	FISH IMBLA	i i	SCH	IEDUL	E A			<b> </b>	į	~	are de la constante de la cons		~~~	
	PRO	IECT DESC	RIPTION	AND C	CONTRI	BUTION	OFTAL	IS III			ا IAL			
F. T											101	орпом	1	,
Ľ	BC-Job Creation Partnerships						. 102 RES	00874	184				892	
Ì	DC-30	b Creat.	ion Pari	ners	nips			. 102 RES	ŧ			8UDGET R	KG.	
										5374		<u> </u>		374
								104			105 AM	END. NO.	Ica H	ASON DOE
								7	nome			, 1		•
2 NAME OF EXPLOY	ED JOOODONATOS							OF EUPLOYER /				131		<u></u>
21 1011201	341 300113.131141					<b></b>		lub of BC				114 36016)		
Sierra Club	of BC Fou	ndation						Idb of bo	Tour	iou o	LOII			
COMMUNITY COORDS	ATOR		No			7								
4 MAILING ADDRESS									8 A	REA CO	DE TELE	PHONE NO.		
#304 733 Jol	hoson Stre	et.							125	ioi 3	386-52	255		
5 СПУЛОУМ					6 P	ROVRICE	7 70	STAL CODE			DE FAX			
Γ'							H				•			
Victoria						BC		V8W3C7			386-4			·
10 NAME OF CONTACT	PERSON				י ניין	ELEPKONE I	VO. (# 6/7	srent from above)	. 12 1	is. OF E.	NPLOYEE:	S/WORKER	SAFFE	GTED
Jenn Hoffmar	ì				(25	0) 386	-5259	5						
13 OBJECTIVE / DES				IENTELI	E / EXPEC	TED RESU	ILTS							
Objectives:														
To begin Ju	ly 5th, 20	010 and	end by	July	2, 2	011.								
To provide a	a maximum	52 EI w	eeks of	wor	k exp	erienc	e.							
The objectiv	za ie to z	rovide	the opr	ortu	nitu	for th	roa 1	mamnlava	d er	al f	aible	india	ridu	ale
to gain valu														
Sierra Club														
employment :			, ,			,		_				•		
Sub-Objectiv	re:					•								
A sub−object	ive is to	transl	ate Env	iron	menta	l Educ	ation	Program	s to	beti	ter m	eet th	ie n	eeds
of teachers,														
:														
14 LOCATION OF AC	Thaty	<del> </del>									~~	Cont	inued o	n Page 4
#304 733 Joh		ot Wiel	romia E	17 17	רייבינטי									
	I OCIE		-0440, 1											
15 TOTAL NUMBER OF PARTICIPANTS	16	<del> </del>	17 WOMEN		GNATED	*****		TARGETING P	LAN	20 N	EMBERS C	E VISIBI E	12	SPARE
3	NUMBER OF		11/10/12/	٣	VIII 01 - 20	123.2		pico de l'ileo		F. 1	INCRITIES	·	F	7 0,740
				<u> </u>		٠								
22	23	Υ ;	νi ο	24	¥	м	D 25	] 4	N\$	D	28	Υ	łā	Đ
DURATION OF ACTIVITY	FROM		/07/05	10	-	 ./07/02	A	NO FROM			10			
OFFICIAL USE		4040	, 3 , 7 0 3		Z.V.1.3	., 0., 02			<del>. ,</del>			··	*****	
140 FINANCIAL	CODE			<u> </u>	cus	*	T .	UTURE YEAR 1	$\neg \top$		EST	URE YEAR 2	,	
ALLOT PROJECT	LINE OBJECT	CURRENTY	THUOMA RA	CR	TYPE	ELECT, DIST.		WITHENT AMOUN	т   "	R		MENT AMO		CR
		<u></u>		ļ	1		<u> </u>							<u> </u>
200	F.0.0.0		12.00			E000#			-					
896   10504 141	5200	13,32 SIGNATURE		1	<del></del>	59035	1	<del> </del>				Y	M	Ø
AGREEMENT VE	RIFICATION	SIGIVATORE	السيب	V	•							M	AR :	) Í 2(
		<u></u>	1/200	4	_									
OFFICIAL USE	ACRO I	<del></del>		~ 1.20		T,		1	1:_1			Ne c	-E I	Operation.
150 CRIG. 151 COR	LANG PA	153   153	CFFICER	154	ELECT.	165 N	oc	156 s.i.c.	157 AC	YIIVIIY	158	yr, oi Operation	159	SPECIAL INT. GR
					DIST.			<u> </u>						
<b>)</b> 11 <b>)</b>	1 <b>)</b> yı	.01	102	•	5903	5 41	42	4854	2	94	•		b	
160 NATIONAL SPARES				, -					162 EL		ARES			•
	A		٥		E	F			A	B	c	;		
ABCD					•				1 1					



PROVINCE'S CONTRIBUTION		· · · · · · · · · · · · · · · · · · ·	10067404
COST CATEGORIES	PROVINCE	FUNDS FROM O	THER SOURCES
		CASH	IN-KIND
1, PROJECT COSTS	13,323	0	0
A. Activity Related Direct Project Costs	13,323	. 0	0
Staff Wages	13,323	0	0
Professional Fees	0	0	0
Travel	0	О	0
Capital Assets	0	0	0
Audit Costs (Departmentally Mandated)	0	0	0
Other Activity Related Direct Project Costs	0	O	0
B. Participant Related Direct Project Costs	0.	0	0
Participant Wages	0	· · o	0
Participant Tuition Costs	0	0	0
Other Participant Related Project Costs	,	0	0
C. Other Direct Project Costs	0	0	. 0
2. ORGANIZATIONAL INFRASTRUCTURE COSTS	0	0	0
TOTAL	13,323	0	0
	1		
			· · • - / · · · · · · · · · · · · · · · · · ·
		<u> </u>	
The state of the s			
	ļ		
100 100 100 100 100 100 100 100 100 100			-
TOTAL CONTRIBUTION TO BE PAID TO THE COORDINATOR/EMPLOYER	62	13,323.00	
ESTIMATED FINANCIAL ASSISTANCE PAID DIRECTLY TO PARTICIPANTS BY THE PROVINCE	( 63		
ESTIMATED TOTAL PROVINCIAL CONTRIBUTION (BOXES 62 + 63	) [	13,323.00	

6\$	COST DISTRIBUTION																
			UNION	ASSØJAGE:	អាទ		PROVINCE			CANADA			oπ≟er			TOTAL	
65	0.00		67	7.00		68	0.00		69	.3,323.	30	70	0.00		77	13,323.00	
72	0	%	73	0	%	74	0	%	7\$	100	%	76	0	%	"	100%	



## SCHEDULE A (CONTINUED)

FALE NUMBER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

## OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

Key Outcomes & Deliverables:

- Complete translated package of secondary level Sustainable High Schools Education Program.
- Feedback from 10 piloted classrooms.
- Evaluation of the translation from French administrators and teachers.

## Timelines:

Through the proposed project Secondary Level Sustainable High School French Pilot participants will complete the following activities:
Proposed Start date: July 5th, 2010 Proposed End date: July 2, 2011

## Phase One:

July - September 2010

Sierra Club will recruit and hire three participants by July 15, 2010.

By the end of Phase One, participants will have:

- Completed a participant orientation program.
- Participated in a series of skills enhancement workshops including program development, public speaking, group facilitation, conflict management, work plan prioritizing, curriculum correlating, workshop delivery, classroom management, computer applications, etc. Translated the classroom programs and accompanying multi‐ media props, liaising closely with bilingual Sierra Youth Coalition.

## Phase Two:

October - July 2011- By the end of Phase Two, participants will have:

- Coordinated and delivered programs in TBD amount of) French speaking classrooms throughout BC using a translated Sustainable High Schools Kit.
- Participated in on going activities for securing long term employment within their chosen career field.

## Phase Three:

Timelines By the end of Phase Three, participants will have:

- Planed and implemented 60 degree evaluation of the project, including:
- Skills enhancement in qualitative and quantitative, formative and evaluation methodology (focus groups, survey, participant interviews, etc.).
- Summary of youth driven action projects,
- Analysis of activities and action projects.
- Sourced employment opportunities within their chosen field, in order to assist them in achieving their employment goals.

Phase Four:

Ends July 2011



## SCHEDULE A (CONTINUED)

FILE NUMBER

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

## OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

By the end of Phase four participants will have:

- Completed all required program wrap up activities (file transfer, review and storage; participant follow up; legacy documents prepared and distributed; etc.).
- Participated in sourcing and applying for employment opportunities within their chosen field, in order to assist them in achieving their employment goals.

## Expected Results:

To translate existing elementary and middle school level Environmental Education programs into French, and then pilot, evaluate and refine these programs for the French language school system.

Key Outcomes and Deliverables by July 2, 2011:

- -Complete translated package of secondary level Sustainable High Schools Education Program.
- -Feedback from 10 piloted classrooms.
- -Evaluation of the translation from French administrators and teachers.

Outcomes for JCP Participants:

The three JCP participants will enhance work experience and gain new employment related skills. Participants can apply their new skills towards a variety of jobs, such as in Education, translation, and counselling programs.

Participants will be able to network with a wide range of contacts spanning from the general

public to professional educators to employers within the ENGO and French teaching community,

enabling participants to make many potential employment connections. Throughout their placement opportunities to network will be made available - these include attending community conferences, workshops, public talks, stakeholder meetings and other events.

Coordinator will submit a final report outlining project outcomes.



FAENARIASE 10087484 FOR FORMER IAS ONLY type of employment adjustment agreement BUSINESS LINES 79 TYPE OF AGREEMENT FOR USE WHEN NO APPLICATION HAS BEEN COMPLETED RECOMMENDED BY ST DATE #2 APPROVED BY A) DATE FOR AMENDMENTS ONLY REASON FOR AMENDMENT Contract extended to coincide with school year. The project was originaly aligned with the Province's fiscal year; however, participants are currently finishing up classroom and DECREASE NCREASE translation activities, Through French Programming Education and Outreach Initiative, the lone JCP participant will play an instrumental role in compiling data collected through Sierra Club's evaluation process and producing an extensive report with revisions to current programs. The completed report will pe used to grow the education program, and will be shared with other environmental education service providers as a tool for AVCUNT effective program evaluation, particularly for the French-\$ languaga school system. 0.00 84 Initials of Signatories to the Agreement

EMPLOYER/COORDINATOR\*

5140

HS05155E(09-02-02)



## SCHEDULE A (CONTINUED)

F4E MAISER 10087484

NAME OF EMPLOYER / COCRDINATOR

Sierra Club of BC Foundation

## OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

who have stated they are lacking French environmental education resources, and the needs of french speaking students, who would benefit in learning about BC's environment in their language of choice.

This project will enable three JCP participants the opportunities to gain experience in

development, language translation, program delivery and evaluation, and general program administrative skills.

#### Activities:

Through the French Programming Education and Outreach Initiative, JCP participants will play an instrumental role in a new, one time project of translating, piloting, evaluating and refining educational programs which remain currently only available in English.

#### JCP participants:

- Two participants will first translate existing elementary and middle school Environmental Education Programs into French, and then pilot, evaluate and refine these programs for the French language school system in BC;
- One participant will translate, pilot, evaluate and refine this program the Sustainable High Schools project for the French language school system.

The French Programming Education and Outreach Initiative is designed to engage participants in translating resources and in class presentations, and piloting the delivery of the newly translated programs.

The goal of this project is to translate and pilot delivery of French Environmental Education programs. The project will achieve objectives through participants' completion of the following key activities:

- Understanding current Sierra Club BC Environmental Education Programs
- Translating in class presentations, including scripts, audio visual presentations, handouts, props, and evaluation forms.

Sierra Club of BC Proposal Submitted To ELMSD Job Creation Program - 2010

- Translating pre and post program resources for teachers.
- Translating downloadable resources on our website.
- Coordinating with teachers, administrators, and schools to register them for the translated pilot programs.
- Pilot translated programs in classrooms throughout BC.
- Collect, compile, and enter data from evaluation forms.
- Conduct a full evaluation of the pilot program at the end of the year.



FRE	NUMBER:	
1	10087484	
AME	OVENT NUMBER:	

## SCHEDULE B

NAME OF COORDINATOR:	**************************************	
Sierra Club of BC Foundation		

- 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.
- Costs are eligible costs only if they are, in the opinion of the Province.
  - a) directly related to the Project, and
- 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 le 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 Appendix 1 to the Public Service Agency Policy Statement 17 Travel, which is available on the internet at http://www.bcpublicserviceagency.gov.bc.ca/policy/down/Appendix\_1\_Yravel\_Allowances.pdf, and in any applicable Treasury Board (British Columbia) Orders and Directives.
- 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.
- 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. 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
  - (b) The COORDINATOR may make adjustments to increase only, by an amount not exceeding 10%, the sub-total amount affocated for the following cost categories:
    - 7: Participant Wages
    - 8: Participant Tuition Costs
    - 9: Other Participant-Related 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 "Capital Assets Costs" category as a result of the purchase of a Capital Asset the COORDINATOR must notify the Province of this purchase.

## **Organizational Infrastructure Costs**

[This provision applies where the COORDINATOR has chosen a flat percentage rate to cover the organizational infrastructure costs incurred in carrying out the Project. Delete if not applicable]

- 9. (1) Funding for organizational infrastructure costs covered by a flat percentage rate is subject to those types of costs actually being incurred by the COORDINATOR in carrying out the project. The COORDINATOR shall repay the Province the amount of funding paid in excess of the amount of cost actually incurred by the COORDINATOR toward organizational infrastructure costs. Such amount is a debt owing to the Province and shall be repaid promptly to the Province upon receipt of notice to do so.
  - (2) The Province agrees to reimburse the COORDINATOR a flat percentage rate for organization infrastructure costs. Such rate will be calculated as follows:

(Total 1A Costs + Total 1B Costs) x	% = To	ial 1C Costs	
(3) Upon the COORDINATOR's declaration that it incors rate to be calculated as follows:	organizational infrastructur	e costs, the Province agrees to relin	iburse an additional flat percentage
(Total 1A Costs + Total 1B Costs + Total 1C Costs)	1 1 1	% = Total 2 Costs	
(4) The parties agree that should the Province increase	the flat rate percentage duri	ing the Funding Period, the rate will	be adjusted accordingly.



## Declaration Regarding Other Sources of Financial Assistance for the Project\*

[\*Sections 10.1 to 10.4 are applicable only to agreements where the contribution is in excess of \$100,000. Delete if not applicable].

[Option 1- where funding from the Province is the only source of financial assistance for the Project.]

10.1 The COORDINATOR declares that the contribution provided under this Agreement is the only financial assistance for the Project it has received or expects to receive from any level of government (federal, provincial or municipal) or from any other source.

[Option 2- where there are other sources of financial assistance for the Project.]

10.2 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	, and the control of
6.	\$	from	

10.4 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

[Insert new project budget list]

Wages as outlined in Schedule B.

<sup>10.3</sup> 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 10.2.



11. Set out below is the List of Eligible Costs (Continued)



FILE NUMBER: 10087484

AMENDMENT NUMBER:

2

# SCHEDULE C INFORMATION REQUIREMENTS

Γ	NAME OF COORDINATOR:
	Sierra Club of BC Foundation
ſ.	Yo enable the Province to:
	<ul> <li>a) measure the results of the Project and evaluate the Project's success in assisting Participants to prepert for, obtain and maintain employment, and in making a successful transition into the labour market;</li> </ul>
	b) determine a perticipant's need for any further assistance in order for the participant to obtain or keep employment,
	<ul> <li>c) evaluate more generally the success of the Employment and Labour Market Service in achieving its objectives; and</li> </ul>
	d) meets its obigations pursuant to the agreement between the Province and Canada under section 63 of the Employment Insurance Act for the operation of the Employment and Labour Market Services and its success in activiting its objective.
	The COORDINATOR shall, subject to section 2, collect on behalf of the Province, and provide to the Province the following information in respect of each Participant:
	Responsible Employment and Labour Market Services Office     Contract tie number
	Social Insurance number     Date of commencement of Case Management     Date of completion of Action Plan
	Indication of Action Plan completion Indication of Primary Results (Employed/Self-employed/Not employed) Date Primary Result achieved Other (specify)
ģ	Prior to collecting and providing to the Province the Information referred to in section 1, the COORDINATOR shall inform the Participant:
	a) that since funding for the Project is provided by the Province, the information is required by, and collected on behalf of, the Province;
	b) the purposes (mentioned in section 1) for which the information is being collected, the legal authority for collecting the information and that the COORDINATOR will provide the information specifically to the Ministry of Housing and Social Development;
	c) that the personal information collected on behalf of the Province is protected within the parameters set out in the Freedom of Information and Protection of Privacy Act, that the Pericipant has a right under that Act to obtain access to the information from the Ministry of Housing and Social Development and the file, business address and telephone number of an amployee of the Ministry of Housing and Social Development who can enswer questions about the collection and privacy of the information, and
	d) If any of the information is also required by the COORDINATOR for the purpose of providing assistance to the Participant in carrying out the Project, the purposes for which the CODRDINATOR itself intends to use that information.
3.	To assist the COORDINATOR in carrying out the Project, the Province will provide the COORDINATOR with the following information in respect of each Participant:
	· ·
1	The COORDINATOR shall treat all Participant information collected on behalf of the Province under section 1 or provided by the Province under section 2 as confidential, comply with the Privacy Protection Schedule attached to the Agreement as Schedule E and take reasonable security measures to protect any information about Participants from unauthorized access, collection, use, storage, disclosure, including those set out in any instructions issued by the Province.
i.	Representatives of the Province shall be entitled to inspect the COORDINATOR's premises at all reasonable times to ensure compliance with the information security requirements referred to in section 4.
5	Upon expiry of the Funding Period or upon termination of the Agreement, if earlier, the COORDINATOR shall provide to the Province all Information it collected on behalf of the Province under this Schedule and any copy thereof, in accordance with instructions issued by the Province, unless the COORDINATOR is required by law to retain any of that information for a period of time beyond the Funding Period or Beyond the date of termination of the Agreement, if earlier.
!	Dering any extended period of retention reterred to in section 6, sections 4 and 6 shall continue to apply to the COORDINATOR, and at the end of the extended period, the COORDINATOR shall provide to the Province, the information and any copy thereof, in accordance with instructions leaved by the Province.

