

Min of Education Share for Human Early Learning Program

Fiscal 2008/09

Fiscal 2009/10

Fiscal 2010/11

Fiscal 2011/12

Date	JV Amount
Aug 28 2008	\$ 467,075.00
Jun 16 2009	\$ 166,500.00
Oct 01 2009	\$ 166,500.00
Jan 20 2010	\$ 166,500.00
Feb 18 2010	\$ 166,500.00
Jul 22 2010	\$ 167,000.00
Oct 29 2010	\$ 167,000.00
Jan 18 2011	\$ 167,000.00
Mar 24 2011	\$ 165,000.00
Oct 7 2011	\$ 57,142.86
Dec 22 2011	\$ 171,428.57
Mar 12 2012	\$ 171,428.57
Total	\$ 1,856,217.86

March 2, 2007

Our Ref: 118794
Sent by Email

Letter of Award

Dr. Clyde Hertzman
Human Early Learning Partnership
320 – 2206 East Mall
Vancouver BC V6T 1Z3
Email: CLYDE.HERTZMAN@UBC.CA

Dear Dr. Hertzman:

I am pleased to inform you that Human Early Learning Partnership has been awarded a grant in the amount of \$350,000 in response to your proposal to evaluate the StrongStart Centre Pilots. I understand that the work to date has been going well. A cheque for that amount will follow.

Will you please acknowledge the Province of British Columbia's assistance on written materials related to this grant? The following acknowledgement may be used:

"We acknowledge the financial support of the Province of British Columbia through the Ministry of Education."

I trust that you will use your best efforts to evaluate these programs, and we look forward to receiving a copy of your evaluations at both stages.

Sincerely yours,

Emery Dosdall, EdD
Deputy Minister

Letter of Award

Our Ref: 127288

Shawna L. Reibling
Research and Grants Facilitator
Human Early Learning Partnership (HELP)
440 – 2206 East Mall
Vancouver BC V6T 1Z3

Dear Shawna Reibling:

I am pleased to inform you that the Human Early Learning Partnership (HELP) has been awarded a grant in the amount of \$40,000. This grant is to be used to further support the evaluation of the Ministry of Education StrongStart BC centres, specifically the StrongStart BC early learning outreach pilots. An interim report is to be provided to the Ministry of Education by November 30, 2008, with receipt of a final report by March 31, 2009. A cheque for \$40,000. is enclosed.

As a condition of assistance, recipients are asked to acknowledge the Province of British Columbia's assistance on written materials related to this grant. The following acknowledgement may be used:

"We acknowledge the financial support of the Province of British Columbia through the Ministry of Education."

Sincerely yours,

James Gorman
Deputy Minister

Enclosure

**PARTNER GRANT AUTHORIZATION AND INFORMATION FORM
(FOR LETTER OF AWARD)**

MEd Originator	Carolyn Hensen
Exp Authority	Susan Kennedy
Project Number	2201375
Responsibility. Centre	22616
Service Line	06500
STOB	80
Cliff Number	127288
FISCAL YEAR	08/09
First Year?	2008

RECIPIENT: Human Early Learning Partnership

RECIPIENT CONTACT: Shawna L. Reibling, Research and Grants Facilitator

Phone Number: 604-822-1400

Fax Number: 604-822-0640

Email: shawna.reibling@ubc.ca

ADDRESS:
Human Early Learning Partnership (HELP)
440 - 2206 East Mall
Vancouver BC V6T 1Z3

TITLE FOR GRANT: Ministry of Education - Documentation and Evaluation of StrongStart BC early learning outreach pilots

GRANT AMOUNT: \$40,000.00

PAYMENT OPTIONS: ☒ Cheque ☐ CDS

DATE CHEQUE REQUIRED: ASAP (YYYY-MM-DD)

CHEQUE TO ACCOMPANY LETTER? ☒ Yes ☐ No

DIRECTOR, DM OR MINISTER TO SIGN: DM

Funding Source: Partnerships and Planning; Early Learning Branch, Project No. 2201375

Support for Request: Documentation and evaluation of StrongStart BC early learning outreach pilots as designated by the Ministry.

Detailed Purpose Description:
Documentation and evaluation of StrongStart BC early learning outreach pilots as designated by the Ministry.

Other

**MINISTRY OF EDUCATION
BRIEFING NOTE**

PREPARED FOR: Honourable Margaret MacDiarmid, Minister, for **Information** at the request of the Assistant Deputy Minister, Partnerships and Planning Division for UBC Human Early Learning Partnership event on October 12, 2010.

SUBJECT: UBC Human Early Learning Partnership and the Early Development Instrument assessment

KEY POINTS:



Not Responsive

BACKGROUND:

Not Responsive

A three-way sharing of the EDI-related costs (\$2.826 Million) was agreed upon for 2010/11, with Ministry of Children and Family Development contributing \$1.9 Million, Ministry of Education contributing \$666,000, and Ministry of Healthy Living and Sport contributing \$260,000.

Not Responsive

<u>Contact Information</u> Early Learning 280-30/MIN # 356 -2337		Approved by: 
	ADM initial	James Gorman Deputy Minister
		Date signed: Oct. 6, 2010

**MINISTRY OF EDUCATION
BRIEFING NOTE**

PREPARED FOR: Honourable George Abbott, Minister, for **Information** at the request of Learning Division for a meeting with Clyde Hertzman, Director of the University of British Columbia (UBC) Human Early Learning Partnership (HELP)


SUBJECT: UBC HELP and the Early Development Instrument (EDI) Assessment

Not Responsive

Not Responsive

Fiscal Year	Annual MCFD Contribution	Annual MEd Contribution	Annual MoH Contribution	Annual Provincial Contribution (all Ministries)
2002/2003	\$2,500,000			\$2,500,000
2003/2004	\$2,500,000			\$2,500,000
2004/2005	\$2,500,000			\$2,500,000
2005/2006	\$2,500,000			\$2,500,000
2006/2007	\$2,500,000			\$2,500,000
2007/2008	\$2,500,000			\$2,500,000
2008/2009	\$2,499,998	\$467,075	\$467,075	\$3,434,148
2009/2010	\$2,300,000	\$666,000	\$260,000	\$3,226,000
2010/2011	\$1,960,000	\$666,000	\$200,000	\$2,826,000
2011/2012	TBD	\$400,000	TBD	TBD
TOTAL	\$21,759,998	\$1,799,075	\$927,075	\$24,486,148

