



Ministry of Jobs, Tourism
and Skills Training

Financial Services
3rd Floor, 800 Johnson Street

Mailing Address:
PO Box 9843 STN PROV GOVT
Victoria BC V8W 9T2

CONTRACT COMMITMENT

Note: This Form must be forwarded to Financial Operations together with the signed original contract or Modification Agreement before the first payment is requested. Complete Sections A, B, D and E if this is an initial contract. Complete Sections A, C, D and E if this is an amendment. Questions about the collection or use of this information can be directed to Contracts, Policy and Review, at (250) 387-4589.

☒ New Contract or ☐ Amendment - contract has increased / <Decreased> by: \$ _____ (leave blank if unchanged)

A. Branch Action

Branch/Division: Labour Market Partnerships Branch/Sector Unit	Contract Manager: Niamh Murphy	Telephone: 250 387-6221
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B. Initial Contract - General Service Agreement Attached (form can be found): http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc

Project description:
Social Venture Sector Labour Market Study

Mandatory to Select One Procurement Process (X): Procurement and AIT Code descriptions

<input type="checkbox"/> 100 = Open Competitive Process	<input type="checkbox"/> 200 = Direct Awards - Public Sector Organization	<input type="checkbox"/> 201 = Direct Awards - Sole Source
<input type="checkbox"/> 202 = Direct Awards - Emergency	<input type="checkbox"/> 203 = Direct Awards - Security, Order, etc.	<input type="checkbox"/> 204 = Direct Awards - Confidentiality
<input type="checkbox"/> 205 = Direct Awards - Notice of Intent	<input type="checkbox"/> 207 = Direct Award - Under \$25,000	
<input type="checkbox"/> 208 = Direct Award - Financial Assistance - TUA	<input checked="" type="checkbox"/> 209 = Direct Award - Cost Sharing Agreement - TUA	
<input type="checkbox"/> 300 = Direct Invitation to Selected Vendors	<input type="checkbox"/> 400 = Selected Vendor From Pre-Qualification List	
<input type="checkbox"/> 401 = Competition from Vendors on Pre-Qualification Lists	<input type="checkbox"/> 500 = Purchasing from a Corporate Supply Arrangement	
<input type="checkbox"/> 600 = other purchase process (FSA)*		

Mandatory to Select One AIT Exclusion (X) (descriptions can be found at): Procurement and AIT Code descriptions

<input type="checkbox"/> 100 = Purchase subject to AIT	<input checked="" type="checkbox"/> 200 = Purchase below applicable AIT threshold	<input type="checkbox"/> 300 = Purchase exempt
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C. Amendment - Modification Agreement Attached (form at): http://icw.cd.gov.bc.ca/fas/fin_contracts/documents/modification_agreement.doc

Reason for amendment is (X): ☐ Change in deliverables ☐ Other (specify): _____

D. Commitment (Once the amount of the contract or amendment has been entered to the account(s) indicated below, it should not be changed.)

Contractor name: (verified on BC Online Corporate Registry) The University of British Columbia		Company registration #:		
Doing business as:				
Address: 221 - 181 Keefer Place, Vancouver BC		Postal code: V5Z 1X5		
Phone: 604 568-8433		Fax:		
Commitment # (to be quoted on all invoices): C14973-019				
Term of Agreement: From: December 1, 2013		To: May 31, 2015		
Contract Pricing Structure:	13/14	14/15	15/16	Total Contract Price
	\$ 30,000.00	\$ 145,000.00	\$ 19,450.00	
	Responsibility Centre	Service Line	STOB	Project Number
Max. Fee: \$	51973	11855	8001	5111111
Max. Expenses: \$				

E. Authorization

<input checked="" type="checkbox"/> (X) Contract Policy Requirements - Documented	Pre Approval for Direct Award - Sole Source Service Contract (stob 60) \$25,000 or more:
Spending Authority:	Date:

F. Assistant Deputy Minister

Attach contract/amendment and return to Financial Services, 3rd Floor, 800 Johnson Street

FILE NUMBER
C14973 - 019

EMPLOYMENT AND LABOUR MARKET SERVICES

BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Jobs, Tourism and Innovation
(hereinafter referred to as the "Province")

AND: The University of British Columbia
(hereinafter referred to as the "Coordinator")

WHEREAS the Coordinator proposes to carry out the project described in Schedule A and has applied to the Province for financial assistance towards the costs of the project;

WHEREAS the Coordinator is eligible for financial assistance towards the costs of the project under the Employment and Labour Market Service referred to in Schedule A, Box 1, which has been established by the Province pursuant to Part II of the *Employment Insurance Act*;

AND WHEREAS the Province has agreed to make a contribution towards the costs of the Project;

The Province and the Coordinator agree as follows:

1.0 AGREEMENT AND TERM

1.1 The following documents and any amendments thereto form the Agreement between the Province and the Coordinator:

- a) these Articles of Agreement;
- b) the document attached entitled "Terms of Reference";
- c) the document attached as Schedule A entitled "Project Description and Contribution Details";
- d) the document attached as Schedule B entitled "Eligible Costs";
- e) the documents attached entitled "Policy Statement - Travel" and "Appendix 1 - Travel Allowances";
- f) the document attached as Schedule C entitled "Privacy Protection Schedule".

1.2 The term of this Agreement will be consistent with the Funding Period unless terminated in accordance with this Agreement.

2.0 INTERPRETATION

2.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

- a) "Eligible Costs" means the costs incurred by the Coordinator in carrying out the Project that are described in Schedule B, subject to the limits set out in the approved annual budgets attached to, and forming part of Schedule B;
- b) "Employment and Labour Market Services" means the labour market development programs provided by British Columbia under an agreement with Canada made pursuant to section 63 of the *Employment Insurance Act*;
- c) "FAA" means the *Financial Administration Act*;
- d) "Fiscal Year" means the period beginning on April 1 of one calendar year and ending on March 31 in the next calendar year;
- e) "Funding Period" means the period commencing on 01-12-2013 and ending 31-05-2015;
- f) "Project" means the activities described in Schedule A;
- g) "Provincial Mark" means any of the Province's trade-marks, official marks, business names, trade names, domain names, trading styles, logos, or other distinguishing marks, whether registered or unregistered;
- h) "Subcontractor" means a person that the Coordinator retains under a subcontract to provide services related to the Project; and
- i) "Terms of Reference" means the document that defines the purpose, activities and budget for the prescribed project and is attached to this Agreement.

3.0 CONTRIBUTION

3.1 Subject to the terms and conditions of this Agreement, the Province agrees to make a contribution to the Coordinator in respect of the Eligible Costs of the Project.

3.2 The amount payable by the Province during the Funding Period shall not exceed the amount set out below:

\$ 194,450.00

3.3 Notwithstanding any other provision in this Agreement, the Province's obligation to pay money to the Coordinator under this Agreement is subject to:

- a) there being sufficient funds available in an appropriation, as defined in the FAA, to enable the Province in any Fiscal Year when payment becomes due pursuant to this Agreement, to make that payment; and
- b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in subsection (a) of this section.

3.4 In the event there are not sufficient funds available in an appropriation referred to in subsection 3.3 (a), to enable the Province in any Fiscal Year when payment becomes due pursuant to this Agreement, to make that payment, or Treasury Board controls or limits, pursuant to the FAA, expenditure under an appropriation, the Province may reduce the amount of its contribution payable under this Agreement in that Fiscal Year or terminate this Agreement in accordance with section 13.1 of this Agreement.

- 3.5 Where, pursuant to section 3.4, the Province intends to reduce the amount of its contribution under the Agreement, it shall give the Coordinator 30 days notice of its intention to do so.
- 3.6 Where, as a result of a reduction in funding, the Coordinator is unable or unwilling to complete the Project, the Coordinator may, upon notice to the Province, terminate the Agreement.
- 4.0 **TERMS OF PAYMENT**
- 4.1 Upon signing of the Agreement, an initial payment shall be made of \$ 30,000.00
- 4.2 Based on forecasts of cash flow requirements satisfactory to the Province in form and detail, the Province will make progress payments covering the Coordinators's estimated financial requirements for each payment period during the Funding Period.
- 4.3 Payments will be made quarterly. The Province may, at any time and in its absolute discretion, by notice, alter the frequency of such progress payments and change them to a monthly basis.
- 4.4 The progress payment for subsequent payment periods is conditional upon the submission by the Coordinator of claim for payment, in a form satisfactory to the Province and certified by a senior officer of the Coordinator. Each claim shall contain the following information in respect of the payment period ending one payment period prior to the payment period for which the progress payment in question is to be paid:
- a) a detailed list of Eligible Costs incurred and paid during the payment period; and
 - b) a statement certifying that all Eligible Costs claimed are in accordance with the Agreement.
- 4.5 Any interest earned on progress payments of the Province's contribution shall be accounted for by the Coordinator. Such interest shall be deemed to be part payment of the contribution and shall be taken into account in the calculation of the final payment by the Province, or repayment by the Coordinator as may be appropriate in the circumstances.
- 4.6 If the amount of the progress payment for a period exceeds the amount of the Eligible Costs incurred and paid during that period, the Province reserves the right to deduct the excess amount and any interest earned on the excess from any other amount payable under this Agreement.
- 4.7 The Province may withhold payment of any progress payment pending the completion of an audit of the Coordinator's books and records conducted either by the Province or by an independent auditor pursuant to paragraph 6.1 (g).
- 4.8 The Province may withhold up to 10% of its total contribution until the Project has been completed. Final payment will be made following:
- a) receipt and verification of a final claim for payment accompanied by an itemized statement of all Eligible Costs incurred and paid by the Coordinator during the Funding Period;
 - b) receipt of a statement certifying that all Eligible Costs claimed are in accordance with the Agreement; and
 - c) receipt of any audit report or other report or participant information that may be required to be submitted by the Coordinator under the terms of this Agreement.
- 4.9 Verification by the Province of the claim for final payment may include, if deemed advisable by the Province, the conduct of an audit by the Province of the Coordinator's books and records to verify the amount of the costs for which the Coordinator has claimed payment under this Agreement.
- 5.0 **REPRESENTATION AND WARRANTY**
- 5.1 The Coordinator declares that all information provided to the Province in connection with its application for funding under this Agreement is true and all relevant facts have been disclosed.

6.0 OBLIGATIONS OF THE COORDINATOR

6.1 The Coordinator shall:

- a) carry out and complete the Project in a diligent and professional manner, using qualified personnel;
- b) demonstrate to the satisfaction of the Province that the Project will maintain and implement any and all environmental protection measures that may be prescribed by competent authority for minimizing harm, if any, to the environment;
- c) upon request of the Province, produce any certificates, licenses and other authorizations required for the carrying out of the Project in respect of the rules relating to the environment;
- d) keep proper books of accounts and records, in accordance with generally accepted business and accounting practices, of the financial management of the Project. The accounts and records shall include payroll records of employees of the Coordinator who are carrying out the Project, records of all other Project expenditures and revenues including funding for Project costs received from other sources;
- e) during the Funding Period and for a period of seven (7) years thereafter, the Coordinator shall make its books of accounts and records referred to in paragraph (d) available at all reasonable times for inspection and audit by representatives of the Province to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Coordinator as Eligible Costs. The Coordinator shall permit the Province's representative to take copies and extracts from such books and records;
- f) furnish the Province with such additional information as it may require with reference to such books and records;
- g) if requested by the Province at any time during the course of this Agreement, the Coordinator shall retain the services of a duly qualified accountant approved by the Province to carry out an audit of the books and records relating to the Project. The audit report shall include the following:
 - i) a certified financial statement providing details of the total actual expenditures made under this Agreement;
 - ii) a statement certifying the total payments of the Province's contribution received by the Coordinator, including the amount of interest that has been accrued on any initial payments or progress payments of the contribution;
 - iii) a statement certifying that the contribution payments received and expenditures in respect of which they were paid, were in accordance with the Agreement; and
- h) provide a copy of the audit report to the Province within 30 days of its completion.

6.2 The Coordinator shall disclose to the Province without delay any fact or event that the Coordinator is aware of from time to time which may compromise the Coordinator's chances of success in carrying out the Project.

6.3 The Coordinator shall obtain, prior to the commencement of any Project activity, all permits, licenses, consents and other authorizations that are deemed necessary to permit the carrying out of the Project.

6.4 The Coordinator shall carry out the Project in compliance with all laws, by-laws and regulations.

6.5 The Coordinator will indemnify and save harmless the Province and the Province's employees and agents, from and against any and all 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 the expiration or termination of this Agreement, which are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Coordinator, or of any of its agents, employees, officers, directors or subcontractors in providing the Services excepting always liability arising out of the independent, negligent acts or omissions by the Province or any of its employees, agents or subcontractors.

7.0 NEPOTISM

7.1 No cost incurred in relation to, or wages paid to a third party (administrative staff, research subject, or any other party) who is a member of the immediate family of the Coordinator or its officer or director, or any committee member, if there is a committee, is eligible for reimbursement under this Agreement unless the Province is satisfied that the participation, recruitment or hiring of that third party was not the result of favoritism by reason of membership in the immediate family of the Coordinator, its officer or director, or the committee member, as the case may be.

7.2 For the purposes of section 7.1, "immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father-in-law, mother-in-law, or a relative permanently residing with the Coordinator, its officer or director, or the committee member, as the case may be.

7.3 For the purpose of section 7.2, "common law partner" means a person who is cohabiting with the Coordinator or its officer or director, or a committee member, in a conjugal relationship and has done so for a period of at least one year.

8.0 REPORTS AND INFORMATION

- 8.1 Where the Funding Period is for a multi-year period, the Coordinator shall, if requested by the Province, provide:
- a) interim progress reports describing the activities, achievements, successes and problems of the Project that occurred during each twelve (12) months of the Funding Period; and
 - b) a detailed annual work plan and forecast of Project expenditures for the coming twelve (12) month period.
- 8.2 The Coordinator shall provide the Province with such reports concerning the progress of the Project as the Province may from time to time request.
- 8.3 The Coordinator shall, upon request, permit representatives of the Province to have access to the site or sites where the Project activities are being carried out to monitor their progress.
- 8.4 The Coordinator shall provide the Province with copies of all reports, studies or other publications produced by the Coordinator in carrying out the Project. In addition, the Coordinator shall provide the Province with advance copies of final drafts of such reports, studies or other publications, and subsequent amendments to said reports, studies or other publications.

8.0A OWNERSHIP OF MATERIAL AND INTELLECTUAL PROPERTY

- 8.1A The expressions listed below have the following meanings for the purposes of this Article:
- a) "Commercial" means being able to make a profit, or acting with sole or chief emphasis on saleability, profit, or success;
 - b) "Intellectual Property" means intangible (non-physical) property which includes scientific or scholarly discoveries, copyright, computer software, moral rights related to copyrighted materials, trademarks, official marks, domain names, patents, industrial designs, literary, artistic, musical or visual works and know-how arising from the Project;
 - c) "Material" means all findings, data, reports, documents, records and material (both printed and electronic, including but not limited to, on hard disk or diskettes), whether complete or otherwise, that have been produced, received, compiled or acquired by the Coordinator, or provided by or on behalf of the Province to the Coordinator as a direct result of this Agreement, but does not include property owned by the Coordinator;
 - d) "Non-Commercial" means not being able to profit financially at any time from the use of the Material, or not acting with sole or chief emphasis on saleability, profit, or success by the following organizations and their employees: government ministries, agencies, boards and commissions; educational institutions (such as public school boards, public post-secondary institutions, community and technical institutes); and non-profit organizations (such as public libraries, charities, and other organizations created for the promotion of educational, health or social services purposes);
- 8.2A The Province acknowledges and agrees that the Coordinator owns all right, title and interest in the Material and the Intellectual Property.
- 8.3A The Coordinator acknowledges and agrees that the Coordinator may not use the Material for any Commercial purpose, or permit any other person or organization to use the Material for any Commercial purpose, without the prior written agreement of the Province.
- 8.4A The Coordinator hereby grants the Province a perpetual, non-exclusive, irrevocable, world-wide, fully paid up and royalty-free license to use, make, copy, distribute, translate, practice, and reproduce the Material and the Intellectual Property for scientific, educational, public good and other Non-Commercial uses. In addition, the Coordinator grants the Province the additional rights to incorporate all or portions of the Material in any report created by the Province and to further develop any report, study or other publication produced by the Coordinator in carrying out the Project, provided that content is not materially modified without the written approval of the Coordinator. Upon the Province's request, the Coordinator will deliver documents satisfactory to the Province that waive in the Province's favour any moral rights to any report, study or other publication produced by the Coordinator in carrying out the Project that the Coordinator's employees or contractors may have.
- 8.5A Subject to meeting the requirements set out in sections 8.3A and 9.1(b), the Coordinator and its employees or contractors will not be restricted from presenting, publishing or otherwise disseminating accounts of the work pertaining to this Agreement. Any presentation, publication, or other dissemination of accounts of the work pertaining to this Agreement will recognize the Province and the Government of Canada in accordance with Section 9.1 (a) of this Agreement.

9.0 PUBLIC ACKNOWLEDGEMENT

- 9.1 The Coordinator shall:
- a) ensure that in any communication activities, publications, advertising or press releases relating to the Employment and Labour Market Services, this Agreement and the services provided pursuant to this Agreement, include an appropriate acknowledgment of the Province and the Government of Canada, in terms satisfactory to the Province;
 - b) consult with and obtain approval from the Province prior to engaging in any communication activities, publications, advertising or press releases, relating to this Agreement or the Employment and Labour Market Services;
 - c) cooperate and assist the Province with communication strategies related to this Agreement;
 - d) prominently display in any materials the Coordinator produces and distributes to the public for the purpose of publicizing or promoting the Project, an acknowledgment of the Province, the form, content and location of which is subject to approval by the Province;
 - e) post signage that acknowledges the Province and the Government of Canada, the form, content and location of which is subject to approval by the Province;
 - f) incorporate a Provincial Mark in any acknowledgment described in subsection (d) or any signage described in subsection (e); and
 - g) not use any Provincial Mark in any capacity or for any purpose other than those set out in subsection (f).
- 9.2 Forthwith after the execution of this Agreement, the Province will provide the Coordinator with the Provincial Mark for use as described in section 9.1.
- 9.3 The Province will consult with the Coordinator before making any public comment about this Agreement, or the Project that references the Coordinator's name.

10.0 DISPOSITION OF ASSETS

- 10.1 The Coordinator shall preserve any capital assets acquired with the contribution and use them for the purposes of carrying out the Project unless the Province authorizes their disposition.
- 10.2 Upon completion of the Project or termination of the Agreement, the Coordinator agrees to dispose of, in such manner as the Province may direct, all capital assets purchased under this Agreement other than:
- a) assets costing less than \$1000.00,
 - b) assets that have been physically incorporated into the premises of the Coordinator, and
 - c) assets that have been consumed or expended in carrying out the Project.
- 10.3 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by the Province, any assets referred to in section 10.2 costing \$1000 or more that have been preserved by it shall be:
- a) sold at fair market value and the funds realized from such a sale applied to the Eligible Costs of the Project to offset the Province's contribution;
 - b) turned over to another person or organization designated or approved by the Province; or
 - c) disposed of in any other manner as may be determined by the Province.

11.0 DEFAULT

11.1 Any of the following constitutes an Event of Default:

- a) the Coordinator becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time being in force relating to bankrupt or insolvent debtors;
- b) an order is made or resolution passed for the winding up of the Coordinator, or the Coordinator is dissolved,
- c) the Coordinator ceases to operate;
- d) the Coordinator is in breach of the performance of, or compliance with, any term, condition or obligation on its part to be observed or performed pursuant to this Agreement;
- e) the Coordinator has submitted false or misleading information to the Province;
- f) in the opinion of the Province, the Coordinator has failed to proceed diligently with the Project;
- g) in the opinion of the Province, there is a material adverse change in risk in the Coordinator's ability to carry out the Project.

11.2 If an Event of Default

- a) specified in section 11.1(a), (b) or (c) has occurred, or
- b) specified in section 11.1 (d), (e), (f) or (g) has occurred and has not been remedied within 15 days of receipt by the Coordinator of written notice of default, or a plan satisfactory to the Province to remedy such Event of Default has not been put into place within such time period;
- c) the Province may, in addition to any remedies otherwise available, immediately terminate this Agreement. Upon termination of the Agreement, the Province shall have no obligation to make further contribution to the Coordinator.

11.3 In the event the Province gives the Coordinator written notice of default pursuant to section 11.2(b), the Province may suspend any further payment under this Agreement until the end of the period given to the Coordinator to remedy the Event of Default.