INITIALS OF SIGNATORIES TO THE AGREEMENT

COORDINATOR DATE COORDINATOR DATE PROVINCE DATE

APR 0 7 2011

MSD/EL MCF1 V7/ 11 MSD-2012-00742



## SCHEDULE D

## ADDITIONAL CONDITIONS

ï			

1 JUNE OF EUFLOTER (COCADDINICA	
Sierra Club of BC Foundation	
2.0 ADDITIONAL CONDITIONS	
REPORTS AND INFORMATION	
Payment Claims	
The Coordinator will submit with their claims:  a) a cost breakdown which includes actual and budgeted year to date expend  b) if applicable, any supporting documentation necessary to verify claimed  c) proof of payment, notation of make, model and serial numbers for Capita	l amounts, and/or
and d) a report on progress against agreement objectives, milestones and any otrends impacting the project activity.	ther issues and
Progress Reports	
The Coordinator will submit regular progress reports that describe the activing the achievements, successes and resolution to problems of the project during the	
The frequency and details of these progress reports are to be monthly.	
Continuing payment is conditional upon the Province:  a) Receiving current work plans from the Coordinator;  b) Approving the amended work plans, if applicable;  c) Receiving regular progress reports; and  d) Continued allocation of funds.	
final Project Report	
Within 60 days of completion of the project, the Coordinator will submit a filthat summarizes and provides an analysis of the project's performance against objectives. The report will include a summary of client feedback provided to on the appropriateness and quality of the services. The report will provide expected results set out in the Agreement were not achieved and recommendation will be subject to receiving the Final progress report.	Agreement the Coordinator a rationals, if
Participants	
 Further to the Articles of Agreement, clause 19.10;	
1) This project will target three (3) participants.	
2) Participants must have a Return to Work Action Plan (RTWAP) prior to accept project which indicates that the activities in this project are in line with t career goals. A copy of this RTWAP will be submitted to the Province of Britico final participant approval.	their stated
; 3) The sponsor will notify the Province of British Columbia of any participant within forty-eight (48) hours of the participant's final day on the project.	: termination
4) A Province of British Columbia representative will be responsible for document to their beginning on the project.	menting clients
5) Participants are to be allowed a minimum of one (1) day in every two (2) we search activities, to assist in their efforts to become fully employed.	eks for job
6) The sponsor shall ensure that weekly attendance records for all participant and certified.	s are maintained
CASE MANAGEMENT	
For the purposes of client case management, Sierra is required to liaise with management agency responsible for the clients RTWAP to coordinate a case manag	the case pement work flow.
•	
A WANTE OF CONTROLS A THE TOOCHEN !	

EMPLOYER/COORD-MATCR





## **EMPLOYMENT AND LABOUR MARKET SERVICES**

BETWEEN:

The Province of British Columbia (hereinafter referred to as the 'Province')

Sierra Club of BC Foundation

AND:

(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

- 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 as Schedule A entitled "Project Description and Contribution Details";
  - c) the document attached as Schedule B entitled "Eligible Costs";
  - d) the document attached as Schedule C entitled "Sharing of Information";
  - e) the document attached as Schedule D entitled "Additional Conditions"; and
  - f) the document attached as Schedule E entitled "Privacy Protection Schedule".

#### 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) "El Client" means an unemployed person who, when requesting assistance under Employment and Labour Market Services:
    - (i) Is an "insured participant" as that term is defined in subsection 58(1) of the Employment Insurance Act, or (ii) received "provincial benefits" under a "provincial plan", as those terms are defined in section 76.01 of the Employment Insurance Regulations, within the previous 60 months, and
      - (A) if not for the provincial benefits paid under the provincial plan, would have been entitled to receive benefits under sections 22 or 23 of the El Act, and would have had a benefit period established for that purpose within the 60-month period,
      - (B) subsequently withdrew from active participation in the labour force to care for one or more of their newborn children or one or more children placed with them for the purpose of adoption, and
      - (C) is seeking to re-enter the labour market;
  - b) "Eligible Costs" means the costs incurred by the Coordinator in carrying out the Project that are described in Schedule B, subject to the firsts set out in the approved annual budgets attached to, and forming part of Schedule B;
  - c) "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;
  - d) "FAA" means the Financial Administration Act, R.S.B.C. 1996, c.138;
  - e) "Fiscal Year" means the period beginning on April 1 of one calendar year and enting on March 31 in the next calendar year;
  - f) "Funding Period" means the period commencing on 2010/07/05 and ending 2011/07/02
  - g) Project\* means the activities described in Schedule A.
  - "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; and
  - i) "Subcontractor" means a person that the Coordinator retains under a subcontract to provide services related to the Project.

## 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. The amount of the Province's contribution shall not exceed the total maximum contribution specified in Schedule A, Page 2, Box 62.
- 3.2 The amounts payable by the Province in each fiscal year during the Funding Period shall not exceed the amounts set out below:

in fiscal year	2010/2011	\$	13,323	
		\$		
in fiscal year	,	ŝ		
in fiscal year	<del></del>	*		
in fiscal year		\$		ənd
in fiscal year		\$		



3.3	to:	this landing any other provision in this agreement, the Province's obligation to pay money to you under this Agreement Is subject
	payme b) Tre	re being sufficient funds available in an appropriation, as defined in the FAA, to enable the Province in any Fiscal Year when ont becomes due pursuant to this Agreement, to make that payment; and asury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation ad to in subsection (a) of this section.
3.3A	in the Fiscal pursua	went livere are not sufficient funds available in an appropriation referred to in subsection 3.3 (a), to enable the Province in any Year when payment becomes due pursuant to this Agreement, to make that payment, or Treasury Board controls or fimits, ant to the FAA, expenditure under an appropriation, the Province may reduce the amount of its contribution payable under this ment in that Fiscal Year or terminate this Agreement in accordance with section 13,1 of this Agreement.
3.4	Where	e, pursuant to section 3.3A, the Province intends to reduce the amount of its contribution under the
	Agree	ment, it shall give the COORDINATOR 1 months notice of its intention to do so.
3.5		e, as a result of a reduction in funding, the COORDINATOR is unable or unwilling to complete the Project, the COORDINATOR is no notice to the Province, terminate the Agreement.
4.0	TERM	S OF PAYMENT
	(Section)	ons 4.1 to 4.3 apply where progress payments, rether than advances, ere to be made. Delete if not applicable.)
4.1		ent of the Province's contribution will be made upon receipt and verification of monthly or quarterly claims for payment. When ting a claim, the COORDINATOR shall use a claim form approved by the Province and provide:
	a)	a detailed list of Eligible Costs incurred and paid during the period claimed;
	. b)	substantiating documentation as may be required by the Province, including copies of related involces and receipts; and
	c)	a statement signed by an officer of the COCRDINATOR or other person satisfactory to the Province, certifying that all EEgible Costs claimed are in accordance with the Agreement.
4.2		rovince may withhold payment of any claim pending the completion of an audit of the COORDINATOR's books and records cted either by the Province or by an independent auditor pursuant to paragraph 6.1(g).
4,3		rovince may withhold up to 10% of the contribution until the Project is completed. Final payment of the contribution will be 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 an auditor's report or other report that may be required to be submitted to the Province by the COORDINATOR under the terms of this Agreement.
	(Section	ons 4.4 to 4.12 apply where advances, rather than progress payments, are to be made. Delete if not applicable.)
4.4		on forecasts of cash flow requirements satisfactory to the Province in form and detail, the Province will make advances ng the COORDINATOR's estimated financial requirements for each payment period during the Funding Period.
4.5	Paymo	enis wäi be mademonthly
4.6	COOR Each o	trance for the third payment period and subsequent payment periods is conditional upon the submission by the IDINATOR of claim for payment, in a form satisfactory to the Province and certified by a senior officer of the COORDINATOR. Islam shall contain the following information in respect of the advance payment period ending one payment period prior to the int period for which the advance 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.
4.7		quarterly advances are being made to the COORDINATOR under section 4.5, the Province may, at any time and in its its discretion, by notice, after the frequency of such advance payments and change them to a monthly basis.
4.8	be dec	terest earned on advances of the Province's contribution shall be accounted for by the COORDINATOR. Such interest shall smed to be part payment of the contribution and shall be taken into account in the calculation of the final payment by the co, or repayment by the COORDINATOR as may be appropriate in the circumstances.
4.9	the Pro	emount of the advance payment for a period exceeds the amount of the Eligible Costs incurred and paid during that period, ovince reserves the right to deduct the excess amount and any interest eamed on the excess from any other amount payable this Agreement.
4.10		rovince may withhold payment of any advance pending the completion of an audit of the COORDINATOR's books and s conducted either by the Province or by an independent auditor pursuant to paragraph 6.1 (g).



- 4.11 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;
  - 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.
- 4.12 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 & 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.

(Section 5.2 applies only to Job Creation Partnerships. Delete if not applicable.)

5.2 The COORDINATOR further declares that no participant has been hired to fill a position left vacant due to an industrial dispute at the COORDINATOR's premises, to fill the position of a worker who had been laid-off and is awaiting recall, or to displace another worker employed by the COORDINATOR;

## 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 salisfaction 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:
  - 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 duty 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:
    - 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 advances of the contribution; and
    - iii) a statement certifying that the contribution payments received and expenditures in respect of which they were paid, were in accordance with the Agreement.
  - provide a copy of the audit report to the Province within 30 days of its completion.

(Section 6.2 applies to Self Employment and Job Creation Partnerships, Delete if not applicable.)

- 6.2 Prior to hiring or recruiting each participant for the Project, the COORDINATOR shall verify and confirm with the Province that the participant qualifies as an El Client.
- 6.3 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.
- 5.4 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.
- 6.5 The COORDINATOR shall carry out the Project in compliance with all laws, by-laws and regulations.
- 6.6 The COORDINATOR shall not request the payment of any charge or fee from the participants for their participation in the Project.
- 6.7 The CÓORDINATOR shall both during and following the term of this Agreement indemnify and save the Province, its employees and agents, harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wifful or negligent act, omission or delay on the part of the COORDINATOR or its directors, employees, contractors, agents or participants in connection with anything purported to be or required to be provided by or done by the COORDINATOR pursuant to this Agreement.



#### 7.0 NEPOTISH

- 7.1 No cost incurred in relation to, or wages paid to a third party (participant, administrative staff, research subject, or any other party) who is a member of the invinediate family of the COORDINATOR 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.
- 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), civild (including child of common law partner), step-child, ward, father-in-law, mother-in-law, or a relative permanently residing with the COORDINATOR, as the case may be.
- 7.3 For the purpose of section 7.2, "Common-law partner" means a person who is constiting with the COORDINATOR or its officer or director 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, or remaining portion thereof, of the Funding Period; and
  - b) a detailed annual work plan and forecast of Project expenditures for the coming 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, including information collected to date pursuant to Schedule C of this Agreement
- 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.

## 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, advantising or press releases, relating to this Agreement or the BC Employment and Labour Market Services;
- c) cooperate and assist the Province with communication strategies related to this Agreement;
- dy 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;
- f) Incorporate a Provincial Mark in any acknowledgment described in subparagraph (d) or any signage described in subparagraph (e); and
- g) not use any Provincial Mark in any capacity or for any purpose other than those set out in subparagraph (f).
- 9.2 Fortiwith after the execution of this Agreement, the Province will provide the Coordinator with the Provincial Mark for use as described in paragraph 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
  - 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 The following constitute Events of Default:
  - 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;
  - an order is made or resolution passed for the winding up of the COORDINATOR, or the COORDINATOR is dissoluted.
  - 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;
  - n 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 lf,
  - a) an Event of Default specified in paragraph 11.1(a), (b) or (c) has occurred, or
  - b) an Event of Default specified in paragraph 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;

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 paragraph 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 firrited 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 Province (Insert name or title of official, address and fax number)

Pierre Murray, 306-771 Vernon Avenue, Po Box 9989 Stn Prov Gov'T, Victoria, British Columbia, V8W9R6

in the case of the COORDINATOR to the address shown on Schedule A of this Agreement.



## 13.0 RIGHT OF EARLY TERMINATION

- 13.1 Either party may terminate this Agreement at any time without cause upon not less than 30 day notice of intention to terminate.
- 13.2 In the event of a termination notice being given by the Province under this section
  - 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 paragraph 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 obligations in the event of a 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, S.B.C. 2001, c. 42, as amended from time to time, 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, unless the Province has approved as a Subcontractor any person listed in the attached Addendum.
- 16.2 The Province has approved as a Subcontractor any person fisted in the attached Schedule D.
- 16.3 No subcontract the Coordinator enters, whether the Province consents to it or not, relieves the Coordinator from any obligation under this Agreement.
- 16.4 The Coordinator must ensure that every Subcontractor fully complies with this Agreement and all attached Schedules, in performing any subcontracted obligation.
- 16.5 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.
- 16.6 The Province reserves the right to review the terms and conditions of any contract between the Coordinator and any Subcontractor to determine to our satisfaction that the Coordinator compiles with subsection 16 (4).

## 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 Eigible 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

(1) Upon explay 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 finiting the generality of the foregoing, amounts to which the COORDINATOR is not entitled include:

- a) the amount of any unspent advances 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.

Such amounts are debts to the Province.

(2) Interest shall be charged on evertive debts in accordance with the Interest on Overdue Accounts Receivabla Regulation, B.C. Reg. 214/83, 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 pentaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

#### 19.2 Amendment

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

#### 15.3 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, R.S.B.C. 1996, v. 287 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) Subject to paragraph 19.6(2), the COORDINATOR shall ensure that it has adequate liability insurance covering everyone carrying out activities related to the Project including the COORDINATOR'S employees, participants, directors and officers and whitehers.
- (2) The Province agrees to procure, at its expense, a policy of comprehensive general liability insurance for the Project participants, administrative staff and the COORDINATOR. The Province makes no worranky or representation as to the adequacy of the coverage of the policy with respect to the Project, however, it is understood and agreed that the COORDINATOR shall be solely responsible for determining its adequacy with respect to the Project and for obtaining such additional insurance as may be required in relation to the Project. The reasonable cost of such additional insurance is eligible for reimbursement by the Province as on eligible cost under this Agreement.

## 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 Unincorporated Association

If the COORDINATOR is an unincorporated organization, it is understood and agreed by the persons signing this Agreement on behalf of the COORDINATOR that in addition to signing this Agreement in their representative capacities on behalf of the COORDINATOR, they shall be personally, jointly and severally liable for the obligations, covenants, promises, fiabilities and expenses essumed by the COORDINATOR under this Agreement, including any debt that may become owing to the Province under this Agreement.



#### 19.8 Entire Agreement

This Agreement, including Schedulas A, B, C, D and E 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 confact.

## 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 sections 6.1(e), 6.7, 10.3 and 18 of this Agreement shall survive any such termination and 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.

Signed this 30 day o	MARCH 201)
For the Province  (Name)  (Signature)	Rogram Officer (Position) MATICH 31, 2011
For the COORDINATOR  GEORGE HE YMAN  (Name)  (Signature)	Executive Divector March 31, 2011 (Date)
(Name)	(Position)
(Signature)	/Datal





## **EMPLOYMENT AND LABOUR MARKET SERVICES**

BETWEEN:

The Province of British Columbia (hereinafter referred to as the "Province")

Sierra Club of BC Foundation

AND:

(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 elligible 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

- 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 as Schedule A entitled "Project Description and Contribution Details";
  - c) the document attached as Schedule B entitled "Eligible Costs";
  - d) the document attached as Schedule C entitled "Sharing of Information";
  - e) the document attached as Schedule D entitled "Additional Conditions"; and
- f) the document attached as Schedule E entitled "Privacy Protection Schedule".

#### 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) "El Client" means an unemployed person who, when requesting assistance under Employment and Labour Market Services:
    - (i) Is an "insured participant" as that term is defined in subsection 58(1) of the Employment Insurance Act, or (ii) received "provincial benefits" under a "provincial plan", as those terms are defined in section 76.01 of the Employment Insurance Regulations, within the previous 60 months, and
      - (A) if not for the provincial benefits paid under the provincial plan, would have been entitled to receive benefits under sections 22 or 23 of the El Act, and would have had a benefit period established for that purpose within the 60-month period,
      - (B) subsequently withdrew from active participation in the labour force to care for one or more of their newborn children or one or more children placed with them for the purpose of adoption, and
      - (C) is seeking to re-enter the labour market;
  - b) "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;
  - c) "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;
  - d) "FAA" means the Financial Administration Act, R.S.B.C. 1996, c.138;
  - e) "Fiscal Year" means the period beginning on April 1 of one calendar year and ending on March 31 in the next calendar year,
  - f) "Funding Period" means the period commencing on 2010/07/05 and ending 2011/03/31
  - g) "Project" means the activities described in Schedule A.
  - 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; and
  - i) "Subcontractor" means a person that the Coordinator retains under a subcontract to provide services related to the Project,

## 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. The amount of the Province's contribution shall not exceed the total maximum contribution specified in Schedule A, Page 2, Box 62.
- 3.2 The amounts payable by the Province in each fiscal year during the Funding Period shall not exceed the amounts set out below:

in fiscal year	2010/2011	_ s	13,323	
		\$		
in fiscal year	· · · · · · · · · · · · · · · · · · ·	-		
in fiscal year		- \$		
in fiscel year	was the same of th	\$	emercial and a second a second and a second	and
in fiscal year		\$		



4.0		distributed any one provision at the editorillent are treatiles a children to but money to low and the distribute at all a
	paym	ere being sufficient funds available in an appropriation, as defined in the FAA, to enable the Province in any Fiscal Year when ent becomes due pursuant to this Agreement, to make that payment; and
		easury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation ed to in subsection (a) of this section.
3.3A	Fiscal pursu	event there are not sufficient funds available in an appropriation referred to in subsection 3.3 (a), to enable the Province in any I Year when payment becomes due pursuant to this Agreement, to make that payment, or Treasury Board controls or Emits, ant to the FAA, expenditure under an appropriation, the Province may reduce the amount of its contribution payable under this ment in that Fiscal Year or terminate this Agreement in accordance with section 13,1 of this Agreement.
3.4	Where	e, pursuant to section 3.3A, the Province intends to reduce the amount of its contribution under the
	Agree	ement, it shall give the COORDINATOR months notice of its Intention to do so.
3,5		e, as a result of a reduction in funding, the CCORDINATOR is unable or unwilling to complete the Project, the COORDINATOR upon notice to the Province, ferminate the Agreement.
4.0	TERA	as of payment
	(Sect	ions 4.1 to 4.3 apply where progress payments, rather than advances, are to be made. Delete if not applicable.)
4.1		ent of the Province's contribution will be made upon receipt and verification of monthly or quarterty claims for payment. When a claim, the COORDINATOR shall use a claim form approved by the Province and provide:
	a)	a detailed list of Eligible Costs incurred and paid during the period claimed;
	b)	substantiating decumentation as may be required by the Province, including copies of related invoices and receipts; and
	c)	a statement signed by an officer of the COORDINATOR or other person satisfactory to the Province, certifying that all English Costs claimed are in accordance with the Agreement.
4.2		rovince may withhold payment of any claim pending the completion of an audit of the COORDINATOR's books and records incled either by the Province or by an Independent auditor pursuant to paragraph 6.1(g).
4.3		trovince may withhold up to 10% of the contribution until the Project is completed. Final payment of the contribution will be 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 Etigible Costs claimed are in accordance with the Agreement; and
	c)	receipt of an auditor's report or other report that may be required to be submitted to the Province by the COORDINATOR under the terms of this Agreement.
	(Secti	ons 4.4 to 4.12 apply where advances, rather than progress payments, are to be made. Detate if not applicable.)
4.4		d on forecasts of cash flow requirements satisfactory to the Province in form and detail, the Province will make advances ting the COORDINATOR's estimated financial requirements for each payment period during the Funding Period.
4.5	Paym	enis will be made <u>monthly</u> .
4,6	COOF Each	dvance for the third payment period and subsequent payment periods is conditional upon the submission by the RDINATOR of daim for payment, in a form satisfactory to the Province and certified by a sentor officer of the COORDINATOR, claim shall contain the following information in respect of the advance payment period ending one payment period prior to the ent period for which the advance 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.
4.7		e quarterly advances are being made to the COORDINATOR under section 4.5, the Province may, at any time and in its ale discretion, by notice, elter the frequency of such advance payments and change them to a monthly basis.
4.8	be de	nterest earned on advances of the Province's contribution shall be accounted for by the COORDINATOR. Such interest shall emed to be part payment of the contribution and shall be taken into account in the calculation of the final payment by the ice, or repayment by the COORDINATOR as may be appropriate in the circumstances.
4.9	the Pr	emount of the advance payment for a period exceeds the amount of the Eligible Costs incurred and paid during that period, ovince reserves the right to deduct the excess amount and any interest earned on the excess from any other amount payable this Agreement.
4.10		rovince may withhold payment of any advence pending the completion of an audit of the COORDINATOR's books and is conducted either by the Province or by an independent auditor pursuant to paragraph 6.1 (g).

