



Purpose

In support of its mandate to achieve positive safety outcomes and recognizing the need for strategic oversight and management of safety regulations and issues, the Technical Standards and Safety Authority (TSSA) actively solicits the advice and input of the key stakeholders from the respective industries that it regulates through a number of industry specific advisory councils. The advisory councils are invited to work with TSSA in support of safety initiatives and general enhancements in service delivery within their respective industries. Participation of stakeholder representatives on the advisory councils is very much appreciated by TSSA.

As outlined in TSSA's bylaws, the purpose of the advisory councils is "to provide a forum to enable TSSA to obtain advice and input in relation to safety strategies from stakeholders of the respective industries that it regulates through industry specific advisory councils." Also as outlined in the bylaws, the responsibilities of each industry advisory council (IAC) are to:

- identify strategic safety issues, current or anticipated, and to provide guidance for their resolution;
- provide input and advice regarding general enhancements in service delivery by TSSA; and
- such other responsibilities as determined by the CEO from time to time.

Industry Advisory Councils provide:

- industry members a communication channel through which their safety concerns can be voiced;
- industry members a means to support and advise TSSA with respect to continuous improvement of its services;
- TSSA a valuable resource through which to solicit industry input and advice; and
- TSSA a mechanism to facilitate communication back to industry at large.

Operating Principles

TSSA is committed to public safety first, always. Our values help guide our behaviour, support our services and assist us in achieving our vision. They are:

- Leadership: Be the best in actions and words.
- Integrity: Be honest and ethical.
- Respect: Build trust and earn respect.
- Accountability: Be responsible for all actions and deliver on all commitments.
- Teamwork: Work together, respect individuals and celebrate success.
- Communication: Be an effective and efficient communicator. Be an active listener.

Council members are encouraged to act in accordance with TSSA's corporate values.

In addition, the members of the councils will be guided by the following principles:

- IAC members agree to represent the overall views of their respective stakeholders to the best of their abilities;
- IAC members leave their respective competitive strategies and goals outside of IAC meetings;
- although a consensus is preferable, the council activities and advice to TSSA will be determined based on the majority opinion;
- each member is an equal participant in all aspects of council operation; and
- TSSA commits to transparency and open communication related to its activities, plans and the decisions made based on the recommendations of the council.



Council Structure

TSSA's bylaws state that:

- the composition of the members of each Industry Advisory Council shall, as much as possible, be reflective of most stakeholders in its respective industry, and, as such, the number of members will vary from council to council;
- council members may be comprised of individual representatives and association representatives;
- when appointing council members, persons from an industry association will be given preference over representation from a specific company, so as to ensure the broadest scope of representation possible;
- a membership matrix for each Industry Advisory Council shall be established and shall be reviewed annually by the CEO and the Industry Advisory Council concerned;
- where possible, TSSA will seek to include a consumer representative from TSSA's Consumers Advisory Council on each Industry Advisory Council; and
- directors of TSSA shall not be council members.

Association representatives may recommend a representative for membership. Individual industry representatives may be sourced through a formal call for nominations process, administered by TSSA. The membership matrix will be reviewed annually, with the chair, to ensure continued appropriateness [see also the IAC membership guidelines].

Each council will have a TSSA Point Person appointed to work in cooperation with and to support the work of the council. This Point Person will be responsible for delivering on TSSA's commitments with respect to advisory council activities.

TSSA will support advisory council initiatives through the scheduling of meetings, preparation of agendas and meeting minutes and maintenance of council records. The Corporate Secretary is responsible for coordination of administrative support and the overall effectiveness of TSSA's support of advisory council initiatives.

Membership

TSSA's bylaws state that IAC members "shall be appointed jointly by the CEO and the chair of that Industry Advisory Council". With respect to terms:

- the term of office for council members is three (3) years;
- the terms of the council members of each Industry Advisory Council shall be staggered, as determined by the CEO and the chair of that Industry Advisory Council; and
- there shall be no maximum term of office for council members and a council member will be eligible for reappointment on a consecutive basis thereafter, provided that such council member continues to meet the qualification requirements to be a council member.

When openings occur, council members are encouraged to submit names of industry representatives for nomination to a council. TSSA may elect to recruit new council members by posting open positions on its website.

Term renewal will be at the joint discretion of the council Chair and TSSA and will be based on member attendance, participation, currency of experience and ability to replace.

TSSA's bylaws state that "the council members of each Industry Advisory Council shall by resolution elect a chair from among its members". Following the completion of each term as Chair, an election process will be held. Incumbents may serve subsequent terms if elected by their council peers. TSSA will participate in the nomination / election process with one vote.

With respect to remuneration and expenses, TSSA's bylaws state that:

Council members shall serve as such without remuneration and no council members shall directly or indirectly receive any profit from his or her position as such, nor shall any council members receive any



direct or indirect remuneration from TSSA, except provided that council members may be reimbursed by TSSA for reasonable expenses properly incurred by them 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).

Qualifications

Nominees to the councils and council members should be senior members of their respective organization/association who are committed to represent their industry sector's position on various issues. Members should have a breadth of knowledge about the sector they represent.

Alternate Members

To ensure consistency and continuity, in the event a council member is unable to attend a meeting, council members are encouraged to name an alternate member to attend in their stead. Suggested alternate members are to be recommended to the council chair for approval by the council chair and TSSA.