11.4 The fact that the Province refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon the Province shall not prevent the Province in any way from later exercising any other right or remedy under this Agreement or other applicable law.

12.0 NOTICE

- 12.1 Any notice to be given, and all reports, information and other documents to be provided under this Agreement shall be sent by regular mail, personal service, facsimile, registered mail or email at the postal address, fax number or e-mail address, as the case may be, of the receiving party. If there is any change to the postal address, fax number or email address or contact person of a party, the party concerned shall notify the other in writing of the change.
- 12.2 Notice, information or other documents delivered in person shall be deemed to have been received on delivery. Any notice, information or other document sent by facsimile or e-mail shall be deemed to have been received one working day after it is sent, or if sent by mail, five (5) days after the date of mailing.

- 12.3 Any notice or correspondence shall be addressed to: in the case of the Coordinator, the address set out in Schedule A;
in the case of the Province,
Labour Market Partnerships Program
BC Ministry of Jobs, Tourism and Innovation
PO Box 9190 Stn Prov Govt
Victoria BC V8W 9E6
- 13.0 **RIGHT OF EARLY TERMINATION**
- 13.1 Either party may terminate this Agreement at any time without cause upon not less than 30 days notice of intention to terminate.
- 13.2 In the event of a termination notice being given by the Province under this section to the Coordinator to the address set out in Schedule A of this Agreement,
- a) the Coordinator shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto;
 - b) all Eligible Costs incurred by the Coordinator up to the date of termination will be paid by the Province, including its costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided that payment and reimbursement under this section shall only be made to the extent that it is established to the satisfaction of the Province that the costs mentioned herein were actually incurred by the Coordinator and the same are reasonable and properly attributable to the termination of the Agreement; and
 - c) the amount of any contribution funds which remain unspent shall be promptly repaid to the Province.
- 13.3 The Coordinator shall negotiate all contracts related to the Project, including subcontracts and employment contracts, on terms that will enable the Coordinator to cancel same upon conditions and terms which will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Coordinator shall cooperate with the Province and do everything reasonable within its power at all times to minimize and reduce the amount of the Province's funding obligations in the event of termination of this Agreement.
- 14.0 **DECLARATION REGARDING OUTSTANDING AMOUNTS OWED TO THE GOVERNMENT**
- 14.1 The Coordinator declares that it has provided the Province with a true and accurate list of all amounts owing to the federal government or the Province which are past due and in default or arrears as of the time of the Coordinator's application to the Province for funding. The Coordinator recognizes that any such amounts owing to the federal government or the Province may be deducted from, or set-off against amounts payable to it under this Agreement.
- 15.0 **LOBBYIST'S REGISTRATION**
- 15.1 The Coordinator declares that any person who has been lobbying on behalf of the Coordinator to obtain the contribution that is the subject of this Agreement and who is required to file a return with the registrar pursuant to sections 3 and 4 of the *Lobbyists Registration Act*, was compliant with those sections at the time the lobbying occurred.
- 16.0 **USE OF SUBCONTRACTORS**
- 16.1 The Coordinator must not subcontract any of the Coordinator's obligations under this Agreement without the prior written consent of the Province. The Coordinator must use a fair, accountable and transparent competitive process to procure goods and services under subcontract for this Project.
- 16.2 No subcontract the Coordinator enters, whether the Province consents to it or not, relieves the Coordinator from any obligation under this Agreement.
- 16.3 The Coordinator must ensure that every Subcontractor fully complies with this Agreement and all attached Schedules, in performing any subcontracted obligation.
- 16.4 Every contract between the Coordinator and a Subcontractor to provide any services related to the Project must include a term that obligates the Subcontractor to comply fully with this Agreement and all attached Schedules in performing any subcontracted obligation.
- 16.5 The Province reserves the right to review the terms and conditions of any contract between the Coordinator and any Subcontractor to determine to the Province's satisfaction that the Coordinator complies with subsection 16.3.
- 17.0 **NON-LIABILITY OF THE PROVINCE**
- 17.1 This Agreement is an agreement for a financial contribution to the Project only, not a contract for services or a contract of service or employment. The Province's responsibilities with respect to the Project are limited to providing financial assistance to the Coordinator towards the Eligible Costs. The parties hereto agree that nothing in this Agreement shall be construed as creating a partnership, employment or agency relationship between them.
- 17.2 Nothing in this Agreement creates any undertaking, commitment or obligation by the Province respecting additional or future funding for the Project beyond the Funding Period and the Province shall have no responsibility for any costs that exceed the maximum contribution payable under the Agreement.
- 17.3 The Province shall not be liable for any injury to or loss suffered by the Coordinator or any employee, officer, agent or contractor of the Coordinator, including, without limitation, death or economic loss, caused by or in any way related to the carrying out of the Project or to performance of any of the Coordinator's obligations relating thereto under this Agreement.
- 17.4 The management, supervision and control of the employees of the Coordinator are the sole and absolute responsibility of the Coordinator. The Coordinator shall be solely responsible for any and all payments and deductions required by law to be made in respect of its employees, including those required for Canada Pension Plan, employment insurance, workers' compensation and income tax.

18.0 REPAYMENT REQUIREMENT

18.1 Upon expiry of the Funding Period or upon termination of the Agreement, if earlier, the Coordinator shall immediately repay to the Province any amount by which the contribution paid to the Coordinator exceeds the amount to which the Coordinator is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Coordinator is not entitled include:

- a) the amount of any unspent initial payments or progress payments of the contribution in the hands of the Coordinator,
- b) any amount paid in error or in excess of the amount of costs actually incurred,
- c) amounts paid in respect of costs which are determined by the Province to be ineligible, and
- d) any amount in excess of the Province's maximum contribution set out in section 3.2.

18.2 Such amounts described in section 18.1 are debts to the Province and interest shall be charged on overdue debts in accordance with the *Interest on Overdue Accounts Receivable Regulation made under British Columbia's Financial Administration Act*.

19.0 GENERAL

19.1 Access to Information

Subject to the *Freedom of Information and Protection of Privacy Act*, all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

19.1A Privacy

The Coordinator must comply with the Privacy Protection Schedule attached as Schedule C.

19.2 Amendment

This Agreement may be amended by the mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.

19.3 Non-Assignment of the Agreement

The Coordinator shall not assign this Agreement or any part thereof without the written authorization of the Province. Any assignment made without the Province's authorization is void and of no effect.

19.4 Conflict of Interest

(1) No member of the House of Commons or any Provincial Legislature shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

(2) It is a term of this Agreement that a person to whom section 8 of the *Members Conflict of Interest Act*, applies, shall not derive a direct benefit from this Agreement unless he or she is in compliance with that Act.

(3) The Coordinator must not provide and must not knowingly allow any employee or Subcontractor the Coordinator hires or retains with respect to the Project to provide any service to any person in circumstances that, in the opinion of the Province, could give rise to a conflict of interest between the duties of the Coordinator to that person and the duties of the Coordinator to the Province under this Agreement.

19.5 Insurance

(1) The Coordinator, without limiting its obligation or liabilities and at its own expense, purchase and maintain throughout the term of this agreement the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:

- (a) Comprehensive General liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:
 - (i) include the Province as an additional insured;
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change; and
 - (iii) include a cross liability clause.

(2) All insurance described in subsection 19.5 (1) must:

- (a) be primary; and
- (b) not require the sharing of any loss by any insurer of the Province.

(3) The Coordinator must provide the Province with evidence of all required insurance as follows:

- (a) within 10 Business Days of commencement of the Services, evidence of all required insurance in the forms of a completed Province of British Columbia Certificate of Insurance;
- (b) if any required insurance policy expires before the end of the Term, within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
- (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Coordinator must provide to the Province certified copies of the required insurance policies.

(4) The Coordinator must obtain, maintain and pay for any additional insurance which the Coordinator is required by law to carry, or which the Coordinator considers necessary to cover risks not otherwise covered by insurance specified in this Agreement in the Coordinator's sole discretion.

19.6 Official Languages

Any notice, advertisement or other information relating to the activities of the Coordinator being funded under this Agreement that is for the information primarily of members of the public who are resident in the community in which the activities are to be carried out, and any service related to the Project that is to be provided or made available by the Coordinator to members of the public who are resident in the community in which the activities are to be carried out, shall be made available in either of Canada's official languages where, in the opinion of the Province there is a significant demand for that notice, advertisement, other information or service in that official language.

19.7 In this Agreement, 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.

19.8 Entire Agreement

This Agreement, including all Schedules attached hereto, constitutes the entire agreement between the Coordinator and the Province with respect to its subject matter and supersedes all previous understandings, agreements, negotiations and documents collateral, oral or otherwise between them relating to its subject matter in the event of conflict.

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 12.1 or any other method agreed to by the parties.

19.9 Effective Date and Duration of Agreement

The Agreement shall be in force and effect when signed by both parties. Notwithstanding the termination of this Agreement, the obligations of the Coordinator in any other sections of this Agreement which, by their terms or nature, are intended to survive the termination of this Agreement including sections 6.1(e), 8.3A, 8.4A, 8.5A, 10.2, 10.3, 18.1 and 18.2 shall remain in force until they are satisfied or by their nature expire.

19.10 Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

19.11 Execution and Delivery of Agreement

The parties have executed this Agreement as follows:

Signed this 12 day of December 2013

For the Province by its duly authorized representative

<u>Leila Hazeri</u> Name	<u>Director</u> Position
<u>[Signature]</u> Signature	<u>12 Dec/13</u> (Date)

Signed this _____ day of _____

For the Coordinator

<u>MARIO A. KASAPI</u>	
<u>[Signature]</u> Name	<u>Associate Director</u> Position
<u>[Signature]</u> Signature	<u>University - Industry Liaison Office</u> (Date)

_____ Name	_____ Position
_____ Signature	_____ (Date)

SCHEDULE A
PROJECT DESCRIPTION AND CONTRIBUTION DETAILS

LABOUR MARKET PARTNERHIPS PROGRAM				FILE NUMBER C14973-019		MINISTRY NUMBER 125			
NAME OF COORDINATOR The University of British Columbia				RESP CODE 51973		SERVICE LINE 11855			
				SUPPLIER NUMBER 2395753-001					
LEGAL NAME OF COORDINATOR (if different from above)									
MAILING ADDRESS 221-181 Keefer Place						AREA CODE TELEPHONE NO. (604) 568 8433			
CITY/TOWN Vancouver			PROVINCE BC	POSTAL CODE V5Z 1X5		AREA CODE FAX NO. ()			
NAME OF CONTACT PERSON Chris Kantowicz			TELEPHONE NO. (if different from above) ()						
OBJECTIVE / DESCRIPTION OF ACTIVITIES / EXPECTED RESULTS See Terms of Reference									
DURATION OF ACTIVITY									
FROM		Y	M	D	TO	Y	M	D	
		2013	12	01			2015	05	31
PROVINCE'S CONTRIBUTION									
COST CATEGORIES				PROVINCE	FUNDS FROM OTHER SOURCES				
					CASH	IN-KIND			
See Terms of Reference for cost categories									
Total				\$194,450.00		\$94,000.00			

ESTIMATED TOTAL PROVINCIAL CONTRIBUTION

\$194,450.00

INITIALS OF SIGNATORIES TO THE AGREEMENT

	NOV. 20/13		Dec 12/13
COORDINATOR	DATE	COORDINATOR	DATE
		PROVINCE OF BRITISH COLUMBIA	DATE



Terms of Reference: Labour Market Partnerships Contribution Agreement

Applicant: ISIS Research Centre, Sauder School of Business at the University of British Columbia
Project Title: Social Venture Sector Labour Market Study

1. Project Background

Brief description of the need for the project, the partners or stakeholders who have an interest in its completion and why the project is necessary or viable at this time.

With global income inequalities and the ever growing list of environmental challenges, Social Ventures are emerging as a viable model to achieving social missions through revenue generating business operations. Social Ventures are growing as a sector in themselves with an emerging labour market, not just in British Columbia but around the world. BC is increasingly being seen as a hub of social venture growth and recent initiatives have contributed to this. The province-wide BC Ideas competition, BC Partners for Social Impact, the Social Venture Institute, the Ideas for Impact speaker series and numerous incubator and accelerator programs have driven engagement in this sector. Many of these initiatives have received support from the province, local municipalities, foundations and other stakeholders looking to grow the sector especially over the past five years. In addition social ventures are attracting new capital by leveraging new and emerging finance mechanisms to support social innovation in the province. Additionally, the imminent BC legislative changes (July 29th, 2013) that are producing the new legal entity of the Community Contribution Company will drive even more social venture development in the near future.

Despite all this activity and attention, the social venture sector remains difficult to quantify. The labour needs of the sector are even less clear despite anecdotal evidence that jobs in social ventures are growing and are more attractive to new generations of employees as individuals have become jaded with traditional sector jobs.

Previous studies and data on the sector come from intermediary organizations such as Enterprising Non Profits, Social Venture Institute, and B Corps. A report published by the BC and Alberta Research Alliance on the Social Economy (BALTA) in 2009 indicated 231 social enterprises were in existence in BC. However the definition that was used for that study, only counted social enterprises that were defined as business ventures that were owned or operated by a non-profit. This narrow definition that is usually used for 'social enterprises' is contrasted by a 'social venture' definition that captures the broader group of business models that combine traditional business generating activities with an implicit social or environmental impact mission.

In fact, a critical part and first step of this ISIS project will be to clearly define the social venture sector. Broadly speaking, a social venture is an organization that has at its core an intentional social mission, and achieves that mission through revenue generating activities such as selling products or services. Social ventures can be structured as a for-profit or non-profit organization. The entity can also take a variety of functioning models such as co-operatives and Community Contribution Companies. This expanded scope of what the community defines as a social venture will involve a much larger number of organizations than the 2009 study by BALTA. This will create a clearer and more comprehensive understanding of the size and scope of this sector in British Columbia. A study of this nature will establish a baseline for the sector and allow for all parties to use a common definition and understanding of the sector's labour needs.

Partners for this project such as enp, BC Partners for Social Impact, BALTA, Community Futures and Regional Trusts have a significant interest in the completion of this work to establish a baseline for this sector, and be more adequately prepared to promote and support the organizations within this growing sector from the labour market perspective. Particularly focusing on the human capital aspects of this sector, including employee education and training, attraction, management and retention. The partners will be more suited and informed to show the value of the sector and work with stakeholders to meet labour market needs.



Terms of Reference: Labour Market Partnerships Contribution Agreement

In addition to the project partners there are several stakeholders who have a vested interest in the completion of this sector study for their ongoing work in social innovation. Stakeholders will include;

1. Government bodies will be better prepared to create appropriate policies for sector organizations and employees, by understanding the size and makeup of the sector. This study will provide the tools to government to make more informed decisions regarding program funding, support services, and platform focuses.
2. Education institutions will be better informed to create training and education programs focused on the social venture sector. Clearly understanding the skills and knowledge that are captured in the sector while identifying the labour market gaps will lead to developing curriculum for the new entrants.
3. Financial institutions, which are developing new financial tools for the sector or considering entering the sector, will have a much better understanding of the tools that are required in the sector. As organizations attempt to train, attract, and retain employees; flexible and innovative financial tools will become critical in their growth.
4. Social innovation researchers will have a comprehensive understanding of the social venture sector value in BC and will be able to use this study as a baseline for ongoing work across BC, Canada and abroad.
5. Social ventures themselves will benefit from this work, as more integrated programming, education, tools, and financing opens up to them. At the same time developing a clearly picture of the labour market, organizations will be increasingly able to make educated and strategic decisions regarding labour issues or challenges that they face.

Currently little is understood of the social venture sector from a human capital and labour market perspective including demographic indicators, education levels, career paths in the sector, current pool of knowledge, skills, and experience, and human resource needs across the sector. Despite this lack of clarity, there is a significant amount of work and support being driven to the sector through province wide initiatives and legislative changes because of the qualitative value that is seen as a result of the sector. As the sector expands, and new legislation is created to drive further change, it will be essential to understand the sector from a labour market perspective. This knowledge will be crucial in enabling the project partners and stakeholders in developing and delivering services, programs, and policies that are appropriate to support the sector and in turn its labour market growth.

2. Project Purpose

Clear statement of the labour market/human resource issue to be addressed and how this project will make a difference.

The overall objective of this project is to develop a benchmark for the social venture sector in British Columbia, from a labour market perspective. First, to provide context for the study we propose measuring the size and scope of this emerging social venture sector. Once we have established this context, we aim to delve into and understand the characteristics of the social venture labour market including:

- Size (number of ventures, annual revenue, number of employees)
- Type of organizations (business model, industry sector, impact mandates)
- Geographical Distribution (rural, urban, regions)
- Employment demographics (age, experience/skills, employment type – FT or PT, are employees subsidized or have a designation)
- Venture Labour Snapshot (retention levels, open positions, skill gaps, salaries, benefits, support services)
- Trends for future of the sector



Terms of Reference: Labour Market Partnerships Contribution Agreement

Our ability to understand the sector and the labour market associated with it will be crucial in enabling the government, educational institutions, and intermediaries to deliver services that are appropriate to support the sector. Most importantly this work will provide a baseline to inform strategies and next steps for this growing sector to create ongoing access to the people and skills that it needs.

3. Project Partners

- *Name of lead organization;* ISIS Research Centre, Sauder School of Business, UBC
- *History/capacity of lead organization in relation to its capacity administer the agreement*
ISIS at the Sauder School of Business is focused on leveraging business tools to advance social innovation and sustainability, through research, incubation, and application. ISIS defines social innovation as a new approach which fosters initiatives that contribute to solving existing social, cultural, economic, political, and environmental challenges. This encompasses concepts such as social enterprise, social finance, and strategic corporate social responsibility. What it does not involve is simply throwing money at a problem. Rather, ISIS aims to build institutions designed to create value rather than dependency.

The core research themes at ISIS are building the low carbon economy, social economy, and economic development with First Nations. The organizational mandate is to build intellectual and human capacity by linking knowledge with action to further the field of sustainability and social innovation. ISIS has been involved in several large-scale research projects touching on labour market analysis including:

- Vancouver's Green Economy
- Social Enterprise as Vehicles for Employment
- Health Technology Access Policy Project (HTAPP)
- Project Blue Sky

In all these projects ISIS played the lead project proponent with responsibilities including identifying the scope of the project, recruiting researchers, students and administrators to the project, actively managing the ongoing work of the project and all project partners, managing the final deliverables of the project, and working with the project partners to effectively distribute project outcomes. ISIS is uniquely positioned to manage the project from ideation to completion, through active engagement of project partners throughout the province.

- *Roles and responsibilities of partners.*

enp – enterprising non-profits: enp will play a critical intermediary role to this project. enp works to promote and support social enterprises throughout BC. The team will be working with enp to determine appropriate connections throughout communities across the province. Enp will be a member of the advisory research committee.

BC Partners for Social Impact: BC PSI will be an intermediary connector to groups, and communities across the province, as well as a key partner in the dissemination stage of the project. The BC Partners group is composed of multiple actors in the social venture space including social ventures, educators (UBC, SFU, UVic), business (employers such as Telus, Urban Systems), financial institutions (Vancity), government, intermediaries (enp), and thought leaders (Al Etmanski, Jim Fletcher).

BALTA – BC and Alberta Research Alliance on the Social Economy: ISIS has been a participant in past BALTA research projects. The organization's role in measuring the social enterprise sector in BC in 2009 will be a starting point for the proposed broader study. ISIS will be working with the BC arm of this group of researchers to tap into their expertise in the social economy and their community groups across the province.

Regional Trusts: Regional trust organizations are intermediaries within regional communities in BC. These will be critical partners in connecting ISIS researchers with social venture organizations throughout the province.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Community Futures: Community Futures are intermediaries within communities in BC. These will be critical partners in connecting ISIS researchers with social venture organizations throughout the province.

Chamber of Commerce: The 115 Chamber of Commerce in BC are going to be critical intermediaries representing commerce centres around the province. The team will work with the Chamber of Commerce to identify ventures that will and could fit into the social venture definition.

- **Research Team and Advisory Committee Structure**

The way the project will be structured will include the research team and an advisory research committee.

Research Team: The research team will be made up of the lead professor (Dr. James Tansey); a Lead Researcher who will be hired specifically for this project and will lead the implementation of the research plan, coordinate the research assistants, meet with stakeholders and undertake multiple aspects of the primary and secondary research for the duration of the research project; several research assistants, and a main ISIS advisor (Chris Kantowicz, Director of Strategy). The research team will meet on a weekly basis to coordinate research, evaluate findings, and ensure progress against the research plan. The research team will meet with the advisory committee on a quarterly basis.

