

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 08-160

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE CITY OF PETERBOROUGH AND THE KAWARTHA LAKES NORTHUMBERLAND HALIBURTON TRAINING BOARD INC. (Operating as "WORKFORCE DEVELOPMENT BOARD")

THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL THEREOF HEREBY ENACTS AS FOLLOWS:

1. That the Mayor and Clerk be hereby authorized to execute an agreement between the Corporation of the City of Peterborough and the Kawartha Lakes Northumberland Haliburton Training Board Inc. (operating as "Workforce Development Board") to establish a coordinated labour market planning Local Demonstration Project in the form attached hereby as By-law Schedule "A", and to affix the Seal of the Corporation thereto.

By-law read a first, second and third time this 6th day of October 2008.

(Sgd.) Henry Clarke, Deputy Mayor

(Sgd.) Leigh Doughty, Deputy Clerk

THIS AGREEMENT dated this _____ day of _____ 2008

B E T W E E N:

THE CORPORATION OF THE CITY OF PETERBOROUGH
(the 'Client')

and

THE KAWARTHA LAKES NORTHUMBERLAND HALIBURTON TRAINING BOARD INC.
(O/A "WORKFORCE DEVELOPMENT BOARD")
A duly incorporated non-profit corporation
(the 'Consultant')

WHEREAS, the Client has requested the Consultant to perform the services set out in Schedule "A" hereof in connection with the 'Project' (as herein defined) and the Consultant has agreed to perform such services subject to the Terms and Conditions of this Agreement;

'Project' shall mean a pilot project establishing an "Integrated Local Market Planning System" for the Client.

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the Client and the Consultant mutually agree as follows:

ARTICLE 1 - GENERAL CONDITIONS

1.01 Retainer

The Client hereby retains the services of the Consultant in connection with the Project and the Consultant hereby agrees to provide the services described herein under the general direction and control of the Client.

1.02 Services

The services to be provided by the Consultant and by the Client for the Project are set forth in Schedule 'A' and such services as changed, altered or added to under Section 1.08 are hereinafter called the 'Services'. The Consultant acknowledges being aware of the contents of Schedule "C", the "Service Description Schedule, as prepared by the Ministry of Community and Social Services ("MCSS").

1.03 Compensation

The Client shall pay the Consultant in accordance with Schedule 'B' and Article 3.2 "Reports". The parties agree and acknowledge that the upset amount for the Project is as contained in Article 3.3. Nevertheless, that the amounts, as currently described on each line of Schedule 'B' may change provided the upset amount is not exceeded.

1.04 Staff and Methods

The Consultant shall use current state of the art principles and shall skillfully and competently perform the Services and shall employ only skilled and competent staff under the supervision of the Consultant's Executive Director.

1.05 Data and Documents

Any data and documents or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Documents prepared by the Consultant for the Client may thereafter be used by the Client. The Client has and shall retain ownership of the data and documents. The Consultant shall be entitled to retain a copy of all data and documents produced or gathered for the Project. Exchange of data and documents will be by hard copy and/or electronic files as determined by the Client.

1.06 Records and Audit

The Consultant shall keep all records, invoices and supporting documents for a period of seven (7) years and shall co-operate with any audit initiated by the City or the Ministry or Community and Social Services.

1.07 Changes and Alterations and Additional Services

With the consent of the Consultant the Client may in writing at any time after the execution of the Agreement or the commencement of the Services delete, extend, increase, vary or otherwise alter the Services forming the subject of the Agreement.

1.08 Suspension or Termination

The Client may at any time by notice in writing to the Consultant suspend or terminate the Services or any portion thereof at any stage of the undertaking. Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out his Services.

1.09 Indemnification

The Consultant shall indemnify and save harmless the Client from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Client, his employees, officers or agents may suffer as a result of the negligence of the Consultant, his employees, officers or agents in the performance of this Agreement.

1.10 Insurance

For the duration of the Project, the Consultant shall obtain and maintain Comprehensive General Liability Insurance and Automobile Insurance, each with limits of FIVE MILLION DOLLARS (\$5,000,000.00) and each naming the "The Corporation of the City of Peterborough" as an additional named insured. When requested, the Consultant shall forthwith provide the Client with proof of such insurance.

It is understood and agreed that, for the duration of the Project, the coverage provided by these policies of insurance shall not be changed or amended in any way nor cancelled by the Consultant.