Not Responsive

<u>Contact Information</u> Early Learning 250-356-1265 Learning Division 280-30/BRIEF	RA	Approved by: 
	ADM initial	James Gorman Deputy Minister
		Date signed: May 17, 2011

Letter of Award

Our Ref: 127288

Shawna L. Reibling
Research and Grants Facilitator
Human Early Learning Partnership (HELP)
440 – 2206 East Mall
Vancouver BC V6T 1Z3

Dear Shawna Reibling:

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Sincerely yours,

James Gorman
Deputy Minister

Enclosure

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Our Ref: 127288

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Sincerely yours,

James Gorman
Deputy Minister

Enclosure

**MINISTRY OF EDUCATION
BRIEFING NOTE**

PREPARED FOR: Honourable George Abbott, Minister, for **Information** at the request of Learning Division for a meeting with Clyde Hertzman, Director of the University of British Columbia (UBC) Human Early Learning Partnership (HELP)


SUBJECT: UBC HELP and the Early Development Instrument (EDI) Assessment

Not Responsive

Not Responsive

Fiscal Year	Annual MCFD Contribution	Annual MED Contribution	Annual MoH Contribution	Annual Provincial Contribution (all Ministries)
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TOTAL	\$21,759,998	\$1,799,075	\$927,075	\$24,486,148

Not Responsive

Contact Information Early Learning 250-356-1265 Learning Division 280-30/BRIEF	RA	Approved by: 
	ADM initial	James Gorman Deputy Minister
		Date signed: May 17, 2011



The Best Place on Earth

GENERAL SERVICE AGREEMENT

CONTRACT NO C12/2024

TABLE OF CONTENTS

No.	Heading	Page
1.	Definitions.....	1
1.1	General.....	1
1.2	Meaning of "record"	1
2.	Services.....	1
2.1	Provision of services.....	1
2.2	Term	1
2.3	Supply of various items	1
2.4	Standard of care	1
2.5	Standards in relation to persons performing Services	2
2.6	Instructions by Province	2
2.7	Confirmation of non-written instructions	2
2.8	Effectiveness of non-written instructions	2
2.9	Applicable laws.....	2
3.	Payment.....	2
3.1	Fees and expenses.....	2
3.2	Statements of accounts	2
3.3	Withholding of amounts.....	2
3.4	Appropriation	2
3.5	Currency	2
3.6	Non-resident income tax.....	2
3.7	Prohibition against committing money	2
3.8	Refunds of taxes.....	2
4.	Representations and Warranties	3
5.	Privacy, Security and Confidentiality	3
5.1	Privacy	3
5.2	Security	3
5.3	Confidentiality	3
5.4	Public announcements	3
5.5	Restrictions on promotion	3
6.	Material and Intellectual Property	3
6.1	Access to Material.....	3
6.2	Ownership and delivery of Material	3
6.3	Matters respecting intellectual property	4
6.4	Rights relating to Incorporated Material	4

7.	Records and Reports	4
	7.1 Work reporting	4
	7.2 Time and expense records	4
8.	Audit	4
9.	Indemnity and Insurance	4
	9.1 Indemnity	4
	9.2 Insurance	4
	9.3 Workers compensation	4
	9.4 Personal optional protection	4
	9.5 Evidence of coverage	4
10.	Force Majeure	5
	10.1 Definitions relating to force majeure	5
	10.2 Consequence of Event of Force Majeure	5
	10.3 Duties of Affected Party	5
11.	Default and Termination	5
	11.1 Definitions relating to default and termination	5
	11.2 Province's options on default	5
	11.3 Delay not a waiver	5
	11.4 Province's right to terminate other than for default	5
	11.5 Payment consequences of termination	6
	11.6 Discharge of liability	6
	11.7 Notice in relation to Events of Default	6
12.	Dispute Resolution	6
	12.1 Dispute resolution process	6
	12.2 Location of arbitration or mediation	6
	12.3 Costs of mediation or arbitration	6
13.	Miscellaneous	6
	13.1 Delivery of notices	6
	13.2 Change of address or fax number	6
	13.3 Assignment	6
	13.4 Subcontracting	7
	13.5 Waiver	7
	13.6 Modifications	7
	13.7 Entire agreement	7
	13.8 Survival of certain provisions	7
	13.9 Schedules	7
	13.10 Independent contractor	7
	13.11 Personnel not to be employees of Province	7
	13.12 Key Personnel	7
	13.13 Pertinent Information	7
	13.14 Conflict of interest	7
	13.15 Time	7
	13.16 Conflicts among provisions	8
	13.17 Agreement not permit nor fetter	8
	13.18 Remainder not affected by invalidity	8
	13.19 Further assurances	8
	13.20 Additional terms	8
	13.21 Governing law	8
14.	Interpretation	8
15.	Execution and Delivery of Agreement	8

SCHEDULE A – SERVICES.....	9
SCHEDULE B – FEES	10
SCHEDULE C – APPROVED SUBCONTRACTOR(S).....	11
SCHEDULE D - INSURANCE	11
SCHEDULE E – PRIVACY PROTECTION SCHEDULE.....	12
SCHEDULE F – ADDITIONAL TERMS.....	12
SCHEDULE G – SECURITY SCHEDULE.....	15
APPENDIX “1” –ASSIGNMENT OF COPYRIGHT.....	11
APPENDIX “11” – WAIVER OF MORAL RIGHTS	12

THIS AGREEMENT is dated for reference the 9th day of January 2012.