Advisory Research Committee: The advisory committee will function as the official advisory board of the research project, providing guidance, insights and recommendations to the research team on: sector definitions, research process, research progress, research finding review, and dissemination. The advisory research committee will be composed of 10 individuals who will represent different aspects of the social venture sector, employers, training organizations and academics. Following is a list of organizations who we will seek representation from to fill the seats on the advisory committee: Enterprising Non Profits (social venture sector and employers), Vancity (social venture, financial institution, and employer), Al Etmanski (thought leader), social ventures such as the YWCA, Tyze, Potluck, Coro Strandberg and representation from the City and Province.

4. Project Objectives

- **What is the intended outcome(s) of the project?**

The intended outcomes of the project are to:

- a. Define and measure the size and scope of the social venture sector in BC (including geographic distribution, business model, industry focus).
- b. Develop a clear picture of the impact the sector has on the labour market by understanding the number of employees, roles, skills, retention strategies and employment opportunities that exist in the sector.
- c. Compare the labour market for the social venture sector to the broader BC labour markets. Identify how it differs from other labour markets, why and what implications that has.
- d. Uncover the challenges the sector is facing from a labour perspective.
- e. Forecast trends that will affect the social sector labour market in the future.

- **Who will benefit and why?** The following groups and organizations will benefit from this project in a variety of different ways.

- a. The social venture community would benefit from this study in two different ways. 1) The ability to understand the scope and size of this community would allow social ventures and stakeholder organizations to build better networks and sector associations. These new connections and groups could eventually support employee training programs, professional development, and support sector trends. 2) The sector would have a clear understanding of their employees (within different geographies), including gender distribution, age distribution, skills and experience distribution. This will inform future strategies for new employee attraction and retention within the sector.



Terms of Reference: Labour Market Partnerships Contribution Agreement

- b. Government bodies including the provincial government will be able to create better programming, services and policies to support the sector and its employees.
- c. Education institutions will be better informed to create training and education programs focused on social venture sector. Clearly understanding the skills and knowledge that are captured in the sector while identifying the labour market gaps will lead to developing curriculum for the new entrants.
- d. Social Innovation Researchers: This project will create a baseline of work for researchers across BC, Canada and beyond to develop further research and body of work to support this sector. Additionally, this report can be used a way to start a national dialogue(s) about the value of the social venture sector within our provinces and across Canada.
- e. Financial institutions, which are developing new financial tools for the sector or considering entering the sector, will have a much better understanding of the tools that are required in the sector. As organizations attempt to train, attract, and retain employees flexible and innovative financial tools will become critical in their growth.

5. Measurable Results

- *What are the tangible final products of the project?*

The final product of the project will be a comprehensive industry report illustrating the findings of the sector and labour market study illustrating the size and scope of the sector.

- *How are the activities of this project expected to impact the industry or sector?*

The final product of this project will provide government, business, academic and community stakeholders with an understanding of the size and scope of the sector, and the make up of its labour force. Despite increased attention for this sector, clear and detailed information is currently not available for this particular sector, since it is still poorly defined. Clearer knowledge and understanding of the sector's labour market has the power to create more robust support systems. These support systems would include, but would not be restricted to government programs, to financial tools to support human capital. Specifically these activities will impact the sector:

- Sector associations will more clearly be able to create programs and services to support labour market issues that are identified through this report
- Sector associations, because of understanding how the sector looks and what it has to offer to employees, will be more able to create campaigns to attract more individuals into the sector
- Social Ventures themselves will be capable of making more informed decisions about their human capital strategies and challenges
- Government will be able to develop more informed policies for the sector labour market
- Educational institutions involved in this sector will be able to create more realistic and applicable curriculums for students (and potential employees) interested in working in this sector
- Researchers will have a baseline of work to develop further research and industry studies to support the value of the sector across BC and Canada.

6. Project Duration

Proposed start date and end date.

Start Date: December 1st, 2013

End Date: May 31st, 2015



Terms of Reference: Labour Market Partnerships Contribution Agreement

7. Proposed Project Activities, Timeframe and Budget

Specific actions/activities that will be undertaken during the project in order to achieve the objective(s) including the proposed timeframe and estimated cost for each activity.

Activities (by phase)	Proposed Timeframe	Estimated Cost
Phase 1: Study of Sector Size & Scope	6 months	\$53,160
Phase 2: Sector Analysis	2 months	\$34,833
Phase 3: Labour Market Survey & Data Collection	4 months	\$67,832
Phase 4: Data Analysis & Report Preparation	3 months	\$24,750
Phase 5: Dissemination	1.5 months	\$13,875
Total	16.5 months	\$194,450

Phases 1 through 4 will constitute the active research and deliverable preparation of the project while Phase 5 will focus solely on active distribution of the results to the public, stakeholders, and social venture community across the province.

Phase 1: Study of Sector Size and Scope

Phase 1 of the project will focus on defining the social venture sector. What comprises a social venture? What ventures fit this definition and what ventures do not? Once the definition has been set, the remainder of this phase will be used to clearly size and scope the sector across the province. This will include identifying all organizations that fit into the social venture sector across urban and rural areas in British Columbia. In order to identify these organizations across the province the research team will be working with intermediaries such as regional trusts, chambers of commerce, and Community Futures that represent different geographic zones in BC. During this phase a final list of social ventures throughout the province will be identified and used as the list to move to phase 2 and 3.

Phase 2: Sector Analysis

The second phase will allow the research team to determine geographic distribution, sub sector focuses, and general size of the sector. At this stage, existing data sets (from Stats Canada and other sources) will be identified and analyzed to determine what level of detail can be extracted. Based on the gaps in data and the research priorities, a full market survey will be developed for dissemination by the team. The research team will also develop a clear plan for distributing and collecting the market survey.

Phase 3: Labour Market Survey and Collection

Phase 3 of the project will focus on distribution of the market survey to all social ventures identified in Phase 1. Surveys would be distributed and collected in a variety of formats electronic, paper, phone and potentially in person (depending on location) interviews to gather the data. Data will be collected in a central database using appropriate privacy protocols.

Phase 4: Data Analysis and Report Preparation

Phase 4 of the project will include synthesizing, analyzing, and extracting trend information from all the gathered data. Through this phase the team will be developing and completing the final deliverable report for the project. The report will include all definition, size, and scope of the sector and a comprehensive analysis of the research findings, insights into labour market trends, and future opportunities and training needs for the sector.

Phase 5: Dissemination

The final stage of this project will include communicating and disseminating the final report and results to the general public across BC through a public relations and communications campaign through partner and stakeholder media and social media channels.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Detailed Phase Budget

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Project Totals
Description	Size and Scope	Sector Analysis	LMS & Collection	Data Analysis & Report Preparation	Dissemination	
Timeframe	6 months	2 months	4 months	3 months	1.5 months	16.5 months
Lead Researcher	36,000.00	12,000.00	24,000.00	18,000.00	9,000.00	99,000.00
Research Assistant 1	4,160.00	1,440.00	3,400.00	2,600.00		11,600.00
Research Assistant 2			3,400.00	2,600.00		6,000.00
Travel	4,500.00	2,500.00	13,071.43		1,000.00	21,071.43
Data Sets		15,000.00	5,000.00			20,000.00
Contractors			6,000.00			6,000.00
Report Design					3,000.00	3,000.00
PR						-
Subtotal	44,660.00	30,940.00	54,871.43	23,200.00	13,000.00	166,671.43
Admin	7,443.33	5,156.67	9,145.24	3,866.67	2,166.67	27,778.57
Phase Totals	52,103.33	36,096.67	64,016.67	27,066.67	15,166.67	
					Grand Total	194,450.00

8. Summary of Proposed Contributions Supporting this LMPP Project

To be eligible for an LMPP contribution agreement, proposals must be supported by financial and/or in-kind contributions in addition to the amount requested under the LMPP.

Contribution Source	Financial		In-kind		Total
	Confirmed	Requested	Confirmed	Requested	
Sauder and UBC Research			\$50,000		\$50,000
Enterprising Non Profits				\$10,000	\$10,000
BC Partners for Social Impact				\$10,000	\$10,000
Regional Trusts				\$16,000	\$16,000
Community Futures				\$8,000	\$8,000
Total financial and in-kind contributions					\$94,000

9. Plan for Distribution of Information and/or Products



Terms of Reference: Labour Market Partnerships Contribution Agreement

Specific actions/activities to be undertaken to ensure information and/or products generated as a result of this LMPP project are disseminated to organizations and individuals with an interest in the proceedings and outcomes of the project.

The distribution plan for the final outcomes of the project will include a fully developed communication plan, designed and published report, an online visualization map of the sector, and a live event(s) to present and discuss the findings of the report.

Communication Plan: We will develop a full communication plan for the outcomes of the project to most effectively disseminate the report and its findings to our networks across BC and beyond. This plan will include a robust roadmap for utilizing traditional media channels in BC and Canada, and through our various social media channels (including blogs, twitter, linkedn) at ISIS and at the Sauder School of Business.

Final Report: The final deliverable of the project will be a physical report of the findings of the labour market study for the social venture sector. The report will be professionally designed, and published through print and electronically. The published report will be published and distributed through out our network of partners across the province and Canada.

Event(s): Roundtables will be organized as distribution events to engage the social sector community in disseminating the report, map, and findings. One of the goals of the events will be to raise awareness of the value and size of the sector, trends and considerations moving forward.

10. Project Considerations/Risks

Document issues or concerns that may impact the progress and/or completion of this LMPP project. Is there anything special that you need to pay attention to?

- Care will need to be taken to ensure a definition of social ventures for the project is not too narrow or too broad.
- Need to ensure that proper connections are made with all social venture intermediaries across the province. Emphasis will taken to work with all project partners to connect to communities across BC and for those intermediaries to identify social ventures (that may not self identify as a social venture although they fit the definition).
- A key concern for this project will be gaining access to social venture data across the province, in particular demographic data pertaining to the labour market.



Terms of Reference: Labour Market Partnerships Contribution Agreement

11. Plan for Sustainability

Proposed plan for the continued implementation and/or maintenance of products, services, resources, or structures associated with this LMPP project.

ISIS will be the lead on the maintenance of the final products of the project including the final study report. The goal is to develop products that will be easily accessible to the social venture sector, all stakeholders and the public, in doing so ensuring that these products can live and be used beyond the duration of the project.

12. INITIALS OF SIGNATORIES TO THE AGREEMENT

Coordinator

Date

Coordinator

Date

Province of British
Columbia

Date

FILE NUMBER:

C14973-019

AMENDMENT NUMBER:

SCHEDULE B ELIGIBLE COSTS

NAME OF COORDINATOR:

The University of British Columbia

1. Subject to the terms and conditions in this Schedule, the costs set out in the Project Budget below are Eligible Costs for the purposes of this Agreement, subject to change only with the Province's written approval. For greater certainty, any costs not specifically listed shall be ineligible unless authorized in writing by the Province.
2. Costs are eligible costs only if they are, in the opinion of the Province,
 - a) directly related to the Project, and
 - b) reasonable.
3. (1) Subject to subsection (2), only those costs with respect to which the Coordinator has incurred an obligation during the Funding Period and received goods and services by the end of the Funding Period are Eligible Costs. No costs incurred prior to or following the Funding Period are Eligible Costs.
(2) If under the terms of this Agreement, the Coordinator is required to provide to the Province an audit report following the expiry of the Funding Period and if the cost of the audit is otherwise an Eligible Cost, the cost of the audit is an Eligible Cost notwithstanding that it is incurred outside the Funding Period.
4. The portion of the cost of any goods and services purchased by the Coordinator for which the Coordinator may claim a rebate of any federal or provincial tax or duty is excluded from Eligible Costs and not eligible for reimbursement under this Agreement. The Coordinator shall, as far as reasonable and practical, take advantage of any rebate of any federal or provincial tax or duty that may be available to the Coordinator.
5. Travel, meals and accommodation costs will be reimbursed at rates not exceeding the rates paid for Group II employees of the Province set out in the Public Service Agency Policy Statement 17 - Travel and the Appendix 1 - Travel Allowances, which are attached to Schedule B, and in any applicable Treasury Board (British Columbia) Orders and Directives.
- Coordinators will only be entitled to reimbursement of travel expenses as specified by contract. Proof that the expenses have been incurred must be attached to the travel claims.
- Coordinators registered with the Canada Revenue Agency (CRA) for HST purposes are entitled to claim input tax credits on the HST portion of their travel expenses and deduct these amounts before they invoice ministries.
- Coordinators that are Small Suppliers for CRA purposes (with total annual revenues from taxable supplies not exceeding \$30,000) are not required to, but can voluntarily register with the CRA for HST purposes to claim input tax credits.
6. Where the cost of purchasing, leasing or renting a capital asset exceeds \$1000, the Coordinator must obtain the written authorization of the Province prior to acquiring the asset unless the capital asset item has been specifically identified in the Project Budget below.
7. The portion of any cost in respect of which the Coordinator has, or is entitled to receive a contribution from another level of government or other source is not eligible for reimbursement.

Budget Flexibility

8. (1) The Coordinator may make adjustments to vary the subtotal amount allocated for the following cost categories:
 - (a) The Coordinator may make adjustments to vary, by up to 10%, the sub-total amount allocated for the following cost categories:
 - 2: Professional fees
 - 3: Travel
 - 4: Capital Assets
 - 5: Audit Costs
 - 6: Other Activity Related Direct Project Costs
- (2) The Coordinator shall notify the Province in writing of any adjustments to the Project Budget under this section.
- (3) The Coordinator may not make adjustments under subsection (1) if such adjustments result in any increase in the amount of total contribution from the Province.
- (4) The Coordinator may not make any adjustments to the amounts allocated for the contribution from the Province shown opposite each specific line item cost shown in the Project Budget under the "Salaries and Wages Costs" category, without prior approval from the Province.
- (5) Any adjustments to the Project Budget with respect to the cost categories described therein, other than those authorized under subsection (1), must be approved by the Province prior to the adjustment being made.
- (6) In the event that the Coordinator makes an adjustment under subsection (1) with respect to the "Capital Assets Costs" category as a result of the purchase of a Capital Asset, the Coordinator must notify the Province of this purchase.

Declaration Regarding Other Sources of Financial Assistance for the Project

10.1 The Coordinator declares that it has received or is entitled to receive the following financial assistance for the Project from other sources:

1. \$ _____	from _____
2. \$ _____	from _____
3. \$ _____	from _____
4. \$ _____	from _____
5. \$ _____	from _____
6. \$ _____	from _____

10.2 The Coordinator agrees to inform the Province promptly in writing of any additional financial assistance to be received for the Project other than that referred to in section 10.1.

10.3 If following the signing of this Agreement, the Coordinator receives any financial assistance for the Project from another source, other than those referred to in section 10.2, the Province may, at its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received or if the Province's contribution has already been paid, it may require repayment of such amount. Upon receipt of notice to repay under this section, the Coordinator agrees to repay the amount as a debt due to the Province.

Project Budget

11. Set out below is the List of Eligible Costs

Please see Terms of Reference

12. INITIALS OF SIGNATORIES TO THE AGREEMENT

<i>MLB</i>	<i>Nov 26/13</i>			<i>LSH</i>	<i>Dec 12/13</i>
COORDINATOR	DATE	COORDINATOR	DATE	PROVINCIAL CLERK OF BRITISH COLUMBIA	DATE

17. Policy Statement – Travel

This policy statement covers reimbursement of reasonable travel expenses necessarily incurred while traveling on government business away from an employee's normal work location. It applies to employees appointed under the *Public Service Act* as well as Order In Council appointees.

When business travel is required to achieve program objectives, it is to be planned and carried out in the most efficient and cost effective manner, taking into account economy, travel and accommodation costs, travel time, and other related expenses.

NOTE: For purposes of this directive, where the terms "Ministry" and "Deputy Minister" are used, these will also include Special Offices, Boards, Commissions and Agencies of the Province and the chief executive officers of these organizations, as applicable.

Definitions

"assigned parking"

means parking spaces that are administered by the Minister responsible for assigned parking and which are paid for by the individual employee/appointee and which are allocated as and when available;

"authorized vehicle"

means government, leased, visitor, and properly identified employee vehicles;

"designated parking"

means those parking spaces that are leased directly by a ministry from the Accommodation and Real Estate Services, Ministry of Labour and Citizens' Services;

"Group I"

means all employees and Order In Council appointees not specifically included in or designated for reimbursement under Groups II and III;

"Group II"

means all persons in positions evaluated under the Management and Salaried Physicians' Job Evaluation Plans who are not covered under Group III. It also includes all members and managerial employees appointed to part-time or full-time positions on Boards, Commissions or Agencies;

"Group III"

means all persons with the status of Deputy Minister, Associate Deputy Minister, Assistant Deputy Minister, and those in positions classified at levels 9 through 12 of the Management Job Evaluation Plan. It also includes the Chief Provincial Court Judge, the Associate Chief Provincial Court Judge, full and part time Provincial Court Judges and all persons appointed as ministerial or executive assistants to a Minister;

"headquarters or geographic location"

means that area within a radius of 32 kilometres of where an employee/appointee ordinarily performs his/her duties. When an employee/appointee is relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist;

"travel status"

means the absence of the employee from the employee's designated headquarters or geographic location to carry out Government business with the approval of the Employer. Travel status does not apply to employees temporarily assigned to a position outside of the designated headquarters or to field status employees.

Air Travel

Employees/appointees travelling by air on Employer business or undertaking ministry operations requiring the use of chartered aircraft will use recognized commercial or charter companies piloted by professional pilots.

Employees/appointees are not authorized to fly private or personally rented aircraft on Employer business. Such unauthorized travel will not be eligible for travel expense reimbursement, air travel insurance, or Workers' Compensation Board coverage.

Use of Government Owned or Leased/Rented Vehicle

Use Restrictions

Government owned and leased/rented vehicles are for use on government business only. Where not otherwise covered in a collective agreement or the *Terms and Conditions of Employment*, such use includes reasonable incidental personal use of the vehicle while on travel status (i.e., for meals or a movie, etc.). Other personal use of these vehicles is limited to those activities that have been specifically authorized in advance by the Employer.

Dependents

An employee/appointee travelling on Employer business in a government owned or leased/rented vehicle may be accompanied by a spouse and/or dependents. Insurance coverage is afforded to family members, equivalent to that available under a standard vehicle insurance policy; however, only the employee/appointee is permitted to drive the vehicle. Any additional travel expenses incurred by a spouse and/or dependents are the responsibility of the employee.

Casual Passengers

Other than in emergency, severe weather, or life threatening situations, employees/appointees travelling in government owned or leased/rented vehicles are not to provide transportation to private citizens or off duty employees/appointees.

Use of Private Vehicle

Required Use of Private Vehicle

Where, as a condition of employment, employees/appointees are required to use their own vehicles in the performance of their duties, this requirement will be included in any recruitment notices published for the position.

Use Within Headquarters/Geographic Location

Employees/appointees who use their private vehicle within their headquarters or geographic location on Employer business will be reimbursed for receipted parking charges, transportation toll costs, and the distance driven in a private vehicle, in accordance with applicable sections of Appendix 1.

Insurance

All private vehicles used on the Employer's business are required to carry at least \$500,000 third party liability coverage and, where applicable, business use coverage as required by the Insurance Corporation of British Columbia.

Minimizing Risk

Based on the nature and circumstances of the travel that must be carried out, the types of private vehicles authorized for use on the Employer's business are to provide reasonable personal protection to the employee/appointee and ministry clients to minimize the risk of personal injury and potential liability to the Crown.

Damage to Private Vehicle

Damage to an employee/appointee's private vehicle, as a direct result of employment with the Province, will be reimbursed where provided for by the applicable collective agreement or Terms and Conditions of Employment, in accordance with Appendix 1.

Vehicles—General

Firearms in Vehicles

Firearms of any description are not to be carried in any vehicle being used on the Employer's business unless the firearm is required for the employee/appointee's duties, has been specifically authorized for such uses and is safely transported under approved conditions.

Parking Assignment

Accommodation and Real Estate Services, Ministry of Labour and Citizens' Service provides parking for government ministries and agencies. Available parking is administered in accordance with provisions within Appendix 2.

Foreign/Extended Travel

Employees/appointees posted from British Columbia to a foreign location or hired locally in a foreign location who are required to travel on the Employer's business while in the local area, will be reimbursed travel expenses in accordance with Appendix 1.