1.11 Assignment

Neither party may assign this Agreement without the prior consent in writing of the other.

1.12 Previous Agreements

This Agreement, including the Schedules attached hereto which form part of this agreement, supersedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

1.13 Supervisor

The Consultant's Executive Director shall be responsible for ensuring the Consultant's satisfactory performance of its obligations hereunder.

1.14 Inspection

The Client, or persons authorized by the Client, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed, or being performed, under the Project and the premises where they are being performed.

1.15 Publication

The Consultant agrees to obtain the consent of the Client before publishing or issuing any detailed information regarding the Project.

1.16 Confidential Data

The Consultant shall not divulge any specific information identified as confidential, communicated to or acquired by them, or disclosed by the Client

in the course of carrying out the Services provided for herein. No such information shall be used by the Consultant on any other project without the prior written approval of the Client.

1.17 Time

The Consultant shall perform the Services expeditiously to meet the requirements of the Client and shall complete any portion or portions of the Services in such order as the Client may require and the Client shall have the right to take possession of and use any completed or partially completed portions of the Work notwithstanding any provisions expressed or implied to the contrary.

The Client shall make any decisions which he is required to make in connection therewith within a reasonable time so as not to delay the work of the Consultant.

1.18 Contract Time - Commencement and Completion of Work

The work shall be started within seven (7) days of the written order to commence work and carried on to completion and full possession thereof given to the Client in the time specified in the Proposal, unless an extension of time has been granted by the Client in writing, in accordance with Article 1.19, in which case it shall be carried out to completion and possession given to the Client within the additional time allowed.

1.19 Extension of Time

An extension of time may be granted in writing by the Client in the event of the work being delayed beyond the prescribed time for the completion as a result of causes beyond the Consultant's control. Such extensions shall be for such time as the Client may prescribe, and the Client shall fix the terms on which the said extension may be granted. An application by the Consultant for an extension may be granted. An application by the Consultant for an extension of time as herein provided shall be made to the Client in writing at least fifteen (15) calendar days prior to the date of completion fixed by the Contract.

ARTICLE 2 - SERVICES

- 2.1 The Consultant represents and warrants that it shall use shall exercise reasonable care, skill and diligence while performing the Services and obligations described herein and in Schedule 'A' which is attached hereto and form part of this agreement.

ARTICLE 3 - PAYMENT AND REPORTS

3.1 Basis of Payment

- a. The Client shall pay the Consultant the fees and costs outlined in Schedule 'B' which is attached hereto and form part of this agreement.
- b. The Client shall provide THIRTY-EIGHT THOUSAND TWO-HUNDRED DOLLARS \$38,200.00 (the "2008 Dollars") to the Consultant upon the execution of the agreement and upon its receipt of the 2008 Dollars from MCSS. On or before 31 January 2009, the Consultant shall provide the Client with such records of accounting, receipts and invoices as are necessary to satisfy the Client that the 2008 Dollars were expended in accordance with Schedule B.
- c. Provided the Consultant is not in breach of any of its obligations hereunder, the Client shall provide SEVENTY-TWO THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS \$72,750 (the "2009 Dollars") to the Consultant upon its receipt of the 2009 Dollars from MCSS, in three equal payments of \$24,250.00 in accordance with Article 3.2(c). On or before 15 January 2010, the Consultant shall provide the Client with such records of accounting, receipts and invoices as are necessary to satisfy the Client that the 2009 Dollars were expended in accordance with Schedule B.

3.2 Reports

- a. In accordance with the following table, the Consultant shall submit reports to the Client, prepared to satisfaction of the Client, acting reasonably, for all Services completed:

Event	Delivery Date
Project Implementation	1 October 2008
Draft Implementation Report to City	1 December 2008
Implementation Report to City/MCSS	1 January 2009
Project Completion	1 October 2009
Draft Final Report to City	13 November 2009
Final Report to City /MCSS	1 December 2009

