



Industry Advisory Council

Terms of Reference

Industry Advisory Councils (IAC) Terms of Reference

Purpose and Accountabilities

In support of its mandate to achieve positive safety outcomes and recognizing the need for strategic oversight of safety regulations and issues, the Technical Standards and Safety Authority (TSSA) actively solicits the advice and input of key stakeholders from the respective industries that it regulates through industry advisory councils. Each Industry Advisory Council (IAC) is invited to work with TSSA in support of safety initiatives and general enhancements in service delivery.

The purpose of the IACs is to provide TSSA with advice and input from stakeholders of the respective industries that it regulates. The responsibility of each IAC is to:

- Provide TSSA with input and advice when TSSA is seeking perspectives to inform certain initiatives, decisions, or strategic objectives by:
 - Responding to issues or strategies raised by TSSA; and/or
 - Raising issues for TSSA's consideration based on developments within the industry.
- Identify strategic safety issues, current or anticipated, and provide guidance for their resolution.
- Provide input and advice regarding general enhancements in service delivery by TSSA.
- Work with TSSA to prioritize operational and safety issues identified by the Council.
- Prepare and engage on matters discussed at council and seek to understand and solicit broader stakeholder input prior to making recommendations to TSSA.
- Such other responsibilities as determined by the CEO from time to time.

Councils serve their respective industries, where possible, by providing:

- A communication channel through which their safety concerns can be directly voiced.
- A forum in which to advise and support TSSA in respect to continuous improvement of its services.
- Facilitating communication back to industry on TSSA activities.

TSSA supports IACs by:

- Ensuring there is an executive level TSSA sponsor who is accountable to communicate IAC advice to TSSA.
- Actively identifying and alerting relevant IACs to consider and hear from non-member stakeholder voices to enhance member knowledge when discussing unique matters where specific representation may be absent among the current membership.
- Acknowledging industry input and advice and providing a rationale as to how it was used.
- Committing to transparency and open communication with IACs and industry stakeholders. As the key source of information on IACs for stakeholders, TSSA will keep the website up to date, including the posting of membership lists and meeting minutes.
- Working collaboratively with the Council on priorities identified through the Council.
- While strategic and safety initiatives take priority, TSSA will work collaboratively with the Council on priorities identified through the Council as resources permit

TSSA will further ensure the effectiveness of IACs by assigning a Council Coordinator to be the primary point of contact for IACs. The responsibilities of the Council Coordinator include:

- Reporting on TSSA's actions with respect to advisory council activities and participating or ensuring relevant TSSA staff are available to inform council discussions.
- Coordination of administrative support such as scheduling meetings, distributing approved agendas and relevant materials, drafting of meeting minutes and maintaining IAC records.
- Providing newly appointed IAC members and approved alternates with an orientation which outlines the mandate of the specific IAC they are joining, members' roles and responsibilities, and a general overview of the issues discussed at the relevant IAC.

Industry Advisory Councils meetings may take different formats such as:

- In-person meetings
- Online meetings

IACs may meet in the following forums:

- Joint IAC meetings
- Plenary Sessions
- Industry Specific Sessions

Ad-hoc meetings on specific, focused topics & relationship with Industry Working Groups

The focus of IACs is to discuss and advise on safety strategy. In doing so TSSA working groups may be formed to address specific technical safety or operational issues that are related to gaps in public safety. While in operation, working groups will communicate their activities, progress, and advice to the respective IAC on a regular basis. The convening of a working group is dependant on issue alignment with TSSA strategic initiatives, TSSA resourcing, and council prioritization. Resources may be drawn from council members, industry, the public, other stakeholder groups or associations and TSSA staff. Working groups must have clear objectives and deliverables.

