

**MEMORANDUM OF UNDERSTANDING**  
between the  
**THE CORPORATION OF THE TOWN OF OAKVILLE**  
and  
**THE HALTON ENVIRONMENTAL NETWORK**

This Memorandum of Understanding (MOU) is hereby made and entered into by the Halton Environmental Network and The Corporation of the Town of Oakville, hereafter referred to as “HEN” and the “Town” respectively, and referred to generally as “Party (Parties).” OakvilleReady serves as the agent on behalf of the Convening Parties for the purpose of this MOU.

## 1. Purpose

This MOU documents the understanding and working agreement between HEN and the Town concerning their commitment to OakvilleReady, a program to build resilience to our changing climate. The goal of OakvilleReady is to create an Oakville resiliency hub network that engages diverse community stakeholders to increase their resilience, community capacity, and understanding of the impacts of Oakville’s changing climate.

## 2. Background

### 2.1 General

The OakvilleReady program seeks to build community resilience to climate change and extreme weather through the use of neighbourhood hubs. The hubs provide short-term aid in extreme situations as deemed necessary by the Community Emergency Management Coordinator. The OakvilleReady program provides year-round outreach and education to the community.

### 2.2 OakvilleReady Parties:

- The Anglican Church of Incarnation, Kerr Street Mission, Knox Presbyterian Church, Maple Grove United Church, St. Cuthbert’s Anglican Church, St. Paul’s United Church, Forestview Church and Shaarei-Beth El are Convening Parties;
- New parties are expected to be added annually.

Additional background details are contained in the Call for Expressions of Interest.

## 3. Transparency

OakvilleReady is a “public interest” model, not a commercial or client confidential model. There is a common understanding and expectation that the successes and lessons learned of OakvilleReady will be shared on an ongoing and transparent manner in reports, presentations and articles. Sensitive information, for example details of specific challenges, may be cited without naming the Convening Parties, if requested.

### 4. Expected Outcomes

- Enhancement of climate change resilience. The Oakville resiliency hub network engages diverse community stakeholders to increase their personal resiliency, community capacity, and understanding around how we can work together to prepare for the impacts of our changing climate and support each other during extreme weather events.
- Enhanced delivery of climate education and communications. Engage residents and diverse local stakeholders to participate in becoming more resilient to our changing climate, join the OakvilleReady working group, or sign on as a participating OakvilleReady Hub location. Participating Hub location participants will be educated and trained in how to keep their loved ones safe and respond to the public in emergencies.
- Enhanced community collaboration. Work with existing local networks of community parties, interfaith stakeholders and municipal advisors to choose suitable hub sites. Form working groups at each hub site, where neighbours are engaged to design and develop “action plan” recommendations to serve their most vulnerable members.
- Enhanced understanding of community risks and vulnerabilities. Community-based asset mapping, highlighting vulnerable sectors and potential risks to ensure community needs are met.
- Enhanced empowerment of community leaders. When enacted these hub locations will be in direct communication with emergency personnel at the town in order to provide accurate and timely information to the public.
- Relief of Emergency Services in the first 24-48 hours. When enacted these hubs will help to alleviate emergency services by providing short-term assistance and communications to the community especially the most vulnerable populations. The hubs can support the emergency personnel by ensuring the most at risk are under one roof, sharing resources given to them by emergency personnel to eliminate less than urgent responses and freeing up emergency services.

### 5. Project Deliverables:

- Enhanced understanding of community risks and vulnerabilities related to climate change through assessments and mapping;
- Enhanced communications via social media, outreach and networking;
- Year-round delivery of climate change outreach and education on social media, presentations, workshops and during September welcoming events, Earth Week and Emergency Preparedness Week;
- To commence the development of the community climate adaptation strategy with OakvilleReady hub leaders acting as community stakeholders;
- To secure funding for the ongoing delivery and expansion of the OakvilleReady program;
- Support for climate mitigation and adaptation projects such as Depave Paradise, energy efficiency upgrades, food security and pollinator gardens;
- A more prepared and resilient community;
- Understanding of how the pilot can be scaled to other municipalities;
- Understanding of how the pilot can be scaled to include other, non-climate related emergencies; and,
- Feedback on experience (challenges, benefits, and outcomes) to be shared in, for example, public reports and presentations.

## 6. Scope of Work

### *HEN contributions under the MOU*

HEN will provide the following support to the Town:

- Assist with the administration associated with the bi-monthly meetings and communications;
- Participate in drafting an annual work plan with the Town that identifies roles, responsibilities, and timelines;
- Assist in developing and delivering various outreach and education initiatives throughout the year;
- Facilitating arrangements with various local public and private sector (faith-based groups, Halton Region Health, Emergency Management, Police, Interfaith Council and utilities) organizations to support the OakvilleReady program;
- Assist with various the development and delivery of multiple program initiatives including presentations, webinars, workshops, food drives, local food security, and climate adaptation and mitigation projects;
- Assist with funding applications to support the OakvilleReady program;
- Website development and updates;
- Promote the program to other municipalities, especially others in Halton Region; and,
- Full project evaluation. The monitoring for this will be conducted throughout the project.

### *Municipal contributions under the MOU*

The Town commits the following:

- Assist with the administration associated with the bi-monthly meetings and communications;
- Participate in drafting an annual work plan with the HEN that identifies roles, responsibilities, and timelines;
- Assist in developing and delivering various outreach and education initiatives throughout the year;
- Assist with various the development and delivery of multiple program initiatives including presentations, webinars, workshops, food drives, local food security, and climate adaptation and mitigation projects;
- Assist with funding applications to support the OakvilleReady program;
- Promotion of the program to other municipalities, especially those in Halton Region; and,
- Assist in facilitating partyPartiesarrangements with various local public and private sector (faith-based groups, Halton Region Health, Emergency Management, Police, Interfaith Council and utilities) organizations to support the OakvilleReady program;
- Be the liaison between program parties and the Town Community Emergency Management Coordinator;
- Provide annual updates to Town senior management and Council through presentations and Council reports;
- Provide all necessary data and expertise related to climate change adaptation including climate data, risk and vulnerability assessments, vulnerability mapping.

**7. Financial Commitment**

- The Town commits to provide HEN:
  - \$10,000, primarily to support the delivery of the 2021/2022 OakvilleReady program;
- The Town will contribute this \$10,000 to the costs of the project, payable in one installment by July 2021. Financial contributions should be payable to “Halton Environmental Network” and note the OakvilleReady project.

**8. Term**

July 1, 2021 to July 1, 2022. If either Party wishes to terminate the MOU then 1-month written notice will be provided. The financial commitment noted in Section 7 is not refundable.

**9. General Provisions**

Both parties recognize the collaborative nature of the relationship contemplated in this MOU, and shall provide assistance to each other to support the initiative. The undersigned agree to the terms of this MOU.

Signed: \_\_\_\_\_ Date: June \_\_. 2021

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: June \_\_. 2021

Name: \_\_\_\_\_