- b. It is agreed and acknowledged that, for each of the January 2009 Report and the December 2009 Report, a draft version of each report shall be prepared and provided to the Client. The Client will then provide its comments back to the Consultant who shall incorporate the Client's comments into each report, following which, the Client shall submit each of the Implementation report and the Final report to MCSS on or before the date shown in the table above.
- c. The Client shall pay the Consultant the 2008 Dollars upon the implementation of the Project. In accordance with Schedule 'B', the Client shall pay the Consultant the one-third of 2009 Dollars upon each of:
- i. The Client's receipt of the Implementation Report in January 2009;
 - ii. The satisfactory completion of the Project; and
 - iii. The Client's receipt of the Final Report and final accounting concerning the expenditure of the 2008 Dollars and the 2009 Dollars.
- d. The Consultant shall use its best efforts to pay any invoice associated with its obligations under the Project within thirty (30) days of receiving same.
- e. In the event any of the Project's delivery dates are affected by the actions of MCSS or the Client, the Client shall use its best efforts to give reasonable notice to the Consultant of same and, as necessary, use its best efforts to develop new delivery dates with MCSS that are acceptable to the Consultant.

3.3 Upset Limit

Notwithstanding any other provisions contained in this agreement, it is understood and agreed that Upset Limits have been agreed to by the Consultant and the Client for the services to be performed by them under this agreement and that the combined Upset Limit is ONE HUNDRED AND TEN THOUSAND NINE HUNDRED AND FIFTY DOLLARS (\$110,950.00) (inclusive of all applicable taxes).

Local Demonstration Project

Integrated Local Workforce and Labour Market

Submitted by

City of Peterborough/CMSM

This submission is made by the City of Peterborough/CMSM as Sponsor in partnership with the Workforce Development Board as Project Lead.

Background

The Workforce Development Board (WDB) was incorporated in 1996 as the Kawartha Lakes Northumberland Haliburton Training Board, the first of 25 Local Training and Adjustment Boards in Ontario. The WDB's purpose is to analyze labour market information for the purpose of identifying labour force training and adjustment needs, and engage local stakeholders in making plans to address those needs. The WDB area includes the Counties of Peterborough, Northumberland, Haliburton and the City of Kawartha Lakes. Three District School Boards operate within the same geographic area. The services provided by the WDB include reports and newsletters on labour market/labour force issues and partnership development to address specific labour force development needs. There are two full-time employees and one part-time employee. The Directors of the Board participate in the development and implementation of projects and activities through steering committees. The WDB's funding sponsors, local employment and career counselling services, high school guidance departments, and many other groups, are consumers of the information developed through our activities. The Board's primary strength is the ability, as a neutral party, to facilitate partnership development. The WDB has cultivated partnerships with community stakeholders to address specific issues and needs in labour force development. Partners have included the Kawartha Manufacturers' Association, the Bridgenorth, Ennismore and Lakefield Rotary Club, the Rotary Club of Lindsay, several community health service providers, the Conference Board of Canada, Victoria County Career Services, the Employment Planning and Career Services (Peterborough) and the Peterborough Council for Persons with Disabilities.

Over the past year the WDB with support from the City of Peterborough Social Services Department has been working with community partners to develop the Community Employment Resource Partnership. This partnership brings together approximately 17 local employment agencies representing various programs and funding sources. The goals of this group are to work collaboratively to become more customer-centric, more outcomes-based in our thinking, and to take a more integrated approach to our service delivery. This service provider network has experienced considerable success to date and, in fact, has gained some attention provincially from other areas interested in its work (see attachments 5 and 6 which include a list of current CERP agencies and Terms of Reference).

In examining the Guiding Principles of this RFP, one of those principles is "projects should make efforts to proactively link to other processes that are working towards greater integration of the service system" (see attachment 1 for list of proposed key stakeholders). It should be noted that the potential stakeholders identified in the Scope section of the RFP are groups which the WDB maintains ongoing linkages through the CERP and regular business activities.

The geographic area is largely rural (communities of less than 20,000 persons) with the notable exception of the City of Peterborough. Communicating with constituents is always a challenge. That challenge is largely addressed in this project with the development of a communications strategy and marketing plan. Timely dissemination of relevant workforce information is a key to keeping constituent groups informed and up to date regarding WDB work. All of the WDB's publications and public announcements are available in both official languages.

The Workforce Development Board (WDB) is committed to its role of identifying and responding to labour market issues that impact our community. By looking at the current labour force and gathering information about current trends, they are able to respond to labour market needs and create long-term plans for our community.

Introduction

The Ministry of Training, Colleges and Universities has identified the Workforce Development Board as one of its seven Demonstration Sites across the province. This brings with it significant resources related to an Integrated Local Labour Market Plan framework and the expected outcomes and investments in resources. We have deliberately included information related to MTCU contributions so that in partnership we can identify roles, demonstrate responsibilities and maximize resources.

