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**MANDATE AND ROLES DOCUMENT**  
**Between**  
**MINISTER, COMMUNITY AND SOCIAL SERVICES**  
**And**  
**FAMILY SUPPORT FOR CHILDREN WITH DISABILITIES**  
**PROVINCIAL PARENT ADVISORY COMMITTEE**

## **Preamble**

This Mandate and Roles Document has been developed collaboratively between the Minister of Community and Social Services (CSS) and the Family Support for Children with Disabilities (FSCD) Provincial Parent Advisory Committee (PPAC).

Created under section 7 of the *Government Organization Act*, the FSCD Provincial Parent Advisory Committee (“the Committee”) is an advisory committee accountable to the Minister of Community and Social Services.

This Mandate and Roles Document reflects a common understanding, clarifies 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*.

## **Definitions**

- “Minister” means the Minister of Community and Social Services (CSS).
- “FSCD Statutory Director” means the Director for the administration of the *Family Support for Children with Disabilities Act*.
- “Disability Services Director” means a Disability Services Director representing an urban or rural region.
- “Chair” means a parent representative on PPAC who is appointed by the Minister as Chair for PPAC.
- “Vice-Chair” means a member chosen to support the Chair and to act for the Chair in their absence.
- “Member” means a parent representative of PPAC, including the Chair.
- “Secretariat Director” means the Director of the PPAC Secretariat.
- “Secretariat” means the department staff providing support to the Committee for its work.
- “FSCD” means the Family Support for Children with Disabilities program.
- “RPAC” means a Regional Parent Advisory Committee.

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# 1. Mandate and Accountability

## Mandate

The Committee provides a collective voice for families of children with disabilities to provide advice to government and inform continuous FSCD program improvement.

The Committee was established solely for the purpose of providing advice to the Government and has no authority over budget or staff.

## Committee Accountability and Transparency

The Committee has responsibilities under, and is subject to, certain statutes and regulations of general application, including but not limited to the following:

- *Alberta Public Agencies Governance Act*;
- *Public Sector Compensation Transparency Act*;
- *Freedom of Information and Protection of Privacy Act*; and
- *Conflicts of Interest Act*.

The Committee also has responsibilities under, and is subject to, certain government policies, including but not limited to the following:

- Public Disclosure Travel and Expenses Policy;
- Security Management Directives;
- Protecting People's Personal Information;
- Travel Meal and Hospitality Expenses Policy;
- User Access Control Policy Advisory Guide; and
- Use of Government of Alberta Internet and Email.

The Minister is accountable to the Legislature for the operation of the Committee.

The Committee will meet as a whole at least six times per year (in person or video conference or teleconference).

The Committee is accountable to the Minister.

- The reporting relationship to the Minister occurs through the Chair; the Chair reports to the Minister.
- The Vice-Chair, if enacted, reports to the Chair and acts for the Chair in the Chair's absence.
- Members report to the Chair.

The Committee and the Minister's mutual expectations in respect of communication, collaboration and consultation with each other:

- The Committee works collaboratively and respectfully to provide advice to the government.
- The Committee's Code of Conduct is developed in accordance with the *Alberta Public Agencies Governance Act* and the *Conflicts of Interest Act*. As per the Code of Conduct, the

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Committee must act in good faith, leaving aside personal interests to advance the public interest and the mandate of the Committee.

- Both the Committee's Code of Conduct and Mandate and Roles must be made available to the public.

## 2. Committee Structure

The Committee consists of:

- One Chair who is a parent representative appointed by Minister.
- Members from CSS delivery zones representing all areas of the province.
  - At least one member from a First Nations community and representation from minority or cultural groups reflecting Alberta's diversity is preferable; and
  - Members must be receiving FSCD services for their family.
- The FSCD Statutory Director, who will act as the key contact to the Chair on agenda and act as a liaison for FSCD program advice on policies, procedures and practices affecting children with disabilities.
- Two representatives from the Disability Services Regional Directors.
  - one representing an urban area; and
  - one representing a rural area.
- The Chair may choose to appoint a Vice-Chair.
- The Committee may establish subcommittees to provide expert advice to the Committee as outlined in the work plan.

