

**Alberta Council of Disability Services (ACDS) –
Ministry of Community and Social Services (CSS)
PDD Service Provider Partnership Committee
Terms of Reference**

Purpose and Intent:

The purpose of the PDD Service Provider Partnership Committee (The Committee) is to strengthen the ability of both ACDS and CSS to best serve adult Albertans with developmental disabilities. It guides the service delivery partnership between the parties by identifying common values, principles and commitments that will shape future practices. It focuses on what unites the parties and honors the contributions of both, while respecting the unique strengths and differences of each.

The Committee will work together to find common pathways forward on issues related to accessible, efficient, effective, accountable and sustainable disability services delivery to ensure that quality programs and services are provided to Albertans with developmental disabilities.

The Committee is not a public agency and, therefore, not required to comply with the *Alberta Public Agencies and Governance Act*. Neither is it a binding advisory body and The Committee has no formal authority to set policy, disability service provision standards or provide recommendations or direction to either ACDS or CSS. The sole intent of The Committee is for ACDS and CSS to work in a collaborative and cooperative way to improve the lives of adult Albertans with developmental disabilities.

Role:

ACDS and CSS will:

- discuss and review issues put forward by either constituent of The Committee;
- provide input with respect to these issues and with specific emphasis on the effect these issues have on the delivery of programs and services that Albertans with developmental disabilities receive through the Persons with Developmental Disabilities (PDD) program; and
- share and mobilize relevant data and/or evidence to support improvements to the delivery of PDD programs and services.
 - Where necessary, The Committee may establish time-limited Task Teams composed of members appointed by ACDS and CSS to address specific issues identified by The Committee.
 - Task Teams will report their findings back to The Committee and follow the same equal membership, co-chair and decision-making model as outlined in these terms of reference.

Composition:

- The Committee will be comprised of no less than six (6) members and no more than twelve (12) members equally drawn from ACDS and CSS.
- Representatives from CSS will be as determined by CSS.
- Representatives from ACDS will be as determined by ACDS.

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Confidentiality:

- Unless otherwise indicated, all information provided to, or discussed at The Committee is provided in confidence. This confidential information will not be shared with outside parties without consensus of The Committee or the express written permission of the parties.
- A joint communication statement and update will be developed following each meeting for the purpose of updating ACDS members and CSS executive team and CSS Minister's Office.
- The Committee will not share specific or confidential client or contract information in discussions.
- Where necessary, an Information Sharing Agreement will be established to ensure the appropriate information sharing protocols and safeguards accepted by Government of Alberta practice.

Collaboration and Cooperation Framework

The Committee is not a decision-making body and is tasked with working collaboratively and cooperatively to find common pathways forward on issues related to accessible, efficient, effective, accountable and sustainable disability services delivery.

Determination of pathways forward will be reached through consensus.¹

Meetings:

Meetings are held a minimum of quarterly. The hosting of the meeting (and location) will rotate between ACDS and CSS.

Quorum for the meetings will be:

- Three (3) representatives from CSS (an Assistant Deputy Minister or their designate and two other staff); and
- Three (3) representatives from ACDS (the ACDS CEO or designate and two board members).
- The Committee is co-chaired by ACDS and CSS.
 - The chair for each meeting is designated by either ACDS or CSS, depending on which party is hosting the meeting.

Meeting Support:

Administrative support for meetings will rotate according to the host party and will include the following:

¹ Consensus decision making – for the purposes of The Committee – is defined as all members being able 'to live with' a pathway forward. Where consensus cannot be reached; discussion will be deferred to the next meeting of The Committee with the intent of further trying to reach consensus. If consensus cannot be reached at this subsequent meeting, then the pathway forward will be voted on with simple majority vote determining outcome. In the event of a tie vote the CSS co-chair must determine to either move the decision forward or to abandon the discussion.

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- call for agenda items, reports, and materials 10 business days prior to the meeting;
- circulation of the agenda and supporting materials at least three (3) business days prior to the meeting;
- determine attendance numbers and make all necessary logistical arrangements;
- a record of decisions of the meeting – including a high-level synopsis of discussion; and
- distributing the *Record of Decisions* within fifteen (15) business days after the meeting.
 - No draft record of decisions will be distributed, and the committee will make any corrections to the previous meeting record of decisions at the beginning of each meeting. Previous meeting record of decisions will be considered final once reviewed and amended as required.