Employees/appointees required to travel away from their headquarters for extended periods will be afforded the opportunity to return home as provided for in the appropriate collective agreement or *Terms and Conditions of Employment*.

Meals

Meals within headquarters or geographic location are reimbursed in accordance with the provisions of an applicable collective agreement, *Terms and Conditions of Employment*, or Appendix 1. Meal expense reimbursement rates for travel to and from the United States, and all other foreign locations, are also outlined in Appendix 1.

Relocation

Eligibility for reimbursement of travel expenses incurred during relocation, for employees/appointees and dependents, is set out in Terms & Conditions of Employment for Excluded Employees/Appointees or applicable collective agreement. The rates for eligible travel expense reimbursement are specified in Appendix 1.

Injury, Loss, and/or Damage

Injured Employee Transport

An employee/appointee injured on the job and requiring medical care will be transported to appropriate medical services by the Employer, or at the Employer's expense. Return transportation to the work site or the employee/appointee's local accommodation (as appropriate) will also be provided or paid for by the Employer.

Vehicle Damage

Where vehicle damage has occurred, it must be reported, and ministries must verify this damage happened in the course of an employee carrying out Employer business, in accordance with Treasury Board Directives.

The Risk Management Branch will adjudicate the claim and notify the relevant ministry of their findings. The claim will be paid from that ministry's funds.

Personal Property Loss/Damage

Instances of extraordinary personal property damage or loss must be reported, in accordance with Treasury Board Directive. In addition, ministries must verify that this damage or loss: occurred while the employee was on Employer business; was for items pertinent to that business, all access to recovery through other avenues (personal insurance policies, action against other responsible parties) has been exhausted, and reasonable recovery efforts have been made.

An employee/appointee may be reimbursed for extraordinary loss of or damage to personal property pertinent to the performance of his/her duties, in accordance with the provisions of the applicable collective agreement, *Terms and Conditions of Employment*, or Appendix 1.

The Risk Management Branch will adjudicate the claim and notify the relevant ministry of their findings. The claim will be paid from that ministry's funds.

Administration

Reimbursement of Expenses

Reimbursement of business travel expenses for Group I, II and III employees/appointees will be in accordance with the rates and provisions contained in Appendix 1. Administrative and claim procedures for reimbursement, published by the Office of the Comptroller General and Risk Management Branch, should also be referenced.

Discretion

Where Group I and II employees/appointees are required to attend a government function, with the Minister, Parliamentary Secretary, Deputy Minister or Associate Deputy Minister, the Deputy Minister may authorize a higher per diem or meal rate (Group II or III) for the duration of the function.

Travel Advances

Employees/appointees required to travel on Employer business, who have not been issued a corporate credit card, may request an accountable travel advance to cover the anticipated travel expenses.

Responsibilities

The *Minister responsible for the BC Public Service Agency* is authorized to:

- establish and revise the business travel expense and loss or damage policies and rates of reimbursement;
- approve business travel expenses of an unusual or unique nature not otherwise covered in this directive;
- negotiate travel expense reimbursement rates with the bargaining units;
- establish and revise the policies for allocating available assigned parking spaces to bargaining unit employees;
- assign administrative responsibility for business travel expenses, loss or damage claims and employee/appointee parking;
- delegate any or all of these responsibilities.

The *Minister responsible for assigned parking* is authorized to:

- administer assigned parking spaces and allocate these to employees/appointees;
- delegate any or all of these responsibilities.

Accommodation and Real Estate Services, Ministry of Labour and Citizens' Services is authorized to:

- establish the number and standard of parking facilities to be provided for ministry and employee/appointee use;
- set the rates that Ministries are charged for designated parking spaces;
- allocate designated parking spaces to Ministries and Crown agencies;

- delegate any or all of these responsibilities.

The **Comptroller General** is authorized to:

- establish and amend administrative procedures to implement this directive;
- publish business travel claim procedures;
- delegate any or all of these responsibilities.

The **Minister responsible for the Risk Management Branch** is authorized to:

- establish and amend loss or damage claim policies and administrative procedures to implement the claim provisions of this directive;
- delegate any or all of these responsibilities.

Accountabilities

The **Associate Deputy Minister responsible for the BC Public Service Agency** is accountable for ensuring that:

- required negotiations are concluded with the bargaining units;
- revisions and updates to the business travel policies and rates are distributed to Ministries and the Comptroller General;
- revisions and updates to the assigned parking policies are forwarded to ministries and the Minister of Labour and Citizens' Services.

The **Deputy Minister responsible for assigned parking** is accountable for ensuring that:

- available assigned parking spaces are allocated and administered;
- parking fees from assigned parking are collected and remitted.

Accommodation and Real Estate Services, Ministry of Labour and Citizens' Services is accountable for ensuring that:

- the parking provided is marked, maintained and policed.

The **Comptroller General** is accountable for ensuring that:

- administrative procedures are in place to process business travel expenses;
- instructions are provided to all staff involved in administering business travel;
- records of business travel expenses are kept and statistical data provided as required.

The *Risk Management Branch* is accountable for ensuring that:

- administrative procedures are in place to process private vehicle damage claims and personal property loss or damage claims;
- instructions are provided to all staff involved in processing loss or damage claims;
- all damage and loss claims are adjusted;
- reports and statistical data are provided to ministries and agencies as required, including an annual summary of the number/type of claims filed and the amount requested; and the number of such claims accepted/rejected and the final amount paid for each claim;
- records of damage and loss claims are kept.

Deputy Ministers are accountable for ensuring that:

- business travel authorized is the most appropriate method of accomplishing program objectives;
- the means of travel approved represents the lowest cost alternative taking into account transportation, accommodation, travel time and other related costs;
- administrative procedures are in place to authorize, control and pay damage and loss claims;
- administrative procedures are in place to authorize, control and record business travel costs;
- administrative procedures are in place to allocate, control and pay for designated parking within the Ministry;
- information on business travel and parking allocation policies are provided to Ministry staff;
- mandatory accounting and reporting procedures are adhered to.

APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for GST credits).

Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2013 the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed.

CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the Accommodation Guide. Rates may vary between summer, winter and shoulder seasons.

Only the single government rate will be reimbursed.

The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

Other Expenses

1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):
Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

2. GST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded GST. A contractor with a GST registration number can claim input tax credits from Canada Revenue Agency.

3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

PRIVACY PROTECTION SCHEDULE (SCHEDULE C)

This Schedule forms part of the agreement between the Province of British Columbia (the "Province") and
The University of British Columbia (the "Coordinator")
respecting Employment and Labour Market Services File Number C14973 -019 (the "Agreement").

Definitions

1. In this Schedule,
 - (a) "access" means disclosure by the provision of access;
 - (b) "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia), as amended from time to time;
 - (c) "contact information" means information to enable an individual at a place of business number, business address, business email or business fax number of the individual; to be contacted and includes the name, position name or title, business telephone
 - (d) "personal information" means recorded information about an identifiable individual, other than contact information, collected or created by the Coordinator as a result of the Agreement or any previous agreement between the Province and the Coordinator dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the Province to comply with its statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Coordinator is aware of and complies with its statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Coordinator may only collect or create personal information that is necessary for the performance of the Coordinators obligations, or the exercise of the Coordinators rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Coordinator must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Coordinator must tell an individual from whom the Coordinator collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

6. The Coordinator must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Coordinator or the Province to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Coordinator receives a request for access to personal information from a person other than the Province, the Coordinator must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Coordinator to provide such access and, if the Province has advised the Coordinator of the name or title and contact information of an official of the Province to whom such requests are to be made, the Coordinator must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 business days of receiving a written direction from the Province to correct or annotate any personal information, the Coordinator must annotate or correct the information in accordance with the direction.
9. When issuing a written direction under section 8, the Province must advise the Coordinator of the date the correction request to which the direction relates was received by the Province in order that the Coordinator may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Coordinator must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Coordinator disclosed the information being corrected or annotated.
11. If the Coordinator receives a request for correction of personal information from a person other than the Province, the Coordinator must promptly advise the person to make the request to the Province and, if the Province has advised the Coordinator of the name or title and contact information of an official of the Province to whom such requests are to be made, the Coordinator must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Coordinator must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Province otherwise directs in writing, the Coordinator must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Coordinator must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

PRIVACY PROTECTION SCHEDULE

(SCHEDULE C)

Use of personal information

15. Unless the Province otherwise directs in writing, the Coordinator may only use personal information if that use is for the performance of the Coordinators obligations, or the exercise of the Coordinators rights, under the Agreement.

Disclosure of personal information

16. Unless the Province otherwise directs in writing, the Coordinator may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Coordinators obligations, or the exercise of the Coordinators rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Coordinator must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Coordinator may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in its custody or under its control the Coordinator:
- (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Coordinator knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure
- the Coordinator must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Coordinator may have to provide the notification contemplated immediately notify the Province. In this section, the phrase "unauthorized disclosure of disclosure of personal information in its custody or under its control, the Coordinator must by section 30.5 of the Act, if the Coordinator knows that there has been an unauthorized personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Coordinator, enter on the Coordinators premises to inspect any personal information in the possession of the Coordinator or any of the Coordinators information management policies or practices relevant to its management of personal information or its compliance with this Schedule and the Coordinator must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

21. The Coordinator must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Coordinator as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Province under this Schedule.
22. The Coordinator acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Coordinator does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Coordinator must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Coordinator, terminate the Agreement by giving written notice of such termination to the Coordinator, upon any failure of the Coordinator to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Coordinator" in this Schedule includes any subcontractor or agent retained by the Coordinator to perform obligations under the Agreement and the Coordinator must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Coordinator in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Coordinator must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Coordinator to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

31. INITIALS OF SIGNATORIES TO THE AGREEMENT

		
COORDINATOR	COORDINATOR	PROVINCE OF BRITISH COLUMBIA
DATE	DATE	DATE

Nov. 26/13 Dec 2/13

EMPLOYMENT AND LABOUR MARKET SERVICES

BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Jobs, Tourism and Innovation
(hereinafter referred to as the "Province")

AND: The University of British Columbia
(hereinafter referred to as the "Coordinator")

WHEREAS the Coordinator proposes to carry out the project described in Schedule A and has applied to the Province for financial assistance towards the costs of the project;

WHEREAS the Coordinator is eligible for financial assistance towards the costs of the project under the Employment and Labour Market Service referred to in Schedule A, Box 1, which has been established by the Province pursuant to Part II of the *Employment Insurance Act*;

AND WHEREAS the Province has agreed to make a contribution towards the costs of the Project;

The Province and the Coordinator agree as follows:

1.0 AGREEMENT AND TERM

1.1 The following documents and any amendments thereto form the Agreement between the Province and the Coordinator:

- a) these Articles of Agreement;
- b) the document attached entitled "Terms of Reference";
- c) the document attached as Schedule A entitled "Project Description and Contribution Details";
- d) the document attached as Schedule B entitled "Eligible Costs";
- e) the documents attached entitled "Policy Statement - Travel" and "Appendix 1 - Travel Allowances";
- f) the document attached as Schedule C entitled "Privacy Protection Schedule".

1.2 The term of this Agreement will be consistent with the Funding Period unless terminated in accordance with this Agreement.

2.0 INTERPRETATION

2.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

- a) "Eligible Costs" means the costs incurred by the Coordinator in carrying out the Project that are described in Schedule B, subject to the limits set out in the approved annual budgets attached to, and forming part of Schedule B;
- b) "Employment and Labour Market Services" means the labour market development programs provided by British Columbia under an agreement with Canada made pursuant to section 63 of the *Employment Insurance Act*;
- c) "FAA" means the *Financial Administration Act*;
- d) "Fiscal Year" means the period beginning on April 1 of one calendar year and ending on March 31 in the next calendar year;
- e) "Funding Period" means the period commencing on 01-12-2013 and ending 31-05-2015;
- f) "Project" means the activities described in Schedule A;
- g) "Provincial Mark" means any of the Province's trade-marks, official marks, business names, trade names, domain names, trading styles, logos, or other distinguishing marks, whether registered or unregistered;
- h) "Subcontractor" means a person that the Coordinator retains under a subcontract to provide services related to the Project; and
- i) "Terms of Reference" means the document that defines the purpose, activities and budget for the prescribed project and is attached to this Agreement.

3.0 CONTRIBUTION

3.1 Subject to the terms and conditions of this Agreement, the Province agrees to make a contribution to the Coordinator in respect of the Eligible Costs of the Project.

3.2 The amount payable by the Province during the Funding Period shall not exceed the amount set out below:

\$ 194,450.00

3.3 Notwithstanding any other provision in this Agreement, the Province's obligation to pay money to the Coordinator under this Agreement is subject to:

- a) there being sufficient funds available in an appropriation, as defined in the FAA, to enable the Province in any Fiscal Year when payment becomes due pursuant to this Agreement, to make that payment; and
- b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in subsection (a) of this section.

3.4 In the event there are not sufficient funds available in an appropriation referred to in subsection 3.3 (a), to enable the Province in any Fiscal Year when payment becomes due pursuant to this Agreement, to make that payment, or Treasury Board controls or limits, pursuant to the FAA, expenditure under an appropriation, the Province may reduce the amount of its contribution payable under this Agreement in that Fiscal Year or terminate this Agreement in accordance with section 13.1 of this Agreement.

- 3.5 Where, pursuant to section 3.4, the Province intends to reduce the amount of its contribution under the Agreement, it shall give the Coordinator **30 days** notice of its intention to do so.
- 3.6 Where, as a result of a reduction in funding, the Coordinator is unable or unwilling to complete the Project, the Coordinator may, upon notice to the Province, terminate the Agreement.
- 4.0 TERMS OF PAYMENT**
- 4.1 Upon signing of the Agreement, an initial payment shall be made of \$ 30,000.00.
- 4.2 Based on forecasts of cash flow requirements satisfactory to the Province in form and detail, the Province will make progress payments covering the Coordinators's estimated financial requirements for each payment period during the Funding Period.
- 4.3 Payments will be made quarterly. The Province may, at any time and in its absolute discretion, by notice, alter the frequency of such progress payments and change them to a monthly basis.
- 4.4 The progress payment for subsequent payment periods is conditional upon the submission by the Coordinator of claim for payment, in a form satisfactory to the Province and certified by a senior officer of the Coordinator. Each claim shall contain the following information in respect of the payment period ending one payment period prior to the payment period for which the progress payment in question is to be paid:
- a) a detailed list of Eligible Costs incurred and paid during the payment period; and
 - b) a statement certifying that all Eligible Costs claimed are in accordance with the Agreement.
- 4.5 Any interest earned on progress payments of the Province's contribution shall be accounted for by the Coordinator. Such interest shall be deemed to be part payment of the contribution and shall be taken into account in the calculation of the final payment by the Province, or repayment by the Coordinator as may be appropriate in the circumstances.
- 4.6 If the amount of the progress payment for a period exceeds the amount of the Eligible Costs incurred and paid during that period, the Province reserves the right to deduct the excess amount and any interest earned on the excess from any other amount payable under this Agreement.
- 4.7 The Province may withhold payment of any progress payment pending the completion of an audit of the Coordinator's books and records conducted either by the Province or by an independent auditor pursuant to paragraph 6.1 (g).
- 4.8 The Province may withhold up to 10% of its total contribution until the Project has been completed. Final payment will be made following:
- a) receipt and verification of a final claim for payment accompanied by an itemized statement of all Eligible Costs incurred and paid by the Coordinator during the Funding Period;
 - b) receipt of a statement certifying that all Eligible Costs claimed are in accordance with the Agreement; and
 - c) receipt of any audit report or other report or participant information that may be required to be submitted by the Coordinator under the terms of this Agreement.
- 4.9 Verification by the Province of the claim for final payment may include, if deemed advisable by the Province, the conduct of an audit by the Province of the Coordinator's books and records to verify the amount of the costs for which the Coordinator has claimed payment under this Agreement.

5.0 REPRESENTATION AND WARRANTY

- 5.1 The Coordinator declares that all information provided to the Province in connection with its application for funding under this Agreement is true and all relevant facts have been disclosed.

6.0 OBLIGATIONS OF THE COORDINATOR

6.1 The Coordinator shall:

- a) carry out and complete the Project in a diligent and professional manner, using qualified personnel;
- b) demonstrate to the satisfaction of the Province that the Project will maintain and implement any and all environmental protection measures that may be prescribed by competent authority for minimizing harm, if any, to the environment;
- c) upon request of the Province, produce any certificates, licenses and other authorizations required for the carrying out of the Project in respect of the rules relating to the environment;
- d) keep proper books of accounts and records, in accordance with generally accepted business and accounting practices, of the financial management of the Project. The accounts and records shall include payroll records of employees of the Coordinator who are carrying out the Project, records of all other Project expenditures and revenues including funding for Project costs received from other sources;
- e) during the Funding Period and for a period of seven (7) years thereafter, the Coordinator shall make its books of accounts and records referred to in paragraph (d) available at all reasonable times for inspection and audit by representatives of the Province to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Coordinator as Eligible Costs. The Coordinator shall permit the Province's representative to take copies and extracts from such books and records;
- f) furnish the Province with such additional information as it may require with reference to such books and records;
- g) if requested by the Province at any time during the course of this Agreement, the Coordinator shall retain the services of a duly qualified accountant approved by the Province to carry out an audit of the books and records relating to the Project. The audit report shall include the following:
 - i) a certified financial statement providing details of the total actual expenditures made under this Agreement;
 - ii) a statement certifying the total payments of the Province's contribution received by the Coordinator, including the amount of interest that has been accrued on any initial payments or progress payments of the contribution;
 - iii) a statement certifying that the contribution payments received and expenditures in respect of which they were paid, were in accordance with the Agreement; and
- h) provide a copy of the audit report to the Province within 30 days of its completion.

6.2 The Coordinator shall disclose to the Province without delay any fact or event that the Coordinator is aware of from time to time which may compromise the Coordinator's chances of success in carrying out the Project.

6.3 The Coordinator shall obtain, prior to the commencement of any Project activity, all permits, licenses, consents and other authorizations that are deemed necessary to permit the carrying out of the Project.

6.4 The Coordinator shall carry out the Project in compliance with all laws, by-laws and regulations.

6.5 The Coordinator will indemnify and save harmless the Province and the Province's employees and agents, from and against any and all 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 the expiration or termination of this Agreement, which are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Coordinator, or of any of its agents, employees, officers, directors or subcontractors in providing the Services excepting always liability arising out of the independent, negligent acts or omissions by the Province or any of its employees, agents or subcontractors.

7.0 NEPOTISM

7.1 No cost incurred in relation to, or wages paid to a third party (administrative staff, research subject, or any other party) who is a member of the immediate family of the Coordinator or its officer or director, or any committee member, if there is a committee, is eligible for reimbursement under this Agreement unless the Province is satisfied that the participation, recruitment or hiring of that third party was not the result of favoritism by reason of membership in the immediate family of the Coordinator, its officer or director, or the committee member, as the case may be.

7.2 For the purposes of section 7.1, "immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father-in-law, mother-in-law, or a relative permanently residing with the Coordinator, its officer or director, or the committee member, as the case may be.

7.3 For the purpose of section 7.2, "common law partner" means a person who is cohabiting with the Coordinator or its officer or director, or a committee member, in a conjugal relationship and has done so for a period of at least one year.

8.0 REPORTS AND INFORMATION

- 8.1 Where the Funding Period is for a multi-year period, the Coordinator shall, if requested by the Province, provide:
- interim progress reports describing the activities, achievements, successes and problems of the Project that occurred during each twelve (12) months of the Funding Period; and
 - a detailed annual work plan and forecast of Project expenditures for the coming twelve (12) month period.
- 8.2 The Coordinator shall provide the Province with such reports concerning the progress of the Project as the Province may from time to time request.
- 8.3 The Coordinator shall, upon request, permit representatives of the Province to have access to the site or sites where the Project activities are being carried out to monitor their progress.
- 8.4 The Coordinator shall provide the Province with copies of all reports, studies or other publications produced by the Coordinator in carrying out the Project. In addition, the Coordinator shall provide the Province with advance copies of final drafts of such reports, studies or other publications, and subsequent amendments to said reports, studies or other publications.