Composition and Term

The composition of each Industry Advisory Council shall:

- Strive for balanced representation among stakeholder organizations and associations in each respective industry. This may result in the number of members varying from IAC to IAC.
- Include a Chair selected from among members of each respective IAC. The Chair will be appointed by the CEO or the CEO's delegate. Members reserve the right to decline the offer to serve as Chair.
- Include a Vice Chair appointed by the CEO or the CEO's delegate to support the Chair and act as an alternate to the Chair when unavailable. Members reserve the right to decline the offer to serve as Vice Chair.
- Be managed via a membership matrix that is reviewed at least once every three (3) years by the CEO or the CEO's delegate and the respective IAC Chair.
- A position on council will only be created or open for nomination upon a thorough review of the membership composition by TSSA and the council Chair and upon final approval by TSSA's CEO (or delegate). The review will consider whether the total membership represents diverse and adequately balanced perspectives.
- Include a consumer representative from TSSA's Consumers Advisory Council to sit on each IAC.
- All IACs shall have a maximum number of participants no greater than 15 persons.
- With the prior agreement of TSSA and the Council Chair, guests will be able to attend and participate at IAC meetings, particularly if they bring a perspective to a particular topic that may not be represented by appointed council members.

Terms of Members:

- The term for IAC members is three (3) years.
- After two (2) consecutive three (3) year terms, the position must be open for recruitment. The incumbent may retain the position after two (2) consecutive three (3) year terms if no replacement is successfully appointed to the position.
- The terms shall be staggered, as determined by the CEO and the IAC Chair.
- Term renewal will be at the joint discretion of the Council Chair and TSSA, and will be based on member attendance, participation, and currency of experience.
- The beginning of a term for the purposes of the term limit will be upon appointment or reappointment after January 1, 2022. TSSA may make exceptions to term limits if there are limited qualified candidates for certain council positions.
- Once a member is appointed Chair, membership terms no longer apply, and the Chair terms take effect.
- TSSA may at any time remove an individual from membership of an IAC if that individual is deemed to no longer meet all the necessary qualifications due to factors such as a change of employment.

Term of Chair:

- The Chair will serve a three-year term. Incumbents may serve a second term if the CEO or the CEO's delegate renews the appointment. After two consecutive terms a new individual must be appointed to serve in the position as Chair.
- A Chair's term begins once a member is appointed as Chair. If appointed as Chair, a member is eligible to serve two terms as a Chair even if the member has served two terms as a member.

Term of Vice Chair:

- The term of a Vice Chair shall be determined by their membership term on Council, after which a new Vice Chair shall be selected.

Member Responsibilities

- Council members are encouraged to act in accordance with TSSA's corporate values available on the TSSA website.
- In addition, the members of the councils will be guided by the following Code of Conduct guidelines when participating in meetings:

- Each attendee is an equal participant in all aspects of council deliberations and should have the opportunity to openly share their expertise and knowledge to enhance public safety.
- Respect the various positions of council members and other participants.
- Be open to exploring differing perspectives to have informed interactions that enhance public safety.
- Listen to and give full attention to whomever the Chair has acknowledged as the speaker or presenter.
- Remain objective and leave respective competitive strategies and goals outside while conducting council business and represent to the best of their ability their stakeholder group.
- Respectful disagreement is permitted; consider tone and approach when tabling concerns at councils, particularly when directly addressing another individual.
- Abide by the following Conflict of Interest guideline while conducting council business:
 - All members are required to refrain from using their position to gain benefit from or influence any other member, organization, or industry sector.
 - Demonstrate independence from TSSA and the IAC Chair by identifying any real or potential conflicts to the Council Chair and TSSA in a timely manner.
 - Review all materials provided in advance of meetings to be able to fully participate.
 - Agree to communicate as much non-confidential information between their respective industries/associations and the IAC as possible, to ensure recommendations are made that would best meet the needs of the industry at large and that industry is informed of the resultant outcomes.
 - When unable to attend a meeting, members are encouraged to name an alternate to attend in their stead to ensure consistency and continuity. Suggested alternate members are to be recommended to the Chair for approval by the CEO or their delegate. Alternates are to attend council meetings only when the member is unable to attend.
 - Alternates do not have a right to the member's position in the event the member is unable to continue their term on Council. In this case, the position will be open for recruitment.
 - If the standing member is absent for four (4) meetings consecutively within their term on council they will be removed from council pending a review, by the Chair and TSSA, of attendance.

Note:

- TSSA may suspend a member's council membership for serious or repeated non-compliance with the above Code of Conduct guidelines or other member responsibilities described herein.