HSD5154E(09-02-02) 23 MSD-2012-00742



- 4.11 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;
  - 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.
- 4.12 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 & WARRANTY

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.

(Section 5.2 applies only to Job Creation Partnerships. Delete if not applicable.)

5.2 The COORDINATOR further declares that no participant has been hired to fill a position left vacant due to an industrial dispute at the COORDINATOR's premises, to fill the position of a worker who had been laid-off and is awaiting recall, or to displace another worker employed by the COORDINATOR;

## 6.0 OBLIGATIONS OF THE COORDINATOR

- 8.1 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:
  - upon request of the Province, produce any cartificates, 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;
  - 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:
    - 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 accused on any advances of the contribution; and
    - iii) a statement certifying that the contribution payments received and expenditures in respect of which they were paid, were in accordance with the Agreement.
  - provide a copy of the audit report to the Province within 30 days of its completion.

(Section 6.2 applies to Self Employment and Job Creation Partnerships, Delete if not applicable.)

- 6.2 Prior to hiring or recruiting each participant for the Project, the COORDINATOR shall verify and confirm with the Province that the participant qualifies as an El Client.
- 6.3 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.
- 8.4 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.
- 6.5 The COORDINATOR shall carry out the Project in compliance with all laws, by-laws and regulations.
- 6.6 The COORDINATOR shall not request the payment of any charge or fee from the participants for their participation in the Project.
- 6.7 The COORDINATOR shall both during and following the term of this Agreement indemnify and save the Province, its employees and agents, harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wiful or negligent act, omission or delay on the part of the COORDINATOR or its directors, employees, contractors, agents or participants in connection with anything purported to be or required to be provided by or done by the COORDINATOR pursuant to this Agreement.



#### 7.0 NEPOTISM

- 7.1 No cost incurred in relation to, or wages paid to a third party (participant, administrative staff, research subject, or any other party) who is a member of the immediate family of the COORDINATOR is eligible for reimbursement under this Agreement unless the Province is satisfied that the participation, recruitment or bring of that third party was not the result of favoritism by reason of membership in the immediate family of the COORDINATOR.
- 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, 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 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, or remaining portion thereof, of the Funding Period; and
  - a detailed aroual work plan and forecast of Project expenditures for the coming 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, including information collected to date pursuant to Schedule C of this Agreement
- 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.

## 9.0 PUBLIC ACKNOWLEDGEMENT

## 9.1 The Coordinator shalk

- 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 BC 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;
- 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 subparagraph (d) or any signage described in subparagraph (e);
- g) not use any Provincial Mark in any capacity or for any purpose other than those set out in subparagraph (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 paragraph 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
  - 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 The following constitute Events of Default:
  - the COORDINATOR becomes bankrupt or inscivent, goes into receivership, or takes the benefit of any statute from time to time being in force relating to bankrupt or inscivent debtors;
  - 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;
  - 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:
  - i) 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.
  - a) an Event of Default specified in paragraph 11.1(a), (b) or (c) has occurred, or
  - an Event of Default specified in paragraph 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;

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 paragraph 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 facsimate 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 Province (Insert name or title of official, address and fax number)

Pierre Murray, 306-771 Vernon Avenue, Po Box 9989 Stn Prov Gov'T, Victoria, British Columbia, V8W9R6

in the case of the COORDINATOR to the address shown on Schedule A of this Agreement.



## 13.0 RIGHT OF EARLY TERMINATION

- 13.1 Either party may terminate this Agreement at any time without cause upon not less than 30 day notice of intention to terminate.
- 13.2 In the event of a termination notice being given by the Province under this section
  - 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 Eigible 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 paragraph 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 obligations in the event of a 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 anxears 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.

#### 16.0 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, S.B.C. 2001, c. 42, as amended from time to time, was compliant with those sections at the time the lobbying occurred.

## 18.0 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, unless the Province has approved as a Subcontractor any person listed in the attached Addendum.
- 16.2 The Province has approved as a Subcontractor any person listed in the attached Schedule D.
- 16.3 No subcontract the Coordinator enters, whether the Province consents to it or not, relieves the Coordinator from any obligation under this Agreement.
- 16.4 The Coordinator must ensure that every Subcontractor fully complies with this Agreement and all attached Schedules, in performing any subcontracted obligation.
- 16.5 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.
- 16.6 The Province reserves the right to review the terms and conditions of any contract between the Coordinator and any Subcontractor to determine to our satisfaction that the Coordinator compiles with subsection 16 (4).

## 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 Efigible 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

- (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:
  - the amount of any unspent advances 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.

Such amounts are debts in the Province

(2) Interest shall be charged on overdue debts in accordance with the Interest on Overdue Accounts Receivable Regulation, B.C. Reg. 214/83, 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.

#### 19.2 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, R.S.B.C. 1996, c, 287 applies, shall not derive a direct benefit from this Agreement unless he or shalls 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) Subject to paragraph 19.5(2), the COORDINATOR shall ensure that it has adequate liability insurance covering everyone carrying out activities related to the Project including the COORDINATOR'S employees, participants, directors and officers and tolerance to the project including the COORDINATOR'S employees, participants, directors and officers and tolerance to the project including the COORDINATOR'S employees, participants, directors and officers and tolerance to the project including the coordinate to the project including the project including the coordinate to the coordinate
- (2) The Province agrees to procure, at its expense, a policy of comprehensive general liability insurance for the Project participants, administrative staff and the COORDINATOR. The Province makes no warranty or representation as to the adequacy of the coverage of the policy with respect to the Project, however, it is understood and agreed that the COORDINATOR shall be solely responsible for determining its adequacy with respect to the Project and for obtaining such additional insurance as may be required in relation to the Project. The reasonable cost of such additional insurance is eligible for reimbursement by the Province as an eligible cost under this Agreement.

## 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 option of the Province there is a significant demand for that notice, advertisement, other information or service in that official language.

## 19.7 Unincorporated Association

If the COORDINATOR is an unincorporated organization, it is understood and agreed by the persons signing this Agreement on behalf of the COORDINATOR that in addition to signing this Agreement in their representative capacities on behalf of the COORDINATOR, they shall be personally, jointly and severally liable for the obligations, covenants, promises, flabilities and expenses assumed by the COORDINATOR under this Agreement, including any debt that may become owing to the Province under this Agreement.



## 19.8 Entire Agreement

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

## 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 sections 6.1(e), 6.7, 10.3 and 18 of this Agreement shall survive any such termination and 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.

		Signed this	day of June , 2010
Sim.	**************************************	For the Province  (Name)  (Signature)	Position) 17/June 10
		For the COORDINATOR  Kin Kotan ko  (Signature)	Finance Drector (Position) TUNE 17/10 (Date)
		(Name)	(Position)
		(Signature)	(Date)

	BRITISH COLUMB		(	sc	HEDULE	ĒΑ					errecon and an arrange	anne de l'Albertinia		
			JECT D	ESCRIPTION	AND CO	NTRIB	JTION	DETAILS	100 FRE		OFFICIAL	CONTRACTOR OF THE PARTY OF THE		
1						,-					101	CPTION:	1	
۲		RC-Je	ob Cre	ation Par	tnersh	ins			102 RESE	0087484	101	B TESOCUE		892
								1.20	1		LODOSEL H			
									104	537	ا	IEND, NO.		374 Ason
									<u> </u>				— cc	DE
									Ame	ndment		1 1		1
2 NAME OF E	WPLOYER / CO	OTALEGRO	R				3 LEG	AL NAME OF	EMPLOYER/C	COORDINATOR	(il dilfatant fr	om abova)		- I
							Sier	ra Clui	b of BC	Foundat	tion			
Sierra (	Hub of	BC For	undati	on										
COMMUNITY	CORDENATOR			No			1							
4 MAILING AL	DDRESS						1			8 AREA	CODE TELE	PHONE NO.		
#304 73:	3 Johnso	n Str	eet							(250)	386-5	255		
5 СПУЛОИМ	1					6 PRO	OVENCE	7 POSTA	L CODE		CODE FAX			
Victoria	ı					Γ,	3C	Γ va	w3C7	(250)	386-4	453		
10 NAME OF C		ON				-t		O. (H Efferent				s/Worker	SAFFE	CTED
Jenn Hof	fman					(250	) 386	-5255						
		TION OF A	CIMILE	/TARGETEO C	([ENTELE									
				VE SUMMARY)		-4 EQ1	,,==0	-,-		•				
Objectiv	res:													
L														
To begin	i July S	th, 2	U10 ar	id end by	March	31,	2011.							
To provi	de a ma	ximum	39 E	weeks o	f work	expe	rienc	e.						
The obje	otina i	- +-	nrowie	le the op		itu f	ov +h			d 87 A1	ininin	india	d day	,,
				e the op perience										
				they ma										
employme	ent mark	et.												
Sub-Obje	ctive:													
														- 1
A sub-ob of teach	-	is t	o tran	slate En	vironm	ental	Educ	ation E	Program	s to be	tter m	eet th	e ne	eds
OI teaci	iers!													İ
														Į
]														
												Cent	mied e	n Page 4
14 LOCATION	OF ACTIVIT	Y			_									
#304 733	Johnson	n Stre	et, V	ictoria,	BC, V8	W3C7								
15 TOTAL NUM PARTICIPAN	its <u> </u>								RGETING PI					
_	16),		POSITIONS	17 WOME	N 18 ABCR	UGINALS	19 PER	SONS WITH D	isabilities		Menders ( Mayorities		21	SPARE
3	- 1	10864	ILLED BY		1		1					1		
DURATION OF A	temury	23	Υ Υ	M D	24	Y	u	D 25	У	M D	26	Y	и	
2000 TORTOR OF 2		FRON	đ.	10/07/05	то		" '03/31	AND F			то			
OFFICIAL U	SE							······································						
140 FJA	ANCIAL CODE		CURREN	TYEAR AMOUNT	CR	CMS	ELECT.		RE YEAR 1	. ca		URE YEAR 2		CR
ALLOT PR	CUECT LES	E OBJECT		//,	"	TYPE	DIST.	COMMIT	MENT AMOUNT	,	CONINU	iment amol	mí	
			1		<del>  -</del>	$\dashv$				_				<del></del>
	504	5200		323.00			9035				····			
AGREEM	ENT VERIFIC	ИОНТА	SIGNAT	URE O	-			_				1.	M A	D
L	<del></del>		<u> </u>	1	<u> </u>							10	Øţ.	67
OFFICIAL U	SE 51 CORRESP	452 P	ROV.	53 OFFICER	1,5.		155	1400		157	1col	YR. OF	159	SPECIAL
TYPE	LANG	NI RI	DENG	653 OFFICER	154	ELECT. OIST,	155 N	oc 156	S.LC.	ACTIVITY	Y 158	OPERATION		INT. GR
					+,-		-					<del>-1</del>	ļ.,	ļ
11	PARES		101 FEGICA	102		59035	41	42	4854	294 162 ELMSOS	PARES			
CODES			CODES			2	-			CODES				
ABC	) }		\ }	6 0 1 1	!	E	F		ļ	A 8	1	i		



file number 10087484

PROVINCE'S CONTRIBUTION COST CATEGORIES FUNDS FROM OTHER SOURCES PROVINCE CASH IN-KIND 1. PROJECT COSTS 13,323 0 A. Activity Related Direct Project Costs 13,323 0 13,323 Staff Wages Q Professional Fees 0 0 Travel 0 Capital Assets ô 0 Audit Costs (Departmentally Mandated) 0 0 Other Activity Related Direct Project Costs B. Participant Related Direct Project Costs 0 Participant Wages 0 0 Participant Tuition Costs Other Participant Related Project Costs 0 C. Other Direct Project Costs 2. ORGANIZATIONAL INFRASTRUCTURE COSTS 0 TOTAL 13,323 TOTAL CONTRIBUTION TO BE PAID TO THE COORDINATOR/EMPLOYER 62 13,323.00 ESTIMATED FINANCIAL ASSISTANCE PAID DIRECTLY TO PARTICIPANTS BY 65 THE PROVINCE ESTIMATED TOTAL PROVINCIAL CONTRIBUTION (BOXES 62 + 63) 13,323.00

65	85 COST DISTRIBUTION								
		UNION/ASSOJ/AGENTS	PROVINCE	CANADA	OTHER	TOTAL			
66	0.00	0.00	0.00	13,323.00	0.00	13,323.00			
72	0 %	73 0 %	0 %	100 %	76 0 %	100%			



## SCHEDULE A (CONTINUED)

FILE NUVISER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

## OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

who have stated they are lacking French environmental education resources, and the needs of French speaking students, who would benefit in learning about BC's environment in their language of choice.

This project will enable three JCP participants the opportunities to gain experience in curriculum

development, language translation, program delivery and evaluation, and general program administrative skills.

#### Activities:

Through the French Programming Education and Outreach Initiative, JCP participants will play an instrumental role in a new, one time project of translating, piloting, evaluating and refining educational programs which remain currently only available in English.

## JCP participants:

- Two participants will first translate existing elementary and middle school Environmental Education Programs into French, and then pilot, evaluate and refine these programs for the French language school system in BC;
- One participant will translate, pilot, evaluate and refine this program the Sustainable High Schools project for the French language school system.

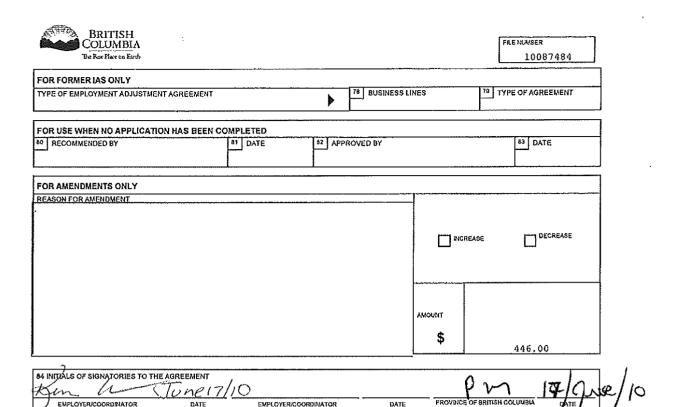
The French Programming Education and Outreach Initiative is designed to engage participants in translating resources and in class presentations, and piloting the delivery of the newly translated programs.

The goal of this project is to translate and pilot delivery of French Environmental Education programs. The project will achieve objectives through participants' completion of the following key activities:

- Understanding current Sierra Club BC Environmental Education Programs
- Translating in class presentations, including scripts, audio visual presentations, handouts, props, and evaluation forms.

Sierra Club of BC Proposal Submitted To ELMSD Job Creation Program - 2010

- Translating pre and post program resources for teachers.
- Translating downloadable resources on our website.
- Coordinating with teachers, administrators, and schools to register them for the translated pilot programs.
- Pilot translated programs in classrooms throughout BC.
- Collect, compile, and enter data from evaluation forms.
- Conduct a full evaluation of the pilot program at the end of the year.



EMPLOYER/COORDINATOR

DATE

EMPLOYER/COORDINATOR



## SCHEDULE A (CONTINUED)

FAE NUMBER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

## OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

Key Outcomes & Deliverables:

- Complete translated package of secondary level Sustainable High Schools Education Program.
- Feedback from 10 piloted classrooms.
- Evaluation of the translation from French administrators and teachers.

#### Timelines:

Through the proposed project Secondary Level Sustainable High School French Pilot participants will complete the following activities: Proposed Start date: July 5th, 2010 Proposed End date: March 31, 2011

#### Phase One:

July - September 2010

Sierra Club will recruit and hire three participants by July 15, 2010.

By the end of Phase One, participants will have:

- Completed a participant orientation program.
- Participated in a series of skills enhancement workshops including program development, public speaking, group facilitation, conflict management, work plan prioritizing, curriculum correlating, workshop delivery, classroom management, computer applications, etc. Translated the classroom programs and accompanying multi‐ media props, liaising closely with bilingual Sierra Youth Coalition.