BETWEEN:

University of British Columbia
(HELP) Human Early Learning Partnership
Suite 440, 2206 East Mall
Vancouver, BC, V6T 1Z3, Canada
Phone: 604-822-1278
Fax: 604-822-0640
Contact Person: Joanne Schroeder, Deputy Director
Telephone Number: 604-827-5396 (office)
778-558-5455 (cell)
Email: joanne.schroeder@ubc.ca

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Education (the "Province") with the following specified address:

Early Years, Learning Division
PO Box 9158 Stn Prov Govt
Victoria, BC V8W 9H3
Contact Person: Melanie Bradford, Early Years
Telephone Number: 250-886-2819
Email: Melanie.Bradford@gov.bc.ca

The Province wishes to retain the Contractor to provide the Services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those Services, on the Terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

1 DEFINITIONS

General

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced by the Contractor or a Subcontractor and may include the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

Meaning of "record"

- 1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

2 SERVICES

Provision of Services

- 2.1 The Contractor must provide the Services in accordance with this Agreement.

Term

- 2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

Supply of various items

- 2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

3 PAYMENT

Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule, plus any applicable taxes; and
 - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services.

The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

Refunds of taxes

- 3.8 The Contractor must apply for and, immediately on receipt, remit to the Province any available refund, rebate or remission of federal or provincial tax or duty that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement.

4 REPRESENTATIONS AND WARRANTIES

- 4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:
- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
 - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
 - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual agreements in place and available to enable the Contractor to fully perform the Services, and
 - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
 - (b) if the Contractor is not an individual,
 - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the Terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
 - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its Terms

except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

5 PRIVACY, SECURITY AND CONFIDENTIALITY

Privacy

- 5.1 The Contractor must comply with the Privacy Protection Schedule, if attached, as Schedule E.

Security

- 5.2 The Contractor must:
- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
 - (b) comply with the Security Schedule, if attached, as Schedule G.

Confidentiality

- 5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:
- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
 - (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
 - (c) if it is information in any Incorporated Material.

Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

6 MATERIAL AND INTELLECTUAL PROPERTY

Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:
- (a) Received Material that the Contractor receives from the Province; and
 - (b) Produced Material, other than any Incorporated Material.
- Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, modify and distribute that Incorporated Material; and
 - (b) the right to sublicense to third-parties the right to use, reproduce, modify and distribute that Incorporated Material.

7 RECORDS AND REPORTS

Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

9 INDEMNITY AND INSURANCE

Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, including any claim of infringement of third-party intellectual property rights, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement, excepting always liability arising out of the independent acts or omissions of the Province and the Province's employees and agents.

Insurance

- 9.2 The Contractor must comply with the Insurance Schedule, if attached, as Schedule D.

Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
 - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

10 FORCE MAJEURE

Definitions relating to force majeure

- 10.1 In this section and sections 10.2 and 10.3:

- (a) "Event of Force Majeure" means one of the following events:
 - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
 - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
 - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
 - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
- (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure

- 10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

Duties of Affected Party

- 10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

11 DEFAULT AND TERMINATION

Definitions relating to default and termination

- 11.1 In this section and sections 11.2 to 11.4:

- (a) "Event of Default" means any of the following:
 - (i) an Insolvency Event,
 - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
 - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
- (b) "Insolvency Event" means any of the following:
 - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
 - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
 - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
 - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),
 - (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
 - (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
 - (b) pursue any remedy or take any other action available to it at law or in equity; or
 - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future

date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
 - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

12 DISPUTE RESOLUTION

Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
 - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
 - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.

Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

13 MISCELLANEOUS

Delivery of notices

- 13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:
- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
 - (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
 - (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

Change of address or fax number

- 13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice

Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights under this Agreement without the Province's prior written consent.

Subcontracting

- 13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:
- (a) any person retained by the Contractor to perform obligations under this Agreement; and
 - (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

Waiver

- 13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

Modifications

- 13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

Entire agreement

- 13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

Survival of certain provisions

- 13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely, even after this Agreement ends.

Schedules

- 13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

Independent contractor

13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:

- (a) an employee or partner of the Province; or
- (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

Personnel not to be employees of Province

13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

Key Personnel

13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

Pertinent information

13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

Conflict of interest

13.14 The Contractor must not provide any Services to any person in circumstances which, in the Province's reasonable opinion, could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Province under this Agreement.

Time

13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

Conflicts among provisions

13.16 Conflicts among provisions of this Agreement will be resolved as follows:

- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
- (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

Agreement not permit nor fetter

13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

Remainder not affected by invalidity

13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

Further assurances

13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

Additional Terms

13.20 Any additional Terms set out in the attached Schedule F apply to this Agreement.

Governing law

13.21 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

14 INTERPRETATION

14.1 In this Agreement:

- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

15 EXECUTION AND DELIVERY OF AGREEMENT

15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:

SIGNED on the ____ day of _____, 2012 by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):	SIGNED on the ____ day of _____, 2012 on behalf of the Province by its duly authorized representative:
_____ Signature(s)	_____ Signature
_____ Print Name(s)	<u>Carolyn Henson</u> Print Name
_____ Print Title(s)	<u>Director, Early Years</u> Print Title

Schedule A – Services

PART 1. TERM:

1. The term of this Agreement commences on **January 9, 2012** and ends on **March 15, 2012**.

PART 2. SERVICES:

1. Deliverables:

1.1 Background

Beginning in September 2010, the Ministry of Education began implementing full day kindergarten over two years in British Columbia. To have the intended impact on student learning and success, expanded kindergarten programs need to be examined using various methodological approaches.

1) Project A: Full Day Kindergarten Research paper

The purpose of this research paper is to identify methods for evaluating the implementation of full day kindergarten and its effects on the outcomes of children, their families and society as a whole. Because full day kindergarten was implemented over two years, it is possible to examine the impact, given there was children both receiving and not receiving the program. A valid methodology for making comparisons across schools is needed before the evaluation can be carried out.

The Contractor, (or “HELP”) and Sub-Contractor will complete a research paper on the methods (including fuzzy regression discontinuity design) for estimating the impact of full day kindergarten. The research paper will also include a section that describes the method with enough detail that it can be used in future studies. The methodology must rely on linked administrative data in order to avoid expenditure on additional data collection. The statistical techniques must control for as many pre-existing characteristics as possible. This paper will enable further studies on the impact of full day kindergarten.

