

# *Call for Nominations*

## **Ministerial Advisory Committee on Disability Issues**

The Department of Health and Social Services is soliciting nominations for individuals to sit on the newly formed Ministerial Advisory Committee on Disability Issues.

The 12-member Advisory Committee will provide a consumer voice for the disability community, and will provide the Minister Responsible for People with Disabilities with advice on issues of concern to the disability community. Terms of one, two, and three years are available.

The Advisory Committee will have three primary functions:

- to convey knowledge and understanding of disability issues to government;
- to advise government as it establishes priorities, develops policies and implements programs; and
- to establish and maintain ongoing consultation with the disability community.

Nomination forms and a draft copy of the Terms of Reference for the Ministerial Advisory Committee can be obtained on the Provincial Government Web site located at [www.gov.pe.ca/hss](http://www.gov.pe.ca/hss), or by calling Mary McInnis, Department of Health and Social Services, at (902) 368-6256.

*Deadline for submissions: February 27, 2004.*



Health and  
Social Services  
J. Chester Gillan  
Minister

# **Ministerial Advisory Committee on Disability Issues**

## **- Draft Terms of Reference -**

### **1.0 MANDATE**

The Ministerial Advisory Committee on Disability Issues is to provide the Minister Responsible for People with Disabilities with an ongoing consumer voice and advice on issues affecting individuals with disabilities. Advisory Committee members are expected to bring a wide range of nonpartisan views and experience with disability issues to ensure that the Minister hears the widest possible perspective.

The Advisory Committee will provide a cross-disability perspective on disability issues and not the perspective of the disability groups with which members may be involved.

### **2.0 ROLE AND FUNCTIONS**

The Advisory Committee is an advisory body to the Minister Responsible for People with Disabilities that does not duplicate the role of community advocates. The Advisory Committee is expected to engage in a broader reflection on issues and develop some consensus regarding public policy advice relating to people with disabilities. Committee members therefore need to be not only cognizant of issues and concerns of the disability community, but also need to be able to apply this understanding within a public policy context.

The Advisory Committee will have three primary functions:

- convey knowledge and understanding of disability issues to government;
- advise government as it establishes priorities, develops policies and implements programs;
- establish and maintain ongoing consultation with the disability community. This is to be accomplished through informal contact made by individual members and possibly through more formal consultations with the disability community.

### **3.0 MEMBERSHIP**

The Advisory Committee will have 12 members.

Committee membership should include people with disabilities, parents, service providers, and volunteers. Particular attention will be paid to ensure a cross disability perspective. The Advisory Committee will include a broad range of representatives.

Advisory Committee members are appointed by the Minister Responsible for People with Disabilities based on nominations received from the disability community and/or from individuals.

Advisory Committee members are appointed for a three year term, and serve at the pleasure of the Minister. Terms will be staggered to ensure continuity. Advisory Committee members can serve up to two consecutive terms.

Advisory Committee members serve as volunteers and receive no remuneration other than the authorized expenses incurred to attend meetings.

#### **4.0 ACCOUNTABILITY**

While Advisory Committee members are nominated from the community, the Advisory Committee reports and is accountable to the Minister Responsible for People with Disabilities.

Advisory Committee members may be privy to confidential material. Members are expected to respect the confidential nature of the material, and will be required to sign an Oath of Confidentiality.

Advisory Committee members are expected to attend meetings regularly. If a member is unable to attend on a regular basis the Minister may terminate their appointment. The Minister may, at his/her discretion, appoint a replacement to complete their term.

If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Minister Responsible for People with Disabilities with copies to the Chair of the Advisory Committee. The Minister may, at his/her discretion, appoint a replacement to complete the term of the member who has resigned.

#### **5.0 CONFLICT OF INTEREST GUIDELINES**

Members shall be required to make and sign a Conflict of Interest Declaration.

A member of the Advisory Committee will be in a conflict of interest position by:

- seeking privileges or advantage for personal gain otherwise not available to him/herself;
- individual use of any privileged resources or confidential information of the Advisory Committee;
- accepting gifts, gratuities or other benefits which could be seen as influencing a decision, responsibility or duty of an Advisory Committee member(s).

Advisory Committee members will be encouraged to arrange and conduct their private affairs in a manner that will prevent real, potential or apparent conflicts of interest from arising.

Advisory Committee members shall absent themselves from discussions or decision - making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will discontinue the participation of discussion.

## **6.0 STRUCTURE AND FUNCTIONS**

The Minister Responsible for People with Disabilities will appoint the Chairperson of the Advisory Committee. The Advisory Committee members will elect a vice-chair from within the committee.

The Committee Chair will:

- prepare the agenda for Advisory Committee meetings;
- represent the Advisory Committee at public events;
- ensure Advisory Committee deliberations and recommendations are communicated to the Minister Responsible for People with Disabilities.

## **7.0 MEETINGS**

The Advisory Committee will meet four scheduled times per year, with a minimum of one meeting with the Minister Responsible for People with Disabilities. Additional meetings may be held at the call of the Minister or the Chair.

The location of meetings may be rotated to provide equity in travel requirements of Advisory Committee members. The use of community resources for meetings and consultation will be encouraged.

The agenda and minutes of each Committee meeting will be provided to the Minister Responsible for People with Disabilities. An annual written report on its activities will also be provided to the Minister Responsible for People with Disabilities.

Advisory Committee members are committed to working by consensus and demonstrating respect for diversity in putting forth their recommendations to the Minister Responsible for People with Disabilities.

## **8.0 WORK PLAN**

The Advisory Committee will develop a yearly activity plan. The activity plan will include objectives and time frames for the proposed three year period. The Advisory Committee work plan will be developed in consultation and approved by the Minister responsible for People with Disabilities.

**MINISTERIAL ADVISORY COMMITTEE ON DISABILITY ISSUES  
NOMINATION FORM**

***Please enclose evidence that nominee has consented to participate in the process.***

Name of Person being nominated: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Is Nominee Representing: \_\_\_\_\_ Self \_\_\_\_\_ Organization

If Organization, please identify: \_\_\_\_\_

What accommodations (if any) would the nominee require in order to participate?

Alternate formats: Yes \_\_\_ No \_\_\_

Attendant services: Yes \_\_\_ No \_\_\_

Sign Language Interpreter: Yes \_\_\_ No \_\_\_

Is the Nominee able to travel: Yes \_\_\_ No \_\_\_

Other: \_\_\_\_\_

Please provide us with further information.

1. Why do you feel the nominee would be an asset to the Prince Edward Island Advisory Committee on Disability Issues?

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2. What specific knowledge and/or experience does the nominee have in the area of disabilities?

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3. What, if any, experience does the nominee have as an Advisory Committee member, or any other previously held positions?

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4. Please provide any other general information (or attach resumé) which you feel is important.

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This nomination is made by:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization representing: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Please return by February 27, 2004 to:

Honourable Chester Gillan  
Minister Responsible for People with Disabilities  
Department of Health and Social Services  
PO Box 2000  
Charlottetown, PEI C1A 7N8  
Attention: Mary McInnis

Personal information on this form is collected under Section 3 of Prince Edward Island's Rehabilitation of Disabled Persons Act and will be used for the purpose of establishing a Ministerial Advisory Committee on Disability Issues. If you have any questions about the collection of this personal information, you may contact Brian Bertelsen, (902) 368-6530.