At its mature state, the MTCU model has the following features:

- A rolling 3-5 year strategic ‘evidenced-based’ plan that respects and reflects local/area labour market challenges and opportunities;
- A plan developed, endorsed and supported by community and business leaders, MTCU and other provincial, federal and municipal governments – within a culture of co-ordination and shared accountability for results;
- A local labour market plan that supports program and service decisions, contributes to setting of budget priorities, and identifies new program development and design needs;
- Integrated Local Labour Market plans will drive our service delivery planning and support Employment Ontario’s role at the local, regional and provincial level with other partner ministries and levels of government.

It is recognized by MTCU that labour market information and intelligence is key to effective planning. New investment is forthcoming to improve local capacity as follows:

- 2006 custom census data purchase-for Local Board area and MTCU Regions use;
- Four labour market staff resources – to provide technical support and assistance to Local Board areas in each region;
- Provincial Communication/Marketing staff resources to assist locally;
- Development of core/common local labour market ‘indicator’ (LLMI) tool/template and user guide;
- Testing, training and evaluation of LLMI tool related to its contribution to enhancing local planning.

This proposal

This demonstration project will help people in our region to find jobs, stay employed over the long-term, and improve their quality of life and connection to the community. Employers and communities in the region will be better served by a more highly skilled workforce and a more efficient, informed, integrated and adept employment and training system.

Our proposal to MCSS/OMSSA focuses on better meeting the needs of community members served by social services by:

- a) Improving awareness and understanding of the integrated system of employment services in place to help them;
- b) Further integrating information on employment opportunities and making it more accessible to community members;
- c) Establishing employment resource partnerships in the City of Kawartha Lakes/Haliburton area and Northumberland County;
- d) Identification and implementation of best practices;
- e) Making better use of information and technology to improve the quality and quantity of labour market information available.

This proposal represents an exceptional opportunity to multiply the benefits of this project by undertaking it in partnership with an MTCU-funded initiative, announced in early May. The MTCU project led by the Workforce Development Board will focus primarily on improving labour market planning with increased quality and quantity of labour market research and forecasting. MTCU will also contribute to marketing and core delivery costs of an integrated approach. This proposal identifies objectives, targets and resources needed to meet the criteria of the MCSS/OMSSA project.

A Working Group was recently convened to advise project staff and to ensure a two-way flow with both Ministries. The Working Group includes the City of Peterborough, the WDB, the City of Kawartha Lakes, Northumberland County and government representatives from Service Canada, MTCU, MCSS, MEDT and MCI. All but the latter two have taken this opportunity into consideration,

have committed to active participation and to ensuring that regional and corporate offices are informed and their expertise made available when needed. This is an extraordinary opportunity to magnify and multiply the benefits of both the MTCU and MCSS projects and to model the approach government and local communities have been working toward, and increasingly demanding, from all stakeholders.

Context: Environmental Scan and Need for Initiative

Identified Needs

This initiative is needed to improve our region's ability to identify and address labour market priorities that encompass the needs of individuals, employers and the communities and to address the systems' priorities identified by key stakeholders involved in labour market planning and provision of employment training and programming.

The project is based on needs and priorities identified by a number of community planning groups with mandates that are related to labour market planning and work force attachment. For example:

- Marginalized groups, including people with disabilities, Aboriginals, women, youth, older workers and immigrants continue to experience challenges in finding equitable opportunities for employment and career advancement. The City of Peterborough *Mayor's Task Force on Poverty Reduction*, for example, identified Income Security as one of its four priorities and the first action step was to coordinate and build a network of collaboration between employment and job training programs
- The WDB's 2008 TOP Report identified job readiness deficiencies and skilled labour shortages as the top two trends. A labour market needs analysis is required to better understand skilled labour needs and develop training and other strategies to ensure the availability of a skilled labour force.
- The Community Employment Resource Partnership (CERP) in Peterborough has prioritized the need for common, regional data collection and analysis to enable better service delivery for both job seekers and area employers.
- With the Labour Market Development Agreement, some \$10-\$12 million was transferred to the Province for employment and training in our region. The more recent Labour Market Agreement involving the transfer of Employment Insurance funding (\$200 million province-wide) will enable previously ineligible people who are under-represented in the economy (including a large percentage of social service clients) to access programs and supports that will help them gain skills and increase their attachment to the labour force. Funders and practitioners want better information to guide the design and delivery of programs.
- All stakeholders have identified the need for better labour market information. In common with all rural/primarily rural communities, the Labour Force Surveys do not provide sufficient reliability for planning and forecasting. Without better information, we will continue to base programming and decision-making on our best guesses rather than solid information. Better information is also required to further the economic development goals of the region including, for example, the business expansion goals of the Greater Peterborough Area Economic Development Corporation.
- Access to training support through the new Second Career Strategy being put into place to help displaced workers needs to be based on more precise local demand occupational information than is available at this time.

