



**Mandate and Roles
March, 2010**



Seniors Advisory Council for Alberta Mandate and Roles Document

1. Mandate and Accountability

Agency Mandate

The Council is established through legislation, the *Seniors Advisory Council for Alberta Act*. Reporting to the Minister of Seniors and Community Supports, the Seniors Advisory Council for Alberta gathers views and concerns from seniors and seniors' organizations across the province, identifies and comments on issues of importance to seniors and government. This is accomplished by representing seniors' views and concerns to government by means of consultation, study and regular reporting of advice. Attached is a copy of the Act, outlining the mandate and responsibilities of the Seniors Advisory Council for Alberta.

Mission

The Mission statement of the seniors Advisory Council for Alberta is "*Consult with seniors, seniors' organizations and others to gather information and provide advice to the Minister of Seniors and Community Supports regarding seniors' needs.*"

Council Accountability

Council members must act honestly, in good faith, leaving aside personal interests to advance the public interest and the mandate of the Seniors Advisory Council for Alberta.

The Seniors Advisory Council for Alberta is accountable to the Government of Alberta through the Minister of Seniors and Community Supports.

Minister's Accountability

The Minister of Seniors and Community Supports is accountable to the Legislature for the operation of the Council.

The Seniors Advisory Council for Alberta Act determines that:
"Minister" means the Minister determined under section 16 of the Government Organization Act as the Minister responsible for this Act.

2. Duties and Responsibilities

The Council is responsible for:

Council Strategic Business Planning

The Council is responsible for developing, reviewing and approving a three-year strategic business plan, and monitoring quarterly the progress made on the goals and targets established in the plan. The council regularly reviews the extent to which it has met the current years' plan. The strategic business plan is designed to support the Ministry's business plan. The plan is sent to the Minister annually in September for approval.

Annual Report

The Council prepares and provides to the Minister an annual report indicating the Council's major activities and accomplishments and the extent to which its planned activities and goals were achieved. As per the *Seniors Advisory Council for Alberta Act* this report shall be submitted to the Minister on or before June 30, and tabled in the Legislature within the first 15 days of the next sitting of the House.

Resource Requirements

The Council Chair will discuss with the Minister's designate; the Assistant Deputy Minister of the Seniors Services Division, the resource support needs required and adjust its operational and strategic business plans in accordance with the resource supports agreed to by the Minister [or designate].

Meetings

Meetings of the Seniors Advisory Council for Alberta are legislated. The Council must meet four times in a calendar year, and ad hoc committee meetings are held as required.

Stakeholder and Public Engagement

The Council will engage seniors, seniors' service providers and seniors related organizations in order to gather information and become knowledgeable of different perspectives and issues, to ensure informed advice is provided.

Evidence-Based Advice

The Council will make all reasonable efforts to ensure that the advice provided to the Minister is evidence-based.

Legal Compliance/Statutory Requirements

The Council is responsible for overseeing compliance with all relevant policies and procedures by which it operates, and ensure that the Council

operates at all times in compliance with all applicable laws and regulations, Councils bylaws, and to the highest ethical standards.

Code of Conduct

The Council will have a code of conduct that encompasses the following:

- Require members or employees to conduct themselves impartially in carrying out their duties,
- Prohibit members or employees from acting in self-interest or furthering their private interests by virtue of their position or through carrying out of their duties (section Council bylaws)
- Require members or employees to disclose real and apparent conflicts of interest(section Council bylaws),
- Respect any other matters specified in the regulations.

The code of conduct will be available to the public, and it will be administered in accordance with the Seniors Advisory Council for Alberta bylaws.

Council Evaluation

The Council, through a process led by the Chair, will conduct an annual evaluation and review of the performance of the Council, sub-committees and the Chair of the Council. The Council Chair will review the results of each evaluation, and discusses with Council potential ways to improve its effectiveness and adopt agreed upon improvements.

Communications

Internal Communications

The Council Chair may provide to the Minister a verbal or written briefing note, and advice after quarterly full Council meetings; whichever the Chair determines is most appropriate.

The Council Chair will inform the Minister of any emerging issues or trends as they arise.

Requests for information from the Minister will be complied within the timelines set by the Minister for response.

The Minister will be invited by the Council Chair to attend at least two meetings per calendar year.

The Department representative, or their designate will be invited to attend the quarterly full Council meetings; and will be a standing agenda item on the business meeting agenda. The representative will be asked to report on Department and Seniors Services Division initiatives.

Seniors Advisory Council for Alberta staff has access to all Government of Alberta intranet sites, the GOA Connector, as well as the Ministry's clipping services.

External Communications

Council will request, through the Council Chair, Ministerial approval on all communications external to government, which may include but are not limited to:

- Public communications and announcements;
- All news releases; and
- Communication with the media received by the Council office is forwarded to the ministry communications branch for action.

The Council is responsible for addressing how it interacts with the public, and will consult with the Minister on items of concern.

Corporate Identity

Seniors Advisory Council print materials will include the Council logo, the Government of Alberta logo, and/or the Alberta signature logo.

Internet Service

The Seniors Advisory Council for Alberta web pages are incorporated into the Seniors and Community Supports website.

Council Structure

The Council may establish ad hoc committees that support the mandate of the Council, and will be accountable to the Council. Currently, the following ad hoc Committees are established: Council Executive, Human Resources, Accommodation, Communications, Diversity, Elder Abuse, Medical Studies, Transportation, and University Studies. The specific mandate of each committee is contained in a separate document entitled "*Ad Hoc Committee Terms of Reference*", and is reviewed yearly by the Council.

