



## TERMS OF REFERENCE

### PROVINCIAL-TERRITORIAL ADVISORY COMMITTEE (PTAC)

#### PART A PREAMBLE

1. A Committee is hereby established by the Council to be known as the Advisory Committee on **PTAC**.
2. The following constitutes the Terms of Reference of the Advisory Committee on **PTAC**.
3. The Council will have authority over these Terms of Reference.

#### PART B INTERPRETATION

4. In these Terms of Reference,  
  
"PTAC" (acronym) refers to the Provincial-Territorial Advisory Committee as established by Part A, Section 1;  
  
"Council" refers to the Standards Council of Canada as established by the Standards Council of Canada Act.

#### PART C MEMBERSHIP

5. The **PTAC** will consist of a Chairperson and a balanced matrix of members, normally consisting of:  
  
1 representative from each province / territory for a total of 13 members including the Chairperson.
6. The Chairperson and Vice-Chairperson of the **PTAC** will be appointed by Council following review by the Standards Council of Canada's Directors Committee. Members of the **PTAC** will be appointed by the Directors Committee following their review taking into account any recommendations from relevant sources.



7. Members will be nominated or appointed from amongst persons representing or having an interest in those fields within the mandate of the **PTAC** as set out in Part D of these Terms of Reference, with due consideration for the need for a balanced geographical and interest group distribution to ensure that no single interest benefits from a dominant position.
8. In cases where Advisory Committee members have a change of job status (e.g. moving or retiring), the Directors Committee will determine whether the individual can and should continue to represent the constituency for which the individual was last appointed. The Directors Committee will seek the guidance of the Advisory Committee Chair and the appropriate constituency and will be guided by the membership matrix. Requests for SCC financial support for continued Committee participation for the member will be handled by the Corporate Secretary. His/her decision may be appealed to the Council.
9. Council members may attend and participate with the consent of the Committee Chair. Council members will not normally displace the sectoral representatives currently named in the membership matrices.
10. Members will be appointed for a term not to exceed three years and may be re-appointed.
11. Appointments will be such that, whenever possible, fewer than one half of the membership terms terminate in any one year.
12. In the event that a member has been absent without cause from two consecutive meetings (in person or by telephone), the Chair may recommend to the Corporate Secretary that the member be removed from the Committee. The Corporate Secretary will consult with the member in question and the Chair of the Committee before taking appropriate action.
13. The Chairperson of the **PTAC** will be appointed to the office for a term not to exceed three years and may be re-appointed for additional terms.
14. The Chairperson will chair the meetings of the **PTAC** and perform other duties as required to ensure the proper functioning of the **PTAC** and the timely implementation of any applicable rules and procedures.
15. The **PTAC** will nominate a Vice-Chairperson from amongst the membership of the **PTAC**, for a term not to exceed the Vice-Chairperson's term on **PTAC**.
16. The Chairperson or Vice-Chairperson will represent the Committee at the Chairs and Secretaries Forum meetings.
17. In the event of the absence or incapacity of the Chairperson of the **PTAC**, the Vice-Chairperson will act as Chairperson until the Chairperson's return, or if the office is vacant, until the new Chairperson is appointed.



## PART D DUTIES AND RESPONSIBILITIES

18. The **PTAC** will undertake the following duties and responsibilities, as prescribed by its mandate, which include:
  - (a) advise and make recommendations to the Council on matters related to voluntary standardization, and to promote cooperation and communication between the provinces, the territories and the Council;
  - (b) provide guidance to the SCC to ensure the effective participation of all provinces and territories in the NSS;
  - (c) develop the provincial and territorial positions to be taken to Council meetings;
  - (d) assess and provide feedback on the efficiency and effectiveness of the Council's programs and activities in meeting the needs of the provinces and territories;
  - (e) encourage the promotion and use of the NSS and the Council's programs and activities, and make recommendations to the Council on promotional activities;
  - (f) identify and address issues of standardization and conformity assessment, including those related to regulatory reform, that affect provinces and territories due to domestic and international practices;
  - (g) maintain active and direct liaison with other Council ACs on matters affecting other components of the NSS;
  - (h) the Council may refer to the PTAC for its consideration and advice on any other matters that the Council sees fit as falling within the duties and responsibilities of the PTAC;
  - (i) the PTAC shall submit an annual work plan for Council approval and shall report on the previous year's activities annually to the Council.
19. The Council may refer to the **PTAC** for its consideration and advice any other matters that the Council sees fit as falling within the duties and responsibilities of the **PTAC**.
20. The **PTAC** will report annually on the activities of the Committee to Council and otherwise reports to Council as necessary.

