

**TERMS OF REFERENCE**

**ONTARIO DISABILITY SUPPORT PROGRAM  
EMPLOYMENT SUPPORTS**

***LOCAL PLANNING & COORDINATION GROUP***

**FOR THE NORTHERN REGION**

***BACKGROUND of ODSP EMPLOYMENT SUPPORTS PROGRAM***

The Ontario Disability Support Program (ODSP)- Employment Supports component was launched on January 25, 1999.

ODSP Employment Supports has two key features: (1) Responsive Service and (2) Consumer choice

ODSP Employment Supports serves a diverse group of people with a wide range of disabilities and interests. The program provides a continuum of supports that are intended to remove disability-related barriers to employment and lead to competitive employment.

ODSP Employment Supports Program principles include:

- voluntary participation
- respect for the individual and the unique nature of each persons needs
- many people with disabilities are capable of and responsible for directing their own employment planning and job-finding strategies and program activities will support their self-direction
- clients who are self-directed receive quick service and are not required to engage in lengthy approval processes
- people with disabilities play a meaningful role in program planning and delivery

The *Local Planning and Coordination Groups (LPCG)* were formed to provide advice to the ODSP Employment Supports District/Regional Offices.

***PURPOSE of LOCAL PLANNING AND COORDINATION GROUPS***

To provide the District/Regional Offices with advice regarding the planning, co-ordination and managing of services under the ODSP - Employment Supports Program and to ensure that people with disabilities have meaningful input into the planning and delivery of employment supports in their area.

***FUNCTIONS***

To provide advice to the District /Regional Office in the following areas:

- Operational Issues – To advise and make recommendations to the Regional Office on operational issues such as access, intake procedures and outreach, related to the employment supports component of the ODSP.
- Co-ordination of Services - To provide advice to the Regional Office regarding the ongoing co-ordination

of employment support services in the community in order to identify opportunities for program improvements, emerging issues and gaps in services and supports available to meet the needs of people with all types of disabilities.

- Dispute Resolution Process - to assist the Regional Office with the implementation of a local dispute resolution process by nominating and recruiting qualified people to be members of a dispute resolution review committee.
- Program Evaluation - to help evaluate customer satisfaction with the results of the ODSP Employment Supports program.
- Innovative Projects - to advise and make recommendations to the Regional Office regarding the funding of proposals for innovative projects.
- Employment Opportunities - to facilitate linkages between service providers, training facilities, employers and people with disabilities to improve employment opportunities.

## **MEMBERSHIP**

The membership of the *Local Planning and Coordination Group* will consist of key stakeholders in the community including people with disabilities, service providers, and employers and representatives from the business community. Wherever possible, at least half of the members of the *Local Planning and Coordination Group* will be people with disabilities. Members of the various stakeholder groups will be nominated by community umbrella organizations or associations whenever possible, and will represent the views of their constituency. All members will participate on a volunteer basis and no remuneration will be provided.

Members will demonstrate the following skills and experience:

- thorough understanding of the needs of people with disabilities;
- knowledge of employment planning concepts and resources;
- knowledge of labour market trends and employment opportunities for people with disabilities;
- knowledge of services and supports for people with disabilities; and
- ability to work collaboratively as part of a team.

## **SELECTION PROCESS**

The *Local Planning and Coordination Group* should have good representation from the various disability groups. Some of the representatives for people with disabilities should be active members of consumer controlled organizations. In areas where the consumers may not be well organized, people with disabilities who have been actively involved in the development of community support services may be selected. Members of the various stakeholder groups will be nominated by community umbrella organizations or associations whenever possible, and will represent the views of their constituency. The *Local Planning and Coordination Group* will accept and review nominations/applications from the community. They will collectively appraise the personal criteria submissions and recommend the final selection of volunteers for full committee membership. Regional Offices will determine the final selection of representatives.

There will be co-chairs appointed by the *Local Planning and Coordination Group*. The Regional Office Employment Supports System Manager, or their delegate, will be the other chair and will be an ex-officio member. The co-chairs will report to the Regional Office Employment Supports System Manager.

## **TERM OF OFFICE**

The term of membership should be a minimum of two years to ensure there is overlap of experienced and new members. The Regional Office in consultation with the *LPCG* members will determine the terms of membership.

## **MEETINGS and MINUTES**

- In the Northern Region where face-to-face meetings are difficult to arrange, *Local Planning and Coordination Groups* may use e-mail and a website with website discussion groups as their main source of communication and to conduct business. *LPCGs* may also consider using teleconferences.
- Minutes will be taken and distributed in a timely fashion to all members of the *Local Planning and Coordination Group* and to the ODSP Employment Supports System Manager.
- The co-chairs will schedule meetings and provide advance notice to all members. The number of meetings held will be determined by the co-chairs and depend on the issues to be discussed.
- Members will have equal opportunity for active participation/collaborative decision making and all discussions are to be held as confidential.
- Whenever possible the *LPCG* will make decisions by consensus. Where a decision is made by vote, a quorum of one half of the current *LPCG* membership will be required to vote.
- Any confidential material should be distributed carefully.

## **SUBCOMMITTEES**

- The *LPCG* shall from time to time establish working groups for specified purposes
- People from outside the *LPCG* should be encouraged to participate in working groups
- The chair of each working group must be a member of the *LPCG*.

## **CONFIDENTIALITY**

- Individual case issues will not be discussed.
- All Ministry related information will be considered confidential.
- All information presented to the *Local Planning and Coordination Group* as “confidential” will not be shared outside of the committee members.

## **CONFLICT OF INTEREST**

- Members will not represent personal or organizational interests.
- All members of the *Local Planning and Coordination Group* at the outset of their membership will declare any real or perceived conflict of interest which may arise from their participation in the group.

- Any member of the *Local Planning and Coordination Group* with direct personal or monetary interest in an issue, or perceived interest, must declare the conflict of interest and withdraw from all discussion and voting on the matter.

### ***TERMS OF REFERENCE REVIEW***

- These terms of reference will be reviewed on an annual basis by the membership of *LPCG*.