8.0A OWNERSHIP OF MATERIAL AND INTELLECTUAL PROPERTY

- 8.1A The expressions listed below have the following meanings for the purposes of this Article:
- "Commercial" means being able to make a profit, or acting with sole or chief emphasis on saleability, profit, or success;
 - "Intellectual Property" means intangible (non-physical) property which includes scientific or scholarly discoveries, copyright, computer software, moral rights related to copyrighted materials, trademarks, official marks, domain names, patents, industrial designs, literary, artistic, musical or visual works and know-how arising from the Project;
 - "Material" means all findings, data, reports, documents, records and material (both printed and electronic, including but not limited to, on hard disk or diskettes), whether complete or otherwise, that have been produced, received, compiled or acquired by the Coordinator, or provided by or on behalf of the Province to the Coordinator as a direct result of this Agreement, but does not include property owned by the Coordinator;
 - "Non-Commercial" means not being able to profit financially at any time from the use of the Material, or not acting with sole or chief emphasis on saleability, profit, or success by the following organizations and their employees: government ministries, agencies, boards and commissions; educational institutions (such as public school boards, public post-secondary institutions, community and technical institutes); and non-profit organizations (such as public libraries, charities, and other organizations created for the promotion of educational, health or social services purposes);
- 8.2A The Province acknowledges and agrees that the Coordinator owns all right, title and interest in the Material and the Intellectual Property.
- 8.3A The Coordinator acknowledges and agrees that the Coordinator may not use the Material for any Commercial purpose, or permit any other person or organization to use the Material for any Commercial purpose, without the prior written agreement of the Province.
- 8.4A The Coordinator hereby grants the Province a perpetual, non-exclusive, irrevocable, world-wide, fully paid up and royalty-free license to use, make, copy, distribute, translate, practice, and reproduce the Material and the Intellectual Property for scientific, educational, public good and other Non-Commercial uses. In addition, the Coordinator grants the Province the additional rights to incorporate all or portions of the Material in any report created by the Province and to further develop any report, study or other publication produced by the Coordinator in carrying out the Project, provided that content is not materially modified without the written approval of the Coordinator. Upon the Province's request, the Coordinator will deliver documents satisfactory to the Province that waive in the Province's favour any moral rights to any report, study or other publication produced by the Coordinator in carrying out the Project that the Coordinator's employees or contractors may have.
- 8.5A Subject to meeting the requirements set out in sections 8.3A and 9.1(b), the Coordinator and its employees or contractors will not be restricted from presenting, publishing or otherwise disseminating accounts of the work pertaining to this Agreement. Any presentation, publication, or other dissemination of accounts of the work pertaining to this Agreement will recognize the Province and the Government of Canada in accordance with Section 9.1 (a) of this Agreement.

9.0 PUBLIC ACKNOWLEDGEMENT

- 9.1 The Coordinator shall:
- ensure that in any communication activities, publications, advertising or press releases relating to the Employment and Labour Market Services, this Agreement and the services provided pursuant to this Agreement, include an appropriate acknowledgment of the Province and the Government of Canada, in terms satisfactory to the Province;
 - consult with and obtain approval from the Province prior to engaging in any communication activities, publications, advertising or press releases, relating to this Agreement or the Employment and Labour Market Services;
 - cooperate and assist the Province with communication strategies related to this Agreement;
 - prominently display in any materials the Coordinator produces and distributes to the public for the purpose of publicizing or promoting the Project, an acknowledgment of the Province, the form, content and location of which is subject to approval by the Province;
 - post signage that acknowledges the Province and the Government of Canada, the form, content and location of which is subject to approval by the Province;
 - incorporate a Provincial Mark in any acknowledgment described in subsection (d) or any signage described in subsection (e); and
 - not use any Provincial Mark in any capacity or for any purpose other than those set out in subsection (f).
- 9.2 Forthwith after the execution of this Agreement, the Province will provide the Coordinator with the Provincial Mark for use as described in section 9.1.
- 9.3 The Province will consult with the Coordinator before making any public comment about this Agreement, or the Project that references the Coordinator's name.

10.0 DISPOSITION OF ASSETS

- 10.1 The Coordinator shall preserve any capital assets acquired with the contribution and use them for the purposes of carrying out the Project unless the Province authorizes their disposition.
- 10.2 Upon completion of the Project or termination of the Agreement, the Coordinator agrees to dispose of, in such manner as the Province may direct, all capital assets purchased under this Agreement other than:
- a) assets costing less than \$1000.00,
 - b) assets that have been physically incorporated into the premises of the Coordinator, and
 - c) assets that have been consumed or expended in carrying out the Project.
- 10.3 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by the Province, any assets referred to in section 10.2 costing \$1000 or more that have been preserved by it shall be:
- a) sold at fair market value and the funds realized from such a sale applied to the Eligible Costs of the Project to offset the Province's contribution;
 - b) turned over to another person or organization designated or approved by the Province; or
 - c) disposed of in any other manner as may be determined by the Province.

11.0 DEFAULT

- 11.1 Any of the following constitutes an Event of Default:
- a) the Coordinator becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time being in force relating to bankrupt or insolvent debtors;
 - b) an order is made or resolution passed for the winding up of the Coordinator, or the Coordinator is dissolved,
 - c) the Coordinator ceases to operate;
 - d) the Coordinator is in breach of the performance of, or compliance with, any term, condition or obligation on its part to be observed or performed pursuant to this Agreement;
 - e) the Coordinator has submitted false or misleading information to the Province;
 - f) in the opinion of the Province, the Coordinator has failed to proceed diligently with the Project;
 - g) in the opinion of the Province, there is a material adverse change in risk in the Coordinator's ability to carry out the Project.
- 11.2 If an Event of Default
- a) specified in section 11.1(a), (b) or (c) has occurred, or
 - b) specified in section 11.1 (d), (e), (f) or (g) has occurred and has not been remedied within 15 days of receipt by the Coordinator of written notice of default, or a plan satisfactory to the Province to remedy such Event of Default has not been put into place within such time period;
 - c) the Province may, in addition to any remedies otherwise available, immediately terminate this Agreement. Upon termination of the Agreement, the Province shall have no obligation to make further contribution to the Coordinator.
- 11.3 In the event the Province gives the Coordinator written notice of default pursuant to section 11.2(b), the Province may suspend any further payment under this Agreement until the end of the period given to the Coordinator to remedy the Event of Default.
- 11.4 The fact that the Province refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon the Province shall not prevent the Province in any way from later exercising any other right or remedy under this Agreement or other applicable law.

12.0 NOTICE

- 12.1 Any notice to be given, and all reports, information and other documents to be provided under this Agreement shall be sent by regular mail, personal service, facsimile, registered mail or email at the postal address, fax number or e-mail address, as the case may be, of the receiving party. If there is any change to the postal address, fax number or email address or contact person of a party, the party concerned shall notify the other in writing of the change.
- 12.2 Notice, information or other documents delivered in person shall be deemed to have been received on delivery. Any notice, information or other document sent by facsimile or e-mail shall be deemed to have been received one working day after it is sent, or if sent by mail, five (5) days after the date of mailing.

- 12.3 Any notice or correspondence shall be addressed to: in the case of the Coordinator, the address set out in Schedule A;
in the case of the Province,

Labour Market Partnerships Program
BC Ministry of Jobs, Tourism and Innovation
PO Box 9190 Stn Prov Govt
Victoria BC V8W 9E6

13.0 RIGHT OF EARLY TERMINATION

- 13.1 Either party may terminate this Agreement at any time without cause upon not less than **30 days** notice of intention to terminate.
- 13.2 In the event of a termination notice being given by the Province under this section to the Coordinator to the address set out in Schedule A of this Agreement,
- a) the Coordinator shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto;
 - b) all Eligible Costs incurred by the Coordinator up to the date of termination will be paid by the Province, including its costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided that payment and reimbursement under this section shall only be made to the extent that it is established to the satisfaction of the Province that the costs mentioned herein were actually incurred by the Coordinator and the same are reasonable and properly attributable to the termination of the Agreement; and
 - c) the amount of any contribution funds which remain unspent shall be promptly repaid to the Province.
- 13.3 The Coordinator shall negotiate all contracts related to the Project, including subcontracts and employment contracts, on terms that will enable the Coordinator to cancel same upon conditions and terms which will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Coordinator shall cooperate with the Province and do everything reasonable within its power at all times to minimize and reduce the amount of the Province's funding obligations in the event of termination of this Agreement.

14.0 DECLARATION REGARDING OUTSTANDING AMOUNTS OWED TO THE GOVERNMENT

- 14.1 The Coordinator declares that it has provided the Province with a true and accurate list of all amounts owing to the federal government or the Province which are past due and in default or arrears as of the time of the Coordinator's application to the Province for funding. The Coordinator recognizes that any such amounts owing to the federal government or the Province may be deducted from, or set-off against amounts payable to it under this Agreement.

15.0 LOBBYIST'S REGISTRATION

- 15.1 The Coordinator declares that any person who has been lobbying on behalf of the Coordinator to obtain the contribution that is the subject of this Agreement and who is required to file a return with the registrar pursuant to sections 3 and 4 of the *Lobbyists Registration Act*, was compliant with those sections at the time the lobbying occurred.

16.0 USE OF SUBCONTRACTORS

- 16.1 The Coordinator must not subcontract any of the Coordinator's obligations under this Agreement without the prior written consent of the Province. The Coordinator must use a fair, accountable and transparent competitive process to procure goods and services under subcontract for this Project.
- 16.2 No subcontract the Coordinator enters, whether the Province consents to it or not, relieves the Coordinator from any obligation under this Agreement.
- 16.3 The Coordinator must ensure that every Subcontractor fully complies with this Agreement and all attached Schedules, in performing any subcontracted obligation.
- 16.4 Every contract between the Coordinator and a Subcontractor to provide any services related to the Project must include a term that obligates the Subcontractor to comply fully with this Agreement and all attached Schedules in performing any subcontracted obligation.
- 16.5 The Province reserves the right to review the terms and conditions of any contract between the Coordinator and any Subcontractor to determine to the Province's satisfaction that the Coordinator complies with subsection 16.3.

17.0 NON-LIABILITY OF THE PROVINCE

- 17.1 This Agreement is an agreement for a financial contribution to the Project only, not a contract for services or a contract of service or employment. The Province's responsibilities with respect to the Project are limited to providing financial assistance to the Coordinator towards the Eligible Costs. The parties hereto agree that nothing in this Agreement shall be construed as creating a partnership, employment or agency relationship between them.
- 17.2 Nothing in this Agreement creates any undertaking, commitment or obligation by the Province respecting additional or future funding for the Project beyond the Funding Period and the Province shall have no responsibility for any costs that exceed the maximum contribution payable under the Agreement.
- 17.3 The Province shall not be liable for any injury to or loss suffered by the Coordinator or any employee, officer, agent or contractor of the Coordinator, including, without limitation, death or economic loss, caused by or in any way related to the carrying out of the Project or to performance of any of the Coordinator's obligations relating thereto under this Agreement.
- 17.4 The management, supervision and control of the employees of the Coordinator are the sole and absolute responsibility of the Coordinator. The Coordinator shall be solely responsible for any and all payments and deductions required by law to be made in respect of its employees, including those required for Canada Pension Plan, employment insurance, workers' compensation and income tax.

18.0 REPAYMENT REQUIREMENT

- 18.1 Upon expiry of the Funding Period or upon termination of the Agreement, if earlier, the Coordinator shall immediately repay to the Province any amount by which the contribution paid to the Coordinator exceeds the amount to which the Coordinator is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Coordinator is not entitled include:
- a) the amount of any unspent initial payments or progress payments of the contribution in the hands of the Coordinator,
 - b) any amount paid in error or in excess of the amount of costs actually incurred,
 - c) amounts paid in respect of costs which are determined by the Province to be ineligible, and
 - d) any amount in excess of the Province's maximum contribution set out in section 3.2.
- 18.2 Such amounts described in section 18.1 are debts to the Province and interest shall be charged on overdue debts in accordance with the *Interest on Overdue Accounts Receivable Regulation made under British Columbia's Financial Administration Act*.

19.0 GENERAL

19.1 Access to Information

Subject to the *Freedom of Information and Protection of Privacy Act*, all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the *Act*.

19.1A Privacy

The Coordinator must comply with the Privacy Protection Schedule attached as Schedule C.

19.2 Amendment

This Agreement may be amended by the mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.

19.3 Non-Assignment of the Agreement

The Coordinator shall not assign this Agreement or any part thereof without the written authorization of the Province. Any assignment made without the Province's authorization is void and of no effect.

19.4 Conflict of Interest

- (1) No member of the House of Commons or any Provincial Legislature shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.
- (2) It is a term of this Agreement that a person to whom section 8 of the *Members Conflict of Interest Act*, applies, shall not derive a direct benefit from this Agreement unless he or she is in compliance with that *Act*.
- (3) The Coordinator must not provide and must not knowingly allow any employee or Subcontractor the Coordinator hires or retains with respect to the Project to provide any service to any person in circumstances that, in the opinion of the Province, could give rise to a conflict of interest between the duties of the Coordinator to that person and the duties of the Coordinator to the Province under this Agreement.

19.5 Insurance

- (1) The Coordinator, without limiting its obligation or liabilities and at its own expense, purchase and maintain throughout the term of this agreement the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
- (a) Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:
 - (i) include the Province as an additional insured;
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change; and
 - (iii) include a cross liability clause.
- (2) All insurance described in subsection 19.5 (1) must:
- (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
- (3) The Coordinator must provide the Province with evidence of all required insurance as follows:
- (a) within 10 Business Days of commencement of the Services, evidence of all required insurance in the forms of a completed Province of British Columbia Certificate of Insurance;
 - (b) if any required insurance policy expires before the end of the Term, within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Coordinator must provide to the Province certified copies of the required insurance policies.
- (4) The Coordinator must obtain, maintain and pay for any additional insurance which the Coordinator is required by law to carry, or which the Coordinator considers necessary to cover risks not otherwise covered by insurance specified in this Agreement in the Coordinator's sole discretion.

19.6 Official Languages

Any notice, advertisement or other information relating to the activities of the Coordinator being funded under this Agreement that is for the information primarily of members of the public who are resident in the community in which the activities are to be carried out, and any service related to the Project that is to be provided or made available by the Coordinator to members of the public who are resident in the community in which the activities are to be carried out, shall be made available in either of Canada's official languages where, in the opinion of the Province there is a significant demand for that notice, advertisement, other information or service in that official language.

19.7 In this Agreement, 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.

19.8 Entire Agreement

This Agreement, including all Schedules attached hereto, constitutes the entire agreement between the Coordinator and the Province with respect to its subject matter and supersedes all previous understandings, agreements, negotiations and documents collateral, oral or otherwise between them relating to its subject matter in the event of conflict.

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 12.1 or any other method agreed to by the parties.

19.9 Effective Date and Duration of Agreement

The Agreement shall be in force and effect when signed by both parties. Notwithstanding the termination of this Agreement, the obligations of the Coordinator in any other sections of this Agreement which, by their terms or nature, are intended to survive the termination of this Agreement including sections 6.1(e), 8.3A, 8.4A, 8.5A, 10.2, 10.3, 18.1 and 18.2 shall remain in force until they are satisfied or by their nature expire.

19.10 Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

19.11 Execution and Delivery of Agreement

The parties have executed this Agreement as follows:

Signed this _____ day of _____

For the Province by its duly authorized representative

_____	_____
Name	Position
_____	_____
Signature	(Date)

Signed this _____ day of _____

For the Coordinator

_____	_____
Name	Position
_____	_____
Signature	(Date)

_____	_____
Name	Position
_____	_____
Signature	(Date)

**SCHEDULE A
PROJECT DESCRIPTION AND CONTRIBUTION DETAILS**

LABOUR MARKET PARTNERHIPS PROGRAM				FILE NUMBER C14973 019	MINISTRY NUMBER 125
NAME OF COORDINATOR The University of British Columbia				RESP CODE 51973	SERVICE LINE 11855
				SUPPLIER NUMBER 2395753 001	
LEGAL NAME OF COORDINATOR (If different from above)					
MAILING ADDRESS 221 181 Keefer Place				AREA CODE TELEPHONE NO. (604) 568 8433	
CITY/TOWN Vancouver	PROVINCE BC	POSTAL CODE V5Z 1X5	AREA CODE FAX NO. ()		
NAME OF CONTACT PERSON Chris Kantowicz		TELEPHONE NO (If different from above) ()			
OBJECTIVE / DESCRIPTION OF ACTIVITIES / EXPECTED RESULTS See Terms of Reference					
DURATION OF ACTIVITY <div> <div> Y M D FROM 2013 12 01 </div> <div> Y M D TO 2015 05 31 </div> </div>					
PROVINCE'S CONTRIBUTION					
COST CATEGORIES		PROVINCE	FUNDS FROM OTHER SOURCES		
			CASH	IN-KIND	
See Terms of Reference for cost categories					
Total		\$194,450.00		\$94,000.00	

ESTIMATED TOTAL PROVINCIAL CONTRIBUTION

\$194,450.00

INITIALS OF SIGNATORIES TO THE AGREEMENT					
COORDINATOR	DATE	COORDINATOR	DATE	PROVINCE OF BRITISH COLUMBIA	DATE



Terms of Reference: Labour Market Partnerships Contribution Agreement

Applicant: ISIS Research Centre, Sauder School of Business at the University of British Columbia
Project Title: Social Venture Sector Labour Market Study

1. Project Background

Brief description of the need for the project, the partners or stakeholders who have an interest in its completion and why the project is necessary or viable at this time.

With global income inequalities and the ever growing list of environmental challenges, Social Ventures are emerging as a viable model to achieving social missions through revenue generating business operations. Social Ventures are growing as a sector in themselves with an emerging labour market, not just in British Columbia but around the world. BC is increasingly being seen as a hub of social venture growth and recent initiatives have contributed to this. The province-wide BC Ideas competition, BC Partners for Social Impact, the Social Venture Institute, the Ideas for Impact speaker series and numerous incubator and accelerator programs have driven engagement in this sector. Many of these initiatives have received support from the province, local municipalities, foundations and other stakeholders looking to grow the sector especially over the past five years. In addition social ventures are attracting new capital by leveraging new and emerging finance mechanisms to support social innovation in the province. Additionally, the imminent BC legislative changes (July 29th, 2013) that are producing the new legal entity of the Community Contribution Company will drive even more social venture development in the near future.

Despite all this activity and attention, the social venture sector remains difficult to quantify. The labour needs of the sector are even less clear despite anecdotal evidence that jobs in social ventures are growing and are more attractive to new generations of employees as individuals have become jaded with traditional sector jobs.

Previous studies and data on the sector come from intermediary organizations such as Enterprising Non Profits, Social Venture Institute, and B Corps. A report published by the BC and Alberta Research Alliance on the Social Economy (BALTA) in 2009 indicated 231 social enterprises were in existence in BC. However the definition that was used for that study, only counted social enterprises that were defined as business ventures that were owned or operated by a non-profit. This narrow definition that is usually used for 'social enterprises' is contrasted by a 'social venture' definition that captures the broader group of business models that combine traditional business generating activities with an implicit social or environmental impact mission.

In fact, a critical part and first step of this ISIS project will be to clearly define the social venture sector. Broadly speaking, a social venture is an organization that has at its core an intentional social mission, and achieves that mission through revenue generating activities such as selling products or services. Social ventures can be structured as a for-profit or non-profit organization. The entity can also take a variety of functioning models such as co-operatives and Community Contribution Companies. This expanded scope of what the community defines as a social venture will involve a much larger number of organizations than the 2009 study by BALTA. This will create a clearer and more comprehensive understanding of the size and scope of this sector in British Columbia. A study of this nature will establish a baseline for the sector and allow for all parties to use a common definition and understanding of the sector's labour needs.

Partners for this project such as enp, BC Partners for Social Impact, BALTA, Community Futures and Regional Trusts have a significant interest in the completion of this work to establish a baseline for this sector, and be more adequately prepared to promote and support the organizations within this growing sector from the labour market perspective. Particularly focusing on the human capital aspects of this sector, including employee education and training, attraction, management and retention. The partners will be more suited and informed to show the value of the sector and work with stakeholders to meet labour market needs.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Additional to the project partners there are several stakeholders who have a vested interest in the completion of this sector study for their ongoing work in social innovation. Stakeholders will include;

1. Government bodies will be better prepared to create appropriate policies for sector organizations and employees, by understanding the size and makeup of the sector. This study will provide the tools to government to make more informed decisions regarding program funding, support services, and platform focuses.
2. Education institutions will be better informed to create training and education programs focused on social venture sector. Clearly understanding the skills and knowledge that are captured in the sector while identifying the labour market gaps will lead to developing curriculum for the new entrants.
3. Financial institutions, which are developing new financial tools for the sector or considering entering the sector, will have a much better understanding of the tools that are required in the sector. As organizations attempt to train, attract, and retain employees; flexible and innovative financial tools will become critical in their growth.
4. Social innovation researchers will have a comprehensive understanding of the social venture sector value in BC and will be able to use this study as a baseline for ongoing work across BC, Canada and abroad.
5. Social ventures themselves will benefit from this work, as more integrated programming, education, tools, and financing opens up to them. At the same time developing a clearly picture of the labour market, organizations will be increasingly able to make educated and strategic decisions regarding labour issues or challenges that they face.