Link to Existing Planning Groups

This project will support the identification of service gaps and augment economic and community development strategies through the following linkages:

- **The WDB's workforce planning**, including analysis of labour market information for the purpose of identifying labour force training and adjustment needs;
- **The Economic Development corporations or departments** in each municipality in the region. For example, representatives of these corporations are interested in tying in marketing of the proposed employment opportunities web-site with a broader "settle here" campaign to attract

youth, who have left, to return to the region and to address labour shortages in some sectors. Business expansion and retention programs delivered by these corporations will be more successful with improved workforce information. Community-based economic and entrepreneurial development groups such as the Haliburton County Community Cooperative and the Community Opportunity and Innovation Network will also benefit;

- **The service planning and delivery of employment and training programs** (Ontario Works, ODSP, Job Connect, literacy and essential skills programs, etc.) across the region;
- **The Rural Eastern Ontario Economic Development Project**, and Community Futures Program efforts to increase the competitiveness and diversity of the regional economy through technological enhancements, skills development, youth retention and related strategies;
- **Fleming College** business planning (including development of the Kawartha Skilled Trades Centre and a Green Technologies Cluster in Kawartha Lakes); education and career counselling programs at schools and learning institutions;
- **Trent University and the Trent Centre for Community Based Education** research projects which include considerable work in the area of labour market;
- **Community and social development initiatives** including the Peterborough Community Social Plan, Mayors Task Force on Poverty Reduction and Peterborough Partnership Council on Immigrant Integration will be enhanced.

Environmental Influences and Demographics

Significant local factors impacting the WDB region's labour market participation rates and employment opportunities include:

- An aging population
- Lower labour force participation rates
- A declining manufacturing sector
- Out-migration of youth
- A decline in the child and youth cohort
- Skilled trade shortages
- Modest population growth in comparison to larger urban centers in Ontario

As identified in a 2006 Senate Report on rural poverty across the country, many of the rural communities in the WDB region are in economic, demographic, educational and social decline. Their low population density leads to a lack of critical mass for service and infrastructure. This in turn leads to a lower rate of business creation, fewer jobs and, ultimately, out-migration that lowers the population density even further. Much of rural Eastern Ontario faces many the challenges of youth out-migration, an aging population, lower incomes, a smaller tax base to pay for services delivered over long distances, fewer educational and cultural opportunities, a less-educated workforce and an employment base whose traditional agricultural and manufacturing roots are undermined by globalization.

SUMMARY OF 2008 TRENDS WDB Trends, Opportunities and Priorities Report

Based on the research, various discussions with community partners and the consultation sessions that were conducted, the trends listed in the following table were identified as those that should be addressed during the coming year. During the four consultation sessions, participants were invited to rate the importance of each trend to provide the WDB with an indication of the resources that should be allocated to each trend in the coming year. The following table provides an indication of the priorities of various trends in the Counties of Northumberland, Peterborough, Haliburton and the City of Kawartha Lakes, as well as the WDB Region as a whole.

**Prioritization of Trends for Counties of
Northumberland, Peterborough, Haliburton and the City of Kawartha Lakes**

Trend	N #	N %	P #	P %	KL #	KL %	H #	H %	WDB Area	% Total
Job Readiness Deficiencies	44	22.0	97	29.8	20	17.2	32.0	25.2	193.0	25.1
Skilled Trades Shortages	44	22.0	95	29.2	23	19.8	25.0	19.7	187.0	24.3
Youth Outmigration	21	10.5	40	12.3	16	13.8	22.0	17.3	99.0	12.9
Rural-Urban Disparities	23	11.5	19	5.8	9	7.8	25.0	19.7	76.0	9.9
Aging Population/Workforce	16	8.0	36	11.1	15	12.9	7.0	5.5	74.0	9.6
Marginalization of Specific Groups	13	6.5	19	5.8	25	21.6	13.0	10.2	70.0	9.1
Deindustrialization	39	19.5	19	5.8	8	6.9	3.0	2.4	69.0	9.0
Total Votes	200	100.0	325	100.0	116	100.0	127.0	100.0	768.0	100.0

