



Frequently Asked Questions (FAQ) – Candidate Roster & Review Panels

Q: What is the candidate roster?

A: The candidate roster consists of individuals who may be appointed to a review panel to conduct a review of a regional plan. The candidate roster is comprised of a broad range of stakeholders and individuals with a background in property rights, Aboriginal, business, environment, and rural or urban interests.

Q: What is a review panel?

A: Review panel members are appointed by the Stewardship Minister from the candidate roster to consider the review requests and provide recommendations to the Government of Alberta within one year of being appointed or a shorter timeline as directed by the Stewardship Minister.

Q: What is a review of a regional plan?

A: Reviews of regional plans are specifically described in the [Alberta Land Stewardship Act](#) (ALSA) and the [Regulations](#) and occur in response to applicants submitting a formal Request for Review of a regional plan within the legislative deadline.

Q: What is the role of a review panel?

A: The review panel provides advice on whether the applicant is directly and adversely affected by either a specific provision or provisions in a regional plan. The review panel prepares and submits a separate report and any recommendations for each formal Request for Review application as identified in the [Rules of Practice](#).

Q: Is this part of the nomination for Regional Advisory Council members?

A: No. Successful applicants to the candidate roster are not appointed to the Regional Advisory Council (RAC). The nomination for RAC is a separate process.

Q: What are the qualifications or necessary experience to sit on the candidate roster?

A: Candidates should demonstrate:

- An expertise (i.e., work experience, education or volunteer work) in one or more of the following areas: land management or planning; natural resource management; stewardship and conservation; or Aboriginal traditional land-use;
- Ability to take complex and voluminous information and diverse points of view into consideration to make reasoned and practical recommendations to government;
- Ability to work collaboratively with other panel members in an advisory capacity and under tight timelines;
- General knowledge of land-use planning in Alberta;
- Experience working with legislation and written submissions;
- Experience with administrative agencies, administrative law or administrative decision-making; and
- Experience providing advice and recommendations to government or other bodies.

Q: How are individuals from the roster chosen to participate in a review panel?

A: Individuals from the roster are appointed to a review panel based on the subject matter of the review and the candidate's area of expertise. Any person appointed to a panel must disclose any conflict of interest. Panel members must conduct themselves with integrity and impartiality.

Q: When will I know if I am a successful candidate for the roster?

A: The Land Use Secretariat will notify successful roster candidates in spring 2014.

Q: How long will my name remain on the candidate roster?

A: Once the roster is established, candidates sit on the roster for between two to three years. At any time during that period, roster candidates may be asked to participate in a review of a regional plan.

Q: Do I have to live in a specific region to sit on the candidate roster?

A: No, but candidates must be a resident of Alberta and have the required qualifications, experience or expertise to become a member of the roster.

Q: How much will panel members be paid to review a regional plan?

A: Panel members receive an honorarium in accordance with the Government of Alberta [Remuneration Order](#) (see example below). Travel expenses are reimbursed.

A member of a committee, other than the chairman, shall be paid

- (a) \$164 for up to and including four hours in any day, or
- (b) \$290 for over four hours and up to and including eight hours in any day, or
- (c) \$427 for over eight hours in any day, spent on the business of the committee.

The chairman or person acting as the chairman of a committee shall be paid

- (a) \$219 for up to and including four hours in any day, or
- (b) \$383 for over four hours and up to and including eight hours in any day, or
- (c) \$601 for over eight hours in any day, spent on the business of the committee.

Q: How often and where will panel members meet?

A: Frequency, location and other administration surrounding panel meetings is determined by the panel Chair.

Q: When will the review panel work end?

A: The review panel submits its report and any recommendations to the Stewardship Minister within one year less one day from being appointed or a shorter timeline as directed by the Minister.

Q: If I am selected to sit on a review panel will my name return to the roster list after I complete a review to possibly serve again?

A: Yes. Individuals who sit on the candidate roster will do so for between two to three years.

Q: When is the deadline to submit my roster application, resume and biography?

A: March 26, 2014.

Q: How do I submit my Candidate Roster Application?

A: Complete the application form and submit it with your resume and a biography of not more than 200 words by mail, email or fax to:

Alberta's Land Use Secretariat
9th floor, Centre West Building
10035 – 108 Street
Edmonton, AB T5J 3E1
Email: LUF@gov.ab.ca
Fax: (780) 644-1034

Q: I can't fill out the application online, how can I submit it?

A: Print the roster application form, scan it and send it to the Land Use Secretariat by email. Alternatively, submit your application form, resume and biography by mail or fax.

For more info regarding qualification and experience visit the Land-use Framework website at www.landuse.alberta.ca.