Currently little is understood of the social venture sector from a human capital and labour market perspective including demographic indicators, education levels, career paths in the sector, current pool of knowledge, skills, and experience, and human resource needs across the sector. Despite this lack of clarity, there is a significant amount of work and support being driven to the sector through province wide initiatives and legislative changes because of the qualitative value that is seen as a result of the sector. As the sector expands, and new legislation is created to drive further change, it will be essential to understand the sector from a labour market perspective. This knowledge will be crucial in enabling the project partners and stakeholders in developing and delivering services, programs, and policies that are appropriate to support the sector and in turn its labour market growth.

2. Project Purpose

Clear statement of the labour market/human resource issue to be addressed and how this project will make a difference.

The overall objective of this project is to develop a benchmark for the social venture sector in British Columbia, from a labour market perspective. First, to provide context for the study we propose measuring the size and scope of this emerging social venture sector. Once we have established this context, we aim to delve into and understand the characteristics of the social venture labour market including:

- Size (number of ventures, annual revenue, number of employees)
- Type of organizations (business model, industry sector, impact mandates)
- Geographical Distribution (rural, urban, regions)
- Employment demographics (age, experience/skills, employment type – FT or PT, are employees subsidized or have a designation)
- Venture Labour Snapshot (retention levels, open positions, skill gaps, salaries, benefits, support services)
- Trends for future of the sector



Terms of Reference: Labour Market Partnerships Contribution Agreement

Our ability to understand the sector and the labour market associated with it will be crucial in enabling the government, educational institutions, and intermediaries to deliver services that are appropriate to support the sector. Most importantly this work will provide a baseline to inform strategies and next steps for this growing sector to create ongoing access to the people and skills that it needs.

3. Project Partners

- *Name of lead organization;* ISIS Research Centre, Sauder School of Business, UBC
- *History/capacity of lead organization in relation to its capacity administer the agreement*
ISIS at the Sauder School of Business is focused on leveraging business tools to advance social innovation and sustainability, through research, incubation, and application. ISIS defines social innovation as a new approach which fosters initiatives that contribute to solving existing social, cultural, economic, political, and environmental challenges. This encompasses concepts such as social enterprise, social finance, and strategic corporate social responsibility. What it does not involve is simply throwing money at a problem. Rather, ISIS aims to build institutions designed to create value rather than dependency.

The core research themes at ISIS are building the [low carbon economy](#), [social economy](#), and [economic development with First Nations](#). The organizational mandate is to build intellectual and human capacity by linking knowledge with action to further the field of sustainability and social innovation. ISIS has been involved in several large-scale research projects touching on labour market analysis including:

- [Vancouver's Green Economy](#)
- [Social Enterprise as Vehicles for Employment](#)
- [Health Technology Access Policy Project \(HTAPP\)](#)
- [Project Blue Sky](#)

In all these projects ISIS played the lead project proponent with responsibilities including identifying the scope of the project, recruiting researchers, students and administrators to the project, actively managing the ongoing work of the project and all project partners, managing the final deliverables of the project, and working with the project partners to effectively distribute project outcomes. ISIS is uniquely positioned to manage the project from ideation to completion, through active engagement of project partners throughout the province.

- *Roles and responsibilities of partners.*

enp – enterprising non-profits: enp will play a critical intermediary role to this project. enp works to promote and support social enterprises throughout BC. The team will be working with enp to determine appropriate connections throughout communities across the province. Enp will be a member of the advisory research committee.

BC Partners for Social Impact: BC PSI will be an intermediary connector to groups, and communities across the province, as well as a key partner in the dissemination stage of the project. The BC Partners group is composed of multiple actors in the social venture space including social ventures, educators (UBC, SFU, UVic), business (employers such as Telus, Urban Systems), financial institutions (Vancity), government, intermediaries (enp), and thought leaders (Al Etmanski, Jim Fletcher).

BALTA – BC and Alberta Research Alliance on the Social Economy: ISIS has been a participant in past BALTA research projects. The organization's role in measuring the social enterprise sector in BC in 2009 will be a starting point for the proposed broader study. ISIS will be working with the BC arm of this group of researchers to tap into their expertise in the social economy and their community groups across the province.

Regional Trusts: Regional trust organizations are intermediaries within regional communities in BC. These will be critical partners in connecting ISIS researchers with social venture organizations throughout the province.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Community Futures: Community Futures are intermediaries within communities in BC. These will be critical partners in connecting ISIS researchers with social venture organizations throughout the province.

Chamber of Commerce: The 115 Chamber of Commerce in BC are going to be critical intermediaries representing commerce centres around the province. The team will work with the Chamber of Commerce to identify ventures that will and could fit into the social venture definition.

- *Research Team and Advisory Committee Structure*

The way the project will be structured will include the research team and an advisory research committee.

Research Team: The research team will be made up of the lead professor (Dr. James Tansey); a Lead Researcher who will be hired specifically for this project and will lead the implementation of the research plan, coordinate the research assistants, meet with stakeholders and undertake multiple aspects of the primary and secondary research for the duration of the research project; several research assistants, and a main ISIS advisor (Chris Kantowicz, Director of Strategy). The research team will meet on a weekly basis to coordinate research, evaluate findings, and ensure progress against the research plan. The research team will meet with the advisory committee on a quarterly basis.

Advisory Research Committee: The advisory committee will function as the official advisory board of the research project, providing guidance, insights and recommendations to the research team on: sector definitions, research process, research progress, research finding review, and dissemination. The advisory research committee will be composed of 10 individuals who will represent different aspects of the social venture sector, employers, training organizations and academics. Following is a list of organizations who we will seek representation from to fill the seats on the advisory committee: Enterprising Non Profits (social venture sector and employers), Vancity (social venture, financial institution, and employer), Al Etmanski (thought leader), social ventures such as the YWCA, Tyze, Potluck, Coro Strandberg and representation from the City and Province.

4. Project Objectives

- *What is the intended outcome(s) of the project?*

The intended outcomes of the project are to:

- a. Define and measure the size and scope of the social venture sector in BC (including geographic distribution, business model, industry focus).
- b. Develop a clear picture of the impact the sector has on the labour market by understanding the number of employees, roles, skills, retention strategies and employment opportunities that exist in the sector.
- c. Compare the labour market for the social venture sector to the broader BC labour markets. Identify how it differs from other labour markets, why and what implications that has.
- d. Uncover the challenges the sector is facing from a labour perspective.
- e. Forecast trends that will affect the social sector labour market in the future.

- *Who will benefit and why?* The following groups and organizations will benefit from this project in a variety of different ways.

- a. The social venture community would benefit from this study in two different ways. 1) The ability to understand the scope and size of this community would allow social ventures and stakeholder organizations to build better networks and sector associations. These new connections and groups could eventually support employee training programs, professional development, and support sector trends. 2) The sector would have a clear understanding of their employees (within different geographies), including gender distribution, age distribution, skills and experience distribution. This will inform future strategies for new employee attraction and retention within the sector.

Terms of Reference: Labour Market Partnerships Contribution Agreement

- b. Government bodies including the provincial government will be able to create better programming, services and policies to support the sector and its employees.
- c. Education institutions will be better informed to create training and education programs focused on social venture sector. Clearly understanding the skills and knowledge that are captured in the sector while identifying the labour market gaps will lead to developing curriculum for the new entrants.
- d. Social Innovation Researchers: This project will create a baseline of work for researchers across BC, Canada and beyond to develop further research and body of work to support this sector. Additionally, this report can be used a way to start a national dialogue(s) about the value of the social venture sector within our provinces and across Canada.
- e. Financial institutions, which are developing new financial tools for the sector or considering entering the sector, will have a much better understanding of the tools that are required in the sector. As organizations attempt to train, attract, and retain employees flexible and innovative financial tools will become critical in their growth.

5. Measurable Results

- *What are the tangible final products of the project?*
The final product of the project will be a comprehensive industry report illustrating the findings of the sector and labour market study illustrating the size and scope of the sector.
- *How are the activities of this project expected to impact the industry or sector?*
The final product of this project will provide government, business, academic and community stakeholders with an understanding of the size and scope of the sector, and the make up of its labour force. Despite increased attention for this sector, clear and detailed information is currently not available for this particular sector, since it is still poorly defined. Clearer knowledge and understanding of the sector's labour market has the power to create more robust support systems. These support systems would include, but would not be restricted to government programs, to financial tools to support human capital. Specifically these activities will impact the sector:
 - Sector associations will more clearly be able to create programs and services to support labour market issues that are identified through this report
 - Sector associations, because of understanding how the sector looks and what it has to offer to employees, will be more able to create campaigns to attract more individuals into the sector
 - Social Ventures themselves will be capable of making more informed decisions about their human capital strategies and challenges
 - Government will be able to develop more informed policies for the sector labour market
 - Educational institutions involved in this sector will be able to create more realistic and applicable curriculums for students (and potential employees) interested in working in this sector
 - Researchers will have a baseline of work to develop further research and industry studies to support the value of the sector across BC and Canada.

6. Project Duration

Proposed start date and end date.

Start Date: December 1st, 2013

End Date: May 31st, 2015



Terms of Reference: Labour Market Partnerships Contribution Agreement

7. Proposed Project Activities, Timeframe and Budget

Specific actions/activities that will be undertaken during the project in order to achieve the objective(s) including the proposed timeframe and estimated cost for each activity.

Activities (by phase)	Proposed Timeframe	Estimated Cost
Phase 1: Study of Sector Size & Scope	6 months	\$53,160
Phase 2: Sector Analysis	2 months	\$34,833
Phase 3: Labour Market Survey & Data Collection	4 months	\$67,832
Phase 4: Data Analysis & Report Preparation	3 months	\$24,750
Phase 5: Dissemination	1.5 months	\$13,875
Total	16.5 months	\$194,450

Phases 1 through 4 will constitute the active research and deliverable preparation of the project while Phase 5 will focus solely on active distribution of the results to the public, stakeholders, and social venture community across the province.

Phase 1: Study of Sector Size and Scope

Phase 1 of the project will focus on defining the social venture sector. What comprises a social venture? What ventures fit this definition and what ventures do not? Once the definition has been set, the remainder of this phase will be used to clearly size and scope the sector across the province. This will include identifying all organizations that fit into the social venture sector across urban and rural areas in British Columbia. In order to identify these organizations across the province the research team will be working with intermediaries such as regional trusts, chambers of commerce, and Community Futures that represent different geographic zones in BC. During this phase a final list of social ventures throughout the province will be identified and used as the list to move to phase 2 and 3.

Phase 2: Sector Analysis

The second phase will allow the research team to determine geographic distribution, sub sector focuses, and general size of the sector. At this stage, existing data sets (from Stats Canada and other sources) will be identified and analyzed to determine what level of detail can be extracted. Based on the gaps in data and the research priorities, a full market survey will be developed for dissemination by the team. The research team will also develop a clear plan for distributing and collecting the market survey.

Phase 3: Labour Market Survey and Collection

Phase 3 of the project will focus on distribution of the market survey to all social ventures identified in Phase 1. Surveys would be distributed and collected in a variety of formats electronic, paper, phone and potentially in person (depending on location) interviews to gather the data. Data will be collected in a central database using appropriate privacy protocols.

Phase 4: Data Analysis and Report Preparation

Phase 4 of the project will include synthesizing, analyzing, and extracting trend information from all the gathered data. Through this phase the team will be developing and completing the final deliverable report for the project. The report will include all definition, size, and scope of the sector and a comprehensive analysis of the research findings, insights into labour market trends, and future opportunities and training needs for the sector.

Phase 5: Dissemination

The final stage of this project will include communicating and disseminating the final report and results to the general public across BC through a public relations and communications campaign through partner and stakeholder media and social media channels.

Terms of Reference: Labour Market Partnerships Contribution Agreement

Detailed Phase Budget

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Project Totals
Description	Size and Scope	Sector Analysis	LMS & Collection	Data Analysis & Report Preparation	Dissemination	
Timeframe	6 months	2 months	4 months	3 months	1.5 months	16.5 months
Lead Researcher	36,000.00	12,000.00	24,000.00	18,000.00	9,000.00	99,000.00
Research Assistant 1	4,160.00	1,440.00	3,400.00	2,600.00		11,600.00
Research Assistant 2			3,400.00	2,600.00		6,000.00
Travel	4,500.00	2,500.00	13,071.43		1,000.00	21,071.43
Data Sets		15,000.00	5,000.00			20,000.00
Contractors			6,000.00			6,000.00
Report Design					3,000.00	3,000.00
PR						-
Subtotal	44,660.00	30,940.00	54,871.43	23,200.00	13,000.00	166,671.43
Admin	7,443.33	5,156.67	9,145.24	3,866.67	2,166.67	27,778.57
Phase Totals	52,103.33	36,096.67	64,016.67	27,066.67	15,166.67	
					Grand Total	194,450.00

8. Summary of Proposed Contributions Supporting this LMPP Project

To be eligible for an LMPP contribution agreement, proposals must be supported by financial and/or in-kind contributions in addition to the amount requested under the LMPP.

Contribution Source	Financial		In-kind		Total
	Confirmed	Requested	Confirmed	Requested	
Sauder and UBC Research			\$50,000		\$50,000
Enterprising Non Profits				\$10,000	\$10,000
BC Partners for Social Impact				\$10,000	\$10,000
Regional Trusts				\$16,000	\$16,000
Community Futures				\$8,000	\$8,000
Total financial and in-kind contributions					\$94,000

9. Plan for Distribution of Information and/or Products



Terms of Reference: Labour Market Partnerships Contribution Agreement

Specific actions/activities to be undertaken to ensure information and/or products generated as a result of this LMPP project are disseminated to organizations and individuals with an interest in the proceedings and outcomes of the project.

The distribution plan for the final outcomes of the project will include a fully developed communication plan, designed and published report, an online visualization map of the sector , and a live event(s) to present and discuss the findings of the report.

Communication Plan: We will develop a full communication plan for the outcomes of the project to most effectively disseminate the report and its findings to our networks across BC and beyond. This plan will include a robust roadmap for utilizing traditional media channels in BC and Canada, and through our various social media channels (including blogs, twitter, linkedn) at ISIS and at the Sauder School of Business.

Final Report: The final deliverable of the project will be a physical report of the findings of the labour market study for the social venture sector. The report will be professionally designed, and published through print and electronically. The published report will be published and distributed through out our network of partners across the province and Canada.

Event(s): Roundtables will be organized as distribution events to engage the social sector community in disseminating the report, map, and findings. One of the goals of the events will be to raise awareness of the value and size of the sector, trends and considerations moving forward.

10. Project Considerations/Risks

Document issues or concerns that may impact the progress and/or completion of this LMPP project. Is there anything special that you need to pay attention to?

- Care will need to be taken to ensure a definition of social ventures for the project is not too narrow or too broad.
- Need to ensure that proper connections are made with all social venture intermediaries across the province. Emphasis will taken to work with all project partners to connect to communities across BC and for those intermediaries to identify social ventures (that may not self identify as a social venture although they fit the definition).
- A key concern for this project will be gaining access to social venture data across the province, in particular demographic data pertaining to the labour market.



Terms of Reference: Labour Market Partnerships Contribution Agreement

11. Plan for Sustainability

Proposed plan for the continued implementation and/or maintenance of products, services, resources, or structures associated with this LMPP project.

ISIS will be the lead on the maintenance of the final products of the project including the final study report. The goal is to develop products that will be easily accessible to the social venture sector, all stakeholders and the public, in doing so ensuring that these products can live and be used beyond the duration of the project.

12. INITIALS OF SIGNATORIES TO THE AGREEMENT

Coordinator

Date

Coordinator

Date

Province of British
Columbia

Date

SCHEDULE B ELIGIBLE COSTS

NAME OF COORDINATOR

The University of British Columbia

1. Subject to the terms and conditions in this Schedule, the costs set out in the Project Budget below are Eligible Costs for the purposes of this Agreement, subject to change only with the Province's written approval. For greater certainty, any costs not specifically listed shall be ineligible unless authorized in writing by the Province.
2. Costs are eligible costs only if they are, in the opinion of the Province,
 - a) directly related to the Project, and
 - b) reasonable.
3. (1) Subject to subsection (2), only those costs with respect to which the Coordinator has incurred an obligation during the Funding Period and received goods and services by the end of the Funding Period are Eligible Costs. No costs incurred prior to or following the Funding Period are Eligible Costs.
 (2) If under the terms of this Agreement, the Coordinator is required to provide to the Province an audit report following the expiry of the Funding Period and if the cost of the audit is otherwise an Eligible Cost, the cost of the audit is an Eligible Cost notwithstanding that it is incurred outside the Funding Period.
4. The portion of the cost of any goods and services purchased by the Coordinator for which the Coordinator may claim a rebate of any federal or provincial tax or duty is excluded from Eligible Costs and not eligible for reimbursement under this Agreement. The Coordinator shall, as far as reasonable and practical, take advantage of any rebate of any federal or provincial tax or duty that may be available to the Coordinator.
5. Travel, meals and accommodation costs will be reimbursed at rates not exceeding the rates paid for Group II employees of the Province set out in the Public Service Agency Policy Statement 17 - Travel and the Appendix 1 - Travel Allowances, which are attached to Schedule B, and in any applicable Treasury Board (British Columbia) Orders and Directives.
 - *Coordinators will only be entitled to reimbursement of travel expenses as specified by contract. Proof that the expenses have been incurred must be attached to the travel claims.*
 - *Coordinators registered with the Canada Revenue Agency (CRA) for HST purposes are entitled to claim input tax credits on the HST portion of their travel expenses and deduct these amounts before they invoice ministries.*
 - *Coordinators that are Small Suppliers for CRA purposes (with total annual revenues from taxable supplies not exceeding \$30,000) are not required to, but can voluntarily register with the CRA for HST purposes to claim input tax credits.*
6. Where the cost of purchasing, leasing or renting a capital asset exceeds \$1000, the Coordinator must obtain the written authorization of the Province prior to acquiring the asset unless the capital asset item has been specifically identified in the Project Budget below.
7. The portion of any cost in respect of which the Coordinator has, or is entitled to receive a contribution from another level of government or other source is not eligible for reimbursement.

Budget Flexibility

8. (1) The Coordinator may make adjustments to vary the subtotal amount allocated for the following cost categories:
 - (a) The Coordinator may make adjustments to vary, by up to 10%, the sub-total amount allocated for the following cost categories:
 - 2: Professional fees
 - 3: Travel
 - 4: Capital Assets
 - 5: Audit Costs
 - 6: Other Activity Related Direct Project Costs
- (2) The Coordinator shall notify the Province in writing of any adjustments to the Project Budget under this section.
- (3) The Coordinator may not make adjustments under subsection (1) if such adjustments result in any increase in the amount of total contribution from the Province.
- (4) The Coordinator may not make any adjustments to the amounts allocated for the contribution from the Province shown opposite each specific line item cost shown in the Project Budget under the "Salaries and Wages Costs" category, without prior approval from the Province.
- (5) Any adjustments to the Project Budget with respect to the cost categories described therein, other than those authorized under subsection (1), must be approved by the Province prior to the adjustment being made.
- (6) In the event that the Coordinator makes an adjustment under subsection (1) with respect to the "Capital Assets Costs" category as a result of the purchase of a Capital Asset, the Coordinator must notify the Province of this purchase.

Declaration Regarding Other Sources of Financial Assistance for the Project

10.1 The Coordinator declares that it has received or is entitled to receive the following financial assistance for the Project from other sources:

1. \$ _____ from _____
2. \$ _____ from _____
3. \$ _____ from _____
4. \$ _____ from _____
5. \$ _____ from _____
6. \$ _____ from _____

10.2 The Coordinator agrees to inform the Province promptly in writing of any additional financial assistance to be received for the Project other than that referred to in section 10.1.

10.3 If following the signing of this Agreement, the Coordinator receives any financial assistance for the Project from another source, other than those referred to in section 10.2, the Province may, at its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received or if the Province's contribution has already been paid, it may require repayment of such amount. Upon receipt of notice to repay under this section, the Coordinator agrees to repay the amount as a debt due to the Province.

