

## **OVERVIEW OF THE ACCESSIBILITY STANDARDS ADVISORY COUNCIL**

### **MANDATE OF THE COUNCIL**

The Accessibility for Ontarians with Disabilities Act, 2005 (the “act”), requires that the minister of Citizenship and Immigration establish the Accessibility Standards Advisory Council. The council is an advisory agency.

All members of the council serve at the discretion of the minister, to carry out their mandate at the minister’s direction.

At the direction of the minister, the council shall advise the minister on:

- the progress made by the standards development committees in the development of proposed standards;
- accessibility reports; and,
- public information programs and other matters.

At the direction of the minister, the council shall hold public consultations in relation to the above.

### **MEMBERSHIP**

Council members are appointed by ministerial letter.

Members report to the Minister of Citizenship and Immigration.

The council will have one chair and one vice-chair, who are also members.

A majority of members of the council shall be persons with disabilities.

### **TERM OF APPOINTMENT**

Appointments typically range between two (2) and three (3) years in length.

The term of appointment must not exceed three (3) years, with a reappointment allowable up to a further three years, at the discretion of the minister.

### **ROLES AND RESPONSIBILITIES OF ALL COUNCIL MEMBERS**

By accepting an appointment to the council, it is the responsibility of all appointees to:

- sign and adhere to the council terms of reference;
- follow all directives provided to the council by the minister and/or the minister’s delegate and any additional information provided by the ministry;
- respect confidentiality of council business;
- ensure effective and good faith participation in all council activities; and,
- complete all other duties as directed by the minister or the minister’s delegate.

### **ROLES AND RESPONSIBILITIES OF THE CHAIR AND VICE-CHAIR**

In accordance with government directives, and subject to the direction of the minister, the responsibilities of the chair are to:

- keep the minister informed of issues or events that may concern the minister;
- provide leadership to the council in its activities;
- monitor the performance of the council in its activities;
- facilitate, on behalf of the council, any periodic review directed by the minister;

## **ROLES AND RESPONSIBILITIES OF THE CHAIR AND VICE-CHAIR (CONTINUED)**

- develop an annual work plan with the council and the directorate, in order to meet the legislated mandate and minister's strategic direction;
- co-ordinate, prepare the agenda and chair council meetings; and,
- prepare with council members the content of any reports requested by the minister.

The vice-chair will assist in the conduct of meetings and other council business and act in the absence of the chair, as necessary.

## **REMUNERATION AND EXPENSES**

All appointments are considered part-time and appointees are not in an employment relationship with the Government of Ontario. An element of public service is implied in any appointment by the Government of Ontario and therefore, any remuneration that may be paid is not expected to be competitive in the marketplace.

The minister may pay council members the remuneration and the reimbursement of expenses that the Lieutenant Governor in Council determines.

The ministry will cover costs related to accommodation supports for individual members, as required.

## **COUNCIL MEETINGS AND SUBCOMMITTEES**

Unless the minister directs otherwise, the council will meet on a quarterly basis.

At the direction of the minister, subcommittees of the council may be organized.

Council members must maintain good attendance for meetings, teleconferences, etc. with a reasonable standard for attendance, which is 80 percent for all council meetings over a twelve month period. If a council member is absent for more than 20 percent of the meetings in any twelve month period, and does not have reasonable justification or corrective action is not taken, the chair will advise the minister and the minister may declare the member's seat vacant.

## **STANDARDS DEVELOPMENT COMMITTEES**

At the discretion of the Minister, the Minister may invite members of the Accessibility Standards Advisory Council to participate as members of a standards development committee.

## **CONFIDENTIALITY**

In accepting an appointment to the council, members agree that they will not disclose or give to any person any information or document that comes to their knowledge or possession by reason of being a member of the council. Council members understand that council documents, communications, work and activities are subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA).

## **CONFLICT OF INTEREST**

Council members must conduct themselves impartially as advisors to the minister as mandated under the act.

Council members must arrange their private interests to prevent real or perceived conflicts of interest. If a conflict does arise between the private interests of a council member and the official duties and responsibilities of that individual as a council member, the member shall declare the conflict by submitting a letter to the chair outlining the nature of the conflict. The chair, the minister and the member shall resolve the conflict in favour of the public interest.

As a government of Ontario appointee, council members shall not use information obtained as a result of his or her appointment for personal benefit.