

Memorandum of Understanding
Community Substance Use Strategy
Financial Hosting Agreement

Between

City of Courtenay (City)
830 Cliffe Avenue,
Courtenay, BC
V9N 2J7

And

Comox Valley Regional District (CVRD)
600 Comox Road,
Courtenay, BC
V9N 3P6

(Collectively the “Partners”)

For the Community Drug Strategy Initiative

Date: January 1, 2022

The purpose of this Memorandum of Understanding (“MOU”) is to provide a mechanism to flow program funding to support the establishment and delivery of a Community Substance Use Strategy by the Comox Valley Community Health Network (CVCHN).

This MOU provides an opportunity to attest to the Partners’ commitment in principle to engage actively in supporting the continued development of a Community Substance Use Strategy (CSUS).

The City of Courtenay will:

- a. Provide program funding (Funds) as approved by the City of Courtenay’s Council in the City’s annual operating budget.

The Comox Valley Regional District will:

- a. Host the Funds for the sole purpose of establishing and delivering a Community Substance Use Strategy through the CVCHN as outlined in the executed MOU with CVCHN herein included as Attachment A;
- b. Issue payment(s) of the Funds for invoices submitted by CVCHN for the CSUS consultant engaged to carry out phase two of the facilitation of the development of Comox Valley Substance Use Strategy subsequent to said invoices being approved by the Director of Recreation, Culture and Community Services;

- c. Maintain full and proper accounting financial records to support all expenditures covered by the Funds; and.
- d. Support the CVCHN to utilize and pursue other funding sources to support the Community Substance Use Strategy.

This non-binding MOU shall be for a period of 12 months starting January 1, 2022 and ending December 31, 2022 and may be terminated by the City by providing four (4) month's advance notice to the CVCHN with copy to the CVRD. At the end of the term, the MOU shall hold over month-to-month with the written consent of the City. This MOU may be mutually extended or amended by the agreement of both Partners in writing.

AGREED by the Parties through their authorised signatories:

For and on behalf of
City of Courtenay

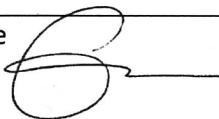


Signed

Geoff Garbutt
Print name

Chief Administrative Officer

Title



Signed

Craig Rushton
Print name

Interim Director of Recreation, Culture and
Community Services

Title

March 28, 2022

Date

For and on behalf of
Comox Valley Regional District



Signed

Alana Mullaly
Print name

General Manager, Planning and Development
Services

Title

April 21, 2022

Date

ATTACHMENT A
CVCHN MOU

Page 1 of 5

Memorandum of Understanding
Community Substance Use Strategy

Between

City of Courtenay
830 Cliffe Avenue,
Courtenay, BC
V9N 2J7
("City")

And

Comox Valley Community Health Network
C/O Betty Tate, CVCHN Leadership Team Member
("CVCHN")

(Collectively the "Partners")

RE: For the continued development of the Community Substance Use Strategy (CSUS).

Date: January 1, 2022

The City and the CVCHN entered into a Memorandum of Understanding dated April 1, 2020 and the First Amendment of the Memorandum of Understanding dated June 29, 2021, herein collectively referred as the original agreement.

The purpose of this Memorandum of Understanding ("MOU") is to confirm the City's desire for the continued development of phase two and phase three of the Community Substance Use Strategy through the Comox Valley Community Health Network (CVCHN). This MOU supersedes and replaces the MOU signed March 30, 2020 and amended on June 29, 2021.

A. The Comox Valley Community Health Network will:

- 1) Continue to engage community partners to develop and execute phase two and three of the Community Substance Use Strategy immediately/as soon as possible. The CVCHN will execute the following Comox Valley Substance Use Strategy Phase One actions immediate/as soon as possible and ongoing actions:
 - a. Phase Two: mapping the substance use system and responses in the Comox Valley, engaging with decision makers and government, and convening community engaged research dialogues to inform findings and clear next steps. For clarity, it is the mutually understanding by both Partners that the 2022 fiscal year budget allocation will be used to support the Phase Two work and the deliverables reported on at the end of 2022 will be as outlined in the Phase 2 work plan.

- b. Phase Three: collective action for implementing the strategy based on the findings of Phase One and Two to round out a comprehensive Community Substance Use Strategy.
- 2) Before initiating phase two, submit to City staff a detailed work plan for the implementation of the phase two which will include the following deliverables:
 - a. The work plan will at minimum include: deliverables, project schedule with key project milestones, confirmed resources and budget detailed by key project milestones, project community stakeholders, public engagement, and performance measures.
 - 3) Report to the City on a bi-annual basis for phase two and phase three of the strategy:
 - a. A midpoint report to City staff on how CVCHN is meeting the deliverables of this agreement including status of project milestones, peer stakeholder feedback and how funding was spent including a financial summary of detailed revenue and expenses.
 - b. A final report to Council on how CVCHN met the deliverables of this agreement, peer stakeholder feedback on performance measures, how funding was spent including a financial summary of detailed revenue and expenses. The final report will include a completed submission of the attached MOU Deliverables Summary Report (Attachment 1) and approved to the satisfaction of the Director of Recreation, Culture and Community Services.
 - 4) Where appropriate, acknowledge the City as a supporter of the CVCHN in its development of the Community Substance Use Strategy.
 - 5) Leverage the City's funding to pursue other funding sources to fund this project including but not limited to federal, provincial and other local government or charitable sources. Confirm regional local government support (in-kind and financial).
- B. The City of Courtenay will:
- 1) Contribute a portion of the funds required for the development, implementation and execution of the CSUS to the Comox Valley Regional District, as the acting financial host agency, in amounts subject to Council's approval in the annual general operating budget:

| Fiscal Year | Budget Amount* |
|-------------|----------------|
| 2022 | \$30,000 |
| 2023 | \$15,000 |
| 2024 | \$15,000 |
| 2025 | \$15,000 |
| 2026 | \$15,000 |

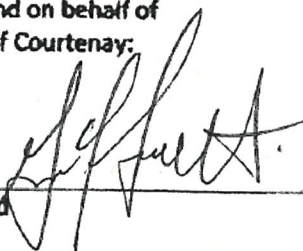
*Subject to Council Approval in the City's annual operating budget.

- 2) Provide in-kind City staff support.

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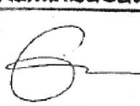
AGREED by the Parties through their authorised signatories:

For and on behalf of
City of Courtenay;


Signed

Geoff Garbutt
Print name

Chief Administrative Officer
Title

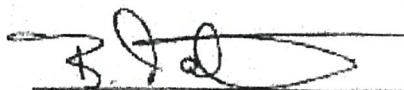

Signed

Craig Rushton
Print name

Interim Director of Recreation, Culture
and Community Services
Title

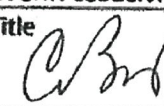
2022-02-25
Date

For and on behalf of
Comox Valley Community Health Network:


Signed

Betty Tate
Print name

CVCHN Leadership Team Member
Title


Signed

Christopher Bate
Print name

CVCHN Leadership Team Member
Title

2022.02.25
Date

Attachment 1

Phase Two MOU Deliverables Summary

| <u>MOU Deliverables</u> | <u>How the report met the deliverables</u> |
|---|---|
| Approach | |
| Vision, Mission and Goals | |
| Expected Outcomes | |
| Community Stakeholder Consultation | |
| Obstacles and Barriers | |

| | |
|--|--|
| Strategies | |
| Initiatives | |
| Performance Measures | |
| Peer Stakeholder Feedback on Performance Measures | |