Project Budget

11. Set out below is the List of Eligible Costs

Please see Terms of Reference

12. INITIALS OF SIGNATORIES TO THE AGREEMENT

COORDINATOR	DATE	COORDINATOR	DATE	PROVINCE OF BRITISH COLUMBIA	DATE
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17. Policy Statement – Travel

This policy statement covers reimbursement of reasonable travel expenses necessarily incurred while traveling on government business away from an employee's normal work location. It applies to employees appointed under the *Public Service Act* as well as Order in Council appointees.

When business travel is required to achieve program objectives, it is to be planned and carried out in the most efficient and cost effective manner, taking into account economy, travel and accommodation costs, travel time, and other related expenses.

NOTE: For purposes of this directive, where the terms "Ministry" and "Deputy Minister" are used, these will also include Special Offices, Boards, Commissions and Agencies of the Province and the chief executive officers of these organizations, as applicable.

Definitions

"assigned parking"

means parking spaces that are administered by the Minister responsible for assigned parking and which are paid for by the individual employee/appointee and which are allocated as and when available;

"authorized vehicle"

means government, leased, visitor, and properly identified employee vehicles;

"designated parking"

means those parking spaces that are leased directly by a ministry from the Accommodation and Real Estate Services, Ministry of Labour and Citizens' Services;

"Group I"

means all employees and Order in Council appointees not specifically included in or designated for reimbursement under Groups II and III;

"Group II"

means all persons in positions evaluated under the Management and Salaried Physicians' Job Evaluation Plans who are not covered under Group III. It also includes all members and managerial employees appointed to part-time or full-time positions on Boards, Commissions or Agencies;

"Group III"

means all persons with the status of Deputy Minister, Associate Deputy Minister, Assistant Deputy Minister, and those in positions classified at levels 9 through 12 of the Management Job Evaluation Plan. It also includes the Chief Provincial Court Judge, the Associate Chief Provincial Court Judge, full and part time Provincial Court Judges and all persons appointed as ministerial or executive assistants to a Minister;

"headquarters or geographic location"

means that area within a radius of 32 kilometres of where an employee/appointee ordinarily performs his/her duties. When an employee/appointee is relocated, the headquarters area may be redefined where exceptional circumstances such as unusual road conditions exist;

"travel status"

means the absence of the employee from the employee's designated headquarters or geographic location to carry out Government business with the approval of the Employer. Travel status does not apply to employees temporarily assigned to a position outside of the designated headquarters or to field status employees.

Air Travel

Employees/appointees travelling by air on Employer business or undertaking ministry operations requiring the use of chartered aircraft will use recognized commercial or charter companies piloted by professional pilots.

Employees/appointees are not authorized to fly private or personally rented aircraft on Employer business. Such unauthorized travel will not be eligible for travel expense reimbursement, air travel insurance, or Workers' Compensation Board coverage.

Use of Government Owned or Leased/Rented Vehicle**Use Restrictions**

Government owned and leased/rented vehicles are for use on government business only. Where not otherwise covered in a collective agreement or the *Terms and Conditions of Employment*, such use includes reasonable incidental personal use of the vehicle while on travel status (i.e., for meals or a movie, etc.). Other personal use of these vehicles is limited to those activities that have been specifically authorized in advance by the Employer.

Dependents

An employee/appointee travelling on Employer business in a government owned or leased/rented vehicle may be accompanied by a spouse and/or dependents. Insurance coverage is afforded to family members, equivalent to that available under a standard vehicle insurance policy; however, only the employee/appointee is permitted to drive the vehicle. Any additional travel expenses incurred by a spouse and/or dependents are the responsibility of the employee.

Casual Passengers

Other than in emergency, severe weather, or life threatening situations, employees/appointees travelling in government owned or leased/rented vehicles are not to provide transportation to private citizens or off duty employees/appointees.

Use of Private Vehicle**Required Use of Private Vehicle**

Where, as a condition of employment, employees/appointees are required to use their own vehicles in the performance of their duties, this requirement will be included in any recruitment notices published for the position.

Use Within Headquarters/Geographic Location

Employees/appointees who use their private vehicle within their headquarters or geographic location on Employer business will be reimbursed for receipted parking charges, transportation toll costs, and the distance driven in a private vehicle, in accordance with applicable sections of Appendix 1.

Insurance

All private vehicles used on the Employer's business are required to carry at least \$500,000 third party liability coverage and, where applicable, business use coverage as required by the Insurance Corporation of British Columbia.

Minimizing Risk

Based on the nature and circumstances of the travel that must be carried out, the types of private vehicles authorized for use on the Employer's business are to provide reasonable personal protection to the employee/appointee and ministry clients to minimize the risk of personal injury and potential liability to the Crown.

Damage to Private Vehicle

Damage to an employee/appointee's private vehicle, as a direct result of employment with the Province, will be reimbursed where provided for by the applicable collective agreement or Terms and Conditions of Employment, in accordance with Appendix 1.

Vehicles—General

Firearms in Vehicles

Firearms of any description are not to be carried in any vehicle being used on the Employer's business unless the firearm is required for the employee/appointee's duties, has been specifically authorized for such uses and is safely transported under approved conditions.

Parking Assignment

Accommodation and Real Estate Services, Ministry of Labour and Citizens' Service provides parking for government ministries and agencies. Available parking is administered in accordance with provisions within Appendix 2.

Foreign/Extended Travel

Employees/appointees posted from British Columbia to a foreign location or hired locally in a foreign location who are required to travel on the Employer's business while in the local area, will be reimbursed travel expenses in accordance with Appendix 1.

Employees/appointees required to travel away from their headquarters for extended periods will be afforded the opportunity to return home as provided for in the appropriate collective agreement or *Terms and Conditions of Employment*.

Meals

Méals within headquarters or geographic location are reimbursed in accordance with the provisions of an applicable collective agreement, *Terms and Conditions of Employment*, or Appendix 1. Meal expense reimbursement rates for travel to and from the United States, and all other foreign locations, are also outlined in Appendix 1.

Relocation

Eligibility for reimbursement of travel expenses incurred during relocation, for employees/appointees and dependents, is set out in Terms & Conditions of Employment for Excluded Employees/Appointees or applicable collective agreement. The rates for eligible travel expense reimbursement are specified in Appendix 1.

Injury, Loss, and/or Damage

Injured Employee Transport

An employee/appointee injured on the job and requiring medical care will be transported to appropriate medical services by the Employer, or at the Employer's expense. Return transportation to the work site or the employee/appointee's local accommodation (as appropriate) will also be provided or paid for by the Employer.

Vehicle Damage

Where vehicle damage has occurred, it must be reported, and ministries must verify this damage happened in the course of an employee carrying out Employer business, in accordance with Treasury Board Directives.

The Risk Management Branch will adjudicate the claim and notify the relevant ministry of their findings. The claim will be paid from that ministry's funds.

Personal Property Loss/Damage

Instances of extraordinary personal property damage or loss must be reported, in accordance with Treasury Board Directive. In addition, ministries must verify that this damage or loss: occurred while the employee was on Employer business; was for items pertinent to that business, all access to recovery through other avenues (personal insurance policies, action against other responsible parties) has been exhausted, and reasonable recovery efforts have been made.

An employee/appointee may be reimbursed for extraordinary loss of or damage to personal property pertinent to the performance of his/her duties, in accordance with the provisions of the applicable collective agreement, *Terms and Conditions of Employment*, or Appendix 1.

The Risk Management Branch will adjudicate the claim and notify the relevant ministry of their findings. The claim will be paid from that ministry's funds.

Administration

Reimbursement of Expenses

Reimbursement of business travel expenses for Group I, II and III employees/appointees will be in accordance with the rates and provisions contained in Appendix 1. Administrative and claim procedures for reimbursement, published by the Office of the Comptroller General and Risk Management Branch, should also be referenced.

Discretion

Where Group I and II employees/appointees are required to attend a government function, with the Minister, Parliamentary Secretary, Deputy Minister or Associate Deputy Minister, the Deputy Minister may authorize a higher per diem or meal rate (Group II or III) for the duration of the function.

Travel Advances

Employees/appointees required to travel on Employer business, who have not been issued a corporate credit card, may request an accountable travel advance to cover the anticipated travel expenses.

Responsibilities

The ***Minister responsible for the BC Public Service Agency*** is authorized to:

- establish and revise the business travel expense and loss or damage policies and rates of reimbursement;
- approve business travel expenses of an unusual or unique nature not otherwise covered in this directive;
- negotiate travel expense reimbursement rates with the bargaining units;
- establish and revise the policies for allocating available assigned parking spaces to bargaining unit employees;
- assign administrative responsibility for business travel expenses, loss or damage claims and employee/appointee parking;
- delegate any or all of these responsibilities.

The ***Minister responsible for assigned parking*** is authorized to:

- administer assigned parking spaces and allocate these to employees/appointees;
- delegate any or all of these responsibilities.

Accommodation and Real Estate Services, Ministry of Labour and Citizens' Services is authorized to:

- establish the number and standard of parking facilities to be provided for ministry and employee/appointee use;
- set the rates that Ministries are charged for designated parking spaces;
- allocate designated parking spaces to Ministries and Crown agencies;

- delegate any or all of these responsibilities.

The **Comptroller General** is authorized to:

- establish and amend administrative procedures to implement this directive;
- publish business travel claim procedures;
- delegate any or all of these responsibilities.

The **Minister responsible for the Risk Management Branch** is authorized to:

- establish and amend loss or damage claim policies and administrative procedures to implement the claim provisions of this directive;
- delegate any or all of these responsibilities.

Accountabilities

The **Associate Deputy Minister responsible for the BC Public Service Agency** is accountable for ensuring that:

- required negotiations are concluded with the bargaining units;
- revisions and updates to the business travel policies and rates are distributed to Ministries and the Comptroller General;
- revisions and updates to the assigned parking policies are forwarded to ministries and the Minister of Labour and Citizens' Services.

The **Deputy Minister responsible for assigned parking** is accountable for ensuring that:

- available assigned parking spaces are allocated and administered;
- parking fees from assigned parking are collected and remitted.

Accommodation and Real Estate Services, Ministry of Labour and Citizens' Services is accountable for ensuring that:

- the parking provided is marked, maintained and policed.

The **Comptroller General** is accountable for ensuring that:

- administrative procedures are in place to process business travel expenses;
- instructions are provided to all staff involved in administering business travel;
- records of business travel expenses are kept and statistical data provided as required.

The ***Risk Management Branch*** is accountable for ensuring that:

- administrative procedures are in place to process private vehicle damage claims and personal property loss or damage claims;
- instructions are provided to all staff involved in processing loss or damage claims;
- all damage and loss claims are adjusted;
- reports and statistical data are provided to ministries and agencies as required, including an annual summary of the number/type of claims filed and the amount requested; and the number of such claims accepted/rejected and the final amount paid for each claim;
- records of damage and loss claims are kept.

Deputy Ministers are accountable for ensuring that:

- business travel authorized is the most appropriate method of accomplishing program objectives;
- the means of travel approved represents the lowest cost alternative taking into account transportation, accommodation, travel time and other related costs;
- administrative procedures are in place to authorize, control and pay damage and loss claims;
- administrative procedures are in place to authorize, control and record business travel costs;
- administrative procedures are in place to allocate, control and pay for designated parking within the Ministry;
- information on business travel and parking allocation policies are provided to Ministry staff;
- mandatory accounting and reporting procedures are adhered to.

APPENDIX 1 - Group 2 Rates EXPENSES FOR CONTRACTORS

The following are allowable expenses for contractors. All expenses must be paid by the contractor. Expenses cannot be direct billed to the ministry except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose (e.g., to claim for GST credits).

Travel Expenses

The contractor must be outside their headquarters area (32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

1. Meal Allowances:

Effective March 29, 2009, the following meal allowances can be claimed which must not exceed \$49.00 per day (receipts are not required):

Breakfast only	\$22.00	claim if travel starts before 7:00 a.m. or ends after 7:00 a.m.
Lunch only	\$22.00	claim if travel starts before 12:00 noon or ends after 12:00 noon.
Dinner only	\$28.50	claim if travel starts before 6:00 p.m. or ends after 6:00 p.m.
Breakfast and lunch only	\$30.00	see above
Breakfast and dinner only	\$36.50	see above
Lunch and dinner only	\$36.50	see above
Full day	\$49.00	

2. Mileage Rates When Using Private Vehicle:

Effective April 1, 2013 the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

4. Car Rentals:

Approved car rental agencies and the maximum rates for each community are listed at www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Contractors should ask for the government rate. Receipts/copies of receipts are required.

PAI (personal accident insurance) will not be reimbursed.

CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the [Accommodation Guide](#). Rates may vary between summer, winter and shoulder seasons.

Only the single government rate will be reimbursed.

The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified (through the contract manager) regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If the contractor cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim. This approval should be obtained through the contract manager.

b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. Airfare:

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

7. Miscellaneous Travel Expenses:

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

8. Out-of-Province Travel:

When B.C. contractors are required to travel out-of-province, a Travel Authorization form approved by the ministry director must accompany the expense claim.

Other Expenses

1. Business Expenses (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the ministry, not the contractor).

2. GST:

When receipts are submitted for reimbursement, they should be adjusted to deduct the embedded GST. A contractor with a GST registration number can claim input tax credits from Canada Revenue Agency.

3. Miscellaneous Expenses (e.g. business telephone/fax calls, newspapers, etc.):

Miscellaneous expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the contract manager before incurring any miscellaneous expenses.

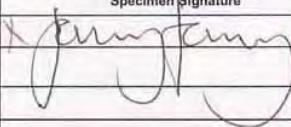
APPLICATION FOR FUNDING

All applicants must complete this form
Section 1: Applicant Information

Official Use Only
File number:

Program under which you are applying LMP			
Name of Applicant Dr. James Tansey			
Legal Name of Applicant (if different)			
Mailing Address 221- 181 Keefer Place		City/Town Vancouver	Province BC
Postal Code V5Z1X5	Area Code/Telephone Number (604) 568 8433	Area Code/Fax Number ()	
E-mail Address james.tansey@sauder.ubc.ca			
Location of Activity (if different from mailing address of applicant)			
Address		City/Town	Province
Postal Code		Postal Code	
Name and Title of Contact Person Chris Kantowicz		Area Code/Telephone Number (if different) (604) 568-8433	Area Code/Fax Number (if different) ()
E-mail Address (if different) chris.kantowicz@sauder.ubc.ca		Organization Established (Y/M/D) 2008/01/01	
Language Correspondence <input checked="" type="radio"/> English <input type="radio"/> French Service <input type="radio"/> English <input type="radio"/> French		Major Product or Service Think Tank/University Research Centre	
Organization Type (Please select the organization type that best describes your organization from Appendix A of this form and enter it here) ISIS Research Centre - University Research Centre - Public community colleges, provincial institutes and universities			
Number of Employees (if applicable) 8		Business No. (Canada Customs and Revenue Agency)	
Incorporation No.		GST or HST Rebate Number 108161779	Rebate %

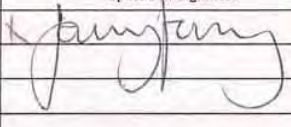
Legal Signing Officers for Agreement Purposes (According to Letters Patent or Other Incorporating Documents)

Title	Name	Specimen Signature
Dr. James Tansey	Executive Director	

How many of the above signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement? 1

What combination of signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement? 1

Legal Signing Officers for Cheque Purposes Please provide name, title and specimen signature of the person(s) authorized to sign.

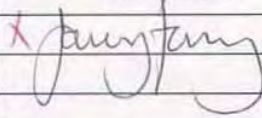
Title	Name	Specimen Signature
Professor and Executive Director	James Tansey	

How many signatures are required to sign a cheque on behalf of your organization? 1

What combination of signatures is required to sign a cheque on behalf of your organization? 1

APPLICATION FOR FUNDING

Signing Officers for Payment Claims or other Reports submitted to the Province
(Please provide name, title and specimen signature of the person(s) authorized to sign.)

Title	Name	Specimen Signature
Professor and Executive Director	James Tansey	X 

How many signatures are required to sign a payment claim form or other report submitted to the Province? ► _____

What combination of signatures is required to sign a payment claim form or other report submitted to the Province? ► 1 _____

Accounting Practices

<input checked="" type="radio"/> Internal <input type="radio"/> External ► Telephone number (including area code) ()	
Name of accounting firm	Name of contact person
<input checked="" type="radio"/> Manual <input type="radio"/> Computerized (Indicate name of software package) ►	
Is it a requirement for your organization to undergo:	
<input type="radio"/> an annual audit? <input type="radio"/> an annual financial review? <input checked="" type="radio"/> not applicable <input type="radio"/> other (please specify)	
If your organization undergoes an annual audit or financial review, when is this regularly performed and by whom?	
YYYY MM DD	
When was the last audit your organization received due to a federal or provincial project?	What were the file number and name of the project?
YYYY MM DD	

Name of Bookkeeper <i>Christine Tu</i>	Area Code/Telephone Number <i>(604) 822 8317</i>	Organization Fiscal Year End (if applicable) YYYY MM DD
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Insurance Coverage

<input type="radio"/> N/A <input type="radio"/> None <input type="radio"/> Private Coverage (specify) ►	
Do you have liability insurance?	
<input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please specify coverage ►	
Workers' Compensation (If Registered)	
<input type="checkbox"/> Rate (per \$100) ►	
Firm Number	Account Number

If applicable, has union concurrence for proposed activities been obtained?

☐ N/A ☐ Yes ☐ No

Section 2: Proposal Description and Budget

Project Title										
Social Venture Sector Labour Market Study										
Duration of Activity		from		YYYY	MM	DD	to	YYYY	MM	DD
				2013	08	15		2015	01	30
						and from				
				YYYY	MM	DD	to	YYYY	MM	DD

Proposal Description: Please attach the following information using the Terms of Reference template. Please also submit an electronic version of the proposal, if possible:

- Project objectives;
- Proposed activities, timelines and estimated costs;
- List all partner organizations, identify their roles and responsibilities, and financial contributions (monetary or in-kind)
Please specify whether these contributions had been confirmed at the time of submission of this application;
- Expected results;
- Means by which success will be measured;
- Applicant's background, mandate and expertise;
- Past projects with the governments of British Columbia and Canada and their achievements; and

Section 3: Declaration - Amounts Owing in Default to the governments of British Columbia or Canada.

Note: Completion of this declaration is required only if the amount of funding requested from the Province is \$25,000 or more.

Do you, the applicant, owe any amounts that are in default to the governments of British Columbia or Canada under legislation or agreements?

☐ Yes ☒ No

If yes, please complete the following chart:

Amounts in default owing	Nature of the amount in default owed (taxes, penalties, overpayments)	Name of government ministry or agency to which the amount in default is owed
\$		
\$		
\$		
\$		

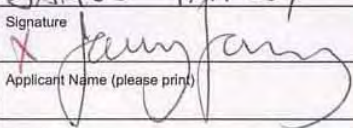
Section 4: Note to Applicants regarding lobbyists

The Applicant declares that any person who has been lobbying on their behalf to obtain the contribution that is the subject of this Agreement and who is required to file a return with the registrar pursuant to sections 3 and 4 of the *Lobbyists Registration Act*, S.B.C. 2001, c. 42, as amended from time to time, was compliant with those sections at the time the lobbying occurred.

Personal information collected on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* and is subject to all of the provisions of that Act. The personal information collected will be used for the administration of the British Columbia Employment and Labour Market Services program for which you have applied. That program is provided by British Columbia under an agreement with Canada made pursuant to section 63 of the *EI Act*. The personal information collected will also be shared with the Department of Human Resources and Skills Development (Canada) or the Commission to administer the *EI Act* and could impact your receipt of *EI* benefits. The Canada Employment Insurance Commission may also use any personal information it receives for policy analysis, research or evaluation purposes. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact **Alex Bjelica, Director of Information Access Operations - Citizens' Services at (250) 356-7349**

APPLICATION FOR FUNDING

Section 5: Signature(s) (Required)

I/We declare that:		
a) I/We have read and understood the information provided in this application package;		
b) the information I/We have provided to the Province in this application and supporting documentation is true, accurate and complete in every respect; and		
c) I/We have provided the Province with a true and accurate list of all amounts owing to the provincial and/or federal government which are past due and in arrears as of the time of this application to the Province for funding.		
I/We acknowledge that:		
d) if any of the information described above is false or misleading, the applicant may be required to repay some or all of the financial assistance that may be approved by the Province; and		
e) amounts payable to the applicant under any contribution agreement may be deducted from, or set-off against, any such amounts owing to the governments of British Columbia or Canada.		
I/we authorize:		
(f) the Minister to disclose all information contained in this application concerning an amount in default owing to a government institution listed above to the institution concerned for the purpose of verifying the amount and status of debt; and		
(g) the government ministry or agency concerned to disclose to the Minister all particulars and information relevant to the debt solely for the purposes of the administration of my/our application for funding in connection with my/our declaration.		
Applicant Name (please print)	Position	
JAMES TANSEY	EXECUTIVE DIRECTOR	
Signature	Date	YYYY MM DD
	2013	09 31
Applicant Name (please print)	Position	
Signature	Date	YYYY MM DD
Official Use Only		
Application Reviewed and Decision made to:		
<input type="radio"/> Assess <input type="radio"/> Reject <input type="radio"/> Withdraw Signature ►		
Print Name	Date	



Terms of Reference: Labour Market Partnerships Contribution Agreement

Applicant: ISIS Research Centre, Sauder School of Business at the University of British Columbia
Project Title: Social Venture Sector Labour Market Study

1. Project Background

Brief description of the need for the project, the partners or stakeholders who have an interest in its completion and why the project is necessary or viable at this time.