The research paper will be produced by sub-contractor Bill Warbuton and Clyde Hertzman (Director of HELP) as co-author and Principal Investigator.

2) Project B: EDI Comparative Report for Full Day Kindergarten

The purpose of this comparative report is to analyze the EDI results of schools that offered full day kindergarten in the first year of implementation (school year 2010/ 11). The Contractor will analyze the February 2011 Early Development Instrument (EDI) data to provide a comparison of the Wave 4 results for schools that offered full day kindergarten in the 2010/ 11 school year to the previous EDI results for those schools (wave 1 to present). The findings from this analysis will be used to guide any further research agreements and is not to be published by HELP.

The comparative report will be completed by the HELP staff including Ruth Hershler, Lisa Chen and Gillian Corless.

1.2 Description of Work

The Contractor shall supply the following Services:

Project A: Full Day Kindergarten Research paper

- Create a comprehensive, written document (“the research paper”) on the fuzzy regression discontinuity design methods for estimating the impact of full day kindergarten.

- The document shall answer to the following; at a minimum:
 - Study methodology, including a communication method used for pairing schools.
 - Executive summary, introduction, methodology, analysis , conclusion, and recommendations
- Produce a document that is:
 - compatible with Word for Windows version 2007
 - semi-professionally desktop published, including design, layout and formatting.
- Provide at minimum two verbal or written progress reports, as per the Deliverables indicated below, that must answer to: what has been accomplished to date; what is happening now; and what is planned for the future.
- Deliver 1 Microsoft Word 2007 document by e-mail to the Ministry of Education on or before **March 1, 2012**.

Project B: EDI Comparative Report for Full Day Kindergarten

- Create a comprehensive, written document (“EDI Comparative Report”) to examine the EDI results of schools that participated in the first phase of full day kindergarten implementation (school year 2010/ 11).
- The document shall answer to the following, at a minimum:
 - Study methodology,
 - Present data comparable by school and identified by EDI Wave (e.g. wave 1, 2, 3)
 - Executive summary, introduction, methodology, analysis , conclusion, and recommendations.
- Produce a document that is:
 - compatible with Word for Windows version 2007
 - semi-professionally desktop published, including design, layout and formatting.
- Provide at minimum two verbal or written progress reports, as per the Deliverables indicated below, that must answer to: what has been accomplished to date; what is happening now; and what is planned for the future.
- Deliver 1 Microsoft Word 2007 document by e-mail to the Ministry of Education on or before **March 1, 2012**.

1.3 Project Deliverables for Project A & B:

- **Phase 1:** Week one - Meet via telephone to discuss the scope of the document and draft outline for written work planned.
- **Phase 2:** By **February 6, 2012** - first draft submission for **Project A and Project B** for review by the Ministry and verbal or written progress report.
- **Phase 3:** Final draft due and delivered by email, on or before **March 1, 2012**.

1.4 Project Cost:

Costs for Project A & B	
Project A:	
Sub-Contractor Fees	\$8,800.00
Data Costs	\$4,000.00
Expenses	\$ 0.00
Subtotal Project A	\$12,800.00
Project B:	
Fees	\$2,400.00
Expenses	\$ 0.00
Subtotal Project B	\$2,400.00
Total for Project A and B (includes UBC overhead costs)	
\$15,200.00	

1.5 Monitoring and Performance

- Meet with the Contract Manager on request to discuss the Services to be provided and review the work in progress.

CONTRACT MANAGER FOR THE PROVINCE:

Contract management, monitoring and invoice certification will be done by:

Melanie Bradford, Early Years
Telephone Number: 250-886-2819
E-mail: Melanie.Bradford@gov.bc.ca

Schedule B – Fees

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, **\$15,200** is the maximum amount which the Province is obliged to pay to the Contractor for fees (exclusive of applicable taxes) and expenses under this Agreement.

2. FEES:

Fees are based on a flat rate of **\$15,200** and will be paid to the Contractor for fulfillment of the Services under this Agreement.

2. EXPENSES: No expenses are payable under this Agreement.

3. STATEMENT OF ACCOUNT: In order to obtain payment of any fees under this Agreement, the Contractor must deliver to the Province a written statement of account, upon completion of the Services ("Billing Period"), in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of

- that describes the deliverable for which the Contractor is billing and the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor with receipts attached, if applicable;
- (e) the Contractor's calculation of all applicable taxes payable by the Province in relation to the Services;
- (f) a description of this Agreement to which the statement relates;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

4. PAYMENTS DUE:

Payments Due: Within 30 days of our receipt of your written statement of account delivered in accordance with this Schedule, we must pay you the fees (plus all applicable taxes) and expenses, claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by us as required to obtain the discount.

Schedule C – Approved Subcontractor(s)

The following subcontractors have been approved by the Province:

1. *Bill Warburton – subcontractor*
2. *Clyde Hertzman – Director of HELP, co-author and Principal Investigator*
3. *Ruth Hershler – HELP staff*
4. *Lisa Chen – HELP staff*
5. *Gillian Corless – HELP staff*

Schedule D – Insurance

“Not applicable”

Schedule E – Privacy Protection Schedule

“Not applicable”

Schedule F – Additional Terms

1. Despite Section 13.16 of this Agreement, the Contractor and the Province agree that Sections 3.6, 3.8, 5, 6.4(b), 11, and 13.14 of the Agreement are deleted.
2. The Province will indemnify and save harmless the Contractor, its Board of Governors, directors, officers, employees, faculty, students and agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the Contractor, its Board of Governors, directors, officers, employees, faculty, students and agents may sustain, incur, suffer or put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Province, or of any agent, employee, officer, or director of the Province pursuant to this Agreement.

