

TERMS OF REFERENCE

Developmental Services Capacity-Building Task Force on Housing

1. Background

The Joint Ministry/DS Sector Partnership Table (Partnership Table) was created to act as a vehicle to identify and discuss issues related to implementation of the transformation of developmental services in Ontario, announced in 2004.

Members include representatives from self-advocacy groups, families, agencies, provincial umbrella organizations and ministry staff.

The Partnership Table is used as a forum to provide the Ministry of Community and Social Services (the ministry) with input, advice and expertise on elements of the transformation.

The Housing Study Group of the Partnership Table released a report in September 2013 entitled “Ending the Wait – an Action Agenda to Address the Housing Crisis Confronting Ontario Adults with Developmental Disabilities”.

In order to inform the report, the Housing Study Group issued a survey to individuals, families and service providers and incorporated its results in the report. The recommendations are framed in a three-year action agenda (2013/14 is year one) along with suggestions for maintaining the momentum for change in the longer term.

The report made several recommendations, including the creation of a Capacity-Building Task Force (“Task Force”).

2. Purpose / Mandate / Deliverables

Over the course of a two-year mandate (2014/15 – 2015/16), the Task Force will:

- Develop a framework for capacity-building projects and identify demonstration projects for possible government investment and evaluation, some of which would be drawn from the Housing Study Group’s survey findings.
- Recommend a minimum of five “initiative projects” for implementation in 2014/15, at least three of which should be drawn from proposals captured by the Housing Study Group’s survey.
- Identify performance indicators for monitoring progress to achieve identified targets.

- Develop web-based resources to help individuals and families access information, network, collaborate and support each other in exploring and creating successful housing solutions.

The Task Force will provide recommendations for review and feedback by the Partnership Table.

3. Guiding Principles

As outlined in “Opportunities and Action: Transforming Supports in Ontario for People who have a Developmental Disability”, the provision of developmental services and supports is guided by the following **Principles for Developmental Services Transformation**:

- **citizenship** – adults with a developmental disability will be included in community life, taking an active role in the life they lead;
- **fairness and equity** – adults with a developmental disability will receive available services and supports that fit their needs in a way that is fairer and more consistent;
- **accessibility and portability** – adults with a developmental disability will receive available services and supports more easily and closer to home;
- **safety and security** – a system that puts high quality supports and safety of adults with a developmental disability first;
- **accountability** – a system that is accountable to everyone involved, from adults with a developmental disability and their families, to agencies, workers and government; and
- **sustainability** – a system that uses resources responsibly and will be here for adults with a developmental disability today and tomorrow.

4. Scope

In scope:

- Develop framework for capacity-building housing projects.
- Review submissions to the “Opportunity Fund”, which the ministry would establish in 2014/15 to invite housing proposals. If funding is available, the Fund would allocate up to \$5M per year over two years to implement housing proposals or demonstration projects etc.
- Make recommendations to the ministry on the funding of promising housing proposals.
- Develop web-based resources to help individuals and families access information, network, collaborate and support each other in exploring and creating successful housing solutions.

Out of scope:

- The Task Force will not provide analysis or recommendations on issues related to waiting lists for adult developmental services and supports or the process to access ministry-funded residential supports.

5. Membership and Structure

The membership of the Task Force shall consist of 15-20 members.

Members will be appointed in writing based on the results of a nomination process. The ministry will work with Partnership Table members to invite nominations, and a review panel, comprised of people with a range of knowledge and experience in housing issues, will select potential Task Force members.

Recommended Task Force members should include:

- Individuals with a developmental disability and their families
- Service providers / agencies
- Ministry of Community and Social Services
- Ministry of Municipal Affairs and Housing
- Partnership Table / Housing Study Group
- MaRS Solutions Lab
- Municipal housing providers
- Builders / developers / design community
- Technology firms
- Local community planners

6. Chair and Vice-Chair

The Task Force shall have a Chair appointed by the ministry. The Vice-Chair will be selected by the Task Force members and chair meetings in the absence of the Chair.

7. Responsibilities of Members

Members of the Task Force will:

- Attend meetings regularly. If they cannot attend a meeting, members may send a designate to the meeting. The designate must follow all the rules about confidentiality and conflict of interest, as outlined in these Terms of Reference.
- Contribute knowledge and expertise to support the mandate of the group.
- Keep their respective organizations apprised of the Task Force and Partnership Table's activities within the limits of the confidentiality guidelines.
- Engage and communicate with the community and interested parties about housing needs for adults with a developmental disability.

8. Secretariat Support

The Community and Developmental Services Branch of the Ministry of Community and Social Services will provide administrative support to the Task Force by arranging meetings, venues, logistics etc., and by preparing agendas, minutes and/or supporting documents.

9. Timeframe/Frequency of Meetings

The Task Force will meet at the direction of the Chair and may adopt its own meeting and notice processes. The Task Force may establish subcommittees to work on specific issues. Meetings are to be timely, responsive and could be held by video or teleconference.

10. Decision-Making Process

Task Force decisions will be made by consensus. If a member is unable to attend a meeting their designate will be allowed to vote on their behalf. In the case where it is not possible to reach a decision by consensus, decisions will be taken to a vote with a simple majority directing the decision. Final approval on key deliverable documents may only be signed by the Task Force members and cannot be delegated.

11. Accountability

The Task Force is accountable to the ministry. The ministry has responsibility for determining which recommendations to implement and approving project funding.

On a quarterly basis or upon request of the ministry, the Task Force will provide an update for presentation at Partnership Table meetings.

12. Quorum Requirements

A quorum must consist of 50% of the members + one.

13. Conflict of Interest

Task Force members must ensure that any actual or potential conflict of interest arising in regard to any matter under discussion by the Task Force is drawn to the attention of the Chair and/or Vice Chair of the Task Force. The Chair and/or Vice-Chair of the Task Force will determine what action, if any, is required arising from the conflict of interest and will take appropriate action, including, but not limited to, requesting that the member absent himself or herself from discussion of that matter.

Task Force members must ensure that they not engage in any activity or provide any service, for compensation or otherwise, to any other persons or organizations where such service creates an actual or potential conflict of interest with their role as a member of the Task Force, without prior written consent of the Chair on the advice of the

Assistant Deputy Minister, Social Policy Development Division of the Ministry Community and Social Services. Task Force members are expected to make the Chair and/or Vice-Chair of the Task Force aware of any such instances or potential instances whenever they arise.

14. Confidentiality

Some discussions will be confidential and members may be asked not to share specific information outside of the Task Force (e.g. recommendations related to funding demonstration projects) until decisions are approved and finalized.

15. Remuneration / Travel Costs

The Task Force members will not be remunerated for their work.

Members will be entitled to reimbursement for travel expenses based on standard government rates. Every effort will be made to have teleconference or videoconferencing options available for meetings.