New Members

Newly appointed members to a council will be provided with an orientation which outlines the mandate of the council, the members' roles and responsibilities and gives a general overview of the issues discussed at the council.

Responsibilities of Council Chair

The council chair is responsible for:

- presiding over meetings when present;
- appointing a council member to act as chair in his/her absence;
- setting meeting agendas in consultation with TSSA;
- representing the council at official functions;
- serving as a member of the Committee of Council Chairs;
- recommending new members to council in consultation with TSSA;
- ensuring actions of the council are in accordance with the council strategy and the terms of reference;
- reporting to TSSA's CEO on issues of relevance, including the annual advisory council report; and
- addressing issues of non-performance of individual council members.

Past Chair

To ensure the effectiveness and efficiency of council proceedings, the council chair upon the completion of his or her term is encouraged to remain on the council for at least one year as a past chair. This will allow the past chair to provide support to the new chair in the transition process.

Council Reporting

TSSA has developed an annual reporting process for the councils. The annual report is intended to communicate the key accomplishments and concerns, if any, of the council that occurred during the fiscal year. The report is to be focused on TSSA's ability to partner with its industry stakeholders in the execution of its public safety strategy.

Reports are to be prepared by the Chair and submitted to the CEO following the end of the fiscal year. TSSA administrative support is available to mitigate the administrative burden on the chair. The CEO will present a consolidated report to the Board of Directors for their information.



The purpose of the annual advisory council reporting process is to:

- facilitate comprehensive disclosure;
- reinforce TSSA's commitment to transparency and public accountability; and
- provide the CEO, and where appropriate the Board of Directors, the opportunity to review the relationship with, progress and effectiveness of the advisory councils, and TSSA's ability to support the activities of the councils.

Analysis of the information presented in the reports will be conducted to identify key trends or common issues that require further action.

When appropriate, Chairs will have the opportunity to present in person key or critical issues to the Board. Criteria applied to assess the need to escalate issues to the Board include:

- current channels to communicate and effect resolution of key issues have failed; and
- public safety is / will be hindered without issue resolution.

Through the effective use of the reporting process outlined, TSSA aims to further develop its relationships with industry towards the shared goal of enhanced safety outcomes.

Council Evaluation

TSSA will administer and report on self evaluations of the IACs on a biennial basis. The surveys will be conducted so that council members may provide information in confidence.

Industry Committees

The focus of the councils is to discuss and advise on safety strategy. In doing so, committees may be formed to address specific, technical and non-technical issues. Committees will communicate their recommendations to the council as a matter of course. Resources may be drawn from council members, industry and TSSA staff.

Risk Reduction Groups (RRGs)

RRGs are established to address a safety gap or specific risk management issue. RRGs and issues requiring safety solutions are established by TSSA. Council members are invited to submit issues for consideration. Safety issues will be assessed and RRGs established and prioritized using risk-informed methodology. RRG discussions and resultant guidance for the resolution of specific issues will be based on risk management principles and communicated to the applicable councils. RRG updates will be standing items on all council agendas. RRG members operate under their own terms of reference.

Training and Certification Advisory Boards (TCABs)

TCABs are committees established to develop, promote and maintain the utilization of a uniform training standard for the qualification, examination and certification of persons requiring certificates, and to meet the needs of industries and protect public safety in Ontario. TCAB discussions and resultant guidance will be communicated to the councils. TCAB updates will be standing items on all council agendas. TCAB members operate under their own terms of reference.

Task Groups

A Task Group is a sub-committee of the advisory council and is established to address technical or operational issues that are indirectly related to gaps in public safety. These subcommittees report to the council and may be standing committees or may be disbanded and re-established as the need arises.



Meetings

The councils meet two times per year. Additional meetings may be called at the request of the Chair, or four or more of the members of the council.

Meeting agendas and supporting material will be sent to each member ten business days in advance of the meeting date. Minutes will be distributed approximately three weeks after the meeting following a review by the Chair. Following the Chair's approval, draft minutes of the meeting will be distributed to members and will be posted on the TSSA website.

Quorum

A quorum for council recommendations shall consist of not less than sixty percent of the members of the council, or their approved alternates.

Communications

As representatives of an organization or industry sector, council members agree to communicate as much information between their respective industries / associations and the council as possible, so as 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.

TSSA is committed to ensuring effective communication with the councils and will utilize the following forms to facilitate communication:

- formal meeting agendas;
- briefing notes;
- minutes of meetings;
- action plan / status reports; and
- council brochures.

As the key source of stakeholder information on IACs for stakeholders, TSSA will seek to keep the TSSA website up to date, including the posting of draft minutes, membership lists, and dates of future meetings.

Confidentiality

Every employee of TSSA is required to safeguard the confidentiality of proprietary or sensitive information, audit findings and industry records. This obligation extends to advisory council members, and to information or records related to advisory councils. Accordingly, each IAC member must maintain confidential all TSSA or third party information of a proprietary, confidential or sensitive nature including information and records relating to the work of the IACs, which is communicated or disclosed to him or her or to which he or she has access in his or her capacity as a member of the advisory council.

Conflict of Interest

It is recognized that members of the IACs may ultimately derive either direct or indirect benefit from the outcome of specific deliberations of the council. All council members are required to refrain from using their position to gain benefit from or influence any other member, organization or industry sector.