## PART E DUTIES AND RESPONSIBILITIES OF MEMBERS

21. Members of the **PTAC**, in exercising their powers and performing their duties, will:



- (a) act honestly and in good faith with a view to the best interests of the Council;
- (b) attend and participate in Committee meetings and the work of the Committee;
- (c) perform their official duties in such a manner that public trust in the integrity, objectivity and impartiality of the **PTAC** and of the Council is conserved and enhanced;
- (d) advise the Committee of a perceived, potential, or actual conflict of interest situation and withdraw from discussion of that particular item, if appropriate;
- (e) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- (f) advise of any change in job status;
- (g) comply with these Terms of Reference and any directives given to the **PTAC** by the Council.

## **PART F** **PROCEDURAL MATTERS**

- 22. It is the intention of Council that the Advisory Committees function in a flexible and open manner with the purpose of providing broad and balanced advice to Council. The procedures for Advisory Committees should therefore be less formal, and tailored to the subject areas and capacities of each Committee and its membership.
- 23. Based on these principles, Committees may choose not to employ formal voting procedures. Where Committees have divergent opinions that cannot be resolved by consensus, it is important that the different views come to Council rather than be presented as a single view as a result of a vote.
- 24. Unless valid reasons to the contrary are documented, Committees will allow substitute attendees, voting by proxy, and meeting attendance by staff and other experts with the advance consent of the Chair.
- 25. At least one meeting will be held each year at a date to be set by the Chairperson.
- 26. Notices of meetings will be made available to the members at least 30 calendar days in advance of the date of the meeting.
- 27. The agenda and supporting documents will be made available to the members at least 14 calendar days in advance of the date of the meeting.
- 28. A quorum for a meeting will consist of a simple majority of the appointed membership of record at the time of the meeting.
- 29. A member of the **PTAC** participating in a meeting by teleconference is deemed to be present at the meeting.



30. Where Committees do choose to employ voting procedures, decisions of the Committee may be taken at a Committee meeting or by ballot. A decision requires a simple majority of the Committee membership.
31. Robert's Rules of Order, latest edition, will apply to the conduct and regulate the debate of the **PTAC** to the extent that those Rules are not incompatible with these Terms of Reference, the Standards Council of Canada Act or the Financial Administration Act.

### **PART G** **SUB-COMMITTEES, WORKING GROUPS AND TASK GROUPS**

32. The **PTAC** Chair, on the recommendation of the Committee, or upon request from the Council, will prescribe the mandate of Sub-Committees, Working Groups and Task Groups and appoint their chairs and members.
33. All Sub-Committees, Working Groups and Task Groups will report to Council through their parent committee.
34. The procedural provisions of these Terms of Reference will apply to the **PTAC** Sub-Committees, Working Groups and Task Groups.

### **PART H** **GENERAL**

35. The Council may, pursuant to SCC policies, reimburse travel expenses claimed by the members of the **PTAC** and its Sub-Committees, Working Groups and Task Groups when they attend **PTAC**-related meetings or are otherwise engaged in **PTAC** business; and may reimburse the same claimed by experts or technical advisors, but not observers, invited to attend meetings of the **PTAC** or its Sub-Committees, Working Groups and Task Groups.
36. The SCC staff secretary will work in executive partnership with the Chair of **PTAC** to ensure the effectiveness of **PTAC** deliberations and to support the work of the Committee and the Chair of **PTAC** in the articulation of **PTAC** members' roles and activities undertaken as part of their mandate.