

***Note to Applicant: below is a sample Schedule A that reflects the project objective, project description, milestones, deliverables and reporting requirements. The schedule A is a piece of the CEP Shared Cost Agreement. To view the complete CEP Shared Cost Agreement sample, please refer to the “CEP Shared Cost Agreement Sample” for the applicable funding stream on the WorkBC website.**

SCHEDULE A -JCP SAMPLE

TERM

1. The term of this Agreement commences on November 23, 2022 and ends on June 17, 2023 and the Project Holder will carry out the Project during the period commencing on November 23, 2022 and ending on June 17, 2023 (the “Project Period”).

INTERPRETATION AND DEFINITIONS

{If Schedule requires definition of terms}

2. In this Schedule:

- (a) “Term 1” means...;
- (b) “Term 2” means...; and
- (c) “Term 3” means....

{If Schedule does NOT require definition(s) of terms}

2. N/A

PROJECT OBJECTIVE

2. During the period November 23, 2022 to June 17, 2023, the Project Holder will provide work experience for three (3) EI eligible participants in Muppetland. The participants will receive work experience and skills enhancement in research, community engagement, event planning, marketing and data analysis, which will increase their opportunities for sustainable employment.

Project Sub-Objective:

With the assistance of the participants, the Project Holder will create a Social Planning Strategy that will guide the Muppetland city councillors and other community leaders in considering their diverse community when making planning decisions, including people with disabilities, aboriginal people, immigrants, youth and people with multiple barriers.

PROJECT DESCRIPTION / INPUTS

4. During the Project Period the Project Holder will:

- (a) Hire a supervisor for the project two weeks prior to the participants' anticipated start date;
- (b) Select eligible participants in collaboration with the local WorkBC Employment Service Centre (ESC) for an anticipated start date of November 23, 2022;
- (c) Provide project orientation, supervision, support, mentoring and provide performance feedback for the project participants;
- (d) Provide each Participant with a project overview and a health and safety orientation in accordance with the attached Appendix A1, section 7;
 - a. provide participants with a Young or New Workers safety orientation and training that meets the requirements of [Sections 3.22 – 3.25 of the Occupational Health and Safety Regulation, B.C. Reg. 296/97](#);
 - b. submit documentation to the Ministry confirming date(s) of training, participant initials and completion of Young or New Workers Orientation that meets all requirements;
- (e) Create individual learning plans for the participants using Lynda.com;
- (f) Provide work experience for the three (3) project participants in creating a Social Planning Strategy for the City Muppetland; The three positions are:
 - a. Researcher- Duties to include research, creating a developmental evaluation process, data analysis, writing, and template design;
 - b. Community Engagement Officer- Duties to include creating an ongoing community dialogue through various means. He or she will simultaneously invite new citizens to participate, elicit new information and ideas, and synthesize information;
 - c. Conference Planner- Duties to include event organization, how to work with a diverse team, and how to receive input from a multitude of sources to collaboratively create a plan.
- (g) Research social planning templates throughout Canada and Europe to develop a tool that will be relevant for the Muppetland Region;
- (h) Review resources in the Muppetland region about existing assets and needs in relation to social planning;
- (i) Organize a minimum of three (3) community engagement activities in Muppetland;
- (j) Organize the *Fruit Basket 2023* Conference on March 4, 2023;
- (k) Create and disseminate a Social Planning Strategy for the City of Muppetland;
- (l) Write a formal report to the City of Muppetland's Sustainability Committee, which includes both a written report and a public presentation with recommendations.
- (m) Provide a minimum of two (2) performance evaluations for the participants (midway and project end).

PROJECT MILESTONES

5. The Project Holder will meet the following milestones:

- (a) By November 23, 2022:
 - i. The Project Supervisor will have been hired and in place.

(b) By December 31, 2022:

- i. The Project Holder will have selected the three (3) eligible participants in collaboration with the local WorkBC Employment Services Centre to start on December 7, 2022;
- ii. Participants will have received an orientation to the organization, project and activities.
- iii. Participants will have received a project overview and a health and safety orientation in accordance with the attached Appendix A1, section 7;
 - a. provided participants with a Young or New Workers safety orientation and training that meets the requirements of [Sections 3.22 – 3.25 of the Occupational Health and Safety Regulation, B.C. Reg. 296/97](#);
 - b. submitted documentation to the Ministry confirming dates of training, participant initials and completion of Young or New Workers Orientation that meets all requirements;
- i. All participants will have received a project overview and individual action plans. All participants will have completed [Business Etiquette: Phone, E-mail and Text](#) and [Teamwork Fundamentals](#) through Lynda.com;

(c) By January 31, 2023:

- ii. The Participants will have completed research into social planning templates throughout Canada and Europe, as well as reviewed resources in the Muppetland region about existing assets and needs in relation to social planning (such as the Vital Muppets report);
- iii. The [Researcher](#) will have gathered social planning information and templates (local and international), compile a list of possible resources and ESCare a summary of research;
- iv. The [Community Engagement Officer](#) will have set up meeting dates for community engagement, created a contact list and database, met with stakeholders, schools, sponsors and started to research Website options;
- v. The [Conference Planner](#) will have reviewed the budget, recruited volunteers, confirmed and secured the venue. The participant will have also determined appropriate key note speakers to contact and contacted possible workshop facilitators.

