

IPC Strategic Advisory Council

Terms of Reference

Purpose

The purpose of the Strategic Advisory Council (the Council) is to provide the IPC with independent, expert advice to help ensure a broader range of interests and perspectives are taken into consideration in advancing and implementing IPC's strategic goals. Specifically:

- **Privacy and Transparency in a Modern Government:** To advance Ontarians' privacy and access rights by working with public institutions to develop bedrock principles and comprehensive governance frameworks for the responsible and accountable deployment of digital technologies.
- **Children and Youth in a Digital World:** To champion the access and privacy rights of Ontario's children and youth by promoting their digital literacy and the expansion of their digital rights while holding institutions accountable for protecting the children and youth they serve.
- **Next-Generation Law Enforcement:** To contribute to building public trust in law enforcement by working with relevant partners to develop the necessary guardrails for the adoption of new technologies that protect both public safety and Ontarians' access and privacy rights.
- **Trust in Digital Health:** To promote confidence in the digital health care system by guiding custodians to respect the privacy and access rights of Ontarians, and supporting the pioneering use of personal health information for research and analytics to the extent it serves the public good.

Mandate

The role of Council members is advisory in nature. More specifically, the mandate of the Council is to advise on strategic matters, such as:

- The changing context in which access and privacy rights and risks are evolving in each of the four priority areas
- How best to advance IPC's strategic goals in each priority area *and* leverage our work across all four priority areas
- The organization and implementation of major activities in furtherance of those strategic priorities in a manner appropriate to IPC's role and mandate

- How best to espouse and incorporate the four cross-cutting approaches identified by the IPC, namely 1) Accessibility and Equity; 2) Collaboration and Cooperation; 3) Vision and Pragmatism; and, 4) Knowledge Development
- Potential collaborations and partnerships to leverage resources and broaden engagement, participation, diversity and buy-in of key stakeholder groups
- Public communication, consultation processes and education strategies to empower Ontarians to exercise their privacy and access rights and enhance their trust in key areas that impact their lives
- Evaluation strategies and performance metrics to assess IPC's progress and success in achieving its goals in each of the four strategic priority areas

Meetings

The Council will hold a minimum of one (1) plenary meeting per year, to be held either virtually or in person. Teleconferences and email consultations may take place in between plenary meetings, on an as-needed basis, with Council members, either individually or as part of four "priority roundtables" organized around each strategic priority.

Membership

Members of the Council have been selected for their visionary leadership and knowledge in their respective fields. For public transparency, Council membership will be posted on the IPC's website, together with a copy of the Council's Terms of Reference.

Members are invited to participate as individual experts, informed by their current roles, but not necessarily as representatives of their respective organizations. Membership on the Council and views expressed by individual members do not imply endorsement by their organization. Conversely, individual members' participation on the Council does not imply IPC's endorsement of any particular organization, company, product or service.

Chair

Plenary meetings are chaired by the Commissioner, and in her absence, the Assistant Commissioner of Strategic Initiatives and External Relations.

Priority roundtables are chaired by the Assistant Commissioner of Strategic Initiatives and External Relations.

Term

The term of the Council will run until July 1, 2025. Membership is entirely voluntary and may be renewed on an annual basis, depending on the member's interest and availability, as well as the evolving needs of the IPC.

Confidentiality

All written materials provided to participants to inform the Council's deliberations should be treated confidentially, unless otherwise stated. Discussions will be held under the Chatham House Rule. Participants are free to use the information received as part of the Council discussions, but may not identify the name or affiliation of the speaker(s) or the views of individual participants.

Media Comment

Council members will not undertake media activities in connection with the work of the Council, unless given prior approval by the Commissioner.

Procedures

Members will make every effort to participate in all plenary meetings. If a member is not able to attend, they are asked to advise the IPC secretariat of their absence in advance, and may not send alternate representation in their stead.

Any documentation, including the agenda and background materials, will be sent to members at least three (3) business days prior to the meeting.

Decisions

As Chair, the Commissioner will seek out and take into consideration the views of all Council members, individually and as a group. However, the Commissioner and Assistant Commissioners will make the final decision(s) with respect to any specific actions or decisions of the IPC.

Remuneration

Members of the Council serve without remuneration and will be reimbursed by the IPC for any pre-approved expenses related to carrying out their duties, in accordance with the IPC's applicable financial, hospitality and travel related policies.

Effective Date

These terms were updated on November 29, 2023 as approved by the Council.