#### Phase Two:

October - March 2010

- By the end of Phase Two, participants will have:
- Coordinated and delivered programs in TBD amount of) French speaking classrooms throughout BC using a translated Sustainable High Schools Kit.
- Participated in on going activities for securing long term employment within their chosen career field.

## Phase Three:

Timelines TBD (Will need to be adjusted as project shortened by 3 months)) By the end of Phase Three, participants will have:

- Planed and implemented 60 degree evaluation of the project, including:
- Skills enhancement in qualitative and quantitative, formative and evaluation methodology (focus groups, survey, participant interviews, etc.).
- Summary of youth driven action projects,
- Analysis of activities and action projects.
- Sourced employment opportunities within their chosen field, in order to assist them in achieving their employment goals.



## SCHEDULE A (CONTINUED)

FILE NUMBER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

## OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

Phase Four:

March 2011

By the end of Phase four participants will have:

- Completed all required program wrap up activities (file transfer, review and storage; participant follow up; legacy documents prepared and distributed; etc.).
- Participated in sourcing and applying for employment opportunities within their chosen field, in order to assist them in achieving their employment goals.

## Expected Results:

To translate existing elementary and middle school level Environmental Education programs into French, and then pilot, evaluate and refine these programs for the French language school system.

Key Outcomes and Deliverables by March 31, 2010:

- -Complete translated package of secondary level Sustainable High Schools Education Program.
- -Feedback from 10 piloted classrooms.
- -Evaluation of the translation from French administrators and teachers.

Outcomes for JCP Participants:

The three JCP participants will enhance work experience and gain new employment related skills. Participants can apply their new skills towards a variety of jobs, such as in Education, translation, and counselling programs.

Participants will be able to network with a wide range of contacts spanning from the general

public to professional educators to employers within the ENGO and French teaching community,

enabling participants to make many potential employment connections. Throughout their placement opportunities to network will be made available - these include attending community conferences, workshops, public talks, stakeholder meetings and other events.

Coordinator will submit a final report outlining project outcomes.

## SCHEDULE B ELIGIBLE COSTS

Name of Coordinator

Sierra Club of BC Foundation: The French Programming Education and Outreach Initiative

Project #: 010087484

- 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 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 GST input tax credit or rebate 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 GST rebates or input tax credits that may be available to the COORDINATOR.
- 5. Travel, meals and accommodation costs will be reimbursed at rates not exceeding the rates for Group II employees of the Province set out in Appendix 1 to the Public Service Agency Policy Statement 17 Travel and in any applicable Treasury Board (British Columbia) Orders and Directives.
- 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
  - (b) The COORDINATORS may make adjustments to increase only, by an amount not exceeding 10%, the sub-total amount allocated for the following cost categories:
    - 7: Participant Wages
    - 8: Participant Tuition Costs
    - 9: Other Participant Related 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 "Capital Assets Costs" category as a result of the purchase of a Capital Asset the COORDINATOR must notify the Province of this purchase.

### **Organizational Infrastructure Costs**

[This provision applies where the COORDINATOR has chosen a flat percentage rate to cover the organizational infrastructure costs incurred in carrying out the Project. Delete if not applicable]

- 9. (1) Funding for organizational infrastructure costs covered by a flat percentage rate is subject to those types of costs actually being incurred by the COORDINATOR in carrying out the project. The COORDINATOR shall repay the Province the amount of funding paid in excess of the amount of cost actually incurred by the COORDINATOR toward organizational infrastructure costs. Such amount is a debt-owing to the Province and shall be repaid promptly to the Province upon receipt of notice to do so.
  - (2) The Province agrees to reimburse the COORDINATOR a flat percentage rate for organization infrastructure costs. Such rate will be calculated as follows:

(Total 1A Costs + Total 1B

Costs) x = Total-1C Costs

(3) Upon the COORDINATOR's declaration that it incurs organizational infrastructure costs, the Province agrees to reimburse an additional flat percentage rate to be calculated as follows:

(Total 1A Costs + Total 1B Costs + Total 1C Costs

	Costs) x = Total 2

(4) The parties agree that should the Province increase the flat rate percentage during the Funding Period, the rate will be adjusted accordingly.

# Declaration Regarding Other Sources of Financial Assistance for the Project\*

[\*Sections 10.1 to 10.4 are applicable only to agreements where the contribution is in excess of \$100,000. Delete if not applicable].

[Option 1- where funding from the Province is the only source of financial assistance for the Project.]

10.1 The GOORDINATOR declares that the contribution provided under this Agreement is the only financial assistance for the Project it has received or expects to receive from any level of government (federal, provincial or municipal) or from any other source.

			s of financial		

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

4	\$	from
2.	\$	from
3.	\$	from
4	\$- <u></u>	from
<del>5.</del>	\$	from
6	\$	from

- 10.3 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 10.2.
- 10.4 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**

Set out below is the List of Eligible Costs

Cost Caten	orles -		YEAR4
TOTAL PROJECT COSTS			
1. A. Activity Related Direct Project Costs			\$ 13,323
1-Staff Wages			\$ 13,323
n olan wages			ψ13 <sub>3</sub> 0 <u>4</u> 3
Synopsis: All wages & MERCS listed here include direct relationship dictate. The Sierra Club of BC will carry the larger for assistance with these minimum amounts to helenhancement experience for the JCP individuals. WCB. Sierra Club BC staff are paid bi-weekly.  Education Program Manager – (Nadine Lefort)	Total \$13,323		
s.22 of the wage will be covered which is	s.22	pay periods,	
which totals \$6878.00  Campaigns Director – (Susan Howatt)			
s.22 of the wage will be covered which is	s.22	pay	
periods, which totals \$1393.00			
Human Resources – (Sheila Giesbrecht)			
s.22 of the wage will be covered which is	s.22	pay	

}	•		
periods, which totals \$1037.00  Bookkeeper – Bookkeeper – (Maureen Yao)			
s.22 of the wage will be covered which is	s.22	pay	
periods, which totals \$1060.00	3.22	F)	
Finance Director – (Kim Kotanko)			
s.22 of the wage will be covered which is periods, which totals \$1321.00	s.22	pay	
Communications Director – (Sarah Cox) s.22 of the wage be covered this is	~ 00	pay periods,	
which totals \$1321.00	s.22	pay perious,	
<ul> <li>b) Other employment-related benefit costs (W medical, dental, pension, etc.) where warra Resources (HR) policies</li> </ul>			
Total Extended Benefits for the staff mentioned about	ove \$ <b>313.00</b>		
c) Other HR costs such as extended illness & mate severance pay, etc. where warranted by current org labour standards. (This is not a contingency option. negotiated in the original agreement and will otherw when incurred.)	ganizational HR polic Costs must be fore	cies and provincial seeable to be	
2 Professional Fees			0
<ul> <li>d) Professional fees - contracting (e.g. bookkeeping maintenance services, security; audit costs and legge)</li> <li>e) Legal fees (i.e. reasonable allowance for costs reserved)</li> </ul>	al fees are noted se	parately below);	
3 Travel = staff & volunteer			
<ul> <li>f) Staff and volunteer travel (transportation costs, to travel claims; includes international travel where wa 1C)</li> </ul>			
4 Capital Assets			0
<ul> <li>g) Capital assets (any asset requiring agreement o value; may be any of the assets included in this listi</li> </ul>		program specific Terms	and Conditions
5. Audit Costs (departmentally mandated)			
h) Audit costs related to departmentally mandated	audits <i>currently susp</i>	pended for contracts over	· \$350,000)
6. Other Specified direct project costs			0
i) Furniture			
j) Staff disability supports (duty to accommodate)			
k) Staff training for disability-related issues (e.g. sig	n language training)	)	
<ul><li>I) Conference attendance fees</li><li>m) Conference costs (meeting room rental, guest s</li></ul>	neakers etc.)		
n) Rent, lease (including applicant owned premises noted below, in category 1C)		asehold improvements (i	nsurance is
<ul><li>o) Signage</li><li>p) Utilities</li><li>q) Equipment lease, rental or purchase (including of</li></ul>		ines, etc.; <i>copy charge f</i> o	or photocopies is
included in equipment repair/maintenance cost item r) Computer software			1 - 11
<ul><li>s) Costs associated with use of applicant-owned as equipment, furniture, etc.)</li><li>t) Memberships (professional and organizational), a</li></ul>	ssets other than prer	nises (e.g. computers an	d other

- u) Advertising (newspaper ads, flyer production, etc.)
- v) Reference materials (books, periodicals, subscriptions, etc., which cannot be easily traced/tracked back to usage by project participants)
- w) Significant project costs associated with the following types of expenditures (i.e. onetime, non-recurring, non-standard/non-basic amounts over and above the regular, day-today operational costs):
- i. Telephone (installation and extraordinary costs related to telephones and/or fax lines required over and above regular operating requirements)
- ii. Postage (significant costs associated with project activities which increase expected costs of postage beyond normal operating requirements)
- iii. Internet (web page design, etc.) and other IT requirements (significant costs associated with project activities which increase expected internet related costs beyond normal operating requirements)
- iv. Printing (significant costs associated with project activities, which increase expected printing costs beyond normal operating requirements); and
- v. Staff professional development (courses required by staff, which are not part of the routine development courses required by the organization's policies)
- x) Costs related to transition/wind-down (severance pay, other HR related costs, penalties for breaking leases, etc.).

# 18. Participant Related Direct Project Costs.

7 Participant Wages

- a) Participant wages & Mandatory Employment Related Costs
- b) Stipends, bonuses
- c) Other employment-related benefit costs (WCB, medical, dental, pension) where warranted by current organizational HR policies and/or provincial labour standards
- 8. Participant Tuition Costs

d) Tuition costs - public

- e) Tuition costs private
- 9 Other Participant Related Project Costs
- f) Living expenses
- g) Disability-related supports (attendant care, note takers, sign language interpreters)
- h) Disability-related incremental costs (i.e. additional per diems re gratuities for assistance provided, etc.)
- i) Professional fees related to participants sub-contracting (i.e. vocational assessments, needs assessments, guest speakers, etc.);
- i) Dependant care
- k) Adaptive-technology set-up
- I) Testing materials, supplies & books
- m) Travel, transportation
- n) Participation and completion recognition activities

### 1C Other Direct Project Costs

# 10. Other Direct Project Costs Examples of costs to which a contribution can be considered include, but are not limited to:

- a) Insurance (fire, theft, liability);
- b) Standard, regular, day-to-day, operational, recurring costs related to:
- (i) Basic telephone charges (including fax lines);
- (ii) Postage and courier;
- (iii) Monthly internet fees;
- (iv) Operational printing contracted externally (business cards, letterhead, ad hoc unanticipated print jobs, minor updates and/or printing of organizational or program brochures, etc.);
- (v) Equipment repair and maintenance (includes photocopy meter charges); and
- (vi) Staff professional development amount to cover basic training needs as per organization's existing policies; employment related requirements which can include, but is not limited to, health & safety, first aid, cardiopulmonary resuscitation, self-defence, crisis intervention, anti-racism, anti-oppression, sensitivity, conflict resolution, etc.
- c) Materials and supplies (e.g. pens, pencils, paper, envelopes, cleaning supplies, subscriptions);
- d) Bank charges;

- e) IT maintenance;
- f) Other non participant-based costs (e.g. water where public water not safe for drinking, staff and volunteer transportation recognition):
- g) Staff and volunteer transportation (bus fare, taxi and parking required for delivery of project activities but not part of travel claims; does NOT include monthly parking fees; travel is noted in category 1A).

# 2 ORGANIZATIONAL INFRASTRUCTURE COSTS

- 11. Organizational Infrastructure Costs Examples of costs to which a contribution can be considered include, but are not limited to:
- a) Staff wages & Mandatory Employment Related Costs
- b) Other employment-related benefit costs (WCB, medical, dental, pension) where warranted by current organizational HR policies
- c) Other HR costs such as extended illness & maternity leave, vacation leave pay out, severance pay, etc. where warranted by current organizational HR policies and provincial labour standards. (This is not a contingency option. Costs must be foreseeable to be negotiated in the original agreement and will otherwise require a negotiation and amendment when incurred)
- d) Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements
- e) Utilities
- f) Furniture
- g) Signage
- h) Equipment purchase, lease or rental (including computers)
- i) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.)
- i) Equipment maintenance and repairs
- k) Software
- I) Professional fees contracting (e.g. bookkeeping, janitorial services, IT, equipment maintenance services, security)
- m) Audit costs
- n) Staff disability supports (duty to accommodate)
- o) Telephone costs
- p) Postage and courier
- q) Internet costs (web page design, etc.) and other IT requirements
- r) Printing costs
- s) Advertising costs
- t) General insurance (e.g. directors' liability insurance)
- u) Travel and transportation (including board members)
- v) Training and development costs (volunteer and staff)
- w) Office supplies
- x) Bank charges
- y) Memberships and affiliation fees (professional, inter- and intra-organizational, etc.)

### TOTAL PROJECT COSTS

5 13,323

# Ineligible costs

Cost associated with fundraising activities

Canada Revenue Agency or payroll penalties

Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity

Membership fees for private clubs, etc. (golf clubs, gyms, etc) unless part of existing (non-monetary) employment benefits

Staff salary bonuses if not originally negotiated into agreement

Purchase of Alcoholic beverages

Purchase of illegal substances

Mentor wages (under Youth Projects)

Unreasonable gifts or unreasonable payment for recognition

Other costs ineligible as per program terms and conditions

Sierra Club BC Foundation Finance Director



# SCHEDULE C

FILE NUMBER: 10087484

AMENDMENT NUMBER:

1

Sierra Club of BC Foundation
To enable the Province to:
<ul> <li>a) measure the results of the Project and evaluate the Project's success in assisting Participants to prepare for, obtain and maintain employment and in making a successful transition into the labour market;</li> </ul>
b) determine a participant's need for any further assistance in order for the participant to obtain or keep employment;
c) evaluate more generally the success of the Employment and Labour Market Service in achieving its objectives; and
d) meets its obligations pursuant to the agreement between the Province and Canada under section 63 of the Employment Insurance Act for the operation of the Employment and Labour Market Services and its success in achieving its objective.
The COORDINATOR shall, subject to section 2, collect on behalf of the Province, and provide to the Province the following information in respect of each Participant:
Responsible Employment and Labour Market Services Office     Contract file number
Social Insurance number
Date of commencement of Case Management     Date of completion of Action Plan
Indication of Action Plan completion
<ul> <li>Indication of Primary Results (Employed/Self-employed/Not employed)</li> <li>Date Primary Result achieved</li> </ul>
Other (spacify)
Prior to collecting and providing to the Province the information referred to this ection 1, the COORDINATOR shall inform the Participant:
a) that since funding for the Project is provided by the Province, the information is required by, and collected on behalf of, the Province;
b) the purposes (mentioned in section 1) for which the information is being collected, the legal authority for collecting the information and that the COORDINATOR will provide the information specifically to the Ministry of Housing and Social Development;

3.	To assist the COORDINATOR in carrying out the Project, the Province will provide the COORDINATOR with the following information in respect of each
	Particinani:

c) that the personal information collected on behalf of the Province is protected within the parameters set out in the Freedom of Information and Protection of Privacy Act, that the Participant has a right under that Act to obtain access to the information from the Ministry of Housing and Social Development and the title, business address and telephone number of an employee of the Ministry of Housing and Social Development who can answer questions about the collection and privacy of the information; and

d) if any of the information is also required by the COORDINATOR for the purpose of providing assistance to the Participant in carrying out the Project, the purposes for which the COORDINATOR itself intends to use that information.

		. ,		
as confidential, comply with	the Privacy Protection Sci	ation collected on behalf of the Provintedule attached to the Agreement as access, collection, use, storage, disc	s Schedule E and take reasonable	security measures to protect

- Representatives of the Province shall be entitled to inspect the COORDINATOR's premises at all reasonable times to ensure compliance with the information security requirements referred to in section 4.
- 5. Upon explry of the Funding Period or upon termination of the Agreement, if earlier, the COORDINATOR shall provide to the Province all information it collected on behalf of the Province under this Schedule and any copy thereof, in accordance with instructions issued by the Province, unless the COORDINATOR is required by law to retain any of that information for a period of time beyond the Funding Period or beyond the date of termination of the Agreement, if earlier.
- During any extended period of retention referred to in section 6, sections 4 and 5 shall continue to apply to the COORDINATOR, and at the end of the
  extended period, the COORDINATOR shall provide to the Province, the information and any copy thereof, in accordance with instructions issued by the
  Province.

INITIALS OF SIGNATORIES TO	TUNE 17	110'		P	12/Que /10
COORDINATOR	DATE	COORDINATOR	DATE	PROVINCE	DATE



### SCHEDULE D

### ADDITIONAL CONDITIONS

FILE NUMBER

10087484

[	NAME OF EMPLOYER / COORDINATOR	
8	Sierra Club of BC Foundation	
2.	.0 ADDITIONAL CONDITIONS	

REPORTS AND INFORMATION

Payment Claims

The Coordinator will submit with their claims:

1

a cost breakdown which includes actual and budgeted year to date expenditures;
if applicable, any supporting documentation necessary to verify claimed amounts, and/or
proof of payment, notation of make, model and serial numbers for Capital Asset purchases;

and

a) a report on progress against agreement objectives, milestones and any other issues and trends impacting the project activity.

Progress Reports

The Coordinator will submit regular progress reports that describe the activities, achievements, successes and resolution to problems of the project during the previous month(s).

The frequency and details of these progress reports are to be monthly.

Continuing payment is conditional upon the Province;

a) Receiving current work plans from the Coordinator;
b) Approving the amended work plans, if applicable;
c) Receiving regular progress reports; and
d) Continued allocation of funds.

Final Project Report

within 60 days of completion of the project, the Coordinator will submit a final project report that summarizes and provides an analysis of the project's performance against Agreement objectives. The report will include a summary of client feedback provided to the Coordinator on the appropriateness and quality of the services. The report will provide a rationale, if expected results set out in the Agreement were not achieved and recommendations. Final payment will be subject to receiving the final progress report.

