

Persons with Developmental Disabilities Safety Standards Regulation
Consultation Team
Terms of Reference

Purpose

Human Services Minister, Irfan Sabir, has established the Persons with Disabilities Safety Standards (PDD) Consultation Team (the Consultation Team) under s. 7 of the *Government Organization Act* to oversee and guide the Persons with Developmental Disabilities – Safety Standards Review and Engagement (The Review).

Background

The PDD Safety Standards Regulation (Regulation) sets out standards of safety required of service providers contracting with the PDD Program. There are eight standards covering issues such as maintenance, water and room temperature, medication assistance, requirements for written process and a complaint process.

The Regulation applies when services are provided to a single adult with complex needs or to two or more unrelated adults living in a residence in which regularly scheduled overnight support is provided. It does not apply to residences licensed under the *Supportive Living Accommodation Licensing Act* (residences with four or more individuals) or to family-managed services.

The Regulation came into force in 2012 except for Standard 8, which came into force on April 1, 2015. There was an initial extension to comply with Standard 8 until September 2015 followed by the current extension until March 31, 2016. Pursuant to an agreement between the Ministries of Human Services and Health, inspectors have inspected residences covered by the PDD regulation for compliance with Standards 1-7.

On September 18, 2015, Minister of Human Services Irfan Sabir issued a statement that he was extending the effective date of compliance with the PDD Safety Standards Regulation to March 31, 2016, and announced there would be extensive engagement regarding this Regulation and the safety of persons with developmental disabilities.

On October 6, 2015, Minister of Municipal Affairs Deron Bilous announced a corresponding “pause-period” for compliance under the *Safety Codes Act*. This exemption will treat residences covered by the PDD Regulation as “residential occupancies” except where occupants may be detained or are totally dependent on staff to exit in the event of a fire. The extension that has been granted covers Standard 8, allowing PDD to continue to contract with service providers who have not confirmed compliance via inspections. Inspections will continue for Standards 1-7, 8a, and also 8b and c when there is a duty to respond to safety related complaints. Standard 8d does not involve inspection, but compliance will continue to be assessed and reported to Human Services.

Scope

The scope of The Review will focus on **what** the standards of safety should be for people receiving services through PDD with respect to where they reside. This includes a **mechanism** to administer the standards and of safety and to **whom** they should apply.

Roles and Responsibilities

The Consultation Team will:

1. Develop a vision/outcome statement for The Review based on work that has already been done affirming the government’s commitment to safe and supported lives for people with disabilities and their communities;
2. Develop and approve The Review process consistent with direction provided by the Minister;
3. Develop an evidence-based understanding and agreed upon set of facts to clarify issues related to the PDD Safety Standards Regulation;
4. Provide oversight of the implementation of The Review’s stakeholder engagement;

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5. Engage a range of stakeholders as detailed in The Review process to inform draft recommendations;
6. Develop draft recommendations; and
7. Submit final report with recommendations to the Minister.

The Consultation Team Chair will:

1. Provide strategic leadership and guidance to the Consultation Team in fulfilling their roles and responsibilities;
2. Call and preside over the meetings of the Consultation Team;
3. Act as a spokesperson to speak objectively to the process and ensure continuity of messaging;
4. Provide regular updates on progress to the Minister of Human Services; and
5. Lead the development of a final report and recommendations for submission to the Minister of Human Services.

Accountability

The Consultation Team is accountable to the Minister of Human Services and will report regularly to the Government of Alberta through the Minister on progress made in the implementation of the Plan.

Confidentiality

Members are expected to be open and candid in discussing all issues before the Consultation Team. For this reason, it is important to maintain confidentiality. Members must respect the privacy of other members and agree not to disclose information or views expressed by individuals during meetings. Information and deliberations should remain confidential until there is general consensus by the Consultation Team to make them public. Communication on behalf of the Consultation Team to the media or other outside parties should be through the Chair and only upon the consensus and agreement of the Consultation Team.

Members

The Consultation Team consists of the following individuals:

NAME	TITLE	ROLE
John te Linde	CEO and President, JtL Professional Corporation	Chair
Ann Nicol	CEO, Alberta Council of Disability Services	Member
Bruce Uditsky	CEO, Alberta Association for Community Living	Member
Cam Tait	Community Member, Premier's Council on the Status of Persons with Disabilities	Member
Tammy Poirier	Community Member Disability Action Hall (Calgary) ¹	Member
Jennifer Stewart		
Mike Cooper	Community Member	Member
Marie Renaud ²	Member of the Legislative Assembly of Alberta for the constituency of St. Albert	Member
Jessica Bowering	Assistant Deputy Minister, Community Policy and Regulations Coordination	Ex-officio

The Consultation Team will be chaired by John te Linde for the duration of his term as a member.

Term

Appointment of each member of the Consultation Team is for a fixed term of up to May 1, 2016.

¹ Two individuals will share the role of representative on behalf of the Disability Action Hall. Remuneration and expenses payable will be for as one member of the CT.

² Will not receive remuneration as a member of the CT.

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Structure

Reporting to the Government of Alberta through the Minister of Human Services, the Consultation Team will be supported by the Strategic Policy Secretariat.

Meetings

Meetings of the Consultation Team will be held as required and called by the Chair.

Agendas will be prepared by the Consultation Team Chair with the support of the Strategic Policy Secretariat.

Human Services, through the Strategic Policy Secretariat, will provide administrative and operational support to the Consultation Team for actioning, tracking and reporting items arising from Consultation Team meetings.

Decision Making

Decisions will be made by consensus. Consensus is achieved when everyone accepts the decision or agrees to abide by that decision. In a consensus decision making process, each person is expected to participate by contributing opinions and suggestions, and all the people involved collaborate and build upon each other's concerns and suggestions to come up with a common decision or solution that will meet as many of the participants' concerns as possible.

If consensus on the final recommendations cannot be reached, dissention will be noted as such and included the final report submitted to the Minister.

Subcommittees

The Consultation Team may form subcommittees with prior approval of the Chair. The subcommittee is accountable to the Consultation Team through the Chair.

Alternates

Alternates may be permitted to attend Consultation Team meetings in an observer capacity and with prior consent of the Chair.

Remuneration

Consultation Team members are entitled to be paid remuneration and expenses in accordance with the Committee Remuneration Order, Schedule 1, Part B as follows:

A member of a committee, other than the chairman, shall be paid

- a) \$115 for up to and including four hours in any day, or
- b) \$191 for over four hours and up to and including eight hours in any day, or
- c) \$306 for over eight hours in any day,

spent on the business of the committee.

The chairman or person acting as the chairman of a committee shall be paid

- a) \$169 for up to and including four hours in any day, or
- b) \$290 for over four hours and up to and including eight hours in any day, or

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c) \$454 for over eight hours in any day,
spent on the business of the committee.

The chairman and members of a committee are entitled to be paid travelling and living expenses in accordance with the Subsistence and Travel Allowance Regulation made by Ministerial Order 1/98, as amended, or any order made in substitution therefor, as though they were employees of the government.

Where the Minister responsible for the committee is satisfied that the chairman or a member of the committee suffers a loss of remuneration as a result of his service on the committee, the Minister, subject to the prior approval of the Minister charged with the administration of the Public Service Act, may increase the fees payable under this Part up to a maximum of double the appropriate rate determined under Section 1 or 2.