

SCHEDULE "B" – INFORMATION SHARING PROTOCOL

Technical Standards and Safety Authority

This Schedule outlines information sharing protocols recognizing that the Technical Standards and Safety Authority (the Corporation) shall respond in an expeditious manner to all requests made by the Minister, including requests in respect of:

- a. the governance of the Corporation;
- b. the administration of the Act by the Corporation;
- c. the memorandum of understanding; or
- d. a policy direction issued by the Minister under section 3.14 of the Act.

This Schedule outlines information sharing protocols not already specified in the MOU or other schedules to the MOU.

Unless specifically outlined in this Schedule, when making information requests of the Corporation, the Minister shall inform the Corporation of the timeframe in which the information is needed.

Prior to any personal information being shared, the Minister and the Corporation will confirm how it will be used, that there is legal authority to share it, that any notice requirements have been addressed, as well as the method for sharing, securing and disposing of the personal information. For this purpose, "personal information" has the same meaning as in the *Freedom of Information and Protection of Privacy Act*.

To facilitate information sharing, the Corporation and the Minister will seek to achieve a "one-window" policy with the Corporation and the Ministry's Public Safety and Operations Policy Branch ("PSOPB") unless otherwise specified by the Minister, being the access points.

In addition, the Corporation and PSOPB shall make reasonable efforts to meet quarterly to discuss current issues, needs and other matters necessary for the proper administration of this Schedule.

| Description | Responsibility | |
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| | Minister | Corporation |
| Information requests made by the Minister to the Corporation | The Minister shall make reasonable efforts to share with the Corporation the context in which the request for information is being made. | The Corporation shall respond in an expeditious manner to all requests made by the Minister. |
| Cabinet Submissions | | |
| All Issues | PSOPB will develop Cabinet submissions, as required, in cooperation with other Ministry branches. | Corporation is consulted where appropriate. |
| Correspondence | | |
| The Minister and the Corporation will work together to draft responses whenever possible, in a timely fashion, respecting that PSOPB is required to respond to all correspondence within five (5) business days. | | |
| On all subjects directed to the Minister | PSOPB will: <ul style="list-style-type: none"> • action to the Corporation; or • draft a reply indicating referral to the Corporation for direct response; or • draft a reply. | The Corporation will: <ul style="list-style-type: none"> • respond directly under the Corporation's signature and copy PSOPB as appropriate, or • supply PSOPB with information required for the Minister to reply. |
| Briefing Notes | | |
| For Minister meetings with the Corporation's stakeholders | PSOPB will coordinate preparation of meeting materials and make reasonable efforts to notify the Corporation of any such meetings and discuss with the Corporation. | The Corporation will provide PSOPB with relevant information on stakeholders/issues. |

| Description | Responsibility | |
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| | Minister | Corporation |
| For Corporation's meetings with Minister stakeholders (e.g. other ministries or agencies) | | The Corporation will make reasonable efforts to notify PSOPB of the meeting, discuss outcomes with PSOPB, and provide a briefing note upon request. |
| Issue Notes | | |
| The Minister and the Corporation will work together to issue responses in a timely fashion respecting the requirement for the PSOPB to respond to all requests for issue notes within specific timeframes (e.g. short notice or outside of regular business hours). | | |
| On any subject (designed for use in the Legislature) | <p>PSOPB will prepare the issue note and provide it to the Ministry's Communications Branch.</p> <p>Requests for information made to the Corporation to develop the issue note will be accompanied by a timeline for response.</p> | The Corporation will provide information to PSOPB within timeframe specified. |
| Issues Management | | |
| Emergencies, accidents and fatalities | When the Minister is informed by the Corporation or through media reports, PSOPB will provide the Ministry's Communications Branch with key information as quickly as possible, including by referring to the Emergency and Serious Incident Communication Protocol, and monitor for updates. | The Corporation, including by referring to the Emergency and Serious Incident Communication Protocol, will inform PSOPB and provide relevant details, key messages and response strategy. |

| Description | Responsibility | |
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| | Minister | Corporation |
| Other possible contentious issues (e.g. stakeholder grievances/ concerns, etc.) | PSOPB will inform the Ministry's Communications Branch. | The Corporation will inform PSOPB and provide relevant details, key messages and response strategy. |
| Media Relations | | |
| Requests made to the Minister for interviews and background material on the Corporation's operational issues | Ministry's Communications Branch will notify PSOPB who will then, as appropriate, refer the request to Corporation or obtain the required information from the Corporation. | The Corporation will provide the required information or, if requested by the Minister, respond directly, and advise PSOPB of the outcome from the media engagement. |
| Media releases issued by the Corporation | PSOPB will share a copy of the Corporation's media release with the Ministry's Communications Branch for information and review. | <p>The Corporation will prepare and share a copy of its media release with PSOPB five to seven business days in advance or its earliest opportunity and before the release is issued to media.</p> <p>The Corporation will request the Ministry's review if required under its agreed upon media protocol with the Ministry.</p> |
| Speeches/Speaking Notes | | |
| All Minister speeches/speaking notes (any topic) | Ministry's Communications Branch will prepare, and PSOPB will advise the Corporation. | The Corporation will supply PSOPB with information. |

| Description | Responsibility | |
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| | Minister | Corporation |
| Performance Measures | | |
| Measures and performance measure results | PSOPB may request measures, including targets, and performance measure results from the Corporation from time to time, in accordance with Schedule “M”. | The Corporation will supply PSOPB with measures, including targets, and performance measure results, as available, at the time of request or when the Corporation determines there is a risk that it will not achieve its target performance measure. The Corporation will undertake these tasks in accordance with Schedule “M”. |

| Description | Responsibility | |
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| | Minister | Corporation |
| Marketing / Public Relations Events | | |
| Collaboration on Marketing / Public Relations Events | <p>PSOPB and the Ministry's Communications Branch will work collaboratively with the Corporation to:</p> <ul style="list-style-type: none"> plan and develop joint marketing and public relations events between the Minister and the Corporation; and obtain information on the Corporation specific events and, industry events to be attended by the Corporation, communications research and best practices. <p>PSOPB will be the lead in contacting the Corporation about communications activities, respecting the one-window approach. However, the Communications Branch may follow up directly with the Corporation while keeping PSOPB fully informed of discussions and planned activities.</p> | <p>The Corporation will work collaboratively with PSOPB and the Ministry's Communications Branch to:</p> <ul style="list-style-type: none"> plan and develop joint marketing and public relations events between the Corporation and the Minister; and provide information on the Corporation specific events and, industry events to be attended by the Corporation, communications research and best practices. <p>The Corporation will initially contact PSOPB about communications activities, respecting the one-window approach. However, the Corporation may subsequently follow up directly with the Ministry's Communications Branch, while keeping PSOPB fully informed of discussions and planned activities.</p> |
| Other | | |
| Information concerning Board member competencies | PSOPB will make requests to the Corporation for information as and when required. | The Corporation shall provide to PSOPB at least once annually, and as requested, the Board's skills profile. |

| Description | Responsibility | |
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| | Minister | Corporation |
| Information concerning communications campaigns/activities undertaken by the Corporation | PSOPB will make requests to the Corporation for information regarding planned communications campaigns/activities, including public education campaigns. | The Corporation will provide information on key communication activities to PSOPB on a quarterly basis and on request. |

Technical Standards and Safety Authority

As originally signed by RJ Falconi

Chair of the Board

Date: April 25, 2022

Her Majesty the Queen in right of Ontario

As originally signed by The Honourable Minister Ross Romano

Minister of Government and Consumer Services

Date: April 28, 2022