### PARTICIPANTS

Further to the Articles of Agreement, clause 19.10:

- 1) This project will target three (3) participants.
- 2) Participants must have a Return to Work Action Plan (RTWAP) prior to acceptance into the project which indicates that the activities in this project are in line with their stated career goals. A copy of this RTWAP will be submitted to the Province of British Columbia prior to final participant approval.
- 3) The sponsor will notify the Province of British Columbia of any participant termination within forty-eight (48) hours of the participant's final day on the project.
- 4) A Province of British Columbia representative will be responsible for documenting clients prior to their beginning on the project.
- 5) Participants are to be allowed a minimum of one (1) day in every two (2) weeks for job search activities, to assist in their efforts to become fully employed.
- 6) The sponsor shall ensure that weekly attendance records for all participants are maintained and certified.

### CASE MANAGEMENT

For the purposes of client case management, Sierra is required to liaise with the case management agency responsible for the clients RTWAP to coordinate a case management work flow.

	· · · · · · · · · · · · · · · · · · ·						,
3 INITIALS OF SIGNATORIES TO THE	JUNE 17/	( ID -		PM	171	Thre	(10)
EMPLOYER/COORDINATOR	DATE	EMPLOYER/COORDINATOR	DATE	PROVINCE	OA N	T	/



riginal

10087484

### **EMPLOYMENT AND LABOUR MARKET SERVICES**

BETWEEN:

The Province of British Columbia (hereinafter referred to as the "Province")

Sierra Club of BC Foundation

AND:

(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

- 1.1 The following documents and any amendments thereto form the Agreement between the Province and to COORDINATOR:
  - these Articles of Agreement; 8)
  - bì the document attached as Schedule A entitled "Project Description and Sontribution Des
  - c) the document attached as Schedule B entitled "Eligible Costs";
  - ď١ the document attached as Schedule C entitled "Sharing of Information":
  - the document attached as Schedule D entitled "Additional Conditions": and e)
- the document attached as Schedule E entitled "Privacy Protection Schedule", Ð

#### INTERPRETATION 2,0

- 2.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:
  - a) "El Client" means an unemployed person who, when requesting assistance under Employment and Labour Market Services:

(i) is an "insured perticipant" as that term is defined in subsection 58(1) of the Employment Insurance Act; or (ii) received "provincial benefits" under a "provincial plan", as those terms are defined in section 76.01 of the Employment Insurance Regulations, within the provincia 60 months and

- (A) if not for the provincial benefits paid under the provincial plan, would have been entitled to receive benefits under sections 22 or 23 of the 57 Act, and woold have had a benefit period established for that purpose within the 60-month period, (B) subsequently withdrew from active participation in the labour force to care for one or more of their newborn children or one or more children placed with them for the purpose of adoption, and
- (C) is seeking to re-enter the labour market;
- "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;
- ployment and Labour Market Services" means the labour market development programs provided by British Columbia under an c) egent with Canaga made pursuant to section 63 of the Employment Insurance Act, agre
- d) FAA" means the Emancial Administration Act. R.S.B.C. 1996, c.138:
- ans the period beginning on April 1 of one calendar year and ending on March 31 in the next calendar year, Ð)
- and ending 2011/05/31 "Funding Period" means the period commencing on 2010/07/05 D)
- g) "Project/means the activities described in Schedule A.
- \*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; and
- i) <sup>6</sup>Subcontractor" means a person that the Coordinator retains under a subcontract to afovide services related to the Project.

/3.0	CONTRIBUTION
· 0,9	CONTROPORTION

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. The amount of the Province's contribution shall not exceed the total maximum contribution specified in Schedule A, Page 2, Box 62.

3.2 The amounts payable by the Province in each fiscal year during the Funding Period shall not exceed the amounts set out below

in fiscal year	2010/2011	\$ 12,877	
ni ni van y aan		\$ · · · · · · · · · · · · · · · · · · ·	
in fiscal year			
in fiscal year		\$ 	
In fiscal year		\$ 	and
in fiscal year		\$ 	



Notwithstanding any other provision in this agreement, the Province's obligation to pay money to you under this Agreement is subject 3.3 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. 3.3A 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. 3.4 Where, pursuant to section 3.3A, the Province intends to reduce the amount of its contribution under the Agreement, it shall give the COORDINATOR 1 months notice of its intention to do so. Where, as a result of a reduction in funding, the COORDINATOR is unable or unwilling to complete the Project, the COORDINATOR 3.5 may, upon notice to the Province, terminate the Agreement. 4.0 TERMS OF PAYMENT (Sections 4.1 to 4.3 apply where progress payments, rather than advances, are to be made. Delete if not applicable.) 4.1 Payment of the Province's contribution will be made upon receipt and verification of monthly or quarterly claims for payment. When submitting a daim, the COORDINATOR shall use a claim form approved by the Province and provide: a detailed list of Eligible Costs incurred and paid during the period claimed; a) b) substantiating documentation as may be required by the Province, including copies of related invoices and receipts; a statement signed by an officer of the COORDINATOR or other person satisfactory to the Province, certifying that c) all Eligible Costs claimed are in accordance with the Agreement. 42 The Province may withhold payment of any claim 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). 4.3 The Province may withhold up to 10% of the contribution until the Project is completed. Final payment of the contribution will be made following: receipt and verification of a final claim for payment accompanied by an itemized statement of all Eligible Costs a) incurred and paid by the COORDINATOR during the Funding Period; receipt of a statement certifying that all Eligible Costs dalmed are in accordance with the Agreement; and b) receipt of an auditor's report or other report that may be required to be submitted to the Province by the c) COORDINATOR under the terms of this Agreement. (Sections 4.4 to 4.12 apply where advances, rather than progress payments, are to be made. Delete if not applicable.) Based on forecasts of cash flow requirements satisfactory to the Province in form and detail, the Province will make advances 44 covering the COORDINATOR's estimated financial requirements for each payment period during the Funding Period. monthly Payments will be made 4.5 4.6 The advance for the third payment period and 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 advance payment period ending one payment period prior to the payment period for which the advance in question is to be paid: a detailed list of Eligible Costs incurred and paid during the payment period; and aì a statement certifying that all Eligible Costs claimed are in accordance with the Agreement. Where quarterly advances are being made to the COORDINATOR under section 4.5, the Province may, at any time and in its 4.7 absolute discretion, by notice, elter the frequency of such advance payments and change them to a monthly basis. 4.8 Any interest earned on advances 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. If the amount of the advance payment for a period exceeds the amount of the Eligible Costs incurred and paid during that period, 4.9 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. The Province may withhold payment of any advance pending the completion of an audit of the COORDINATOR's books and 4.10 records conducted either by the Province or by an independent auditor pursuant to paragraph 6.1 (g).



- 4.11 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;
  - 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.
- 4.12 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 & 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.

(Section 5.2 applies only to Job Creation Partnerships. Delete it not applicable.)

5.2 The COORDINATOR further declares that no participant has been hired to fit a position left vacant due to an industrial dispute at the COORDINATOR's premises, to fill the position of a worker who had been faid-off and is awaiting recall, or to displace another worker employed by the COORDINATOR;

### 8.0 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;
  - 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:
  - 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 Etigote 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:
    - a certified financial statement providing details of the total actual expenditures made under this Agreement;
    - 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 advances of the contribution; and
    - iii) a statement certifying that the contribution payments received and expenditures in respect of which they were paid, were in accordance with the Agreement.
  - provide a copy of the audit report to the Province within 30 days of its completion.

(Section 6.2 applies to Self Employment and Job Creation Partnerships, Delete if not applicable.)

- 6.2 Prior to hiring or recruiting each participant for the Project, the COORDINATOR shall verify and confirm with the Province that the participant qualifies as an El Client.
- 6.3 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.
- 8.4 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.
- 6.5 The COORDINATOR shall carry out the Project in compliance with all laws, by-laws and regulations.
- 6,6 The COORDINATOR shall not request the payment of any charge or fee from the participants for their participation in the Project.
- 6.7 The COORDINATOR shall both during and following the term of this Agreement indemnify and save the Province, its employees and agents, harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the COORDINATOR or its directors, employees, confractors, agents or participants in connection with anything purported to be or required to be provided by or done by the COORDINATOR pursuant to this Agreement.



### 7.0 NEPOTISM

- 7.1 No cost incurred in relation to, or wages paid to a third party (participant, administrative staff, research subject, or any other party) who is a member of the immediate family of the COORDINATOR is eligible for reimbursement under this Agreement unless the Province is satisfied that the participation, recruitment or hiding of that third party was not the result of favoritism by reason of membership in the immediate family of the COORDINATOR.
- 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, or a relative permanently residing with the COORDINATOR, 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 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, it 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, or remaining portion thereof, of the Funding Period; and
  - b) a detailed annual work plan and forecast of Project expenditures for the coming 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, including information collected to date pursuant to Schedule C of this Agreement
- 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.
- The GOORDINATOR shall provide the Province with copies of all reports, studies or other publications produced by the GOORDINATOR in carrying out the Project, in addition, the GOORDINATOR 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.

### 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 BC 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 subparagraph (d) or any signage described in subparagraph (e);
   and
- g) not use any Provincial Mark in any capacity or for any purpose other than those set out in subparagraph (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 paragraph 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 lair 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 The following constitute Events 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;
  - 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;
  - 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 Protect.
- 11.2 If,
  - a) an Event of Default specified in paragraph 11.1(a), (b) or (c) has occurred, or
  - an Event of Default specified in paragraph 11.f (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;

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 paragraph 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, [acsimile, 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 Province (Insert name or title of official, address and fax number)

Pierre Murray, 306-771 Vernon Avenue, Po Box 9989 Stn Prov Gov'T, Victoria, British Columbia, V8W9R6

in the case of the COORDINATOR to the address shown on Schedule A of this Agreement.



# 13.0 RIGHT OF EARLY TERMINATION

13.2 In the event of a termination notice being given by the Province under this section

- 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 paragraph 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 obligations in the event of a 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 egainst 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, S.B.C. 2001, c. 42, as amended from time to time, was compliant with those sections at the time the lobbying counted.

### 18.0 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, unless the Province has approved as a Subcontractor any person listed in the attached Addendum.
- 16.2 The Province has approved as a Subcontractor any person listed in the attached Schedule D.
- 16.3 No subcontract the Coordinator enters, whether the Province consents to it or not, refleves the Coordinator from any obligation under this Agreement.
- 16.4 The Coordinator must ensure that every Subcontractor fully complies with this Agreement and all attached Schedules, in performing any subcontracted obligation.
- 16.5 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.
- 16.6 The Province reserves the right to review the terms and conditions of any contract between the Coordinator and any Subcontractor to determine to our satisfaction that the Coordinator compiles with subsection 16 (4).

### 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

- (1) Upon expiry of the Funding Period or upon termination of the Agreement, if earlier, the COCRDINATOR 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 Emilting the generality of the foregoing, amounts to which the COORDINATOR is not entitled include:
  - a) the amount of any unspent advances 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
  - any amount in excess of the Province's medimum contribution.

Such amounts are debts to the Province.

(2) Interest shall be charged on overdue debts in accordance with the Interest on Overdue Accounts Receivable Regulation, B.C. Reg. 214/83, 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 partaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

#### 19.2 Amendment

This Agreement may be amended by the matural 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, R.S.B.C. 1996, c. 287 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 knowlingly 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) Subject to paragraph 19.5(2), the COORDINATOR shall ensure that it has adequate SabiSty insurance covering everyone carrying out activities related to the Project including the COORDINATOR'S employees, participants, directors and officers and volunteers.
- (2) The Province agrees to procure, at its expense, a policy of comprehensive general liability insurance for the Project participants, administrative staff and the COORDINATOR. The Province makes no warranty or representation as to the adequacy of the coverage of the policy with respect to the Project, however, it is understood and agreed that the COORDINATOR shall be solely responsible for determining its adequacy with respect to the Project and for obtaining such additional insurance as may be required in relation to the Project. The reasonable cost of such additional insurance is eligible for reimbursement by the Province as an eligible cost under this Agreement.

### 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 Unincorporated Association

If the COORDINATOR is an unincorporated organization, it is understood and agreed by the persons signing this Agreement on behalf of the COORDINATOR that in addition to signing this Agreement in their representative capacities on behalf of the COORDINATOR, they shall be personally, jointly and severally liable for the obligations, covenants, promises, liabilities and expenses assumed by the COORDINATOR under this Agreement, including any debt that may become owing to the Province under this Agreement.



### 19,8 Entire Agreement

This Agreement, including Schedules A, B, C, D and E 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.

### 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 sections 6.1(e), 6.7, 10.3 and 18 of this Agreement shall survive any such termination and 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.

Signed this	day of
For the Province	
(Name)	(Position)
(Signature)	(Date)
For the COORDINATOR	
(Name)	(Position)
(Signature)	(Date)
(Name)	(Position)
(Signature)	(Date)