3. The Contractor will treat as confidential all information or material which are clearly marked as confidential or proprietary when first disclosed ("Confidential Information") by the Province and supplied to or obtained by the Contractor, or any sub-contractor, under this Agreement and will not, without the prior written consent of the Province, except as required by applicable law, permit its disclosure except to the extent that such disclosure is necessary to enable the Contractor to fulfill its obligations under this Agreement. Confidential Information may also include information furnished during discussions or oral presentations if it is conspicuously identified as proprietary at the time and then transcribed or confirmed in writing within thirty (30) days, specifically describing what portions of such information is considered to be proprietary or confidential. However, the Contractor is under no obligation to maintain the confidentiality of Confidential Information which the Contractor can show:
 - (a) is or subsequently becomes generally available to the public through no act or fault of the Contractor;
 - (b) was in the Contractor's possession prior to its disclosure by the Province to the Contractor;
 - (c) was lawfully acquired by the Contractor from a third party who was not under an obligation of confidentiality to the Province;
 - (d) is required by an order of a legal process to disclose, provided that the Contractor gives the Province prompt and reasonable notification of such requirement prior to disclosure; or
 - (e) was independently developed by the Contractor's employees, agents or consultants who had no knowledge of or access to the Province's information as evidenced by the Contractor's records.
4. The Contractor must not knowingly allow its research personnel involved in performing the Services, to provide any services to any person in circumstances that could give rise to a conflict of interest between their duties to that person and their duties to the Province under this Agreement.
5. Any of the following events will constitute an Event of Default, namely:
 - (a) the Contractor fails to comply with any material provision of this Agreement;
 - (b) any representation or warranty made by the Contractor in accepting this Agreement is untrue or incorrect; or
 - (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Contractor pursuant to or as a result of this Agreement is untrue or incorrect.
6. Either party may terminate this Agreement for any reason by giving at least thirty (30) days written notice to the other party.
7. Upon the occurrence of any Event of Default and at any time thereafter the Province may, notwithstanding any other provision of this Agreement, at its option, elect to do any one or more of the following:
 - (a) terminate this Agreement, in which case the payment of the amount required under Section 9 of this Schedule will discharge the Province of all liability to the Contractor under this Agreement;
 - (b) require the Event of Default be remedied within a time period specified by the Province;
 - (c) suspend any installment of the payments under Schedule B or any amount that is due to the Contractor while the Event of Default continues;
 - (d) waive the Event of Default; and

- (e) pursue any other remedy available at law or in equity.
8. The Province may also, at its option, terminate this Agreement immediately if the Province determines that the Contractor's failure to comply places the health or safety of any person conducting the Services at immediate risk, and the payment of the amount required under Section 9 of this Schedule will discharge the Province of all liability to the Contractor under this Agreement.
 9. Where this Agreement is terminated before 100% completion of the Services, the Province will pay to the Contractor all costs and liabilities, including uncancellable commitments, relating to the Services which have been incurred by the Contractor, not to exceed the Maximum Amount specified in Schedule B, as of the date of receipt of notice of termination or the date of termination, whichever is later.
 10. The Province hereby grants the Contractor a perpetual non-exclusive, irrevocable, world-wide, fully paid up and royalty-free license to use, make, copy, translate, practice, produce, distribute, or further develop the Produced Material for scientific, educational, public good and other non-commercial uses.
 11. In addition to Section 10, with the prior approval of the Province, which will not be unreasonably withheld, the Contractor may present publications at symposia, national or regional professional meetings, or publish in journals or other publications, accounts of the work pertaining to this Agreement. Publications, conference presentations, symposia and all other dissemination of material pertaining to the Services will recognize the Ministry of <fill in ministry name>.
 12. At the expiry or earlier termination of this Agreement, the Province may, at its sole discretion, negotiate with the Contractor to provide to the Contractor a license (which may be exclusive or non-exclusive) for the Contractor to use, reproduce, modify or distribute some or all of the Produced Material for commercial purposes.
 13. In addition to Section 13.8 of this Agreement, the provisions contained in this Schedule continue in force indefinitely even after this Agreement ends.
 14. The indemnity granted by the Contractor under this Agreement has been approved in accordance with the Financial Administration Act, Guarantees and Indemnities Regulation 1.1(b) under Indemnity No. 100969. The indemnity granted by the Province to the Contractor is approved in accordance with the Financial Administration Act, Guarantees and Indemnities Regulation 1(b) under Indemnity No. 080497.
 15. The Contractor makes no representations or warranties, either express or implied, with respect to any data or results arising from the services. The Contractor specifically disclaims any implied warranty of non-infringement or merchantability or fitness for a particular purpose and will in no event be liable for any loss of profits, be they direct, consequential, incidental, or special or other similar or like damages arising from any defect, error or failure to perform, even if the institution has been advised of the possibility of such damages. The Province hereby acknowledges that the services are of an experimental and exploratory nature, that no particular results can be guaranteed, and that it has been advised by the Contractor to undertake its own due diligence with respect to all matters arising from this Agreement. This section 15 will survive termination or expiration of this Agreement.

APPENDIX "1"

ASSIGNMENT OF COPYRIGHT

CONTRACT NO. C12/2024

I, **The University of British Columbia (HELP), *Human Early Learning Partnership***, the Contractor in an Agreement dated **January 9, 2012**, with HER MAJESTY THE QUEEN in Right of the Province of British Columbia as represented by the Minister of Education (the "Province"), in consideration of the sum of up to **\$15,200.00** payable pursuant to the Agreement set out above, do hereby assign to the Province, all of my rights in the copyright in the Material described in the Agreement and submitted with this assignment.

Executed at _____, British Columbia, this _____ day of _____, 2012

SIGNED BY THE Contractor in the presence of:

)
)
)
)
)
)
)

Witness

Signature of Contractor



APPENDIX II

Waiver of Moral Rights

To be completed and signed by the Institution who is waiving moral rights, and returned to the Province.

I, The University of British Columbia
(Name of Institution)

and an author of the Material, as that term is defined in the Province of BC Agreement (Contract Number
C12/2024

for The University of British Columbia, (HELP), Human Early Learning Partnership - Full Day
Kindergarten Research paper and EDI Comparative Report for Full Day Kindergarten
(Client Name and Type of Service or Project)

in consideration of my employment, hereby waive, in favour of Her Majesty the Queen in Right of British Columbia (the "Province"), all my moral rights established under the *Copyright Act*, as amended from time to time, in the Material. I further agree not to institute legal proceedings against the Province, or its servants, agents or employees with respect to these moral rights.

