



ONTARIO RESOURCE CENTRE FOR CLIMATE ADAPTATION

STAFF CAPACITY PROGRAM PARTNERSHIP AGREEMENT

This partnership agreement is made and effective this **February 1, 2024**

BETWEEN: ICLEI-Local Governments for Sustainability, on behalf of the Ontario Resource Centre for Climate Adaptation [herein referred to as "ORCCA"]

401 Richmond Street West, Studio 204
Toronto, Ontario
M5V 3A8

AND: The Township of Huron-Kinloss

Box 130,
Ripley, Ontario
N0G 2R0

Referred to hereafter as the "Partners."

The partners desire to form a general partnership for the purposes and on the terms stated in this agreement. Therefore, the two parties agree to the following:

NAME

The name of the partnership shall be the **ORCCA Staff Capacity Program**.

DURATION OF THE AGREEMENT

The duration of this agreement shall be for **12 months**, commencing on **February 1, 2024** and terminating on **January 31, 2025**.

BACKGROUND

The ORCCA Staff Capacity Program provides direct capacity support to Great Lakes basin and Ontario communities toward the completion of an adaptation-focused initiative. Over

the course of one-year, participant organizations receive support from one or more ORCCA team members on a defined task and/or project to a total number of predetermined hours. Through the Program, participants are enabled to complete a specified climate adaptation project that would otherwise be unrealized due to insufficient capacity or expertise. The Township of Huron-Kinloss applied to the call for applications and was selected from among the applicant group. By participating in the ORCCA Staff Capacity Program and signing this Partnership Agreement, the Township of Huron-Kinloss recognizes it is filling one of the limited number of spots for participants.

PURPOSE

The purpose of this partnership is:

- 1) To provide direct, consulting-style capacity support to the Township of Huron-Kinloss in completion of a defined climate adaptation action that would otherwise be unfulfilled.
- 2) To provide the Township of Huron-Kinloss with the necessary expertise to complete a defined climate adaptation action in their community.
- 3) To provide the Township of Huron-Kinloss with access to expert consultants in conjunction with ORCCA staff support where necessary. Decisions regarding external consultants reside solely within the purview of ICLEI Canada and the ORCCA Steering Committee.
- 4) To provide the Township of Huron-Kinloss with the relevant resources and tools to support community and regional resilience through completion of a defined adaptation action.
- 5) To provide the Township of Huron-Kinloss with access to connections and networks that support the completion of a defined adaptation action and contribute to greater regional resilience.

OBLIGATIONS

The Township of Huron-Kinloss commits to:

- Provide a minimum 30 hours of organizational time to the project over the course of 12-months (equivalent to approximately 15% of total project hours);
- Assign a point-of-contact from within the organization who is responsible for overseeing project activities, deliverables, and other outputs on behalf of the Township of Huron-Kinloss;
- Actively participate in monthly meetings with ORCCA staff to discuss project progress, answer questions, and identify additional needs;

- Provide necessary training, background, local context, and resources to ORCCA staff for effective project delivery;
- Facilitate introductions and/or connections to necessary local or regional stakeholders, rights holders, and community members as required for project completion;
- Review any materials being produced through the project and provide written feedback in a timely manner;
- Actively participate in any relevant project-related workshops, meetings, and webinars;
- Share lessons learned with ORCCA staff and the general public; and
- Complete pre-,and post- program evaluations.

ICLEI Canada commits to:

- Provide free and direct consulting-style capacity support to the Township of Huron-Kinloss to a total of 200 hours over the course of 12-months;
- Assign an ORCCA staff member to lead on the delivery and implementation of the accepted project as outlined in the work plan;
- Co-create a work plan to address a defined action that responds to local adaptation needs;
- Provide access to a variety of tools and resources related to climate change adaptation and resilience as relevant to the Partner;
- **Provide access to experts and best practices in the field** climate change adaptation and resilience;
- Facilitate opportunities for networking and collaboration across Ontario communities and organizations; and
- Offer opportunities to share experiences and lessons learned through the program with a national audience.

EXTERNAL CONSULTANTS

In specific cases, the accepted project may require the hiring of additional consultants with specific expertise necessary for its completion. ICLEI Canada reserves the right to hire external consultants as needed for the completion of the defined project for any contractor whose work falls within the designated hours provided by ORCCA and as laid out above. Any decision to hire additional external contractors will be made in direct consultation with the Township of Huron-Kinloss and requires approval from the ORCCA Steering Committee.

PROJECT RE-SCOPING & TERMINATION

The ORCCA mandate requires that all projects undertaken through ORCCA programs focus on climate adaptation and resilience as primary outcomes. As such, ICLEI Canada reserves

the right to re-scope the submitted project to ensure alignment with the Centre's mandate. In the case that a project cannot be completed in-line with the required objectives, ICLEI Canada reserves the right to terminate this Partnership Agreement. No Partnership shall be terminated without sufficient notice. All attempts shall be made to adequately re-scope the project before moving to terminate the partnership.

PRINCIPAL CONTACTS

ICLEI Contact (First Partner)

Name: Megan Meaney
Role: Executive Director
Phone: 1-647-728-4309
Email: megan.meaney@iclei.org

The Township of Huron-Kinloss Contact
(Second Partner)

Name: Mike Fair
Role: Director of Community Services
Phone: 519-395-2909
Email: mfair@huron-kinloss.com

IN WITNESS HEREOF, the partners have executed this partnership agreement on the day and year specified.

First Partner



Authorized Signature

MARY ROSE WALDEN

Print Name

Feb. 13 2024

Date

Second Partner



Authorized Signature

Megan Meaney

Print Name

February 27, 2024

Date