BRITISH SCHEDULE	ΕA	1		111 1102	/	
The Post Flan en Earth PROJECT DESCRIPTION AND CO	NTRIBUTION	DETAILS 100 FILE N		IAL USE	<del>                                      </del>	
1.1				TOT CATION	1	
BC-Job Creation Partnersh	ins	102 RESP.	087484	193 BUDGET S		92
<b>30</b> 300 010101011	~F-0		ı.			
		104	5374	5 AMEND, NO.	537	
1					CO08	
		Ori	ginal		<b>x</b> 1	
2 NAME OF EMPLOYER / COORDINATOR	3 LE	IAL NAVE OF EMPLOYER / CO	ORDPIATOR (II dita	tent from above)		
	Sie	ra Club of BC	Foundation	1		
Sierra Club of BC Foundation						
COMMUNITY COORDINATOR NO						
4 MAILING ADDRESS			8 AREA CODE	TELEPHONE NO.		
#304 733 Johnson Street			$m{\vdash}$			
P CHALONY	5 PROVINCE	7 POSTAL CODE	(250) 386			
	H					
Victoria	BC	V8W3C7	(250) 38			
10 NAME OF CONTACT PERSON	11 TELEPHONE	NO. (if different from above)	12 No. OF EMPL	Oyees/Worker	is affecte	0
Jenn Hoffman	(250) 386	5-5255				
(THIS SECTION IS MEANT AS AN EXECUTIVE SUMMARY)	EXPECTED RES	JLTS				
(THIS SCOTION IS MENTS AS AS EXCESSIVE COMMAND)						
Objectives:						
To begin July 5th, 2010 and end by March	31, 2011.					
	v-,					
To provide a maximum 40 EI weeks of work	experienc	e.				
The objective is to provide the opportun	itu for th	raa unamni avad	ET aliait	hla indi	ri dua 1	
to gain valuable career experience and si						
Sierra Club of BC, so that they may gain						
employment market.						
18uh-Ohdaatina.						
Sub-Objective:						
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette	r meet t)	le nee	ds
_	ental Educ	ation Programs	to bette	r meet t)	le nee	ds
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette	r meet t}	le nee	ds
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette	r meet th	ie nee	ds
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette	r meet tì	ie nee	ds
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette	r meet th	ie nee	ds
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette	r meet th	l <b>e</b> nee	ds
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette		le nee	
A sub-objective is to translate Environme	ental Educ	ation Programs	to bette			
A sub-objective is to translate Environment of teachers,		ation Programs	to bette			
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  # 304 733 JOHNSON Street, Victoria, BC, V8: 15 TOTAL NUMBER OF PARTICIPANTS  DESIG	W3C7 NATED BROUP N	EUBERS TARGETING PLA				
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  # 304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF PARTICIPANTS  19 NUMBER OF POSITIONS  10 NUMBER OF POSITIONS  10 NUMBER OF POSITIONS  11 WOWEN 19 ABOR	W3C7 NATED BROUP N		N.	Con! ERS OF VISIBLE	énuad on P	
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8  15 TOTAL NUMBER OF DESIGNATION OF ACTIVITY  16 TOTAL NUMBER OF DESIGNATION OF ACTIVITY NOVEN [18] ARCHITECTURE OF THE ACTIVITY OF THE A	W3C7 NATED BROUP N	EUBERS TARGETING PLA	<b>\N</b>  20∱MEMB	Con! ERS OF VISIBLE	énuad on P	Page 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY #304 733 Johnson Street, Victoria, BC, V8  15 TOTAL NUMBER OF PARTICIPANTS  18 NUMBER OF POSITIONS TO BE FILED BY  19 AND TO BE FILED BY  24	W3C7 NATED GROUP N ROSVALS 19 PER	EUBERS TARGETING PL SONS VATH DISABILITIES	AN 20 MEMB	Cont	Enued on P	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF PARTICIPANTS 18 NUMBER OF POSITIONS TO BE FRILED BY  22	W3C7 NATED GROUP NOTES TO PER	EUBERS TARGETING PLASONS WITH DISABILITIES  25] AND FROM	<b>\N</b>  20∱MEMB	Con! ERS OF VISIBLE	énuad on P	Page 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #30 4 733 Johnson Street, Victoria, BC, V8  15 TOTAL NUMBER OF POSITIONS TO SE FRILED BY  22 DURATION OF ACTIVITY  FROM 2010/07/05  TO	W3C7 NATED GROUP N ROSVALS 19 PER	EUBERS TARGETING PLASONS WITH DISABILITIES  25] AND FROM	AN 20 MEMB	Continue of Visible RITES	Enued on P	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF PARTICIPANTS 18 NUMBER OF POSITIONS TO BE FRILED BY  22	W3C7  NATED GROUP M RIGGNALS 19 PER  Y M 2011/05/3	EMBERS TARGETING PLASONS WITH DISABilities  D	AN 20 MEM8 MINOR	Content of Visibile RTIES Y	21 S	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8  15 TOTAL NUMBER OF PARTICIPANTS  18 NUMBER OF POSITIONS TO BE FILLED BY  22 OURATION OF ACTIVITY  FROM 2010/07/05  OFFICIAL USE  140 FRANCIAL CODE  CURRENT YEAR AMOUNT CR	W3C7 NATED GROUP NOTES TO PER	EUBERS TARGETING PLASONS WITH DISABILITIES  25] AND FROM	MENB MINOR	Continue of Visible RITES	Enuad on P	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF PARTICIPANTS 18 NUMBER OF POSITIONS TO SE FILED BY  19 OFFICIAL USE 140 FRANCIAL CODE	W3C7  NATED GROUP M  RIGGNALS 19 PER  Y M  2011/05/3	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1	MENB MINOR	Content of Visible RINES  28 Y  TO  FUTURE YEAR 2	Enuad on P	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF PARTICIPANTS 18 NUMBER OF POSITIONS 3 TO SE FILED BY  19 PROM 2010/07/05  OFFICIAL USE 140 FRANCIAL CODE ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR	W3C7  NATED GROUP M RIGSVALS 19 PEF  Y M 2011/05/3  CMS TYPE ELECT. DIST.	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1	MENB MINOR	Content of Visible RINES  28 Y  TO  FUTURE YEAR 2	Enuad on P	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF POSITIONS TO BE FILLED BY  16 DURATION OF ACTIVITY FROM 2010/07/05  OFFICIAL USE 140 FENANCIAL CODE  ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR  896 10504 5200 12,877.00	W3C7  NATED GROUP M  RIGGNALS 19 PER  Y M  2011/05/3	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1	MENB MINOR	Content of Visible RINES  28 Y  TO  FUTURE YEAR 2	21 S	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL HUMBER OF PARTICIPANTS 16 HUMBER OF POSITIONS TO BE FILLED BY  22 DURATION OF ACTIVITY  FROM 2010/07/05  OFFICIAL USE 140 FRUNCIAL CODE ALLOT PROJECT LINE OBJECT  ALOT PROJECT LINE OBJECT  896 10504 5200 12,877.00	W3C7  NATED GROUP M RIGSVALS 19 PEF  Y M 2011/05/3  CMS TYPE ELECT. DIST.	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1	MENB MINOR	Conservation of the conser	21 S	D CR
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8:  15 TOTAL NUMBER OF PARTICIPANTS  18 NUMBER OF POSITIONS TO BE FRILED BY  22 OURATION OF ACTIVITY  FROM 2010/07/05  OFFICIAL USE  140 FRUNCIAL CODE  ALLOT PROJECT LINE OBJECT  ALLOT PROJECT LINE OBJECT  896 10504 5200 12,877.00  141 AGREEMENT VERIFICATION  SIGNATURE	W3C7  NATED GROUP M RIGSVALS 19 PEF  Y M 2011/05/3  CMS TYPE ELECT. DIST.	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1	MENB MINOR	Conservation of the conser	21 S	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF POSITIONS TO BE FILLED BY  22 DURATION OF ACTIVITY FROM 2010/07/05  OFFICIAL USE 140 FRANCIAL CODE ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR 896 10504 5200 12,877.00  141 AGREEMENT VERIFICATION  OFFICIAL USE	W3C7  NATED GROUP N  ROSNALS 19 PER  Y M  2011/05/3  CMS TYPE ELECT. DIST.  59035	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1 COMMITMENT AMOUNT	AN 20 MEARS MINOS	Content of the conten	21 S M  WYT	Page 4  SPARE  D  CR
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8  15 TOTAL NUMBER OF DESIGN TO SEFELLED BY  16 NUMBER OF POSITIONS TO SEFELLED BY  22 DURATION OF ACTIVITY  PROM 2010/07/05  OFFICIAL USE  140 FRUNCIAL CODE  ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR  896 10504 5200 12,877.00  141 AGREEMENT VERIFICATION  OFFICIAL USE  150 ORIS. 161 CORRESP 152 PROV. 1531 OFFICER 1541	W3C7  NATED GROUP M RIGHALS 19 PER  Y M 2011/05/3  GMS ELECT. DIST.  59035	EMBERS TARGETING PLASONS WITH DISABILITIES  D 25 Y AND FROM  FUTURE YEAR 1 COMMITMENT AMOUNT	AN 20 MEARS MINOS	Conservation of the conser	21 S M M I	Paga 4
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8  15 TOTAL NUMBER OF DESIGN TO BE FILLED BY  16 NUMBER OF POSITIONS TO BE FILLED BY  17 WOMEN 18 ABOVE TO BE FILLED BY  18 OFFICIAL USE  140 FRUNCIAL CODE CURRENT YEAR AMOUNT CR  ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR  896 10504 5200 12,877.00  141 AGREEMENT VERIFICATION  OFFICIAL USE  150 ORBOR 161 CORRESP 152 PROV. 153 OFFICER 154	W3C7  NATED GROUP M ROSVALS 19 PER  Y M 2011/05/3  CMS TYPE ELECT. 155	EMBERS TARGETING PLASONS WITH DISABILITIES  D AND FROM  FUTURE YEAR 1 COMMITMENT AMOUNT	M D CR CG	Continue YEARS OF VISIBLE RITIES Y	21 S M M I	D CR
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY  #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF POSITIONS TO BE FILED BY  19 NUMBER OF POSITIONS TO BE FILED BY  22 DURATION OF ACTIVITY FROM 2010/07/05 TO  OFFICIAL USE 140 FRANCIAL CODE CURRENT YEAR AMOUNT CR  ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR  896 10504 5200 12,877.00  141 AGREEMENT VERIFICATION SIGNATURE  OFFICIAL USE 150 ORIGINA 151 CORRESP 152 PROV. TANDON 153 OFFICER 154  TYPE 151 CORRESP 152 PROV. TANDON 153 OFFICER 154	W3C7  NATED GROUP M ROSNALS 10 PER  Y M 2011/05/3  CMS TYPE ELECT. DIST.  59035	EMBERS TARGETING PLA ISONS WITH DISABILITIES  AND FROM  FUTURE YEAR 1 COMMITMENT AMOUNT  NOC 158 S.LC.	M D  CR  CR  CO  ACTIVITY  2.94	Continuent AMO	21 S M M I	D CR
A sub-objective is to translate Environment of teachers,  14 LOCATION OF ACTIVITY #304 733 Johnson Street, Victoria, BC, V8: 15 TOTAL NUMBER OF POSITIONS TO BE FRILED BY  22 DURATION OF ACTIVITY PROM 2010/07/05  OFFICIAL USE 140 FRANCIAL CODE ALLOT PROJECT LINE OBJECT ALLOT PROJECT LINE OBJECT CURRENT YEAR AMOUNT CR  896 10504 5200 12,877.00  141 AGREEMENT VERIFICATION  OFFICIAL USE 150 ORIGA 151 CORRESP 152 PROV. 153 OFFICER 154  TYPE 151 ORIGA 151 CORRESP 152 PROV. 153 OFFICER 154  150 NATIONAL SPARES 151 REGIONAL SPARES CODES	W3C7  NATED GROUP M RIGNALS 19 PER  Y M 2011/05/3  CMS ELECT. DIST.  59035	EMBERS TARGETING PLA ISONS WITH DISABILITIES  AND FROM  FUTURE YEAR 1 COMMITMENT AMOUNT  NOC 158 S.LC.	AN 20 MEMB MINOR  M D  CR CO	Continuent AMO	21 S M M I	D CR

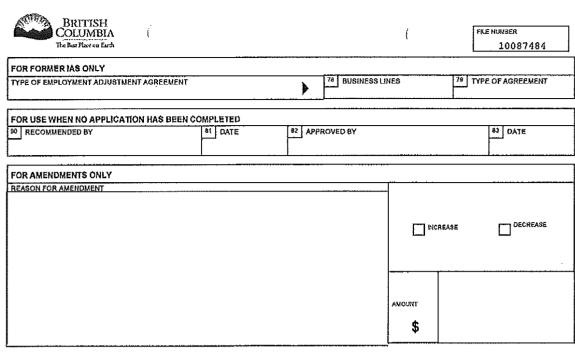


į

FRE MANBER 10087484

PROVINCE'S CONTRIBUTION			.0087484
COST CATEGORIES	PROVINCE	Funds from Ot	HER SOURCES
		CASH	IN-KIND
1. PROJECT COSTS	12,877	0	
A. Activity Related Direct Project Costs	12,877	0	
Staff Wages	12,877	0	
Professional Fees	0	0	
Travel	0	0	
Capital Assets	0	0	
Audit Costs (Departmentally Mandated)	0	0	
Other Activity Related Direct Project Costs	0	0	
B. Participant Related Direct Project Costs	0	0	
Participant Wages	0	0	
Participant Tuition Costs	0	0	
Other Participant Related Project Costs	0	0	
C. Other Direct Project Costs	0	D	
2. ORGANIZATIONAL INFRASTRUCTURE COSTS	0	0	
FOTAL	12,877	o	
, , , , , , , , , , , , , , , , , , , ,			
			<del> </del>
			· · · · · · · · · · · · · · · · · · ·
TOTAL CONTRIBUTION TO BE PAID TO THE COORDINATOR/EMPLOYER	62	12,877.00	
ESTIMATED FINANCIAL ASSISTANCE PAID DIRECTLY TO PARTICIPANTS BY THE PROVINCE	63		
	<u> </u>		
ESTIMATED TOTAL PROVINCIAL CONTRIBUTION (BOXES 62 + 63)		12,877.00	

65							CC	ST DIS	TRI	NOITUE							
			UNSCA	UASSOJAGE	SITS		PROVINCE			CANADA			OTHER			TOTAL	
88			67			69			89			70			71		
L	0.00			0.00		}	0.00			12,877.0	0		0.00			12,877.00	
72			73			74			75			76			77		
	0	%		0	%		0	%		100	%		0	%		100%	



84 INITIALS OF SIGNATORIES TO THE AGREEMENT

EMPLOYER/COORDINATOR DATE EMPLOYER/COORDINATOR DATE PROVINCE OF BRITISH COLUMBIA DATE

# BRITISH COLUMBIA The Best Piece on Earth

### SCHEDULE A (CONTINUED)

FILE NUMBER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

### OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

who have stated they are lacking French environmental education resources, and the needs of French speaking students, who would benefit in learning about BC's environment in their language of choice.

This project will enable three JCP participants the opportunities to gain experience in curriculum

development, language translation, program delivery and evaluation, and general program administrative skills.

### Activities:

Through the French Programming Education and Outreach Initiative, JCP participants will play an instrumental role in a new, one time project of translating, piloting, evaluating and refining educational programs which remain currently only available in English.

### JCP participants:

- Two participants will first translate existing elementary and middle school Environmental Education Programs into French, and then pilot, evaluate and refine these programs for the French language school system in BC;
- One participant will translate, pilot, evaluate and refine this program the Sustainable High Schools project for the French language school system.

The French Programming Education and Outreach Initiative is designed to engage participants in translating resources and in class presentations, and piloting the delivery of the newly translated programs.

The goal of this project is to translate and pilot delivery of French Environmental Education programs. The project will achieve objectives through participants' completion of the following key activities:

- Understanding current Sierra Club BC Environmental Education Programs
- Translating in class presentations, including scripts, audio visual presentations, handouts, props, and evaluation forms.

Sierra Club of BC Proposal Submitted To ELMSD Job Creation Program - 2010

- Translating pre and post program resources for teachers.
- Translating downloadable resources on our website.
- Coordinating with teachers, administrators, and schools to register them for the translated pilot programs.
- Pilot translated programs in classrooms throughout BC.
- Collect, compile, and enter data from evaluation forms.
- Conduct a full evaluation of the pilot program at the end of the year.



### SCHEDULE A (CONTINUED)

FALE NUVBER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

### OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

Key Outcomes & Deliverables:

- Complete translated package of secondary level Sustainable High Schools Education Program.
- Feedback from 10 piloted classrooms.
- Evaluation of the translation from French administrators and teachers.

### Timelines:

Through the proposed project Secondary Level Sustainable High School French Pilot participants will complete the following activities: Proposed Start date: July 5th, 2010 Proposed End date: March 31, 2011

#### Phase One:

July - September 2010

Sierra Club will recruit and hire three particioants by July 15, 2010.

By the end of Phase One, participants will have:

- Completed a participant orientation program.
- Participated in a series of skills enhancement workshops including program development, public speaking, group facilitation, conflict management, work plan prioritizing, curriculum correlating, workshop delivery, classroom management, computer applications, etc. Translated the classroom programs and accompanying multi‐media props, liaising closely with bilingual Sierra Youth Coalition.

### Phase Two:

October - March 2010

- By the end of Phase Two, participants will have:
- Coordinated and delivered programs in TBD amount of) French speaking classrooms throughout BC using a translated Sustainable High Schools Kit.
- Participated in on going activities for securing long term employment within their chosen career field.

### Phase Three:

Timlines TBD (Will need to be adjusted as project shortened by 3 months))
By the end of Phase Three, participants will have:

- Planed and implemented 60 degree evaluation of the project, including:
- Skills enhancement in qualitative and quantitative, formative and evaluation methodology (focus groups, survey, participant interviews, etc.).
- Summary of youth driven action projects,
- Analysis of activities and action projects,
- Sourced employment opportunities within their chosen field, in order to assist them in achieving their employment goals.



### SCHEDULE A (CONTINUED)

FRE NUMBER 10087484

NAME OF EMPLOYER / COORDINATOR

Sierra Club of BC Foundation

### OBJECTIVES / DESCRIPTION OF ACTIVITIES / TARGETED CLIENTELE / EXPECTED RESULTS

Phase Four:

March 2011

By the end of Phase four participants will have:

- Completed all required program wrap up activities (file transfer, review and storage; participant follow up; legacy documents prepared and distributed; etc.).
- Participated in sourcing and applying for employment opportunities within their chosen field, in order to assist them in achieving their employment goals.

### Expected Results:

To translate existing elementary and middle school level Environmental Education programs into French, and then pilot, evaluate and refine these programs for the French language school system.

Key Outcomes and Deliverables by March 31, 2010:

- -Complete translated package of secondary level Sustainable High Schools Education Program.
- -Feedback from 10 piloted classrooms.
- -Evaluation of the translation from French administrators and teachers.

Outcomes for JCP Participants:

The three JCP participants will enhance work experience and gain new employment related skills. Participants can apply their new skills towards a variety of jobs, such as in Education, translation, and counselling programs.

Participants will be able to network with a wide range of contacts spanning from the general

public to professional educators to employers within the ENGO and French teaching community,

enabling participants to make many potential employment connections. Throughout their placement opportunities to network will be made available - these include attending community conferences, workshops, public talks, stakeholder meetings and other events.

Coordinator will submit a final report outlining project outcomes.

# SCHEDULE B ELIGIBLE COSTS

Name of Coordinator			File#	
Sierra Club of BC Foundation: The Fre	ench Programming Education and Outreach	ı Initiative	Project #: 01008748#	

- 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 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 GST input tax credit or rebate 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 GST rebates or input tax credits that may be available to the COORDINATOR.
- 5. Travel, meals and accommodation costs will be reimbursed at rates not exceeding the rates for Group II employees of the Province set out in Appendix 1 to the Public Service Agency Policy Statement 17 Travel and in any applicable Treasury Board (British Columbia) Orders and Directives.
- 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
  - (b) The COORDINATORS may make adjustments to increase only, by an amount not exceeding 10%, the sub-total amount allocated for the following cost categories:
    - 7: Participant Wages
    - 8: Participant Tuition Costs
    - 9: Other Participant Related 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 "Capital Assets Costs" category as a result of the purchase of a Capital Asset the COORDINATOR must notify the Province of this purchase.

### **Organizational Infrastructure Costs**

[This provision applies where the COORDINATOR has chosen a flat percentage rate to cover the organizational infrastructure costs incurred in carrying out the Project. Delete if not applicable]

- 9. (1) Funding for organizational infrastructure costs covered by a flat percentage rate is subject to those types of costs actually being incurred by the COORDINATOR in carrying out the project. The GOORDINATOR shall repay the Province the amount of funding paid in excess of the amount of cost actually incurred by the COORDINATOR toward organizational infrastructure costs. Such amount is a debt owing to the Province and shall be repaid promptly to the Province upon receipt of notice to do so.
  - (2) The Province agrees to reimburse the COORDINATOR a flat percentage rate for organization infrastructure costs. Such rate will be calculated as follows:

(Total 1A Costs + Total 1B Costs) x = Total 1C Costs

(3) Upon the COORDINATOR's declaration that it incurs organizational infrastructure costs, the Province agrees to reimburse an additional flat percentage rate to be calculated as follows:

(Total 1A Costs + Total 1B Costs + Total 1C Costs) - x = Total 2
Costs

(4) The parties agree that should the Province increase the flat rate percentage during the Funding Period, the rate will be adjusted accordingly.

# Declaration Regarding Other Sources of Financial Assistance for the Project\*

[\*Sections 10.1 to 10.4 are applicable only to agreements where the contribution is in excess of \$100,000. Delete if not applicable].

[Option 1- where funding from the Province is the only source of financial assistance for the Project.]

10.1 The COORDINATOR declares that the contribution provided under this Agreement is the only financial assistance for the Project it has received or expects to receive from any level of government (federal, provincial or municipal) or from any other source.

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

4.	\$ from
2.	\$ from
3.	\$ from
4.	\$ from
<del>5.</del> -	\$ -from
6	\$ from

- 10.3 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 10.2.
- 10.4 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**

Set out below is the List of Eligible Costs

	HI STOLING TO BE SEEN SEEN SEEN SEEN SEEN SEEN SEEN S	si Calegories (1998) (1998) (1998)	YEARA
TOTAL PROJECT 1. A. Activity Re 1. Staff Wages	ated Direct Project Co	sts	\$ 12.877 \$ 12.877
	reen Yao, s.22 of her .22 pa	wage will be covered ay periods, which totals \$1060.00	Total \$12,877
		sponsible for any financial reporting of the program view of expense tracking. s.22 of her wage will be pay periods, which totals \$1321.00	
with the design and	layout of all translated r	nd the communications department will be involved materials. s.22 of her wage will be covered at ay periods, which totals \$1321.00	
these minimum among the JCP individu	ounts to help provide a f	ourden of cost for the support staff but asked for full and effective career enhancement experience lude wages, MERCS and WCB and total i-weekly.	
Education Program	<b>n Manager</b> – Nadine Le	efort will be the direct supervisor for the JCP staff.	