SIGNED this _____ day of _____ 2012.
(Signing Date)

SIGNED AND DELIVERED in the presence of:)

)
)
)
)
)
)

(Signature of Witness)

)
)
)
)
)
)

(Printed Name of Witness)



440-2206 East Mall
Vancouver, BC V6T 1Z3
Phone 604 822-1278 Fax 604 822-0640
www.earlylearning.ubc.ca

Ministry of Education

Early Years
PO Box 9158, Stn Prov Govt
Victoria BC V8W9H3

Invoice: 2012-17

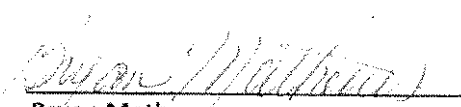
Date: 20-Mar-2012

Attention: Melanie Bradford

UBC Account: 17R61424

**Ministry of Education
INVOICE**

<u>Description</u>	<u>Amount</u>
Full Day Kindergarten EDI	
<u>Project A: Full Day Kindergarten Research Paper</u>	
Sub-Contractor Fees	\$10,000.00
Data Costs	3,400.00
Subtotal Project A	<u>\$13,400.00</u>
<u>Project B: EDI Comparative Report for Full Day Kindergarten</u>	
Analysis & Review by EDI Team	1,600.00
Subtotal Project B	<u>1,600.00</u>
Total Balance Due	<u><u>\$15,000.00</u></u>


Bryan Mathews
Senior Finance Manager
Human Early Learning Partnership

Please make cheques payable to: The University of British Columbia
Human Early Learning Partnership
440 - 2206 East Mall
Vancouver, BC - V6T 1Z3

Direct all queries regarding this invoice to Bryan Mathews
Phone: (604) 827-4094 Fax: (604) 822-0640 E-mail: bryan.mathews@ubc.ca

Human Early Learning Partnership		ANNUALIZED EDI BUDGET						Explanation
		April - Mar 07/08 Budget		April - Mar 07/08 Actual	July-Mar (9 mo) 07/08 Pro-Rated	April - Mar 08/09 incl 3% COL	April - Mar 09/10 incl 3% COL	
RESEARCH, GIS & COMMUNITY LIAISON PERSONNEL <i>all staff are dedicated to the Mapping Unit's activities</i>								
Manager, EDI Mapping Unit	0.5	\$ 35,176	1	\$ 70,000	\$ 52,500	\$ 72,100	\$ 74,263	Oversight for all aspects of EDI implementation and mapping (including privacy/ethics), communications & dissemination, increase of .5 FTE with annual EDI
Provincial Liaison Manager	0.6	\$ 33,960	1	\$ 68,000	\$ 51,000	\$ 70,040	\$ 72,141	Dissemination of results, communication, interpreting/using maps; increase of .4 FTE and of scope/activities e.g. provincial vs community liaison manager in anticipation of increased role with MoH and MED
Mapping Unit Administrator	1	\$ 42,520	1	\$ 44,900	\$ 33,675	\$ 46,247	\$ 47,634	Liaise with School Districts re: implementation, conduct all trainings, produces school reports, oversee all administrative tasks, including budget
GIS Lab Manager - on leave until Jan 08	1	\$ 13,464	1	\$ 13,875	\$ 13,875	\$ 55,500	\$ 57,165	Manages GIS Team & also lead cartographer
GIS/Community Data Manager	1	\$ 54,080	1	\$ 55,500	\$ 41,625	\$ 57,165	\$ 58,880	Manages preparation of EDI data for mapping; manage acquisition of SES data and other administrative data; liaises with statistical analyst regarding specialized reports/analysis; community asset mapping liaison
GIS Technicians (aver salary)	3	\$ 128,909	3	\$ 135,000	\$ 101,250	\$ 139,050	\$ 143,222	Mappers
Statistical Analyst (<i>current activities have been grant-funded to date</i>)	0.5	\$ 58,000	1	\$ 58,000	\$ 43,500	\$ 59,740	\$ 61,532	Data scrubbing, documentation, analysis, report preparation, increase of .5 FTE
Aboriginal Liaison Coordinator	1	\$ 45,000	1	\$ 45,000	\$ 33,750	\$ 48,350	\$ 47,741	EDI implementation in band schools & dissemination/communications
Benefits (21% of staff)		\$ 74,153		\$ 102,958	\$ 77,218	\$ 114,700	\$ 118,141	
Total Research/GIS/Community Personnel	8.6	\$ 427,261	10	\$ 593,233	\$ 448,393	\$ 660,892	\$ 680,719	
SUPPORT PERSONNEL (via HELP):								
