

Employment Ontario Service Delivery Advisory Group

Terms of Reference

Preamble

The Ministry of Advanced Education and Skills Development (AESD) agrees to establish an *Employment Ontario* Service Delivery Advisory Group comprised of service delivery partners, acting under mutually agreed upon terms of reference.

Mandate

The Service Delivery Advisory Group (SDAG) provides a mechanism for dialogue on shared operational issues relating to the delivery of *Employment Ontario* by AESD and third-party delivery stakeholders of the *Employment Ontario* network. SDAG aims to promote the enhancement of labour market outcomes for Ontarians through *Employment Ontario* programs and services.

Principal Roles

SDAG members will:

- provide AESD with advice on third-party service delivery of *Employment Ontario*'s employment programs and skills training interventions;
- provide feedback to AESD on the delivery of *Employment Ontario* programs and services; and
- support broad-based *Employment Ontario* communication efforts (e.g., related to *Employment Ontario* program and services, as well as initiatives like the *Employment Ontario* Leadership Awards).

AESD will:

- communicate and solicit service provider feedback on developments relevant to the third-party delivery of *Employment Ontario* programs and services;
- be responsible for appointing members to SDAG and designating an external member as co-chair;
- issue communication to the network after every meeting summarising the discussions and action items; and
- review Terms of Reference every two years, to ensure alignment with the ministry's initiatives and direction.

Membership

Members will be appointed to SDAG by AESD and membership will be voluntary. Standard membership terms will be for two years. Members' terms will be staggered; such that each year, four members will transition off and up to four new members will be appointed. Membership will be reviewed annually, starting

in the winter/spring (February/March). New members will begin their terms in the fall of each year.

Stakeholder membership will include representation from *Employment Ontario* key third-party delivery sectors including but not limited to Employment Services, Apprenticeship and Literacy and Basic Skills providers. Service providers and provincial or local umbrella organizations may be appointed to represent each of the primary third-party delivery sectors of *Employment Ontario*.

AESD will prioritize membership reflective of Aboriginal and Francophone communities, youth, newcomers to Ontario and persons with disabilities. AESD will also ensure representation that reflects geographic variation across Ontario.

Directors of the Employment and Training Division (ETD), AESD will have standing membership on SDAG. Directors of the Strategic Policy and Program Division will attend as required. Directors may assign additional staff to support SDAG activities as required.

SDAG will be supported by a Secretariat comprised of ETD staff. Secretariat support for SDAG will include soliciting agenda items and distributing agendas and associated materials (i.e., record of decisions) to the Committee in advance of scheduled meetings. Where possible, the Secretariat will aim to distribute materials approximately 7 to 10 days prior to meetings.

AESD may establish and/or consult with other groups as needed.

Frequency and logistics of SDAG Meetings

SDAG will meet quarterly, and for special meetings as needed. Dates for the upcoming year will be established in advance.

Staff of AEDS, other provincial ministries, Service Canada and/or other federal departments, other government representatives and individuals may be invited to attend SDAG meetings. Meetings will be hosted by AESD.

Each SDAG member will identify a proxy delegate to attend SDAG meetings/activities in the event of their absence.

Travel and accommodation expenses to attend SDAG meetings will be reimbursed pursuant to Management Board of Cabinet policies and guidelines.