



ECONOMIC DEVELOPMENT

Memorandum of Understanding (MOU)

Between

Peterborough & the Kawarthas Economic Development
270 George Street North
Peterborough, ON K9J 3H1

AND

The Corporation of the City of Kawartha Lakes
26 Francis Street
Lindsay ON K9V 6H7

RECITALS

This Memorandum of Understanding (MOU) is intended to formally recognize the terms and understanding between Peterborough & the Kawarthas Economic Development (PKED) and the City of Kawartha Lakes Economic Development (CKL) to advance a collaborative workforce development project in the region, known as "Pathways to Prosperity".

This MOU will build upon the successful relationship between the two parties to complete and meet the objectives, milestones and deliverables of the Pathways to Prosperity workforce development project, herein referred to as "the Project".

PROJECT DESCRIPTION

The Project was developed with multiple partners and agencies to address the workforce gap that exists in the Greater Peterborough Area and Kawartha Lakes region by offering a multi-faceted approach including: training for job seekers, training for businesses, and the development of career ladders.

The Project is being led by PKED, in collaboration with Fleming College as a training delivery agent, the Muskoka-Kawarthas Employment Network, Workforce Development Board and City of Kawartha Lakes Economic Development.

The goal of this project is to encourage job seekers to enter or re-enter the workforce to address the skills shortage in high in demand jobs in the construction, food service, agriculture and manufacturing sectors throughout the Greater Peterborough and Kawartha Lakes regions.

PRINCIPLES OF COLLABORATION

PKED and CKL agree to use the following guiding principles of collaboration:

- a. work cooperatively and in close consultation with each other and all other project stakeholders, and with their respective communities in order to develop and deliver the Project;
- b. abide by all requirements as detailed in this Agreement and requirements provided by the Province through Agreement 53460;
- c. trust and respect each other's organizational values and integrity;
- d. foster innovation and synergistic opportunities; and
- e. maintain accountability to each other, to the Funder and to their respective communities.

CKL RESPONSIBILITIES

- CKL to regularly attend and participate in project meetings, including stakeholder, steering committee and delivery partners meetings
- CKL will support the development of curriculum and program planning as required by the Project
- CKL will provide materials developed through the Kawartha Lakes SkillsAdvanceOntario AdvancEd program to support the development of the Project
- CKL will be lead organization corresponding and managing relationships with businesses located in Kawartha Lakes to support their engagement in the project
- CKL to actively promote the Project to businesses in Kawartha Lakes that could benefit from being involved in the Project, including placement of participants, on-boarding tools & resources, and leadership training
- CKL will work closely with employment Ontario Service providers through the Muskoka-Kawarthas Employment Network to identify businesses to potentially place and hire participants

- CKL will coordinate business interest with the PKED Workforce Project Manager to ensure effective delivery of services under the Project
- CKL to assign sufficient resources, which will include the two project funded positions; Economic Development Officer, and Administrative Assistant to provide support to this Project in-keeping with the responsibilities outlined in this MOU
- CKL to contribute content, including invoices and actions, to complete the Activity and Expenditure Reports as outlined by the Province in the Contribution Agreement 53460 providing the required information 5 days before the deadlines as required under the agreement

PKED RESPONSIBILITIES

- PKED will host regular project meetings, including stakeholder, steering committee and delivery partner meetings and will distribute meeting notes to provide project updates and status reports
- PKED will process the invoices related to the Economic Development Officer position, Admin Assistant position, and any applicable mileage expenses, in accordance with the Project budget
- PKED will compile and submit the activity and expenditure reports in accordance with the requirements of the Contribution Agreement 53460 with the Province

TIMELINE

The duration is 12 months commencing March 31, 2022 and ending March 30, 2023.

BUDGET

The budget for CKL has been assigned as follows:

Economic Development Officer to a maximum of \$90,000
 Administrative Assistant position to a maximum of \$68,200
 Mileage to a maximum of \$1,500

INVOICING

Invoicing shall be for expenses incurred. All invoicing pertaining to this project should be made to:

Peterborough & the Kawarthas Economic Development
270 George Street North
Peterborough, ON K9J 3H1
Attn: Eva Rees, Workforce Development Project Manager

The invoice should be emailed to erees@investptbo.ca

Invoices are processed 30 days after the receipt of the invoice and CKL will need to register as a vendor with the City of Peterborough to process any invoices.

This MOU is at-will and may be modified by mutual consent of authorized officials from PKED and CKL. This MOU shall become effective upon signatures by the authorized officials from PKED and CKL and will remain in effect until modified or terminated by any one of the partners by mutual consent.

In the absence of mutual agreement by the authorized officials from PKED and CKL, this MOU shall end on March 30, 2023.

CONTACT INFORMATION

Peterborough & the Kawarthas Economic Development
270 George Street North
Peterborough, ON, K9J 3H1

Attn.: Rhonda Keenan, President & CEO
Email: rkeenan@investptbo.ca
705-743-0777 ext 2120

City of Kawartha Lakes Economic Development
26 Francis Street
Lindsay ON K9V 6H7

Attn: Rebecca Mustard, Manager, Economic Development
Email: rmustard@kawarthalakes.ca
705-324-9411 ext 1395

AUTHORIZED SIGNATORS:

SIGNED AND DELIVERED

Rhonda Keenan
PKED President & CEO



PKED Signature

May 16, 2022
Date

CKL - Name

CKL - Signature

Date

Electronic Copies of signatures will be treated as originals, and the MOU may be transmitted by facsimile or electronic means, which copies will be treated as originals.