- TSSA may suspend council membership of a member who is employed by or affiliated with an entity that is under investigation for a contravention of the TSS Act, its regulations or alternate rules, and may terminate council membership of such a member if prosecuted and convicted for the contravention.

Chair Responsibilities

- Representing IAC at meetings and official functions.
- Presiding over and managing meetings to ensure that members act in accordance with the Code of Conduct and Conflict of Interest guidelines.
- Setting meeting agendas in consultation with TSSA.
- Referring new members to the IAC in consultation with TSSA.
- Recommending guest presenters or speakers in consultation with TSSA.
- Reporting to TSSA's CEO on issues of relevance, including the Annual Advisory Council Report to the CEO and Board of Directors.
- Addressing issues of non-performance of individual IAC members.

Note:

- The CEO (or their delegate) may replace a council chair for non-compliance with the above Code of Conduct guidelines or other chair or member responsibilities described herein.

Member Qualifications and Selection Process

- Members are expected to have a breadth of knowledge about the sector they represent. They may be senior level representatives of an association or organization, or experienced individuals. Preference may be given, where possible, to active members of a particular industry who, in good standing, are affiliated with an industry association, to ensure the broadest industry perspective is represented.

Potential candidates for IAC membership will be identified through a formal call for nominations publicized on the TSSA website.

All proposed candidates will be reviewed by TSSA and Chair of the subject IAC.

Final appointments will be approved by the CEO (or the CEO's delegate).

Voting

Where voting may be required on any matter to be advanced for TSSA consideration, quorum is set at no less than sixty percent of the Council (or their approved alternates) in attendance at the IAC meeting during which a vote is to be taken. Guests are not permitted to participate in voting.

Frequency of Meetings, Administration & Location

The Council shall meet at least two (2) times annually.

Additional meetings may be called either at the request of the Chair with support from four or more of the members of an IAC and approved by the CEO or the CEO's delegate.

Meeting agendas and supporting material will be sent to each member approximately ten (10) days in advance of the meeting date. Minutes will be distributed approximately four (4) weeks after the meeting following an opportunity for a review by the Chair. Draft minutes of the meeting will be distributed to members. Minutes will be posted on the TSSA website once approved by council.

Meetings will be held either in person or virtually through secure web-based platforms supported by TSSA.

TSSA will coordinate meetings and provide administrative support.

Council Reporting

TSSA has developed an annual reporting process for the IACs. Each IAC will provide the CEO with an annual report for the fiscal year to communicate key accomplishments and any concerns raised.

Reports are to be prepared by each IAC Chair and submitted to the CEO following the end of the fiscal year. TSSA will provide a template to support and align the reports. Reports will also be shared with TSSA's Board of Directors.

The purpose of the annual reporting process is to provide the CEO and Board of Directors the opportunity to:

- review key safety initiatives and priorities discussed at council meetings
- review the relationship with, progress, and effectiveness of the IACs, as well as TSSA's ability to support IAC activities.
- IAC Chairs may from time to time also be asked to present or meet with the CEO or the TSSA Board of Directors.

Remuneration and Expenses

IAC members may be reimbursed for reasonable expenses properly incurred in the performance of their duties where expenses are not reimbursed or paid by third parties (including employers of the Council member in question or other organizations).

Guidance and process for reimbursement of IAC member expenses will be informed by the TSSA Expense and Reimbursement Policy. IAC members will be provided advance notice of periodic review and changes to the policy.

Evaluation of IAC Effectiveness and Performance

TSSA will administer and report on self-evaluations of the IACs at least every three (3) years. The surveys will be conducted so that council members may provide information in confidence.

Confidentiality

Every employee of TSSA is required to safeguard the confidentiality of sensitive information. This obligation extends to IAC members and approved alternates, and to information or records related to advisory councils. Each IAC member and approved alternate must maintain confidential all TSSA or third-party information of a proprietary, confidential, or sensitive nature. All material should be treated as confidential. TSSA will notify members which council material can be shared. Council members may need to keep constituent groups apprised of certain initiatives as they progress through council and can request to share information and TSSA will work to accommodate any requests.