MANDATE AND ROLES DOCUMENT  
Between  
MINISTER, COMMUNITY AND SOCIAL SERVICES  
And  
PREMIERS COUNCIL ON THE STATUS OF PERSONS WITH DISABILITIES (Council)

1. Preamble

(i) This Mandate and Roles Document has been developed collaboratively between the Minister of Community and Social Services (CSS) AND the Premier’s Council on the Status of Persons with Disabilities.

(ii) Council members are appointed by an Order in Council.

(iii) This Mandate and Roles Document reflects a common understanding, clarifies their respective roles and responsibilities and establishes the accountabilities of the parties to one another, and meets the requirements of the Alberta Public Agencies Governance Act.

2. Mandate

The Premier’s Council on the Status of Persons with Disabilities mandate;

The Premier’s Council on the Status of Persons with Disabilities was established in 1988 with the proclamation of the Premier’s Council on the Status of Persons with Disabilities Act. The Council is an advisory body to the Government of Alberta (GoA). Its role is to provide advice regarding inclusion and accessibility for person with disabilities to reach their full potential. In 2013, the Act was amended to support Council to advise the Alberta government on alignment between policies and strategies affecting persons with disabilities and the principles of the United Nations Convention on the Rights of Persons with Disabilities.

3. Roles, Responsibilities and Accountabilities

(i) The Council,

a. Will comply with the Alberta Public Agencies Governance Act and the Premier’s Council on the Status of Persons with Disabilities Act and all legislation, regulations policies and procedures related to its governance and operation.

b. Will provide advice to the government that is timely, reasonable and actionable.
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(ii) its members,
    a. Will engage and connect to persons with disabilities, their families and supporters, and provincial agencies and services through council engagement and connecting processes within context of the strategic plan; bringing messages from groups to guide advice provided to government.
    b. Will raise public awareness related to issues to persons with disabilities.
    c. Advise the government regarding the alignment between policies and strategies affecting persons with disabilities and the principles of the United Nations Convention on the Rights of Persons with Disabilities.

(iii) Minister of Community and Social Services ,
    a. approves the Mandate and Roles Document as per Alberta Public Agencies Act;
    b. monitors the operations and performance of Council to ensure it is fulfilling its mandate in compliance with government policies and to determine if the work of the Council is still relevant to the needs of Albertans; and
    c. Ensures the Council is aligned with GoA priorities and if the operations and functions are being carried out in a manner that can achieve GOA objectives.

(iv) Premier’s Council on the Status of Persons with Disabilities Secretariat provides the following support to the Council;
    a. Director of the Secretariat is designated expenditure officer for remuneration and expenses for Council;
    b. Strategic planning;
    c. Budget and financial administration;
    d. Coordination of meetings;
    e. Provide support for Council’s research advisory and engagement activities;
    f. Advice on government processes and protocols;
    g. Recruitment, training and orientation of members.

(v) The Council Chair is responsible for the public communication, evaluation of the performance of the public agencies and its members;
    a. Communication is channeled through the Council Chair or designate. The Council speaks with one message.
i. Key messages are provided to members for general communication.

b. Annual agency and member evaluation are ensured by the Chair with facilitation from the Ministry’s Secretariat and Governance Services. Evaluations follow a prescribed annual process.

c. The assessment process is based on common CSS Ministry public agency assessment principles, with competencies and related performance indicators specific to the Council.

d. Members, the Vice-Chair, Deputy Chair and the Chair engage in the prescribed annual assessments to increase the performance of the Council, and to enhance individual member and Chair effectiveness.

e. Council evaluations are provided to the Minister.

f. Information from the evaluations assess is also used to:
   i. Assist with succession planning,
   ii. Identify additional member skills to help fulfill the Council’s mandate;
   iii. Assist with appointment and reappointment decisions; and
   iv. Provide the Minister with confidence in the performance of the Council.

4. **Accountabilities**

   (i) The Council and the Minister’s mutual expectations in respect of communication, collaboration and consultation with each other;
   
   a. The Chair reports to the Minister.
   
   b. Council members report to the Chair.
   
   c. Deputy Chair member reports to Chair and Caucus/Legislature.
   
   d. Vice Chair is enacted in the absence of the Chair (noted for the purpose of remuneration rate and authority of Chair).
   
   e. The Code of Conduct is administered by the Chair in relation to members conduct with support from the Director of the Secretariat.
   
   f. The Minister administers the Code of Conduct in relation to the Chair.
   
   g. Council works collaboratively and respectfully to provide advice to the government.

   (ii) Council committee structure;
   
   a. The Council will meet as a whole four times per year (in person or video conference or teleconference).
b. The Council may establish subcommittees to provide expert advice to Council as outlined in the Strategic Plan.

c. The Council may establish an Executive Committee to support the Chair.

(iii) The financial, staffing and administrative arrangements for the public agency;

a. The Secretariat provides administrative support and financial administration for the Council. These arrangements will comply with relevant GOA legislation and policy.

(iv) Honoraria and reimbursement of expenses:

a. Members receive honoraria in accordance with the Order-In-Council rate approved by the Minister and are reimbursed for expenses in accordance with the government Travel, Meal and Hospitality Expenses Policy.

b. Members’ remuneration and expenses are publicly disclosed in accordance with the Public Sector Compensation Transparency Act and the government’s Public Disclosure of Travel and Expenses Policy.

(v) The Council’s planning and reporting requirements;

a. Council is responsible for developing a three-year plan in alignment with Minister’s goals, the GOA planning cycle and the Premier’s Council on the Status of Persons with Disabilities Act.

b. Council shall for each fiscal year, prepare an annual report summarizing its activities, issues and impact.

c. On receiving a report under Section 7(1)(2), the Premier shall lay a copy of it before the Legislative Assembly if it is then sitting or, if it is not then sitting, within 15 days after the commencement of the next sitting.

(vi) A Mandate and Roles Document may be amended at any time by the public agency and the responsible Minister.

(vii) A Mandate and Roles Document and any amendment made to it must be signed on behalf of the public agency and by the responsible Minister.

(viii) A Mandate and Roles Document must be reviewed and renewed, amended or replaced within 3 years after the day on which the Document was signed.

(ix) A Mandate and Roles Document must be made available to the public.

5. **Termination**

(i) Member’s appointments may be rescinded by the respective Minister before their terms expire.
6. **Recruitment and appointment**

(i) Individuals are recruited and appointed by the GoA.

(ii) Appointments to Council are established under the *Premier’s Council on the Status of Persons with Disabilities Act*.

(iii) Candidate names are submitted to the Minister for the Premier’s consideration and approval.

(iv) Vacancies and a member position profile are posted on the government electronic Public Agency Appointment System (e-PAAS) website.

(v) Position descriptions are used that outline desired competencies.

(vi) Appointments are for periods of up to three years.