

MEMORANDUM OF AGREEMENT
BETWEEN THE
KOOTENAY CAREER DEVELOPMENT SOCIETY
AND THE
NELSON AT ITS BEST SOCIETY

This Memorandum of Agreement (“MOA”) is made and entered into by and between the Kootenay Career Development Society (“KCDS”) of Nelson, British Columbia, and the Nelson at its Best Society of Nelson, British Columbia.

Whereas, Kootenay Career Development Society (KCDS) is one of several Work BC Centres in BC, it provides expert career development, employer, and employment services and programs in many West Kootenay Boundary communities, including Nelson. KCDS is committed to social and economic justice and to establishing and maintaining collaborative relationships with clients that are respectful, inclusive, engaging, and non-judgemental.

And

Whereas, Nelson at its Best Society is a community development organization comprised of a network of organizations and individuals committed to helping make Nelson a healthy community by providing and promoting a view of community planning and development through the lens of well-being and quality of life for all citizens. Nelson at its Best is committed to reducing poverty in Nelson & Area. In 2022, in collaboration with the community, Nelson at its Best delivered a *Four-Year Community Action Strategy to Reduce Poverty in Nelson & Area* to the community (“The Strategy”).

A. PURPOSE

The purpose of this MOA is to outline the roles, responsibilities, terms and conditions of the Kootenay Career Development Society and Nelson at its Best Society as they relate to the delivery of the **“Together Nelson Year One: Customized Financial Literacy Skills Training and Supported Job Readiness Program” (“The Program”)** as earlier discussed and agreed to by both parties.

B. PERIOD OF THIS AGREEMENT

This Agreement begins on May 16, 2022 and ends upon Program completion, but no later than May 15, 2023, including the submission of all required final Program reporting. The Program period is determined to be roughly 12 months.

C. ROLES AND RESPONSIBILITIES OF EACH PARTY

- a. Kootenay Career Development Society will act as the "Community Service Delivery Partner" under this Agreement. In this role, KCDS is responsible for the following deliverables:
 - i. To enter into a Third Party Agreement with the City of Nelson (sponsor) around the project deliverables associated with the receipt of the \$50,000 grant received from UBCM to carry out this new Program;
 - ii. To enter into direct funding agreements with any other Program funders;
 - iii. To design, develop, and deliver the Customized Financial Literacy Skills Training and Supported Job Readiness Program for the targeted populations in line with goals, objectives, outcomes, and targets as laid out in the UBCM grant application;
 - iv. To determine the Program budget in collaboration with Nelson at its Best and to hold and manage the Program funds throughout the Program delivery period. This includes providing a verbal financial update to the LRT on a quarterly basis;
 - v. To establish and support regular meetings of a 6 – 8 person Community Voices Advisory Group by offering opportunities for Program participants with Lived Expertise of Poverty to advise on Program activities and approaches being undertaken. This includes establishing and paying appropriate honoraria to each member and working with Nelson at its Best's Leadership Round Table (LRT) to ensure mentoring is made available to those advisory group members who join the LRT, as well as opportunities for a maximum of two members to be involved in LRT planning processes.
 - vi. To develop a quarterly communication about the Program's progress that is suitable for circulation with the Strategy's Community Partner Network and the community at large, including social media. This communication is to be vetted through the LRT and each party's respective review bodies, then distributed to the community.
 - vii. To conduct both the outcome and process evaluation of the Program using the metrics and data gathering processes, at a minimum, as outlined in the UBCM grant application.
 - viii. To prepare all final financial and Program reporting upon the completion of the program, following funders and sponsors (City of Nelson) guidelines and timelines, as required. Among other things, all reporting must place an emphasis on how this Program has contributed directly to reducing poverty amongst its participants. A copy of all final reports is to be provided to Nelson at its Best Society at the same time.

- b. Nelson at its Best Society will act as the "Community Animator" of the *Four-Year Community Action Strategy* under this Agreement. In this role, Nelson at its Best is responsible for the following:
 - i. To convene and support a multi-sectoral Leadership Round Table (LRT) who will be responsible for guiding the Program activities through ongoing communication and consultation with the Community Service Delivery Partner's proponent(s);

- ii. To support the Community Voices Advisory Group by offering mentoring, where required, and create opportunities for participation in LRT planning processes;
- iii. To ensure consistent knowledge transfer to the Community Service Delivery Partner as it relates to collective impact principles and poverty-reduction related best practices and approaches. This includes offering the coaching opportunities, workshops, information, etc. offered through Nelson at its Best's membership with Tamarack Institute.
- iv. To support and facilitate required fund development for Program activities, in collaboration with the Community Service Delivery Partner; and
- v. To assist the Community Service Delivery Partner with communication about the Program and its successes/challenges to the broader Community Partner Network and the community at large. This will include prior review of all communications by each party's respective Board of Directors, or other established review body.

D. ASSIGNMENT

The Parties agree not to assign any of the responsibilities of this Agreement to a third party unless consented to by both parties in writing.

E. AMENDMENTS

The Parties agree that any amendments to this Agreement must be in writing and signed by both parties to this Agreement.

F. NOTICES

Any notices to be served in writing as per the terms and conditions of this Agreement shall be served to the Principal Contacts per Section G of this MOA.

G. CONTACTS

Kootenay Career Development Society

Jocelyn Carver, Executive Director
 Phone: (250) 352-6200
 Email: Jocelyn.carver@kcds.ca

Nelson at its Best

Rona Park, Board Member/LRT Member
 Phone: (250) 551-1480
 Email: ronajp4@gmail.com

H. SIGNATURES AND DATE

The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

KOOTENAY CAREER DEVELOPMENT SOCIETY, by its authorized signatory:

 Jocelyn Carver, Executive Director

Dated this ____ day of _____, 2022.

NELSON AT ITS BEST SOCIETY, by its authorized signatory:

Rona J Park

Rona Park, Board Member/Treasurer

Dated this 11th day of May, 2022

Draft