



GREATER MONCTON INTERNATIONAL  
AIRPORT AUTHORITY INC.  
DIRECTION DE L'AÉROPORT INTERNATIONAL  
DU GRAND MONCTON INC.

## Vacancy for appointment City of Moncton and City of Dieppe Nominees

The Greater Moncton International Airport Authority Inc. (GMIAA) Board of Directors' responsibility is to foster the long-term success of the Authority consistent with the Board's responsibilities to the communities it serves. The Board has the responsibility to oversee the conduct of the business of the Authority and to oversee management, which is responsible for the day-to-day conduct of business. In performing its functions, the Board also considers the legitimate interest which others such as employees, suppliers, customers and communities have in the Authority. In overseeing the conduct of the business, the Board, through the President & CEO, will set the standards of conduct for the Authority and ensure the safety of its operations. The GMIAA is directed by 14 Directors appointed by: the Municipalities of Moncton, Riverview, and Dieppe, Governments of Canada and New Brunswick, Greater Moncton Chamber of Commerce, 3plus Corporation and the GMIAA. The Authority is a not-for-profit corporation incorporated under Part II of the Canada Corporation Act.

Since its beginnings as a simple airstrip nearly 100 years ago, the Greater Moncton Roméo LeBlanc International Airport (YQM) has evolved into a major economic driver in Atlantic Canada. Following the opening of its state-of-the-art terminal building by Her Majesty Queen Elizabeth II in 2002, subsequent upgrades and additions including a 10,000-foot runway and enhanced cargo and operational capacities have seen YQM position itself to play an even stronger role in the regional economy. The airport is governed by the Greater Moncton International Airport Authority Inc., a Board of community-appointed representatives, and has leveraged its association and management contract with the Vantage Airport Group to become New Brunswick's busiest airport in terms of passenger and cargo traffic.

### Vision

For the Greater Moncton Roméo LeBlanc International Airport to be the airport of preference.

### Role of Board of Directors

The Board of Directors of the Authority is established pursuant to its Ground Lease with the Federal Government and through its oversight role is to exercise adequate control and supervision over the business affairs of the Authority. GMIAA emphasizes strategic leadership by the Board. Specific Board responsibilities and duties include:

- Setting of the strategic direction by actively participating in the development of the strategic plan.
- Approve and monitor capital and operating plans and budgets aligned to the strategic direction of the Authority.
- Support and adhere to all policies of the Authority as approved by the Board.
- Ensure that principal risks to the Authority have been identified and are being adequately managed.
- Prepare for meetings, seek clarification of pending issues facing the Authority and, at meetings of the Board, or any committees of the Board, make informed decisions.



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- Attend meetings of the Board (normally six times during the fiscal year) and meetings of committees of the Board, providing regrets in advance if attendance is prevented due to unforeseen circumstances.
- Participate actively and openly in discussions at Board meetings with respect to policy decisions.
- Assess the contribution of the Board, committees, and all Board members on an annual basis.
- Respect the principle of unity of the Board. Once a policy decision has been made by the Board, it is the decision of the entire Board.
- Participate with the Board to annually review the performance of the President against agreed-upon objectives and performance standards.
- Recognize that the President and at times the Chair of the Board, in concert with the President, speak for the Board as a whole.

#### **Qualification:**

Potential nominees must bring a combination of the skills and competencies essential to govern the organization. For the 2018 City of Moncton and City of Dieppe selection, particular consideration will be given to candidates with experience and expertise in the following areas:

- Aviation & Airport
- IT & Cybersecurity
- Legal & Regulatory
- Property Management, Land & Retail Development
- Travel & Tourism
- Transportation Industry
- Community Engagement
- Arts & Entertainment

As well, potential nominees to the Board of Directors of GMIAA should demonstrate the following personal and professional characteristics:

- A strategic perspective and orientation and ability to exercise prudence, independent and sound judgement in the best interest of the Authority
- An ability to effectively communicate orally and use current forms of electronic communications
- An ability to understand financial statements and other indices for evaluating corporate performance
- A high standard of personal values and ethics and an ability to respect the confidentiality of the Board's deliberations
- Commitment to devoting the time to develop knowledge about the industry and being available to attend to the duties required of a Director
- Value teamwork and a track record of being able to work co-operatively with others to provide leadership in a group setting. Willing to consider other's opinions



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Other factors will also be considered when appointing a board member. These include but are not limited to official languages and gender representation, as well as race and ethnicity. To be effective, the Board will be made up of individuals who, collectively, meet the required skills, competencies, selection criteria and personal attributes to carry out their responsibilities.

**Requirement:**

Each Director must meet the following requirements:

- Be a resident of the City of Moncton for the Moncton nominee
- Be a resident of the City of Dieppe for the Dieppe nominee
- Must be at least 18 years of age and a Canadian citizen
- Must meet conflict of interest, code of conduct or other requirements set forth in the GMIAA by-laws.
- Must not be an individual holding federal, provincial or municipal elected office;
- Must not be an individual who is employed or who provides services on a full time basis under contract to any federal, provincial or municipal government, department or agency, or by any corporation owned by Her Majesty the Queen in Right of Canada or any province of Canada;
- Must not be an individual who is employed by, or who provides services on a full-time basis under contract to, any of the Nominators (Municipalities of Moncton, Riverview, or Dieppe, Governments of Canada or New Brunswick, Greater Moncton Chamber of Commerce, 3plus Corporation or the GMIAA.)
- Must not be an individual who has been convicted of a criminal offence, for which he or she has not received a pardon; or an individual who has legal status of bankrupt or is insolvent.

**Term**

Board members typically serve for a term of not less than two years and not more than nine years.

**Directors Remuneration**

Board members receive remuneration of \$2,500 per annum and \$300 per Board and Committee meetings. Board and committee meetings are held at the GMIAA main boardroom in Dieppe. There are six Board meetings per year and one Annual General Meeting. Meetings are normally held on Fridays at 7:30 a.m.

**Candidate submission**

Expressions of interest (a resume and cover letter) may be submitted by email with details of education, volunteer, board/committee and work experience, and contact information (telephone, civic address and e-mail). Please indicate why you would be interested in serving on the GMIAA Board and why you should be selected as the preferred candidate. References may be requested. Candidates must also submit their application through the municipalities, respectively.





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**E-mail address for submission:**

Anik Godbout, Executive Assistant and Board Secretary  
admin@cyqm.ca

Link for City of Moncton applications: <http://www.moncton.ca/Page7030.aspx>

Link for City of Dieppe applications:

<https://dieppe.survey.esolutionsgroup.ca/TakeSurvey.aspx?PageNumber=1&SurveyID=76K3m6m&Preview=true>

The City of Moncton and the City of Dieppe will nominate candidates to the Board who best represent the qualifications above aligned with GMIAA's strategic direction. The GMIAA Board of Directors is committed to ensuring diversity of board membership in regards to gender, language, race and ethnicity to ensure a proper representation of the community we serve.

**Deadline for submission:**

April 8, 2018, 4:00 p.m. Atlantic Daylight Time



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