## Roles and Responsibilities

### The Minister

- Appoints and reappoints the Chair and members based on competencies and related performance indicators.
- Informs the Committee of relevant government policies, participates in identifying relevant goals and targets for the Committee, and monitors Committee activities to ensure it is fulfilling its mandate.
- Conducts regular (at least every seven years) reviews of the Committee's purpose and mandate to determine if the Committee remains relevant to the needs of Albertans, aligns with Government priorities and contributes to the achievement of Government objectives.
  - Reviews shall be reported to Executive Council.
  - Reviews may be conducted more frequently, in case of government-wide agency reviews or when problems arise that merit investigation.
- Administers the Code of Conduct with respect to the Chair. The Minister may also appoint any individual he/she deems appropriate to investigate a breach by any Committee member or Chair.
- Approves the Mandate and Roles Document as per *Alberta Public Agencies Governance Act*.

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### **The FSCD Statutory Director (or Designate)**

- The FSCD Statutory Director will be the key contact for the PPAC Chair on agenda and FSCD program advice.
- PPAC provides advice related to the FSCD program and other supports to the Minister. The Statutory Director will be informed of such advice.
- Within the scope of the FSCD Statutory Director, may utilize information and advice provided by PPAC to inform the development and implementation of FSCD policy, procedures and practice. This can include sharing of information and advice internally within government from PPAC as appropriate.
- With support from the Secretariat, advises the PPAC on government processes and protocols. This can include:
  - Collaboration with the PPAC Chair to approve key messages.
  - Support to the PPAC's engagement activities.
- Attends and participates in the PPAC meetings.

### **The Disability Services Director**

- Champions and raises awareness of PPAC's purpose, its values, goals and objectives at the Disability Services Directors table, their local RPACs and the cascading of same to all Disability Service staff.
- In collaboration with the FSCD Statutory Director and the Chair, facilitates the flow of information, feedback and suggestions between the PPAC and Regional Disability Directors, including providing advice on identified FSCD policy and implementation issues and action items resulting from PPAC meetings.
- Works with the PPAC to actively pursue creative solutions to the issues that come before the committee and inform continuous program improvement.
- Attends and participates in the PPAC meetings.

### **The Department**

It is expected that the Department, Secretariat, and the Committee will, in the spirit of collaboration, work in partnership to achieve desired outcomes. Open and timely communication and strong working relationships are critical to the achievement of successful outcomes.

- Designates an Expenditure Officer for remuneration of expenses for Members.
- Provides secretariat support (administration and coordination) for Committee meetings.
- Develops and updates the Committee work plan in consultation with the Committee.
- Provides financial administration.
- Provides support for the Committee's engagement activities.
- Advises the Committee on government processes and protocols.

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- Ensures the committee is compliant with public agency accountability requirements. These requirements include governance documents (e.g. Mandate and Roles Document, Code of Conduct), recruitment, appointments, orientation, training, and annual assessments.
  - Prepares related governance documents and processes for discussion and approval by the Chair and/or Committee as a whole, overseeing their effective implementation and use, and communicating compliance with the appropriate bodies.
  - Supports the recruitment, training and orientation of members.
  - Oversees the assessment process and communicating the results to the respective Minister when needed.
  - Provides support in the completion of the Annual Report.

### **The Chair**

- Responsible for public communication (i.e. speaking with media, presentations, etc.);
- Conducts annual evaluations of the Committee and of members' performance, as prescribed in the *Alberta Public Agencies Governance Act*.
- Informal evaluations of members to:
  - Recognize and utilize the strengths and skills of individual members to fulfill the Committee's mandate; and
  - Provide the Minister with assurance in the performance of the Committee.
- Administers the Code of Conduct with respect to the members and ensuring that conflict of interest matters are addressed, in consultation with the Secretariat Director.

### **The Vice-Chair**

- If enacted, is responsible for supporting the Chair in carrying out their duties as requested by the Chair.
- Acts for the Chair in the Chair's absence.
- Holds the same level of authority in decision making as all other members except when officially acting for the Chair.
- Receives remuneration at the same rate as all other members except when officially in acting capacity for the Chair.

### **The Committee as a Whole**

- Provides input and feedback on FSCD policies, procedures, practices and how services are provided.
- Provides advice on how the FSCD program can continue to have a positive impact on families and their children with disabilities.
- Assists in the development of strategies to increase public awareness about the FSCD program, RPACs and the Committee.
- Responsible for developing, monitoring and evaluating their work plan to ensure it supports and aligns with Committee established priorities.

