



Ontario Labour Market Partnerships (OLMP) Program and Applicant Information

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Section 1: Information about the Ontario Labour Market Partnerships (OLMP) Program

The Ontario Labour Market Partnerships (OLMP) program provides financial assistance to local communities, sector groups, employee/employer associations, and employers in developing and implementing strategies for addressing and responding to local economic (employment) development, labour force adjustments and human resource planning. The Ministry of Advanced Education and Skills Development (MAESD) delivers the program in Ontario.

The **objective** of the OLMP program is to:

- Promote the creation of the broad industry/community partnerships necessary to address labour market issues
- Assist local communities with the development of innovative strategies to prepare for future skills requirements and prevent skills shortages within new and emerging industries and organizations
- Plan for effective utilization of local human resources
- Develop and promote labour market intelligence and its use in labour market development.

Characteristics of the program:

- All OLMP projects must involve a partnership of stakeholders, as labour market solutions generated through these partnerships are the primary focus of the program.
- Proposed OLMP projects must include activities that focus on an identified labour market issue and be assessed as likely to have a positive impact on the labour market.
- Preference should be given to industry sectors that are experiencing one or more of the following:
 - Projected growth rates in high-demand occupations
 - Current or emerging issues significantly impacting their human resource requirements or labour market adjustment needs
 - Current or projected skill shortages
 - Highest potential for value-added growth and innovation
- The OLMP program supports proposals that are project-based, and which are not dependent upon future funding. Individual projects must have defined start and finish dates, and not be part of an applicant's day-to-day operations.
- The amount contributed to each project will vary depending on the project. The OLMP program is a cost-shared program where all partners are expected to demonstrate contributions to the project costs.
- OLMP does not provide direct financial assistance to the expansion/development of a private enterprise or enterprises.
- Although separate agreements may be signed with the same project Recipient, each agreement must state specific OLMP project outcomes and timeframes
- While there is no minimum duration, OLMP projects can be funded up to a maximum period of three years

Section 2: Eligible Applicants and Partners

The following organizations are **eligible** to be funded as a Project Recipient under OLMP:

- Profit businesses
- Non-profit organizations or social agencies
- Industry Associations/Employer Organizations
- Employee Organizations
- Public and private health and education providers
- Local planning groups/Community action group
- Charitable Foundations
- First Nations organizations
- Métis organizations
- Municipal governments

The following organizations are **not eligible** to be funded as a Project Recipient under OLMP; however they may be eligible as a partner:

- Private consultants
- Other provincial government ministries
- Federal government ministries or agencies
- Any other organization that is not directly impacted by the labour market issue being addressed

Partnerships may be formed with organizations such as:

- Profit businesses
- Non-profit organizations or social agencies
- Industry Associations/Employer Organizations
- Employee Organizations
- Public and private health and education providers
- Local planning groups/Community action groups
- Charitable Foundations
- First Nations organizations
- Métis organizations
- Municipal governments

Section 3: How Organizations Apply for Funding

To initiate an OLMP project, the applicant identifies a labour market issue in their community and contacts MAESD for assistance. The Employment Ontario hotline can identify the nearest MAESD office in the applicant's area and can be reached at (416) 326-5656 or toll-free at 1-800-387-5656. Ministry staff will brief the applicant on the OLMP program guidelines and explain the application and negotiation process. If the organization determines that OLMP is the most suitable program to help address their needs, a concept paper (between 3 and 5 pages) is submitted to MAESD as a pre-proposal step. The concept paper must include the following elements:

- **Labour Market Issue** – The labour market issue being addressed by the project should be clearly described, including information about both supply (workers) and demand (employers) to determine the exact nature and extent of the current or anticipated imbalance in the labour market. The description of the labour market issue should include the *estimated* number of jobs in that particular labour market.
- **Partnership** – Information on potential partners should be provided including names, area of expertise and their expected contribution to the project.
- **Community** – The community (geographic, sectorial, industry, etc.) that is directly impacted by the labour market issue should be identified, with a brief description of how they are impacted.
- **Proposed Activities** – The project activities that will address the labour market issues should be outlined.
- **Expected Results** – A summary of the expected results of the proposed OLMP project should be provided
- **Proposed Duration** – The estimated duration of the project should be determined, with proposed start/end dates
- **Estimated project costs** – The estimated funding required for the proposed project should be included.

If the concept paper is approved, an official application and detailed proposal for the OLMP project must be submitted to MAESD for review. If program requirements are met, the ministry will negotiate a contribution agreement. Approval of projects and the MAESD contribution amount will be based on the availability of funding, the degree of priority, partnership support and local, regional and provincial conditions.

Section 4: Contact Information

For more information about how to access services of the OLMP program, call the toll-free Employment Ontario hotline at 1-800-387-5656 or (416) 326-5656. Ask for the nearest MAESD office in your area.

Appendix 1: Glossary of Terms

Community

Community is referred to in the broadest sense. Community is defined by a common interest of several partners. Community could range from a geographical area (e.g. Sudbury area), to an industry/interest sector (i.e. the mining sector), to a group of people with a common demographic (i.e. older workers community).