Nadine's primary responsibility is the management of the Education Program. \$,22 of her wage was requested to be covered. This is periods, which totals \$ 22 however, approximately s.22 will be covered or \$6,745.00 Campaigns Director - Susan Howatt will provide overall project management and guidance for the JCP participants. s.22 of her wage will be covered at pay periods, which totals \$1393.00 Human Resources - Sheila Giesbrecht is responsible for all areas of staffing including original office orientation. S.22 of her wage will be covered at s.22 pay periods, which totals \$1037.00 Other employment-related benefit costs (Workers Compensation Benefit (WCB), medical, dental, pension, etc.) where warranted by current organizational Human Resources (HR) policies Total Extended Benefits for the staff mentioned above \$313.00 c) Other HR costs such as extended illness & maternity leave, vacation leave pay out, severance pay, etc. where warranted by current organizational HR policies and provincial labour standards. (This is not a contingency option. Costs must be foreseeable to be negotiated in the original agreement and will otherwise require a negotiation and amendment when incurred.) 2. Professional Fees d) Professional fees - contracting (e.g. bookkeeping, janitorial services, Information Technology (IT), equipment maintenance services, security; audit costs and legal fees are noted separately below); e) Legal fees (i.e. reasonable allowance for costs related to review of lease for new project site premises) 3. Travel staff & volunteer f) Staff and volunteer travel (transportation costs, taxi, kilometric charges, etc. as per staff travel claims; includes international travel where warranted; transportation is noted in category 1C) 4. Capital Assets q) Capital assets (any asset requiring agreement of disposition, as per program specific Terms and Conditions value: may be any of the assets included in this listing) 5 Audit Gosts (departmentally mandated) h) Audit costs related to departmentally mandated audits currently suspended for contracts over \$350,000) 6. Other Specified direct project costs i) Furniture i) Staff disability supports (duty to accommodate) k) Staff training for disability-related issues (e.g. sign language training) I) Conference attendance fees m) Conference costs (meeting room rental, guest speakers, etc.) n) Rent, lease (including applicant owned premises) and repairs and leasehold improvements (insurance is noted below, in category 1C) o) Signage p) Utilities q) Equipment lease, rental or purchase (including computers, fax machines, etc.; copy charge for photocopies is included in equipment repair/maintenance cost items, in category 1C) r) Computer software s) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.)

- t) Memberships (professional and organizational), affiliation fees and business ucenses and permits;
- u) Advertising (newspaper ads, flyer production, etc.)
- v) Reference materials (books, periodicals, subscriptions, etc., which cannot be easily traced/tracked back to usage by project participants)
- w) Significant project costs associated with the following types of expenditures (i.e. onetime, non-recurring, non standard/non-basic amounts over and above the regular, day-today operational costs):
- i. Telephone (installation and extraordinary costs related to telephones and/or fax lines required over and above regular operating requirements)
- ii. Postage (significant costs associated with project activities which increase expected costs of postage beyond normal operating requirements)
- iii. Internet (web page design, etc.) and other IT requirements (significant costs associated with project activities which increase expected internet related costs beyond normal operating requirements)
- iv. Printing (significant costs associated with project activities, which increase expected printing costs beyond normal operating requirements); and
- v. Staff professional development (courses required by staff, which are not part of the routine development courses required by the organization's policies)
- x) Costs related to transition/wind-down (severance pay, other HR related costs, penalties for breaking leases, etc.).

# 1B. Participant Related Direct Project Costs.

# 7. Participant Wages

- a) Participant wages & Mandatory Employment Related Costs
- b) Stipends, bonuses
- c) Other employment-related benefit costs (WCB, medical, dental, pension) where warranted by current organizational HR policies and/or provincial labour standards

# 8 Participant Fuition Costs

- d) Tuition costs public
- e) Tuition costs private

### 9. Other Participant Related Project Costs

- f) Living expenses
- g) Disability-related supports (attendant care, note takers, sign language interpreters)
- h) Disability-related incremental costs (i.e. additional per diems re gratuities for assistance provided, etc.)
- i) Professional fees related to participants sub-contracting (i.e. vocational assessments, needs assessments, guest speakers, etc.);
- i) Dependant care
- k) Adaptive-technology set-up
- 1) Testing materials, supplies & books
- m) Travel, transportation
- n) Participation and completion recognition activities

# 1C Other Direct Project Costs

# 10. Other Direct Project Costs Examples of costs to which a contribution can be considered include, but are not limited to:

- a) Insurance (fire, theft, liability):
- b) Standard, regular, day-to-day, operational, recurring costs related to:
- (i) Basic telephone charges (including fax lines);
- (ii) Postage and courier;
- (iii) Monthly internet fees;
- (iv) Operational printing contracted externally (business cards, letterhead, ad hoc unanticipated print jobs, minor updates and/or printing of organizational or program brochures, etc.);
- (v) Equipment repair and maintenance (includes photocopy meter charges); and
- (vi) Staff professional development amount to cover basic training needs as per organization's existing policies; employment related requirements which can include, but is not limited to, health & safety, first aid, cardiopulmonary resuscitation, self-defence, crisis intervention, anti-racism, anti-oppression, sensitivity, conflict resolution, etc.
- c) Materials and supplies (e.g. pens, pencils, paper, envelopes, cleaning supplies, subscriptions):

- d) Bank charges;
- e) IT maintenance;
- f) Other non participant-based costs (e.g. water where public water not safe for drinking, staff and volunteer transportation recognition);
- g) Staff and volunteer transportation (bus fare, taxi and parking required for delivery of project activities but not part of travel claims; does NOT include monthly parking fees; travel is noted in category 1A).

# 2 ORGANIZATIONAL INFRASTRUCTURE COSTS

- 11. Organizational Infrastructure Costs Examples of costs to which a contribution can be considered include, but are not limited to:
- a) Staff wages & Mandatory Employment Related Costs
- b) Other employment-related benefit costs (WCB, medical, dental, pension) where warranted by current organizational HR policies
- c) Other HR costs such as extended illness & maternity leave, vacation leave pay out, severance pay, etc. where warranted by current organizational HR policies and provincial labour standards. (This is not a contingency option. Costs must be foreseeable to be negotiated in the original agreement and will otherwise require a negotiation and amendment when incurred)
- d) Rent, lease (including applicant owned premises) and minor repairs and leasehold improvements
- e) Utilities
- f) Furniture
- g) Signage
- h) Equipment purchase, lease or rental (including computers)
- i) Costs associated with use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture, etc.)
- j) Equipment maintenance and repairs
- k) Software
- I) Professional fees contracting (e.g. bookkeeping, Janitorial services, IT, equipment maintenance services, security)
- m) Audit costs
- n) Staff disability supports (duty to accommodate)
- o) Telephone costs
- p) Postage and courier
- q) Internet costs (web page design, etc.) and other IT requirements
- r) Printing costs
- s) Advertising costs
- t) General insurance (e.g. directors' liability insurance)
- u) Travel and transportation (including board members)
- v) Training and development costs (volunteer and staff)
- w) Office supplies
- x) Bank charges
- y) Memberships and affiliation fees (professional, inter- and intra-organizational, etc.)

# TOTALPROJECT GOSTS

2 2 3 /

# Ineligible costs

Cost associated with fundraising activities Canada Revenue Agency or payroll penalties

**Parking Tickets** 

Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity

Membership fees for private clubs, etc. (golf clubs, gyms, etc) unless part of existing (non-monetary) employment benefits

Staff salary bonuses if not originally negotiated into agreement

Purchase of Alcoholic beverages Purchase of illegal substances

Mentor wages (under Youth Projects)
Unreasonable gifts or unreasonable payment for recognition
Other costs ineligible as per program terms and conditions



# SCHEDULE C **INFORMATION REQUIREMENTS**

ILE NUMBER:	
10087484	

AMENOMENT NUMBER: 0

N	OF COORDINATOR:	
	Sierra Club of BC Foundation	
1.	enable the Province to:	

- - a) measure the results of the Project and evaluate the Project's success in assisting Participants to prepare for, obtain and maintain employment, and in making a successful transition into the labour market;
  - b) determine a participant's need for any further assistance in order for the participant to obtain or keep employment;
  - c) evaluate more generally the success of the Employment and Labour Market Service in actieving its objectives; and
  - d) meets its obligations pursuant to the agreement between the Province and Canada under section 63 of the Employment Insurance Act for the operation of the Employment and Labour Market Services and its success in achieving its objective.

The COORDINATOR shall, subject to section 2, collect on behalf of the Province, and provide to the Province the following information in

- Responsible Employment and Labour Market Services Office Contract file number
- Social insurance number
- Date of commencement of Case Management
- Date of completion of Action Plan
- Indication of Action Plan completion
- Indication of Primary Results (Employed/Self-employed/Not employed)
- Date Primary Result achieved
- Other (specify)
- 2. Prior to collecting and providing to the Province the Information referred to in section 1, the COORDINATOR shall inform the Participant:
  - a) that since funding for the Project is provided by the Province, the information is required by, and collected on behalf of, the Province;
  - b) the purposes (mentioned in section 1) for which the information is being collected, the legal authority for collecting the information and that the COORDINATOR will provide the information specifically to the Ministry of Housing and Social Development;
  - c) that the personal information collected on behalf of the Province is protected within the parameters set out in the Freedom of Information and Protection of Privacy Act, that the Participant has a right under that Act to obtain access to the information from the Ministry of Housing and Social Development and the title, business address and telaphone number of an employee of the Ministry of Housing and Social Development who can answer questions about the collection and privacy of the information; and
  - d) If any of the information is also required by the GOORDINATOR for the purpose of providing assistance to the Participant in carrying out the Project, the purposes for which the COORDINATOR itself intends to use that Information.

	To assist the COORDINATOR in cerrying out the Project, the Province will provide the COORDINATOR with the following information in respect of each Participant:
•	
•	
•	Market 1997, Market April 1997

- The COORDINATOR shall treat all Participant Information collected on behalf of the Province under section 1 or provided by the Province under section 2 as confidential, comply with the Privacy Protection Schedule attached to the Agreement as Schedule E and take reasonable security measures to protect any information about Participants from unauthorized access, collection, use, storage, disclosure, including those set out in any instructions issued by the
- Representatives of the Province shall be entitled to inspect the COORDINATOR's premises at all reasonable times to ensure compliance with the information security requirements referred to in section 4.
- Upon expiry of the Funding Period or upon termination of the Agreement, if earlier, the COORDINATOR shall provide to the Province all information it collected on behalf of the Province under this Schedule and any copy thereof, in accordance with instructions issued by the Province, unless the COORDINATOR is required by law to retain any of that information for a period of time beyond the Funding Period or beyond the date of termination of
- During any extended period of retention referred to in section 6, sections 4 and 5 shall continue to apply to the COORDINATOR, and at the end of the extended period, the COORDINATOR shall provide to the Province, the information and any copy thereof, in accordance with instructions issued by the Province.

INITIALS OF SIGNATORIES TO	THE AGREEME	NT		***************************************	
COORDINATOR	DATE	COORDINATOR	DATE	PROVINCE	DATE



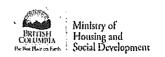
# SCHEDULE D

# ADDITIONAL CONDITIONS

H.E.	พบ	148	Εł

10087484

NAME OF EMPLOYER/COORDINATOR	
of the second se	
Sierra Club of BC Foundation	
2.0 ADDITIONAL CONDITIONS	
REPORTS AND INFORMATION	
Payment Claims	
The Coordinator will submit with their claims:  a) a cost breakdown which includes actual and budgeted year to da  b) if applicable, any supporting documentation necessary to verif  c) proof of payment, notation of make, model and serial numbers i  and	fy claimed amounts, and/or
(i) a report on progress against agreement objectives, milestones trends impacting the project activity.	and any other issues and
Progress Reports	·
The Coordinator will submit regular progress reports that describe t achievements, successes and resolution to problems of the project du	
The frequency and details of these progress reports are to be determ	nined by the Province.
Continuing payment is conditional upon the Province:  a) Receiving current work plans from the Coordinator;  b) Approving the amended work plans, if applicable;  c) Receiving regular progress reports; and  d) Continued allocation of funds.	
Final Project Report	
within 60 days of completion of the project, the Coordinator will suthat summarizes and provides an analysis of the project's performance objectives. The report will include a summary of client feedback pronthe appropriateness and quality of the services. The report will expected results set out in the Agreement were not achieved and recovail be subject to receiving the final progress report.	e against Agreement ovided to the Coordinator provide a rationale, if
will be subject to receiving the rinal progress report.	
	j
3 INITIALS OF SIGNATORIES TO THE AGREEMENT	1
EMPLOYER/COORDINATOR DATE EMPLOYER/COORDINATOR DATE	PROVINCE DATE

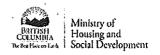


Part 3: Official Use Only				Project No. 10087484
Advance or Progress Payment		Amount	GR/	DR
1. (+Claim)		1374		
2. (- Outstanding previous advance)				
3. (+ Advance requested for the next period	d)			
4. (Cheque / Payment Total)				
<ol> <li>(Agreement Balance = agreement amortical control of the design of the des</li></ol>	unt - total			
Vendor	Payment type:		C sps C	) .v
031235	RC 537	7		
Cheque Stub Information				Due Date  Y M D  FINAL PAYMENT
Signature of Qualified Receiver  Date  Y M D D D D D D D D D D D D D D D D D	Expense Signatur  Date  Name (I	Y M O   SEP 0 1 2010	In	ata Captured iitiels ate  Y M D  SEP 0 1 2010
	Position			

RECEIVED

AUG 1 1 2010

ELWSD - V74



				Project No. .10087484	
Part 1: Claim Information: All non-shaded	d areas to be completed by	the Organiza	tion	Official Use Only	
Name of Organization Sierra Club BC Foundation			Receipt date (Y/M/D)		
Business # (if applicable): Y 11914 9797 RR0001	d M Y O M	Period covered b		to: July 31, 2010	
Has your address changed since your submission	Is this a final claim for this	Costing method		,JI	
to Service Canada or the Province for this project?  ( Yes ( No	project?		governmental flat percentage rate    Simple   Filmbursemental flat percentage rate   Simple   Simple		
The following is to be completed only if changed to	om last submission:	j organizatio	n specinc hat percentage	e rate	
			ly/Town		
Province	Postal Code	Area Code/Telep	i i	uea Code/Fax No.	
E-Mail Address		GST/HST Amou	nt G	SST/HST% claimed from the Province	
CLAIM	Claimed from the Devices		and the comment of a continuous service of	USE ONLY	
PROJECT COSTS	Claimed from the Province for this period (to nearest dollar)	4	vnounta Eligible this Claim	Amounts Allowed To Date Under the Agreement	
Activity related direct project costs:					
Staff wages	1374	1	374 · · ·		
Professional fees					
Travel					
Capital assets					
Audit costs (agreement mandated)		Mild Village			
Other activity related direct project costs		100			
Total activity-related direct project costs	1374				
Participant-related direct project costs:					
Participant wages					
Participant tuition costs				(中位下)。2000年1月1日	
Other participant related project costs			e de la companya de		
Total participant-related direct project costs					
Other direct project costs		12.7	on strain by	700 H.S.C. PRODEED A	
TOTAL PROJECT COSTS	1374				
ORGANIZATIONAL INFRASTRUCTURE GOSTS			Control of the second		
TOTAL COSTS	1374				
LESS: REVENUE GENERATED BY PROJECT ACTIVITIES (if applicable)					
TOTAL COSTS CLAIMED FOR THIS PERIOD			374		
Total claimed to date from HRSDC and the Province	since the beginning of this proj	ect,	2748	3.00	
Including the current claim	<del> </del>	\$	21.70		
Funds from other sources			ds from other for this period	Total funds from other sources to date	
Cash		aouices I	ioi filia hetion	Sources to dare	
In-Kind					



Darf 2 .	Agreeme	nt Activity	Report
rail4.	Acreeme	III MUUVAILY	Kenori

art 2: Agreement Activity Report		10087484
Please provide a summary of the activities that have taken place since chedule A of the Agreement and include milestones met, changes in staff		
,		
		•
		RECEIVED
		AUG 1 1 2010
		1
		ELMSD - V74
nformation collected on or pursuant to this form is subject to all of the prov Any personal information collected is collected under the authority of Secti		
dministration of the British Columbia labour market development program		
concerning the collection, use or disclosure of information, please contact		· · · <b>, · ·</b> · · · · · · · · · · · · · · · · ·
		Elsewhere in BC at 1 800 663-7867
(we) certify that the information is true and correct to the best of mylour knowledge	and claimed in accordance with	the agreement
An A Market of the Annual Is also and correct to the Desiron Hijotherope.	2010-18-03	ow ogreenwig.
Signature	Date (Y-M-D)	
Kim Kotan Lo - Finance Director		the agreement.  (250) 386 - 5255 X 228  Area Code/Telephone No. (for enquiries)
Additional signature when required:		1200 Obdo Telephona No. (ioi anguitta)
Signature	Date (Y-M-D)	
	-aw (1-mes)	( )
Print Name and Position		Area Code/Telephone No. (for enquiries)

Area Code/Telephone No. (for enquiries)



Part 3: Official Use Only			Project No. 10087484
Advance of Progress Payment	Amount	CR/DR	
1. (+Claim)	B1374.00		
2. (- Outstanding previous advance)	0		
3. (+ Advance requested for the next period)	0		
4. (Cheque / Payment Total)	\$ 1374.00		
(Agreement Balance = agreement amount - total claimed to date (including this claim))	\$7605.00		
Vendor Payment type:  ORegular c	(check one) cheque issue ( ) Schedule cheque issue	C sps C	JV
772478 RC S	,374		
Cheque Stub Information			Due Date
·	- 31 9109	ess pmi	FINAL PAYMENT
Section 3	10 09 27	Date	1

SEP 2 4 2010



Project No.