Proposal Description

Activities and Deliverables

- An Integrated Local Labour Market Planning Group with responsibility to develop a rolling 3-5 year strategic 'evidence-based' plan that respects and reflects local/area labour market challenges and opportunities;
- Increased planning capacity and collaboration among local key stakeholders;
- Research & analysis of reports and data being generated by all key stakeholders including identification of duplication and gaps in data collection and strategies to fill the gaps, expand the data base and improve labour market information;
- Best Practices report on data collection and analysis for the purpose of improved planning and forecasting;
- Development of networks of employment and training services in Kawartha Lakes/Haliburton and Northumberland;
- Common data base in place for all employment services including:
 - Documented user, reporting and security requirements
 - Configuration documents and system administration documentation
 - Security audit
 - Communications plan
 - Training documentation and material
 - Training of staff in all employment programs in region
- Marketing plan developed and implemented to increase public awareness of our long term goal to build a strong local capacity for local planning that will drive/influence improved service to customers.

General

1. Adapt the database that was developed by the Social Service Division of the City of Peterborough for use by employment agencies. The Division through its leadership in the CERP and ownership of the database helps ensure that the research and data collection components of the project will serve people whose links to the labour force are most tenuous.

Our database will:

- Complement and not duplicate the Employment Ontario Information System;
- Use essential skills information to assist employers with recruitment/HRM and potential employees with resumes tailored to employer/labour market needs;
- Allow us the flexibility to quickly adapt and analyze client information to meet new information needs. Flexibility will increasingly be required to respond to the dynamic

economic and labour force changes created by globalization, trade agreements and technological change;

- Improve the availability of labour market planning information at the local level;
- Provide a direct vacancy monitoring survey instrument to identify local labour market opportunities;
- Increase use of administrative data sources to improve the timeliness of labour market information;
- Provide greater integration and linkages among existing data sources.

The project will facilitate the collection and analysis of data available e.g. lack of job retention and stability.

2. Review the suite of employment and training programs currently delivered with a view to making recommendations for change that could make the system more timely, accurate, relevant and accessible.

Target Groups/Clients

While the demonstration project has wide-ranging benefits and will better facilitate employment and career planning for the community in general, it will be of particular value to those in need of assistance. Target groups include the unemployed, underemployed, people with disabilities, aboriginals, immigrants, older workers, including those laid off due to global economic change, youth and women.

Approach

Organization charts shown in the attachments illustrate how the project will be organized and who is expected to participate, advise, lead and implement different aspects of it. We have attempted to identify all key stakeholders in our communities. As the project develops, one of the tasks that the Working Group will initiate is the identification of the number of seats on the Integrated Local Labour Market Planning Group and the process of being appointed to that group. Members of the Working Group bring the necessary knowledge and linkages to ensure the perspectives and interests of users/clients, employers and other key stakeholders are reflected in the Planning Group and in the development of the local labour market plan.

Project Objectives

Objectives	Success Indicators	Evaluation Methods/Tools
Increased collaboration among Ministries, other levels of government and local planning groups	Working Group reflects key provincial and federal representatives/decision-makers	
Establish a regional labour market strategic planning process with broad collaboration that supports development of a local labour market plan	Labour Market Planning Group established	Self-evaluation of progress, structure Formal MTCU evaluation

Resource Requirement and Policy Changes

Proposed Budget - Integrated Local Market Planning System

Based on Proposed organization chart and projects/expenditures anticipated

<i>Budget Item</i>				<i>Total Cost</i>	<i>MTCU Funded</i>	<i>MCSS Funded</i>
Salaries & Benefits				119400	59700	59700
HR Consulting				50000		
	LM Forecasting/research				30000	
	Technology re: reporting/mapping					20000
Marketing/Media				25000	7750	17250
Website Development				5000	2500	2,500
Supplies				10000	1000	9000
Translation				5000	2500	2500
Capital Equipment				7500	7500	
Total Cost				221900	110,950	110,950

No specific policy changes are required for this demonstration project. It is expected to further underscore the need for flexibility that will enable employment programs to provide improved labour force attachment and post-employment supports to social assistance recipients. Policy and funding changes across ministries would help people with little or sporadic positive employment experience to retain their jobs and access appropriate training regardless of income source. Identification of local service needs will assist in the development of broader policy and legislative frameworks.