With global income inequalities and the ever growing list of environmental challenges, Social Ventures are emerging as a viable model to achieving social missions through revenue generating business operations. Social Ventures are growing as a sector in themselves with an emerging labour market, not just in British Columbia but around the world. BC is increasingly being seen as a hub of social venture growth and recent initiatives have contributed to this. The province-wide BC Ideas competition, BC Partners for Social Impact, the Social Venture Institute, the Ideas for Impact speaker series and numerous incubator and accelerator programs have driven engagement in this sector. Many of these initiatives have received support from the province, local municipalities, foundations and other stakeholders looking to grow the sector especially over the past five years. In addition social ventures are attracting new capital by leveraging new and emerging finance mechanisms to support social innovation in the province. Additionally, the imminent BC legislative changes (July 29th, 2013) that are producing the new legal entity of the Community Contribution Company will drive even more social venture development in the near future.

Despite all this activity and attention, the social venture sector remains difficult to quantify. The labour needs of the sector are even less clear despite anecdotal evidence that jobs in social ventures are growing and are more attractive to new generations of employees as individuals have become jaded with traditional sector jobs.

Previous studies and data on the sector come from intermediary organizations such as Enterprising Non Profits, Social Venture Institute, and B Corps. A report published by the BC and Alberta Research Alliance on the Social Economy (BALTA) in 2009 indicated 231 social enterprises were in existence in BC. However the definition that was used for that study, only counted social enterprises that were defined as business ventures that were owned or operated by a non-profit. This narrow definition that is usually used for 'social enterprises' is contrasted by a 'social venture' definition that captures the broader group of business models that combine traditional business generating activities with an implicit social or environmental impact mission.

In fact, a critical part and first step of this ISIS project will be to clearly define the social venture sector. Broadly speaking, a social venture is an organization that has at its core an intentional social mission, and achieves that mission through revenue generating activities such as selling products or services. Social ventures can be structured as a for-profit or non-profit organization. The entity can also take a variety of functioning models such as co-operatives and Community Contribution Companies. This expanded scope of what the community defines as a social venture will involve a much larger number of organizations than the 2009 study by BALTA. This will create a clearer and more comprehensive understanding of the size and scope of this sector in British Columbia. A study of this nature will establish a baseline for the sector and allow for all parties to use a common definition and understanding of the sector's labour needs.

Partners for this project such as enp, BC Partners for Social Impact, BALTA, Community Futures and Regional Trusts have a significant interest in the completion of this work to establish a baseline for this sector, and be more adequately prepared to promote and support the organizations within this growing sector from the labour market perspective. Particularly focusing on the human capital aspects of this sector, including employee education and training, attraction, management and retention. The partners will be more suited and informed to show the value of the sector and work with stakeholders to meet labour market needs.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Additional to the project partners there are several stakeholders who have a vested interest in the completion of this sector study for their ongoing work in social innovation. Stakeholders will include;

1. Government bodies will be better prepared to create appropriate policies for sector organizations and employees, by understanding the size and makeup of the sector. This study will provide the tools to government to make more informed decisions regarding program funding, support services, and platform focuses.
2. Education institutions will be better informed to create training and education programs focused on social venture sector. Clearly understanding the skills and knowledge that are captured in the sector while identifying the labour market gaps will lead to developing curriculum for the new entrants.
3. Financial institutions, which are developing new financial tools for the sector or considering entering the sector, will have a much better understanding of the tools that are required in the sector. As organizations attempt to train, attract, and retain employees; flexible and innovative financial tools will become critical in their growth.
4. Social innovation researchers will have a comprehensive understanding of the social venture sector value in BC and will be able to use this study as a baseline for ongoing work across BC, Canada and abroad.
5. Social ventures themselves will benefit from this work, as more integrated programming, education, tools, and financing opens up to them. At the same time developing a clearly picture of the labour market, organizations will be increasingly able to make educated and strategic decisions regarding labour issues or challenges that they face.

Currently little is understood of the social venture sector from a human capital and labour market perspective including demographic indicators, education levels, career paths in the sector, current pool of knowledge, skills, and experience, and human resource needs across the sector. Despite this lack of clarity, there is a significant amount of work and support being driven to the sector through province wide initiatives and legislative changes because of the qualitative value that is seen as a result of the sector. As the sector expands, and new legislation is created to drive further change, it will be essential to understand the sector from a labour market perspective. This knowledge will be crucial in enabling the project partners and stakeholders in developing and delivering services, programs, and policies that are appropriate to support the sector and in turn its labour market growth.

2. Project Purpose

Clear statement of the labour market/human resource issue to be addressed and how this project will make a difference.

The overall objective of this project is to develop a benchmark for the social venture sector in British Columbia, from a labour market perspective. First, to provide context for the study we propose measuring the size and scope of this emerging social venture sector. Once we have established this context, we aim to delve into and understand the characteristics of the social venture labour market including:

- Size (number of ventures, annual revenue, number of employees)
- Type of organizations (business model, industry sector, impact mandates)
- Geographical Distribution (rural, urban, regions)
- Employment demographics (age, experience/skills, employment type – FT or PT, are employees subsidized or have a designation)
- Venture Labour Snapshot (retention levels, open positions, skill gaps, salaries, benefits, support services)
- Trends for future of the sector



Terms of Reference: Labour Market Partnerships Contribution Agreement

Our ability to understand the sector and the labour market associated with it will be crucial in enabling the government, educational institutions, and intermediaries to deliver services that are appropriate to support the sector. Most importantly this work will provide a baseline to inform strategies and next steps for this growing sector to create ongoing access to the people and skills that it needs.

3. Project Partners

- *Name of lead organization;* ISIS Research Centre, Sauder School of Business, UBC
- *History/capacity of lead organization in relation to its capacity administer the agreement*
ISIS at the Sauder School of Business is focused on leveraging business tools to advance social innovation and sustainability, through research, incubation, and application. ISIS defines social innovation as a new approach which fosters initiatives that contribute to solving existing social, cultural, economic, political, and environmental challenges. This encompasses concepts such as social enterprise, social finance, and strategic corporate social responsibility. What it does not involve is simply throwing money at a problem. Rather, ISIS aims to build institutions designed to create value rather than dependency.

The core research themes at ISIS are building the [low carbon economy](#), [social economy](#), and [economic development with First Nations](#). The organizational mandate is to build intellectual and human capacity by linking knowledge with action to further the field of sustainability and social innovation. ISIS has been involved in several large-scale research projects touching on labour market analysis including:

- [Vancouver's Green Economy](#)
- [Social Enterprise as Vehicles for Employment](#)
- [Health Technology Access Policy Project \(HTAPP\)](#)
- [Project Blue Sky](#)

In all these projects ISIS played the lead project proponent with responsibilities including identifying the scope of the project, recruiting researchers, students and administrators to the project, actively managing the ongoing work of the project and all project partners, managing the final deliverables of the project, and working with the project partners to effectively distribute project outcomes. ISIS is uniquely positioned to manage the project from ideation to completion, through active engagement of project partners throughout the province.

- *Roles and responsibilities of partners.*

enp – enterprising non-profits: enp will play a critical intermediary role to this project. enp works to promote and support social enterprises throughout BC. The team will be working with enp to determine appropriate connections throughout communities across the province. Enp will be a member of the advisory research committee.

BC Partners for Social Impact: BC PSI will be an intermediary connector to groups, and communities across the province, as well as a key partner in the dissemination stage of the project. The BC Partners group is composed of multiple actors in the social venture space including social ventures, educators (UBC, SFU, UVic), business (employers such as Telus, Urban Systems), financial institutions (Vancity), government, intermediaries (enp), and thought leaders (Al Etmanski, Jim Fletcher).

BALTA – BC and Alberta Research Alliance on the Social Economy: ISIS has been a participant in past BALTA research projects. The organization's role in measuring the social enterprise sector in BC in 2009 will be a starting point for the proposed broader study. ISIS will be working with the BC arm of this group of researchers to tap into their expertise in the social economy and their community groups across the province.

Regional Trusts: Regional trust organizations are intermediaries within regional communities in BC. These will be critical partners in connecting ISIS researchers with social venture organizations throughout the province.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Community Futures: Community Futures are intermediaries within communities in BC. These will be critical partners in connecting ISIS researchers with social venture organizations throughout the province.

Chamber of Commerce: The 115 Chamber of Commerce in BC are going to be critical intermediaries representing commerce centres around the province. The team will work with the Chamber of Commerce to identify ventures that will and could fit into the social venture definition.

- *Research Team and Advisory Committee Structure*

The way the project will be structured will include the research team and an advisory research committee.

Research Team: The research team will be made up of the lead professor (Dr. James Tansey); a Lead Researcher who will be hired specifically for this project and will lead the implementation of the research plan, coordinate the research assistants, meet with stakeholders and undertake multiple aspects of the primary and secondary research for the duration of the research project; several research assistants, and a main ISIS advisor (Chris Kantowicz, Director of Strategy). The research team will meet on a weekly basis to coordinate research, evaluate findings, and ensure progress against the research plan. The research team will meet with the advisory committee on a quarterly basis.

Advisory Research Committee: The advisory committee will function as the official advisory board of the research project, providing guidance, insights and recommendations to the research team on: sector definitions, research process, research progress, research finding review, and dissemination. The advisory research committee will be composed of 10 individuals who will represent different aspects of the social venture sector, employers, training organizations and academics. Following is a list of organizations who we will seek representation from to fill the seats on the advisory committee: Enterprising Non Profits (social venture sector and employers), Vancity (social venture, financial institution, and employer), Al Etmanski (thought leader), social ventures such as the YWCA, Tyze, Potluck, Coro Strandberg and representation from the City and Province.

4. Project Objectives

- *What is the intended outcome(s) of the project?*

The intended outcomes of the project are to:

- a. Define and measure the size and scope of the social venture sector in BC (including geographic distribution, business model, industry focus).
- b. Develop a clear picture of the impact the sector has on the labour market by understanding the number of employees, roles, skills, retention strategies and employment opportunities that exist in the sector.
- c. Compare the labour market for the social venture sector to the broader BC labour markets. Identify how it differs from other labour markets, why and what implications that has.
- d. Uncover the challenges the sector is facing from a labour perspective.
- e. Forecast trends that will affect the social sector labour market in the future.

- *Who will benefit and why?* The following groups and organizations will benefit from this project in a variety of different ways.

- a. The social venture community would benefit from this study in two different ways. 1) The ability to understand the scope and size of this community would allow social ventures and stakeholder organizations to build better networks and sector associations. These new connections and groups could eventually support employee training programs, professional development, and support sector trends. 2) The sector would have a clear understanding of their employees (within different geographies), including gender distribution, age distribution, skills and experience distribution. This will inform future strategies for new employee attraction and retention within the sector.

Terms of Reference: Labour Market Partnerships Contribution Agreement

- b. Government bodies including the provincial government will be able to create better programming, services and policies to support the sector and its employees.
- c. Education institutions will be better informed to create training and education programs focused on social venture sector. Clearly understanding the skills and knowledge that are captured in the sector while identifying the labour market gaps will lead to developing curriculum for the new entrants.
- d. Social Innovation Researchers: This project will create a baseline of work for researchers across BC, Canada and beyond to develop further research and body of work to support this sector. Additionally, this report can be used a way to start a national dialogue(s) about the value of the social venture sector within our provinces and across Canada.
- e. Financial institutions, which are developing new financial tools for the sector or considering entering the sector, will have a much better understanding of the tools that are required in the sector. As organizations attempt to train, attract, and retain employees flexible and innovative financial tools will become critical in their growth.

5. Measurable Results

- *What are the tangible final products of the project?*
The final product of the project will be a comprehensive industry report illustrating the findings of the sector and labour market study illustrating the size and scope of the sector.
- *How are the activities of this project expected to impact the industry or sector?*
The final product of this project will provide government, business, academic and community stakeholders with an understanding of the size and scope of the sector, and the make up of its labour force. Despite increased attention for this sector, clear and detailed information is currently not available for this particular sector, since it is still poorly defined. Clearer knowledge and understanding of the sector's labour market has the power to create more robust support systems. These support systems would include, but would not be restricted to government programs, to financial tools to support human capital. Specifically these activities will impact the sector:
 - Sector associations will more clearly be able to create programs and services to support labour market issues that are identified through this report
 - Sector associations, because of understanding how the sector looks and what it has to offer to employees, will be more able to create campaigns to attract more individuals into the sector
 - Social Ventures themselves will be capable of making more informed decisions about their human capital strategies and challenges
 - Government will be able to develop more informed policies for the sector labour market
 - Educational institutions involved in this sector will be able to create more realistic and applicable curriculums for students (and potential employees) interested in working in this sector
 - Researchers will have a baseline of work to develop further research and industry studies to support the value of the sector across BC and Canada.

6. Project Duration

Proposed start date and end date.

Start Date: December 1st, 2013

End Date: May 31st, 2015



Terms of Reference: Labour Market Partnerships Contribution Agreement

7. Proposed Project Activities, Timeframe and Budget

Specific actions/activities that will be undertaken during the project in order to achieve the objective(s) including the proposed timeframe and estimated cost for each activity.

Activities (by phase)	Proposed Timeframe	Estimated Cost
Phase 1: Study of Sector Size & Scope	6 months	\$53,160
Phase 2: Sector Analysis	2 months	\$34,833
Phase 3: Labour Market Survey & Data Collection	4 months	\$67,832
Phase 4: Data Analysis & Report Preparation	3 months	\$24,750
Phase 5: Dissemination	1.5 months	\$13,875
Total	16.5 months	\$194,450

Phases 1 through 4 will constitute the active research and deliverable preparation of the project while Phase 5 will focus solely on active distribution of the results to the public, stakeholders, and social venture community across the province.

Phase 1: Study of Sector Size and Scope

Phase 1 of the project will focus on defining the social venture sector. What comprises a social venture? What ventures fit this definition and what ventures do not? Once the definition has been set, the remainder of this phase will be used to clearly size and scope the sector across the province. This will include identifying all organizations that fit into the social venture sector across urban and rural areas in British Columbia. In order to identify these organizations across the province the research team will be working with intermediaries such as regional trusts, chambers of commerce, and Community Futures that represent different geographic zones in BC. During this phase a final list of social ventures throughout the province will be identified and used as the list to move to phase 2 and 3.

Phase 2: Sector Analysis

The second phase will allow the research team to determine geographic distribution, sub sector focuses, and general size of the sector. At this stage, existing data sets (from Stats Canada and other sources) will be identified and analyzed to determine what level of detail can be extracted. Based on the gaps in data and the research priorities, a full market survey will be developed for dissemination by the team. The research team will also develop a clear plan for distributing and collecting the market survey.

Phase 3: Labour Market Survey and Collection

Phase 3 of the project will focus on distribution of the market survey to all social ventures identified in Phase 1. Surveys would be distributed and collected in a variety of formats electronic, paper, phone and potentially in person (depending on location) interviews to gather the data. Data will be collected in a central database using appropriate privacy protocols.

Phase 4: Data Analysis and Report Preparation

Phase 4 of the project will include synthesizing, analyzing, and extracting trend information from all the gathered data. Through this phase the team will be developing and completing the final deliverable report for the project. The report will include all definition, size, and scope of the sector and a comprehensive analysis of the research findings, insights into labour market trends, and future opportunities and training needs for the sector.

Phase 5: Dissemination

The final stage of this project will include communicating and disseminating the final report and results to the general public across BC through a public relations and communications campaign through partner and stakeholder media and social media channels.



Terms of Reference: Labour Market Partnerships Contribution Agreement

Detailed Phase Budget

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Project Totals
Description	Size and Scope	Sector Analysis	LMS & Collection	Data Analysis & Report Preparation	Dissemination	
Timeframe	6 months	2 months	4 months	3 months	1.5 months	16.5 months
Lead Researcher	36,000.00	12,000.00	24,000.00	18,000.00	9,000.00	99,000.00
Research Assistant 1	4,160.00	1,440.00	3,400.00	2,600.00		11,600.00
Research Assistant 2			3,400.00	2,600.00		6,000.00
Travel	4,500.00	2,500.00	13,071.43		1,000.00	21,071.43
Data Sets		15,000.00	5,000.00			20,000.00
Contractors			6,000.00			6,000.00
Report Design					3,000.00	3,000.00
PR						-
Subtotal	44,660.00	30,940.00	54,871.43	23,200.00	13,000.00	166,671.43
Admin	7,443.33	5,156.67	9,145.24	3,866.67	2,166.67	27,778.57
Phase Totals	52,103.33	36,096.67	64,016.67	27,066.67	15,166.67	
					Grand Total	194,450.00

8. Summary of Proposed Contributions Supporting this LMPP Project

To be eligible for an LMPP contribution agreement, proposals must be supported by financial and/or in-kind contributions in addition to the amount requested under the LMPP.

Contribution Source	Financial		In-kind		Total
	Confirmed	Requested	Confirmed	Requested	
Sauder and UBC Research			\$50,000		\$50,000
Enterprising Non Profits				\$10,000	\$10,000
BC Partners for Social Impact				\$10,000	\$10,000
Regional Trusts				\$16,000	\$16,000
Community Futures				\$8,000	\$8,000
Total financial and in-kind contributions					\$94,000

9. Plan for Distribution of Information and/or Products



Terms of Reference: Labour Market Partnerships Contribution Agreement

Specific actions/activities to be undertaken to ensure information and/or products generated as a result of this LMPP project are disseminated to organizations and individuals with an interest in the proceedings and outcomes of the project.

The distribution plan for the final outcomes of the project will include a fully developed communication plan, designed and published report, an online visualization map of the sector , and a live event(s) to present and discuss the findings of the report.

Communication Plan: We will develop a full communication plan for the outcomes of the project to most effectively disseminate the report and its findings to our networks across BC and beyond. This plan will include a robust roadmap for utilizing traditional media channels in BC and Canada, and through our various social media channels (including blogs, twitter, linkedn) at ISIS and at the Sauder School of Business.

Final Report: The final deliverable of the project will be a physical report of the findings of the labour market study for the social venture sector. The report will be professionally designed, and published through print and electronically. The published report will be published and distributed through out our network of partners across the province and Canada.

Event(s): Roundtables will be organized as distribution events to engage the social sector community in disseminating the report, map, and findings. One of the goals of the events will be to raise awareness of the value and size of the sector, trends and considerations moving forward.

10. Project Considerations/Risks

Document issues or concerns that may impact the progress and/or completion of this LMPP project. Is there anything special that you need to pay attention to?

- Care will need to be taken to ensure a definition of social ventures for the project is not too narrow or too broad.
- Need to ensure that proper connections are made with all social venture intermediaries across the province. Emphasis will taken to work with all project partners to connect to communities across BC and for those intermediaries to identify social ventures (that may not self identify as a social venture although they fit the definition).
- A key concern for this project will be gaining access to social venture data across the province, in particular demographic data pertaining to the labour market.



Terms of Reference: Labour Market Partnerships Contribution Agreement

11. Plan for Sustainability

Proposed plan for the continued implementation and/or maintenance of products, services, resources, or structures associated with this LMPP project.

ISIS will be the lead on the maintenance of the final products of the project including the final study report. The goal is to develop products that will be easily accessible to the social venture sector, all stakeholders and the public, in doing so ensuring that these products can live and be used beyond the duration of the project.

12. INITIALS OF SIGNATORIES TO THE AGREEMENT

Coordinator

Date

Coordinator

Date

Province of British
Columbia

Date