HELP - Finance Clerk & HR Support		costs covered by HELP core funding	0.4	\$ 15,000	\$ 11,250	\$ 15,450	\$ 15,914	prepares all financial reimbursements (including TOC's) and shadow ledgers, also includes human resources management
Administrative Assistant			0.4	\$ -	\$ -	\$ -	\$ -	Direct admin support to Managers & Administrator; increase .4 FTE - with annualized EDI, our administrator's load would increase and she would need administrative support
Events Coordinator (meetings, workshops etc)			0.2	\$ 7,500	\$ 5,625	\$ 7,725	\$ 7,957	Meetings, workshops, travel coor etc. increase .2 FTE - as administrator takes on new roles, these tasks would be delegated elsewhere
IT Support			0.2	\$ 12,000	\$ 9,000	\$ 12,360	\$ 12,731	Onsite IT Support, back-ups, server, data security
Benefits (20% of staff)				\$ 6,900	\$ 5,175	\$ 7,107	\$ 7,320	
Total Admin Personnel			1.2	\$ 41,400	\$ 31,050	\$ 42,642	\$ 43,921	
EDI IMPLEMENTATION (School-based costs)		23 SDs		59 SDs				
EDI Training Costs		\$ 12,000		\$ 75,000	\$ 75,000	\$ 77,250	\$ 79,568	Travel/accommodation for HELP trainers, venue costs - ~ 40 centrally-located trainings
EDI Training & Survey Completion Costs (TOC)		\$ 182,540		\$ 550,000	\$ 550,000	\$ 566,500	\$ 583,495	Not pro-rated
EDI Training/Implementation: Teacher accommodations & travel		\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,900	\$ 31,827	Travel within districts/regions to central training location
EDI Administration Reimbursement (District)		\$ 7,850		\$ 25,000	\$ 25,000	\$ 25,750	\$ 26,523	
EDI Data Processing/Input (Express Data)		\$ 13,500		\$ 50,000	\$ 50,000	\$ 51,500	\$ 53,045	
Independent & Band Schools (TOC & Training)		\$ 10,750		\$ 45,000	\$ 45,000	\$ 46,350	\$ 47,741	
Band School EDI Implementation (contract/community buy-outs)		\$ -		\$ 20,000	\$ 20,000	\$ 20,600	\$ 21,218	
E-EDI Implementation		\$ 20,000		\$ 20,000	\$ 20,000	\$ 6,000	\$ 6,180	
Total EDI Implementation		\$ 276,640		\$ 815,000	\$ 815,000	\$ 824,850	\$ 849,596	
SUPPLIES, MEETINGS & EQUIPMENT: Admin & Research								
Operational costs (e.g. phones, long distance, email, copier, courier)		\$ 5,500		\$ 15,000	\$ 11,250	\$ 15,450	\$ 15,914	
Colour toner & paper, supplies		\$ 11,700		\$ 18,000	\$ 18,000	\$ 18,540	\$ 19,096	
Equipment upgrades (PCs, server, printer etc)		\$ 6,000		\$ 10,000	\$ 10,000	\$ 10,300	\$ 10,609	
Software Licenses (including annual GIS lab licence)		\$ 5,000		\$ 10,000	\$ 7,500	\$ 10,300	\$ 10,609	
Space & Overhead: Financial & HR Oversight (in-kind by UBC)		\$ -		\$ -	\$ -	\$ -	\$ -	
Total Supplies & Equipment		\$ 28,200		\$ 53,000	\$ 46,750	\$ 54,590	\$ 56,228	
COMMUNICATIONS & TRAVEL								
Provincial Travel & Accomodations		\$ 10,000		\$ 30,000	\$ 30,000	\$ 30,900	\$ 31,827	Not pro-rated as most of this happens as of Sept on...
Strategic Planning & Professional Development		\$ 3,000		\$ 7,500	\$ 5,625	\$ 7,725	\$ 7,957	
Workshops, Seminars & Meetings (venue, catering etc)		\$ 11,600		\$ 40,000	\$ 40,000	\$ 41,200	\$ 42,436	Annual Regional Workshops & Tri-annual SD/Community Dissemination
* <i>annual workshops funded by HELP core for current unit budget</i>								
Communications & Website					\$ 13,500			
* <i>balance covered by HELP core funding for current Unit budget</i>		\$ 4,000		\$ 15,000	\$ 15,450	\$ 15,914	\$ 15,914	
Aboriginal Advisory Committee (travel, 4 onsite mtgs, 4 teleconf)		\$ 15,000		\$ 30,000	\$ 27,000	\$ 30,900	\$ 31,827	
Total Communications & Travel		\$ 43,600		\$ 122,500	\$ 116,125	\$ 126,175	\$ 129,960	
<i>*salaries include 2% COL increase as of July 2007</i>								
TOTAL ANNUAL EDI MAPPING UNIT BUDGET		\$ 775,701		\$ 1,625,133	\$ 1,457,318	\$ 1,709,149	\$ 1,760,424	