Summary

In summary, this project will result in:

- Establishing new community employment networks in two communities;
- Establishing a regional Planning Group to further integration of planning and service coordination;
- Improving the quality and quantity of local labour market information; and
- Marketing the integrated Employment Ontario model, as envisioned in the Canada-Ontario Labour Market Agreement, to the community to help ensure that people in need of employment and training services have better access to available programs

The MCSS/OMSSA project opportunity comes at just the right moment. Our communities are ready and eager to move forward in realizing better labour market planning and work force outcomes for people. Additional information or clarification, if necessary, will be made available at your convenience.

List of Attachments

1. Key Stakeholders – Integrated Labour Market Planning System
2. Suggested Terms of Reference for Labour Market Planning Group
3. Suggested Labour Market Planning Group Organizational Chart
4. Suggested Working Group Membership/Chart
5. Community Employment Resource Partnership Draft Terms of Reference
6. Community Employment Resource Partnership Membership List
7. Letters of support from Northumberland and CKL-Haliburton
8. Project Organizational Chart
9. Trends, Opportunities and Priorities Report (not available electronically; provided for review in hard copy only)

SCHEDULE "B"

Budget – Integrated Local Market Planning System

Based on anticipated projects/expenditures

Budget Item			<u>Total Budget</u>	<u>2008 Expenditures</u>	<u>2009 Expenditures</u>
Salaries & Benefits			\$59,700	\$12,450	\$47,250
HR Consulting					
	LM Forecasting/research				
	Technology re: reporting/mapping		\$20,000	\$ 15,000	\$5,000
Marketing/Media			\$17,250	\$7,250	\$10,000
Website Development			\$2,500	\$2,500	0
Supplies			\$9,000	\$1,000	\$8,000
Translation			\$2,500		\$2,500
Capital Equipment					
<u>Total Cost</u>			\$110,950	\$38,200	\$72,750

SCHEDULE 'C'

Ministry of Community and Social Services SERVICE DESCRIPTION SCHEDULE

Initiated in 2008

Service Name: Local Workforce Development System Demonstration Projects Initiative

Organization Name: The Corporation of the City of Peterborough

Detail Codes: OW Admin – Time-Limited Projects

Detail Code: 9285

IFIS Subline: 7953-7830

Legislation: *Ministry of Community and Social Services Act*, Section 12

Service Objectives:

The Local Workforce Development Reference Group, in collaboration with the Ministry of Community and Social Services (MCSS), has established local demonstration projects to identify and explore areas for enhanced collaboration within employment services. The objective of the demonstration projects is to test approaches that foster collaboration among employment service providers that will enhance clients and employers in ways that lead to improved employment outcomes.

Service Description:

This initiative will work within the existing overall service system management context, to identify best practices for integrated planning of employment services and service delivery coordination at the local level. Local demonstration projects will focus on bringing together Ontario Works with other employment services sector stakeholders, including service users (individuals and employers), service system managers, and service providers to test practical approaches for improved integration in employment services planning and service delivery coordination. Projects will respect the current legislative framework for all programs and services.

Expected Outcomes/ Results:

Each project is expected to produce an implementation report and a final written report back to the Ontario Works Branch on the achievement of the objectives, lessons learned (i.e., what works well and what does not work well) and potential areas for change (i.e., short and/or long-term). Below is a summary of the major timelines for the project:

October 1/08:	Project implementation
January 1/08:	Report back: Implementation Report
October 1/09:	Project completed
December 1/09:	Report back: Final Report

Eligible Costs:

Eligible project costs are:

- Consulting Fees
- Staff Salary/Benefits
- Information & Information Technology
- Research/Community Engagement (e.g., meeting space, travel and accommodations, etc.)
- Operating/Administrative Expenses (e.g., lease of space, supplies, photocopying, translation, etc.)

Unused funds will be recovered at the end of each calendar year of the contract. Approved funding for the demonstration projects is being provided by the Province at 100%. Delivery agents may spend more than the ministry approved funding however, any expenditure over the ministry approved funding are to be covered by the delivery agent. Project costs must not be already attributed to other ministry funding.