Other Responsibilities

The Council is also responsible for:

- orientation, training of Council members; and
- to provide timely advice to the Minister.

The Minister's responsibilities include:

Appoint, or recommend the appointment of board members and Chair, based on her/his assessment that appointees have the appropriate knowledge, skills, experience and values to assist the Council in achieving its objectives and performing its functions.

Monitor the operations and performance of the Seniors Advisory Council for Alberta to ensure that it is fulfilling its mandate in compliance with Government policies.

Inform the Seniors Advisory Council for Alberta of Government policies and direction affecting the work of the Council.

Conduct regular (at least every seven years) reviews of the Seniors Advisory Council for Alberta mandate and purpose, to determine if the work of the Council is still relevant to the needs of Albertans, and if it is aligned with Government priorities; and to determine if the operations and its functions are being carried out in a manner that can achieve Government objectives.

The Deputy Minister

The Deputy Minister supports and acts under the general direction of the Minister.

Department's Responsibility

The Department of *Seniors and Community Supports, Seniors Services Division* is responsible for supporting the Council in the following areas:

- Staffing;
- research capacity;
- council budget; and
- providing Council office space.

The Minister or his/her designate(s) is responsible for informing the Council about any government policies that may impact the work of the Council.

3. Recruitment and Appointment of Council Members

Individuals are recruited and appointed by the Government of Alberta and collectively constitute “the Council”. Individuals appointed to the Seniors Advisory Council for Alberta are appointed by Order in Council for up to three-year terms, which are renewable once, based on a satisfactory individual member assessment of performance. An individual’s appointment is limited to two terms to a maximum of six years of continuous service. The Council Chair is limited to a maximum of 10 years of continuous service.

The Council has developed a competency profile or matrix that outlines the skills, experience, and knowledge it requires as a collective and identifies how each individual contributes to these needs. When vacancies arise, the matrix is used to identify competencies required of the new member.

Public Members

When a vacancy for a public member occurs, the Council will recommend a set of desired values and competencies to the Minister to form the basis for the recruitment of a new individual. Values will include respect, integrity, excellence and accountability. Public Members must exhibit the values of the Alberta Public Service as well as core and role specific competencies.

Competencies will include strong listening and communication skills, skills in developing consensus, and understanding seniors and senior's issues. The recruitment and selection process will be managed by the Human Resources Division of the Department. The position will be publicly advertised and all identified candidates will be screened based on the values and competency requirements. A member or members of the Council will be included in the identifications of competencies.

After interviewing candidates and appropriate screening for conflict of interest considerations, a candidate recommendation list will be provided to the Minister for consideration. The Minister will choose an individual from the provided list, and the recommendation for Order in Council will be prepared to go forward to Cabinet for final approval.

Representative Members

(Legislative Assembly, Alberta Medical Association, and Alberta's universities)

All Council positions have common core values and competencies; however, representative members have additional role specific competencies and/or expertise which they bring to the collective knowledge base of the Council. These include: professional expertise in the areas of politics, medicine, or post secondary education. A description of the specific competencies which Council seeks may be provided to the referring body, and Council may ask that those competencies be considered when the referring body recommends a representative member to Council.

Remuneration

The Council Chair is remunerated based on the Government of Alberta Remuneration order for MLAs.

Council members receive remuneration based on the part-time committee remuneration order, as outlined below:

1.	In this order "committee" means a committee, board, commission, Council or other body established (a) by an Act of the Legislature, or (b) by the Lieutenant Governor in Council, or (c) by a Minister of the Crown or any other person pursuant to an Act
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	of the Legislature.
2.	This order applies to the chairman and members of a committee only in those cases where the Lieutenant Governor in Council, a Minister of the Crown or other person, in the exercise of a power to prescribe the remuneration or fees payable to the chairman or members of a committee, prescribes that the remuneration or fees payable to the chairman or members of that committee shall be in accordance with any Part of the Schedules to this order.
3.	Employees of the government who chair or sit on a committee as part of their employment duties are not entitled to remuneration under this Order.

Payment is made in accordance with schedule 1 Part A. Remuneration rates and payments will be disclosed on an annual basis via a link to the government of Alberta website.

5. Interaction between the Seniors Advisory Council for Alberta and the Department of Seniors and Community Supports

The Seniors Advisory Council interacts with the Assistant Deputy Minister responsible for the Seniors Services Division, and the Director of Policy and Planning.

Council members may be asked by the Chair to actively participate in the work of Department committees studying issues related to seniors, for example: the Seniors Centre Study, the Supportive Living Accommodations Review Team, and the Demographic Planning Commission.

The Minister and Council Chair will address issues that may arise relating to roles and responsibilities.

6. Mandate Document Review Process

This document will be in effect for not more than three years from the date it is signed and will be:

- Affirmed annually or on a change in either the Minister or the Council Chair
- Renewed or revised by *November, 2013*.

Transparency

Copies of the Mandate and Roles document will be filed with the Minister of Seniors and Community Supports, the Seniors Advisory Council for Alberta and the Agency Governance Secretariat.

In support of the principle of transparency, this document will also be available to the public on the Seniors and Community Supports website: www.seniors.gov.ab.ca .

Original signed by Council Chair

Council Chair
Seniors Advisory Council for Alberta

Date

Original signed by Minister

Minister
Seniors and Community Supports

Date