



## GUIDELINES

### RURAL JOBS INITIATIVE

#### PURPOSE

The purpose of the Rural Jobs Initiative is to provide assistance for workers in support of innovation, technological adaptation, sustainable diversification and the growth of employment in rural Prince Edward Island. The Rural Jobs Initiative will assist workers in transition from industries downsizing due to declining demand or loss of competitive position, as well as industries being impacted by the loss of skilled trades people. The Rural Jobs Initiative will also assist non-governmental organizations that focus on rural community economic development and rural resources to strengthen planning capacity and enhance the focus on developing the rural economy.

#### ELIGIBILITY

Businesses and qualified non-government organizations located in any of 3 regions of PEI outside of the Greater Charlottetown area (including Stratford and Cornwall) and the Urban Core of Summerside are eligible to apply to the Rural Jobs Initiative. The eligible regions are defined using the terms defining Census Metropolitan Areas as developed by Statistics Canada and summarized as follows:

Region 1: All areas west of Urban Core of Summerside (as defined by Statistics Canada)

Region 2: All areas east of the Urban Core of Summerside to the east and south boundaries of the Rural Fringe of Charlottetown, excluding the Urban Core of Charlottetown and the Urban Fringe of Charlottetown (as defined by Statistics Canada)

Region 3: All areas east and south of the east and south boundaries of the Rural Fringe of Charlottetown (as defined by Statistics Canada)

Eligible non-profit incorporated organizations will include those that concentrate on rural resources and community economic development. These organizations may include: Community Business Development Corporations, Community Economic Development Agencies, Municipalities/Band Councils (or their development agency), and Sector/Natural resource enhancement associations.

#### ASSISTANCE PROVIDED

The Initiative will provide assistance in the form of wage subsidies to businesses for incremental hiring in support of the Initiative's objectives, including:

- Business involved in processing of natural products (agriculture including organic agriculture, fisheries, aquaculture & forestry products)
- Businesses involved in renewable energy, aerospace, biosciences and information technology
- Tourism (technological adaptation only)
- Trades such as welding, electrical, plumbing and environmental technologies (expansion or trades stabilization only)
- Craft production businesses and other small-medium manufacturing businesses

The Rural Jobs Initiative will fund positions at a rate of \$12.30/hour (inclusive of vacation pay) up to 14 weeks based upon funding of a 40 hour week. Businesses may receive multiple placements provided that positions are incremental and in keeping with the objectives of the Initiative and the budget restrictions of the Initiative. The Initiative will provide for the employer's share of Mandatory Employers Related Costs (MERCs) such as EI, CPP, and Workers' Compensation premiums.

The Initiative will not provide for non-wage related costs such as materials, supplies, rentals, travel or telephone.

## GUIDELINES

1. The Rural Jobs Initiative will be publically advertised by the Minister responsible for the Community Development Bureau.
2. Businesses or NGO's interested to participate in the Rural Jobs Initiative will apply to the Community Development Bureau outlining details of the project to be undertaken. Applicants must demonstrate the project meets the purpose of the Initiative and the eligibility criteria.
3. Community Development Officers under the Community Development Bureau will assess the merit of the projects submitted and make recommendations on the projects to the Community Development Bureau.
4. Projects can not begin prior to approval. Following approval projects can begin anytime but must be completed by March 31 of the fiscal year of application.
5. The proposal must show sufficient operational, and business detail to allow satisfactory assessment.
6. Employees must be residents of Prince Edward Island, eligible to work in Canada.
7. The applicant must agree to allow access to the business by the Minister or his representative for the purpose of monitoring the progress of the project.
8. The proposal must be submitted in accordance with a prescribed application form complete with any required supporting documentation.
9. If the proposal meets the satisfaction of the Community Development Bureau, a letter of approval will be forwarded to the applicant.
10. A Project Offer will be forwarded with the approval letter outlining terms and conditions of the assistance offer. The approved applicant will receive 80% of the approved funds following approval. A hold back up to 20% will be released following completion of the project and verification of expenditure of the full amount based upon employee payroll records, workers compensation coverage, record of employment, employee evaluation and a project summary report.
11. In any matter of difference between the Community Development Bureau and the applicant through the life of the project, the Minister's decision will be final.
12. The Program expires March 31, 2011 and no claims for funding will be accepted with expenditures incurred after that date.

## INFORMATION

For information on the Initiative or for general assistance in working out the details of an application, please contact a Community Development Officer in your area:

<b>Area</b>	<b>Contact</b>	<b>Telephone</b>	<b>E- Mail</b>
West Prince	Brenda Profit	(902) 859-8839	<a href="mailto:bfprofit@gov.pe.ca">bfprofit@gov.pe.ca</a>
East Prince	Kellie Mulligan	(902) 432-2705	<a href="mailto:kamulligan@gov.pe.ca">kamulligan@gov.pe.ca</a>
Evangeline	Marcel Bernard	(902) 854-7250	<a href="mailto:mjbernard@gov.pe.ca">mjbernard@gov.pe.ca</a>
Rural Queens	Nancy Murphy	(902) 894-0347	<a href="mailto:nkmurphy@gov.pe.ca">nkmurphy@gov.pe.ca</a>
Southern Kings	Stephen Lewis	(902) 838-0618	<a href="mailto:silewis@gov.pe.ca">silewis@gov.pe.ca</a>
Eastern Kings	Chris Blaisdell	(902) 687-7083	<a href="mailto:cwblaisdell@gov.pe.ca">cwblaisdell@gov.pe.ca</a>

or

**Department of Fisheries, Aquaculture and Rural Development**  
**Community Development Bureau**  
**P. O. Box 2000**  
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**Telephone: (902) 368-6330 Fax: (902) 368-5542**