<u>"IF" UBC OVERHEAD"</u>						
30% personnel	\$	143,833	\$	211,060	\$	217,392
2% other	\$	19,558	\$	20,112	\$	20,716
Total Overhead	\$	163,390	\$	231,173	\$	238,108

*If provided as a grant or endowment, this would not apply.

With current MCFD funding allocated to mapping (\$775K/annum), additional revenue required								
	without overhead	\$	682,318	\$	934,149	\$	1,760,424	funding committed to 3/09
	with overhead	\$	845,709	\$	1,165,322	\$	1,998,532	funding committed to 3/09

OPTIONAL ADDITIONAL COSTS				
Mapping at Local Health Authority or Service Delivery Area				
GIS Technicians	1	1	\$	45,000
Benefits			\$	9,450
Operational Costs (software, phone, supplies, printing etc.)			\$	3,500
			\$	54,450

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August 29, 2007 - Amended by Kevin Brady and Lisa Rogers, Ministry of Health

Human Early Learning Partnership		April - Mar* 07/08 Budget		April - Mar* 07/08 Actual		July-Mar (9 mo) 07/08 Pro-Rated		April - Mar 08/09 incl 3% COL		April - Mar 09/10 incl 3% COL		Explanation		
ANNUALIZED EDI BUDGET														
RESEARCH, GIS & COMMUNITY LIAISON PERSONNEL <i>all staff are dedicated to the Mapping Unit's activities</i>														
Manager, EDI Mapping Unit	0.5	\$	35,175	1	\$	70,000	\$	52,500	\$	72,100	\$	74,263	Oversight for all aspects of EDI implementation and mapping (including privacy/ethics), communications & dissemination, increase of .5 FTE with annual EDI	
Provincial Liaison Manager	0.6	\$	33,960	1	\$	68,000	\$	51,000	\$	70,040	\$	72,141	Dissemination of results, communication, interpreting/using maps; increase of .4 FTE and of scope/activities e.g. provincial vs community liaison manager in anticipation of increased role with MoH and MED	
Mapping Unit Administrator	1	\$	42,520	1	\$	44,900	\$	33,675	\$	46,247	\$	47,634	Liaise with School Districts re: implementation, conduct all trainings, produces school reports, oversee all administrative tasks, including budget	
GIS Lab Manager - on leave until Jan 08	1	\$	13,464	1	\$	13,875	\$	13,875	\$	55,500	\$	57,165	Manages GIS Team & also lead cartographer	
GIS/Community Data Manager	1	\$	54,080	1	\$	55,500	\$	41,625	\$	57,165	\$	58,880	Manages preparation of EDI data for mapping; manage acquisition of SES data and other administrative data; liaises with statistical analyst regarding specialized reports/analysis; community asset mapping liaison	
GIS Technicians (aver salary)	3	\$	128,909	3	\$	135,000	\$	101,250	\$	139,050	\$	143,222	Mappers	
Statistical Analyst (<i>current activities have been grant-funded to date</i>)	0.5	\$	-	1	\$	58,000	\$	43,500	\$	59,740	\$	61,532	Data scrubbing, documentation, analysis, report preparation, increase of .5 FTE	
Aboriginal Liaison Coordinator	1	\$	45,000	1	\$	45,000	\$	33,750	\$	46,350	\$	47,741	EDI implementation in band schools & dissemination/communications	
Benefits (21% of staff)		\$	74,153		\$	102,958	\$	77,218	\$	114,700	\$	118,141		
Total Research/GIS/Community Personnel		8.6	\$	427,261	10	\$	593,233	\$	448,393	\$	660,892	\$	680,719	
SUPPORT PERSONNEL (via HELP):				FTE										
HELP - Finance Clerk & HR Support			costs covered by HELP core funding	0.4	\$	15,000	\$	11,250	\$	15,450	\$	15,914	prepares all financial reimbursements (including TOC's) and shadow ledgers, also includes human resources management	
Administrative Assistant				0.4	\$	-	\$	-	\$	-	\$	-	Direct admin support to Managers & Administrator; increase .4 FTE - with annualized EDI, our administrator's load would increase and she would need administrative support	
Events Coordinator (meetings, workshops etc)				0.2	\$	7,500	\$	5,625	\$	7,725	\$	7,957	Meetings, workshops, travel coor etc. increase .2 FTE - as administrator takes on new roles, these tasks would be delegated elsewhere	
IT Support				0.2	\$	12,000	\$	9,000	\$	12,360	\$	12,731	Onsite IT Support, back-ups, server, data security	
Benefits (20% of staff)					\$	6,900	\$	5,175	\$	7,107	\$	7,320		
Total Admin Personnel				1.2	\$	41,400	\$	31,050	\$	42,642	\$	43,921		
EDI IMPLEMENTATION (School-based costs)			23 SDs			59 SDs								
EDI Training Costs		\$	12,000		\$	75,000	\$	75,000	\$	77,250	\$	79,588	Travel/accommodation for HELP trainers, venue costs - ~ 40 centrally-located trainings	
EDI Training & Survey Completion Costs (TOC)		\$	182,540		\$	550,000	\$	550,000	\$	566,500	\$	583,495	Not pro-rated	
EDI Training/Implementation: Teacher accommodations & travel		\$	30,000		\$	30,000	\$	30,000	\$	30,900	\$	31,827	Travel within districts/regions to central training location	
EDI Administration Reimbursement (District)		\$	7,850		\$	25,000	\$	25,000	\$	25,750	\$	26,523		
EDI Data Processing/Input (Express Data)		\$	13,500		\$	50,000	\$	50,000	\$	51,500	\$	53,045		
Independent & Band Schools (TOC & Training)		\$	10,750		\$	45,000	\$	45,000	\$	46,350	\$	47,741		
Band School EDI Implementation (contract/community buy-outs)		\$	-		\$	20,000	\$	20,000	\$	20,600	\$	21,218		
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Total EDI Implementation			\$	276,640		\$	815,000	\$	815,000	\$	824,850	\$	849,596	
SUPPLIES, MEETINGS & EQUIPMENT: Admin & Research														
Operational costs (e.g. phones, long distance, email, copier, courier)		\$	5,500		\$	15,000	\$	11,250	\$	15,450	\$	15,914		
Colour toner & paper, supplies		\$	11,700		\$	18,000	\$	18,000	\$	18,540	\$	19,096		
Equipment upgrades (PCs, server, printer etc)		\$	8,000		\$	10,000	\$	10,000	\$	10,300	\$	10,609		
Software Licenses (including annual GIS lab licence)		\$	5,000		\$	10,000	\$	7,500	\$	10,300	\$	10,609		
Space & Overhead; Financial & HR Oversight (in-kind by UBC)		\$	-		\$	-	\$	-	\$	-	\$	-		
Total Supplies & Equipment			\$	28,200		\$	53,000	\$	46,750	\$	54,590	\$	56,228	
COMMUNICATIONS & TRAVEL														
Provincial Travel & Accomodations		\$	10,000		\$	30,000	\$	30,000	\$	30,900	\$	31,827	Not pro-rated as most of this happens as of Sept on...	
Strategic Planning & Professional Development		\$	3,000		\$	7,500	\$	5,625	\$	7,725	\$	7,957		
Workshops, Seminars & Meetings (venue, catering etc) * annual workshops funded by HELP core for current unit budget		\$	11,600		\$	40,000	\$	40,000	\$	41,200	\$	42,436	Annual Regional Workshops & Tri-annual SD/Community Dissemination	
Communications & Website *balance covered by HELP core funding for current Unit budget		\$	4,000		\$	15,000		\$	15,450	\$	15,914			
Aboriginal Advisory Committee (travel, 4 onsite mtgs, 4 teleconf)		\$	15,000		\$	30,000	\$	27,000	\$	30,900	\$	31,827		
Total Communications & Travel			\$	43,600		\$	122,500	\$	116,125	\$	126,175	\$	129,960	
*salaries include 2% COL increase as of July 2007														
			CURRENT 23 SDs			FY 07-08		Pro-rated 07-08		FY 08-09		FY 09-10		
TOTAL ANNUAL EDI MAPPING UNIT BUDGET			\$	775,701		\$	1,625,133	\$	1,457,318	\$	1,709,149	\$	1,760,424	