be easily available to the public on the Historical Resources Foundation webpage on the Ministry's website.

8.0 Intergovernmental Agreements

In the event the Foundation enters into an agreement with another government or its agency, either domestic or foreign, the agreement is not binding unless the Minister responsible for International and Intergovernmental Relations, as determined under section 16 of the *Government Organization Act* (Act) has approved the agreement, in accordance with section 11 of the Act. The Foundation will work with the Ministry and International and Intergovernmental Relations to facilitate approval of intergovernmental agreements.

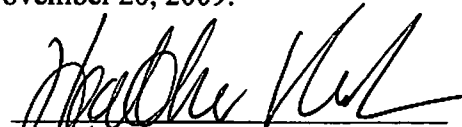
9.0 Communications

The Foundation agrees to the Communications Protocol as set out in the attached Appendix.

10.0 Current Version

This Mandate and Roles document replaces the Mandate and Roles Document signed by the Minister on October 4, 2009 and the Chair on November 20, 2009.


Foundation Chair
Alberta Historical Resources Foundation


Minister
Culture

Sept 7 / 2013
Date

Oct 29 / 2013
Date

APPENDIX

Communication Protocol Between the Alberta Historical Resources Foundation and Government of Alberta

Guiding Principles:

- The Alberta Historical Resources Foundation (AHRF) will conduct communications consistent with its legislated mandate. The AHRF and the ministry will work together to ensure communications activities are coordinated.
- Communications products developed by AHRF will acknowledge Government of Alberta funding and support. These products will be developed according to the Government of Alberta corporate identity standards.
- The responsible Minister will be informed of issues and opportunities in a timely manner, and invited to participate in AHRF's public and stakeholder announcements and events.
- This protocol will be reviewed at least once annually, and may be amended from time to time, with the agreement of both parties.

Ongoing Communications:

- The ministry will advise AHRF in advance on provincial government announcements that may be of interest, or have an impact on AHRF and its mandate.
- AHRF will consult with the ministry on the timing and content of significant public events or news announcements.
 - The Deputy Minister and Minister's offices will be consulted regarding the scheduling of news conferences and presentations.
 - The Minister will be given the opportunity to be quoted in AHRF news releases.
 - A member of the AHRF board will also be given the opportunity to be quoted in Government of Alberta news releases that specifically refer to the AHRF.
- The Minister and Deputy Minister will be informed of issues arising with stakeholders, media and others in a timely manner.
 - Briefing notes will be provided to the Minister and Deputy Minister.
 - The ministry will ensure AHRF is similarly notified of emerging issues.
 - The Board Chair and Minister, or their delegates, would each be prepared to comment publicly on these matters.
- AHRF may use the Government of Alberta media distribution network (ACN) and media monitoring service through the ministry's Communications Branch.

- All news releases and information bulletins must be developed using approved Government of Alberta templates.
 - These templates will include Government of Alberta and AHRF logos, and will be coordinated through the ministry's Communications Branch.
- Promotional materials intended for public distribution and use, including annual reports, will be provided to the Minister in advance. The Minister is responsible for tabling these materials in the Alberta Legislature, as appropriate, and for determining if these materials would be distributed to MLAs.

Spokespersons:

- The Chair of AHRF is the primary spokesperson for the AHRF, and can assign other appropriate spokespeople as required.
- The Minister is the primary spokesperson on government policy and commitment to Alberta's heritage and historic places.

Visual Identity and Signage:

- As government's primary grant funding body for the arts, "Alberta Historical Resources Foundation" is an official mark of the province of Alberta, and AHRF will seek the Province's consent for any proposed change to this identity.
- AHRF will advise the ministry of any infringement of the "Alberta Historical Resources Foundation" identity, and will cooperate with the ministry in any prosecution resulting from this infringement.
- Communications materials and signage will acknowledge government funding and support for AHRF in a variety of ways, including use of the Government of Alberta signature.
- The AHRF will recognize funding support from the Alberta Lottery Fund as directed by the ministry.

Internet:

- The AHRF website will be developed according to Government of Alberta corporate identity and website standards.

NWTPA and AIT:

- In accordance with the New West Trade Partnership Agreement (NWTPA) and the Agreement on Internal Trade (AIT), marketing, creative services, advertising and media buying contracts will be awarded through a competitive process. When required by legislation, contracts will be tendered through the Alberta Government Purchasing Connection website.

Advertising:

- AHRF will work closely with the ministry's Communications Branch to develop any advertising campaigns, and will follow standard Government of Alberta media buying and tendering processes. All advertising for the AHRF will complement the Government of Alberta's corporate identity standards.

Communications Roles and Responsibilities:

- Through discussion, AHRF and the ministry will determine the approach and the process for sharing information on a regular basis, and effectively addressing urgent matters and emerging public issues.