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- Prepares and submits an Annual Report outlining the Committee's major accomplishments to the Minister of CSS.
  - Participates in annual assessment to evaluate the Committee's effectiveness in achieving its mandate and to promote a culture of continuous improvement.
  - May establish long-term objectives and short-term targets taking into account requests from the Minister, requests from the Statutory Director and Chair in consultation with Committee members and Department, matters identified in the annual Committee assessment and Government priorities.
  - Additional responsibilities include:
    - Making all reasonable efforts to ensure that the advice provided is based upon experience and input reflecting the perspectives of families who are receiving FSCD services and the diversity of families across the province;
    - Establishing sub-committees (as necessary) made up of Committee members that are accountable to the Committee to support the mandate of the Committee and activities identified in the Committee work plan;
    - Participating as requested in government and stakeholder meetings, committees and activities to provide the perspective of families of children with disabilities; and
    - Works with Community and Social Services to strengthen, promote and champion the voice of families through RPAC involvement, including families from Indigenous and other cultural backgrounds and perspectives.

#### **Members**

- Participate in regular Committee meetings.
- Attend RPAC meetings and support Community and Social Services zones in establishing, recruiting and sustaining RPACs with a diversity of parent representation.
- Facilitate the flow of information across and between families, RPACs, the Committee, the Department and Minister, including:
  - Share information with RPACs as identified;
  - Engage with families receiving FSCD services to share and gather information as well as understand different perspectives to ensure informed advice is provided; and
  - Provide advice and support to the Minister on the FSCD program.

### **3. Honoraria and Reimbursement of Expenses**

- Non-government Committee members will receive honoraria in accordance with the Committee Remuneration Order 466/2007, Appendix 3, Schedule 1 Part B.
- Members will be reimbursed for expenses as per the Government of Alberta Travel, Meal and Hospitality Expenses Policy and specified reimbursement and allowances rates.
- Members' remuneration and expenses are publicly disclosed in accordance with the *Public Sector Compensation Transparency Act* and the government Public Disclosure of Travel and Expenses Policy.

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## **4. Communications with the Public**

- The Minister or delegate may speak publicly regarding the Committee.
- The Chair speaks for the Committee publicly in consultation with the Department.
- Communication is channeled through the Chair or designate.
- Key messages are provided to Committee members for general communication about the mandate of the committee and roles of members.
- Members will speak for the Committee publicly only when engaging with RPACs to further the Committee's Mandate.
- Key messages from Committee meetings are provided to members to circulate with respective RPACs.
- Communications between the Committee and the Minister will be through the Chair.

## **5. Administration of the Code of Conduct**

- The Chair and members must comply with the Committee's Code of Conduct.
- The Chair administers the Code of Conduct in consultation with the Secretariat Director.
- The Minister or delegate administers the Code of Conduct in relation to the Chair.
- The Minister may also appoint any individual he/she deems appropriate to investigate a particular breach by any member (including the Chair).

## **6. Recruitment and Appointments**

- Members and Chair are appointed by the Minister.
- Recruitment is completed through a centralized recruitment approach, led by the Public Agency Secretariat (PAS) and the Public Service Commission, in consultation with the Department.
- Recruitment/Reappointment of members is based on member competencies and related performance indicators. Competencies are the measurable or observable skills, abilities, and behaviours critical to successful performance.
- The PPAC informs the competency matrix, which outlines specialized knowledge and competencies required for individual members. These include critical thinking, leadership, knowledge of disability and knowledge of the FSCD program.

## **7. Termination**

If issues arise that may warrant termination of a member's appointment prior to the end of a term, the Chair will seek advice from the Secretariat Director and discuss this matter with the Minister or delegate.

Member's appointments may be rescinded by the Minister before their terms expire.

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## 8. Review of Mandate and Roles Document

The Mandate and Roles Document will be in effect for not more than three years. The Committee and Secretariat will review it annually and revise as required

The Mandate and Roles Document will be affirmed by the Minister and the Chair when revisions are made, or upon a change in either the Minister or the Chair.

We, the undersigned, agree to the terms and conditions described in this Mandate and Roles Document and commit to seeing that the intent of the Mandate and Roles Documents is carried out.

*Jason Luan*

Minister, Community and Social Services  
Hon. Jason Luan

Dated AUG 11 2021

*Stella Varvis*

Committee Chair  
Stella Varvis

Dated Sept 9/2021