(d) By February 29, 2023:

- i. The participants will have collaboratively developed and implemented an evaluation process for the social planning activities.
- ii. The [Researcher](#) will have developed an evaluation plan for the overall strategy, including goals and measurable outcomes. The Researcher will also have collected and evaluated data from the previous two community engagement sessions.

- iii. The Community Engagement Officer will have advertised and facilitated the first two engagement activities for the community, as well as created a website for the conference, as well as enabled registration through the conference website;
- iv. The Conference Planner will have coordinated travel, scheduled events, trained volunteers, created agenda, displays and technical requirements for *Fruit Basket 2023*. The participant will have also confirmed food, venue and sent out invitations to the community and/or an article in the local newspaper to advertise the event. Also, this participants will have prepared all conference materials;
- v. The supervisor will have provided the initial performance evaluations for the three participants and will have decided if additional courses through Lynda.com are necessary based on individual needs and skills required.

(e) By March 31, 2023:

- i. The participants will have completed surveys and community dialogue activities with diverse segments of the community (ages, abilities, cultural backgrounds, socio-economic backgrounds, and sectors).
- ii. The Fruit Basket conference will have taken place on March 4, 2023;
- iii. The Researcher will have compiled information from the *Fruit Basket 2023* Conference;
- i. The Community Engagement Officer have created a plan to keep engagement channels open and will have facilitated the third community engagement activity;
- ii. The Conference Planner will have compiled conference evaluations from participants, written event report, followed-up with volunteers, submitted invoices, paid bills, written thank you notes and follow-up article to acknowledge conference supporters.

(f) By April 30, 2023:

- i. The data will have been analyzed and translated into a) actionable items and b) a prioritization matrix;
- ii. The Researcher will have create action items based on research;
- iii. The Community Engagement Officer will have followed-up with community participants, compiled evaluations and analyze for results and trends;
- iv. The Conference Planner will have created a template for sustainability of future community conferences.

(g) By May 31, 2023:

- i. The participants will have accomplished the following: creation of the Social Planning Strategy document, dissemination of the same document through different mediums (online, public presentations and community dialogues) and complete formal reports for the City of Muppetland Sustainability Committee.
- ii. The project team will have developed a curriculum to share with other communities that would like to implement a social planning strategy, and make this strategy available online;
- iii. The Researcher will have created the social planning strategy document;
- iv. The Community Engagement Officer will have shared the document through multiple mediums;
- v. The Conference Planner will have reported on the conference outcomes/community impact after having ensured that all stakeholders were engaged in reviewing the findings.

(h) By June 17, 2023:

- i. The Social Planning Strategy for the City of Muppetland will have been completed and distributed through multiple mediums;
- ii. The supervisor and participants will have closed down the office, distributed assets, and written up recommendations for new projects;

The supervisor will have provided the final performance evaluations for the three participants.

PROJECT DELIVERABLES / EXPECTED RESULTS / OUTCOMES

6. The Project Holder will produce the following deliverables or results by June 17, 2023:
 - (a) Three (3) EI eligible participants will have received work experience and skills enhancement in research, community engagement, event planning, marketing and data analysis, increasing their opportunities for sustainable employment.
 - (b) The Social Planning Strategy will have been completed to help guide Muppetland city councillors and other community leaders in considering their diverse community when making planning decisions, including people with disabilities, aboriginal people, immigrants, youth and people with multiple barriers.

REPORTING REQUIREMENTS

7. The Project Holder will report to the Province respecting the Project as follows:
 - (a) With each claim for payment submitted to the Province in accordance with Schedule B, section 20 (b) the Project Holder will submit a corresponding activity report that summarizes the Project Holder's performance of the Project activities described in section 4 and the milestones described in section 5, including an explanation and action plan to remediate any performance shortcomings to ensure the deliverables or results listed in section 6 will be achieved; and
 - (b) With the final claim for payment submitted to the Province in accordance with Schedule B, section 20 (c) the Project Holder will submit a final Project activity report that summarizes each deliverable or result described in section 6, including an explanation and recommendation for any performance shortcomings.
8. The Project Holder will provide a response to any Project performance evaluation report received from the Province.

ADDITIONAL TERMS

9. N/A