Labour Market

This is a defined geographic area in which workers offer their skills, experience and knowledge to employers in exchange for wages and benefits.

Labour Market Issue

This is generally characterized by a current or anticipated imbalance in the labour market between supply (workers) and demand (employers). This imbalance could result from situations such as labour shortages and surpluses, industry downsizing, industry upsizing, new industrial development, and/or relocation, impact of new technologies and globalization, a shortage of year round job opportunities, a lack of community, sector and/or organizational capacity for human resource planning. For the purpose of OLMP projects, labour market issues can be categorized as local economic (employment) development, labour force adjustment or human resource planning

Local Economic Development

This refers to activities that result in expansion or diversification of a community's economic base, and creates new, innovative employment opportunities.

Human Resource Planning:

Human Resource Planning refers to the ability of employers to have the available workers necessary to manage and run their business and meet business objectives. This process involves reviewing current human resources, forecasting future requirements and availability, and exploring steps to ensure that the supply of people and skills meets demand.

A human resource strategy identifies how the need for labour and associated skills will be met.

Labour Force Adjustment

This refers to short-term activities that result in improved balance between the supply and demand of a labour force situation. Labour force adjustment activities are often determined through the development of a human resource plan. Currently, downside adjustment activities can be supported through the Adjustment Advisory Program offered by MAESD.

Appendix 2: Examples of Activities Eligible for Funding under OLMP

The following are examples of activities that could be funded under the OLMP program. This list is not exhaustive and is meant to be used as a guideline.

Local Economic Development

- Local economic development plans that support the growth of sustainable employment opportunities.
- Long and short term planning for development and maintenance of a skilled workforce in a particular sector by the identification of anticipated training needs and establishment of a plan to ensure that employee skills are maintained. Partners may include employers in the sector, unions, municipal officials, and the education sector.
- Local economic development initiatives such as:
 - Research that supports a group of employers accessing new markets or marketing of their collective products and services, thus stimulating new job opportunities
 - Support to local economic groups' ability to analyse Strengths, Weaknesses, Opportunities, and Threats (SWOT) and develop strategic plans related to market expansion, product diversification, or human resource planning.

Labour Force Adjustment

- Coordination of community-based approaches to address labour market issues such as short-term adjustment services for workers facing lay-off.
- Development and dissemination of labour market information needed for the purposes of labour force adjustment or human resource planning.
- Job fair to raise awareness of employment opportunities within a sector or a geographic area, and to connect employers anticipating skill shortages with potential workers.
- Career awareness activities that bring together employers with anticipated skills needs and potential employees who are looking for such labour market information to inform their career choices.
- Assisting an employer association in a growth sector with the development of an information campaign about future sustainable job prospects.
- Improving a community's capacity to meet labour force needs by identifying the potential for diversification of the economy.

Human Resource Planning

- Research and development of human resource strategies and promotion of beneficial human resource practices
- Planning for the recruitment, development and long-term maintenance of a skilled workforce through a community study of options including training, promotions, job rotation, re-alignment of responsibilities, retention approaches, succession planning and recruitment.
- Development of partnerships to ensure that labour market information and anticipated skills needs are shared with community stakeholders.
- Supporting the development of a human resource plan for an employer, or a group of employers, facing expansion. Note: Assistance to a single employer may only be provided in situations where any resulting competitive advantage experienced by the employer is incidental to broader benefit gained by the labour market.
- Assisting an employer association with the development of its members' business capacity for human resource planning, interviewing and employee selection. This can be achieved through the development of materials, provision of seminars and other awareness activities with emphasis on publishing "best practise" information.

Appendix 3: Examples of Activities Not Eligible for Funding Under OLMP

- Subsidizing an organization or a business in any way other than to assist with planning for human resource requirements and assisting employees facing job loss
- Creating new organizations or branches of organizations, business set-up, operating costs or capital acquisitions.
- Funding business operations or core activities of an organization.
- Attaining ISO certification.
- Funding union-management collective bargaining.
- Funding survival planning for a threatened company.
- Developing, piloting, testing or delivering training programs.
- Assisting training institutions in developing their training capacity and infrastructure (e.g. facilities, equipment, staff, and curriculum development).
- Supporting an educational institution to develop its own curriculum. The exception is Sector Councils that do, in some instances, use OLMP to inform curriculum development broadly rather than for a single institution. Curriculum developed through OLMP cannot be considered the property of one training institution
- Funding conferences, except where it is clearly demonstrated that the outcome will improve the capacity of employers/community to deal with human resource requirements and/or to implement labour force adjustments.
- Supporting community development or community capacity-building other than that which is focused on an identified labour market issue.
- Addressing social issues such as addiction or mental health problems, parenting skills, child care problems.
- Supporting delivery of services such as transportation systems, health services, policing services, literacy programs.
- Assisting community interest groups and organizations to build their capacity and increase membership.
- Planning for economic development that is not in response to an identified labour market issue.
- Planning that does not have commitment and involvement of key partners including other government agencies such as regional/local economic development offices.
- Offering financial incentives to attract new business.
- Delivering employment services and interventions for unemployed clients.
- Supporting activities when MAESD or another provincial ministry or agency is the primary sponsor of goods and services.