				1008/484
Part 1: Claim Information: All non-shaded	d areas to be completed b	y the Organizat		Official Use Only
Name of Organization Sierra Club BC Foundation			Receipt date (Y/M/D)	
Business # (if applicable): Y	M D Y M D	Period covered by	) Y	<u></u>
11914 9797 RR0001		this claim from		to: August 31, 201
Has your address changed since your submission to Service Canada or the Province for this project?	Is this a final claim for this project?	Costing method a	•	reimbursement of
C Yes   No	C Yes ( No		al flat percentage rate	reimbursement of actual costs
The following is to be completed only if changed fr		organization	n specific flat percentag	e rate
Current Mailing Address		City/Town		
Carrier	I Bustol Code			
Province	Postal Code	Area Code/Telep	hone No.	Area Code/Fax No. ( )
E-Mail Address		GST/HST Amour	nt .	GST/HST% claimed from the Province
		<u> </u>		
CLAIM	Claimed from the Province	216 (6.16)	Carried State of the Control of the	L USE ONLY
PROJECT COSTS	for this period (to nearest dolla	n A	mounts Eligible	Ameunts Allowed To Date Under the Agreement
Activity related direct project costs:				
Staff wages	1374	trong (I	374	
Professional fees		7.72		
Travel			ewww.数数量效	
Capital assets			<b>表现显然为</b> 其的	
Audit costs (agreement mandated)				
Other activity related direct project costs				19. 连到19.70 克纳···
Total activity-related direct project costs	1374		\$74	(2) 13 (2) (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2
Participant related direct project costs:				
Participant wages				
Participant tuition costs				
Other participant related project costs			(基本)等等	
Total participant-related direct project costs				
Other direct project costs			and a second	a distance of
TOTAL PROJECT COSTS	1374	19 P 12	374	
ORGANIZATIONAL				
INFRASTRUCTURE COSTS TOTAL COSTS	1374		344	
LESS: REVENUE GENERATED BY				
PROJECT ACTIVITIES (if applicable) TOTAL COSTS CLAIMED	1374		324	
FOR THIS PERIOD	大學(多数)	海太 医乳毒类	17. Call	
Total claimed to date from HRSDC and the Province including the current claim	e since the beginning of this pro	ject, \$	27	48
Funds from other sources			ds from other for this period	Total funds from other sources to date
Cash		- Jources I	or and portou	CONTOUR COME
In-Kind				

SEP 2 4 2010



Project No. 10087484

Part 2: Agreement	Activity	/ Report
-------------------	----------	----------

art 2: Agreement Activity Report	
Please provide a summary of the activities that have taken place since your last re Schedule A of the Agreement and include milestones met, changes in staff or particip	
In August, Sarah Cox, Communications Director, revised the Environmental Educato Nadine Lefort posted it in 15 locations, including with Spectrum Job Centre, Youth St worked with Susan Howatt (Campaigns Director) and Sheila Geisbrecht (Human Respondential employees to ensure appropriate qualifications, and then interviewed canditional offered the position, the other two educators' contracts were being completed and the included adjustments to their workspace, revisions to the Education Program Manual staff.  S.22 contract started in the last week, during which he attend orientation and S.22 paperwork was being completed.	ervices Canada, and Good Work Canada. Nadine sources Manager) to sift through applicants, contact idates. At the same time the third educator was eir orientation plan was put into place, which il, and a coordinated introduction to the Sierra Club
Information collected as a companion to this fact to add a large of the collection o	ha Fundam of Information and Data Hay 150
information collected on or pursuant to this form is subject to all of the provisions of the provisions of the provisions of the provision collected is collected under the authority of Section 28(c) of	
Any personal information collected is collected under the authority of Section 26(c) of administration of the British Columbia labour market development program for which	
concerning the collection, use or disclosure of information, please contact: [name]	
	at 604-660-2421; Elsewhere in BC at 1 800 663-7867
Entonol through mulant por in contract	

Kim M	Signature	Date (Y-M-D)	. 🗸	
Sin Kotanko	Director of Finance Print Name and Position	* * * * * * * * * * * * * * * * * * * *	(250) 386 -5 Area Code/Telephon	255×2zk e No. (for enquiries)
dditional signature when requ	ired:			
	Signature	Date (Y-M-D)		
			_ ( )	76
	Print Name and Position		Area Code/Telepho	ne No. (fo <b>j(/eg/p</b> i/ <b>je/9)</b> 12-

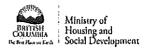
SEP 2 4 2010



Advance or Progress Payment	Amount	CR/DI	
1. (+Claim)	1274		
. (- Outstanding previous advance)	<i>d</i>		
3. (+ Advance requested for the next period)	***		
4. (Cheque / Payment Total)	1274		
(Agreement Betarice = agreement amount - total claimed to date (motuding this claim))	7827		
Vendor Payment type:	(check ons) hoqua issus (: Schedule chaqua issua	∩ sps _ C	.N
°° 1037845 № U	- 74		
Octobe Regi (wag	ular clain as only).	Z010	FRIAL PAYMENT
Signature of Qualified Receiver  Certified Section 3 Expense Signature  Date  Date  Name (P	NOV <sup>M</sup> 1 6 201	lo to	75

H\$05219E(10-06-08)

Page 3 of 3



				Project No. 10087484
Part 1: Claim Information: All non-shaded	d areas to be completed by	y the Organizat	ion	Official Use Only
Name of Organization Sierra Club BC Foundation			Receipt date (Y/IN/D	, [
Business # (if applicable): Y 11914 9797 RR0001	м о у м о	Period covered by	· .	to: Oct 30, 2010
Has your address changed since your submission to Service Canada or the Province for this project?	Is this a final claim for this project?	Costing method a		
C Yes © No	C Yes © No		ial flat percentage rate n specific flat percentag	actual costs
The following is to be completed only it changed fro	nojealmous tast mo			State of the control
Current Mailing Address		City/Town		
Province	Postal Code	Area Code/Telep	hone No.	Area Code/Fax No.
E-Mail Address		GST/HST Amoun	nt	GST/HST% claimed from the Province
CLAIM			OFFICE	AL USE ONLY
PROJECT COSTS	Claimed from the Province for this period (to nearest dollar	) A	mounts Esgible this Claim	Amounts Allowed To Date Under the Agreement
Activity related direct project costs:				
Staff wages	1374		กันสารสา	
Professional fees				
Travel				
Capital assets		影物谱的		
Audit costs (agreement mandated)		33.3		
Other activity related direct project costs				
Total activity-related direct project costs	1374	/\/3	구년 💯	
Participant-related direct project costs:	· <del>- ·</del>		1	
Participant wages		1.42.1504		eres and the second second
Participant tuition costs				
Other participant related project costs		17.041		
Total participant-related direct project costs		524 (P1619)	et getterfreidig	
Other direct project costs				
TOTAL PROJECT COSTS	1374	13	94°	
ORGANIZATIONAL INFRASTRUCTURE COSTS		20,45		
TOTAL COSTS	1374	7. S. S. S.	<b>(44)</b>	
LESS: REVENUE GENERATED BY PROJECT ACTIVITIES (If applicable)				
TOTAL COSTS CLAIMED FOR THIS PERIOD	1374	1/2/2	174	
Total claimed to date from HRSDC and the Province including the current claim	e since the beginning of this proj		27	748
Invested the content conte		<u> </u>		
Funds from other sources:			ds from other for this period	Total funds from other sources to date

Cash In-Kind

NOV 1 5 2010



Additional signature when required:

HSD5219E(10-06-08)

### **Payment Claim or**

Rebarbarda fech Social Development	Advance and Activity Report			
	Project No. 10087484			
art 2: Agreement Activity Report				
Please provide a summary of the activities that have taken place since shedule A of the Agreement and include milestones met, changes in staff				
s.22 , our two Elementary/Middle School Educators, transla which includes three programs). They have started registering classroom and even into the new year. Demand for the newly translated programs is the coming weeks to get feedback on what they have done so far.				
n addition, they both attended the Columbia Basin Environmental Educat October. There, they networked with other environmental educators and work they are immersed in. A great professional development opportunity	shared their knowledge about Sierra Club's programs and the			
s.22 has been in the classroom delivering programs to Ercontinues to translate all of our high school programs, and will soon be pill fouth Steering Committee meetings in which he engages 10 to 12 youth in they are planning district-wide events to inform other youth about environ .22 has been supporting all of their ideas and providing necessary resources.	in discussion and action plans on sustainability in their schools. Innental issues and to bring others on board on taking action.			
ladine Lefort continues to oversee the entire team, ensuring that participally work.	ants feel comfortable, engaged, and challenged in their every			
formation collected on or pursuant to this form is subject to all of the pro-	visions of the Ernadum of Information and Protection of Privacy Act			
by personal information collected is collected under the authority of Section				
ministration of the British Columbia labour market development program	•			
encerning the collection, use or disclosure of information, please contact				
itle] Program Policy Coordinator [phone] Through Enquiry BC; in V	/ancouver at 604-660-2421; Elsewhere in BC at 1 800 663-7867			
(we) certify that the information is true and correct to the best of my/our knowledge	and claimed in accordance with the agreement.			
- Cullosted Mus				
Signature	2010 - /1- 10 Date (Y-M-0)			
C) 2 MOSELLA DE ROOMSEL	Diazotoa (250) 386.5255 Area Code/Telephone No. (for enquirles)			
Additional signature when required:	. The same constitution in the stidings of			

M&D-2012-00742

Print Name and Position Area Code/Telephone No. (for enquiries)

Date (Y-M-D)

Signature

NOV 1 5 2010



				Project No. 10087484	· · · · · · · · · · · · · · · · · · ·
Part 3: Official Use Only		,		Ĺ	
Advance or Progress Payment		Amount		CROR	
1. (+Ciolin)		1374		+	
2. (• Outstanding previous advance)					
3. (+ Advance requested for the next peri	od)				
4. (Chaque / Payment Total)		1374			
<ol> <li>(Agreement Balance = agreement amo claimed to date (including this claim))</li> </ol>	istoš - truu				
Vendor	Payment type: (	check one) eque issue (*) Schedulo cheque iss	iue C SPS	C.∿	· · · · · · · · · · · · · · · · · · ·
Doc	RC				
<u> </u>	5374				
November Payment Claim Signature of Qualified Receiver	Certified p Section 33	oursuant to 8 of the FAA		FINAL PAYI	MENT D
Date Y DEC* 2 1°2010	Expanse / Signature  Date  Name (Pi	DĚC 2 1 20 VADIM REI		Date DEC	7 1 2010
	ì	•		f	

H5062195(10:08-08)

Page 3 of 3



Project No.	
10087484	

Part 1: Claim Information: All non-shade	d areas to be completed b	y the	Organizatlon	ı	Official Use Only	
Name of Organization		•	Receipt date (Y/M	/D)	l	
Sierra Club BC Foundation  Business # (if applicable):   Y	M D Y M D	Dorl	od covered by			
			claim from: Nov 1, 2010		to: Nov 30, 2010	
Has your address changed since your submission	Is this a final claim for this project?	Cos	Costing method agreed upon:			
to Service Canada or the Province for this project?  Yes  No	Ves & No		governmental flat percentage rate reimbursement of actual costs			
The following is to be completed only if changed fr	om last submission	35546	organization apocino nat percer	iago :	i di G	
Current Malling Address		City	/Town	(4 th 60 th	Commission (Commission Commission Commission Commission Commission Commission Commission Commission Commission	
Province	Postal Code	Area (	a Code/Telephone No.	An	ea Code/Fax No.	
E-Mail Address		GS	I/HST Amount	GS	ST/HST% claimed from the Province	
CLAIM	Chimad from the Province	L	OFFI	CIAL	JSE ONLY:	
PROJECT COSTS	Claimed from the Province for this period (to nearest dolla	0	Amounts Eligible this Claim		Amounts Allowed To Date Under the Agreement	
Activity related direct project costs:						
Staff wages	1374		1374			
Professional fees			7/			
Travel						
Capital assets						
Audit costs (agreement mandated)					erangan kecamatan	
Other activity related direct project costs					TOPE SECTION SE	
Total activity-related direct project costs	1374	osioni SZN				
Participant related direct project costs:						
Participant wages						
Participant tuition costs				<i></i>		
Other participant related project costs				<b>多</b> 。		
Total participant-related direct project costs					<b>建设建设设置的基本的</b>	
Other direct project costs						
TOTAL PROJECT COSTS	1374	Ġ.				
ORGANIZATIONAL INFRASTRUCTURE COSTS						
TOTAL COSTS	1374		450,000,000,000			
LESS: REVENUE GENERATED BY PROJECT ACTIVITIES (if applicable)				25		
TOTAL COSTS CLAIMED FOR THIS PERIOD						
POX TRIS FERIOD		a saguaga	Total Mark Mark Section (Mark Section )	34 July 10		
Total claimed to date from HRSDC and the Provinc	e since the beginning of this pro	ect,		6076		
Including the current claim		\$		6870	,	
Funds from other sources			Total funds from other sources for this period		Total funds from other sources to date	
Cash			sources for tins baring	$\dashv$	SOURCES IN HOLD	
In-Kind			<u> </u>			

RECEIVED DEC 2 1 2010



Project No.		
10087484		

Part 2:	Agreement	Activity	Report
---------	-----------	----------	--------

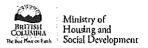
	10087484
rt 2: Agreement Activity Report	
Please provide a summary of the activities that have taken place since your last report. The rep chedule A of the Agreement and include milestones met, changes in staff or participants or any is:	
in November, \$.22 continued to translate the SHS presentations, and is delivering them in the firs in Vancouver with their Youth Sustainability Network, and delivered programs in Kitsilano and Sunmeetings at Reynolds, Lambrick, and Esquimalt High Schools, and in a Leadership meeting at Oa Youth Steering Committee meetings every two weeks, and has been planning sustainability project	rey. He participated in Green Group k Bay High, He continues to host
s.22 our two elementary school educators have completed the translation of our Jour geared toward kindergarten to grade 3 students. They delivered programs, both in English and Frand have been translating other programs that will be available in French in December and Janua props for our Temperate Rainforest programs, and design a new Action Challenge contest, with Fwith the assistance of our Communications Team.	rench in Richmond and Vancouver, ry. In November they translated all
Nadine Lefort, Manager of the Education Program, has been overseeing their work, and is delight Go Education Team!	ed with their work and their results.
nformation collected on or pursuant to this form is subject to all of the provisions of the Freedom o	f Information and Protection of Privacy Act.
ny personal information collected is collected under the authority of Section 26(c) of that Act. The	information collected will be used for the
dministration of the British Columbia labour market development program for which you have app	lied. If you have any specific questions
oncerning the collection, use or disclosure of information, please contact: [name] Vicky Rennebe	
title] Program Policy Coordinator [phone] Through Enquiry BC: In Vancouver at 804-660-24	21; Elsewhere in BC at 1 800 663-7867
(we) certify that the Information is true and correct to the best of my/our knowledge and claimed in accordance v	with the agreement.
Signature Date (Y-M-D)	Ó
Signature Date (Y-M-D)	
Salan (SX: (Municalins Mirector	Area Code/Telephone No. (for enquiries)
Additional signature when required:	. 200 Government (i.e. first gadrages)
Chaptur	
Signature Date (Y-M-D)	( )
Print Name and Position	Area Code/Telephone No. (for enquiries)
	86

RECEIVED DEC 2 | 2010



						Project No. 10087484
Part 1: Claim Information: All non-shaded	areas to be completed by	y the	Organizati	ion	L	Official Use Only
Name of Organization Sierra Club BC Foundation				Receipt date (Y/M/	D)	1
Business # (if applicable): y 11914 9797 RR0001	M D Y M D	Perio this c	d covered by laim from	I		to: Dec 31, 2010
Has your address changed since your submission to Service Canada or the Province for this project?	Is this a final claim for this project?	_	ng method a			reimbursement of
C Yes © No	C Yes @ No		_	al flat percentage rat specific flat percent		actor costs
The following is to be completed only if changed fro	m last submission:		organizaton	specific nat percent	aye ia	
Current Mailing Address		City/	COWN		nassg.	
Province	Postal Code	Area (	Code/Telepi	one No.	Are:	a Code/Fax No.
E-Maji Address		GST	HST Amoun	t	GST	T/HST% claimed from the Province
CLAIM			\$. 45 ASS	OFFIC	IAL Ú	SEONLY
PROJECT COSTS	Claimed from the Province for this period (to nearest dollar	)	US SON	nounts Eligible this Claim		Amounts Allowed To Date Under the Agreement
Activity related direct project costs:			A-1-1-2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-			
Staff wages	1374		13	74	<b>3</b> 8	
Professional fees			ra stanta			
Travel			H 41.64			
Capital assets			(4)20 (2)4			
Audit costs (agreement mandated)					\$ 10 \$4 \$5	
Other activity related direct project costs				e de estera por la		
Total activity-related direct project costs .	1972 - 7 1374	海 東	1/3	74		E BOOK OF STREET
Participant-related direct project costs:				<del></del>		
Participant wages			6 (g / E)			
Participant tuition costs			n di vitri	n same and		
Other participant related project costs						
Total participant-related direct project costs			1.02404	n para le tras		
Other direct project costs			f illende		24 K	
TOTAL PROJECT COSTS	1374		A.	ี่งวีฯ"		
ORGANIZATIONAL	artimas <u>kat o</u> bosans noo saabaa <u>n sales esse.</u>	900000			1 2	
NFRASTRUCTURE COSTS TOTAL COSTS	1374	i in the	1	<del>เ</del> วน ∵		
LESS: REVENUE GENERATED BY PROJECT ACTIVITIES (If applicable)		-Capterior	ne bac			
TOTAL COSTS CLAIMED	1374			5 741 · ·		
FOR THIS PERIOD	since the beginning of this proj	ect,			5870	
			Total fund	is from other	Ţ	otal funds from other
Funds from other sources				or this period		ources to date
Cash.						

RECEIVED
FEB U 4 2011
MSD/ELMSD-V74



Project No. 10087484	
i	

HSD5219E(10-06-03)

art 2: Agreement Activity Report	
Please provide a summary of the activities that have taken place since your last report. The reported by the Agreement and include milestones met, changes in staff or participants or any is	
In December, the Education Team was busy.  completed the pilot of the Temperate Rainforest Ecosystem Education program first visits and will the new year. They continue to translate all program material, and will soon complete translation or program. We continue to be pleased with their performance, and are happy to see all they've alrest	of our highly pursued Climate Change
Our Sustainable High Schools project is shifting.  S.22 was offered a full time positi is pleased with this shift, and while we are sad to see him leave the team, we celebrate his profess SHS Coordinator position and hope to hire early in the new year in order to make the most out of topportunity.	on with the provincial government. He sional growth. We have posted the the school year and the JCP funding
Nadine Lefort continues to oversee all Education Program activities, managing day-to-day activitie satisfied with their work. In early December, she organized a Professional Development Day in wif for a hike at East Sooke Park and participated in a number of team-building and self-reflective acti	nich Education Team members went
Sierra Club staff members continue to support JCP participants and the Education Program with o general happenings.	n-going communications, HR, IT and
	•
•	
nformation collected on or pursuant to this form is subject to all of the provisions of the Freedom o	f Information and Protection of Privacy Act
Any personal information collected is collected under the authority of Section 26(c) of that Act. The	information collected will be used for the
administration of the British Columbia labour market development program for which you have app	
concerning the collection, use or disclosure of information, please contact. [name] Vicky Rennebe [title] Program Policy Coordinator	•
[phane] Integral and the Control of Control	21, 213211100 11 20 41 1 00 000 1001
I (we) certify that the information is true and correct to the best of my/our knowledge and claimed in accordance to	with the agreement.
1-2.5	
Sarah Cox County water Director	020386-5255×257
Print Name and Position Additional signature when required:	Area Code/Telephone No. (for enquiries)
Signature Date (Y-M-D)	
See the see that t	( )
Print Name and Position	Area Code/Telephone No. (for enguiries)

FEB # 2011

MSD/FLMSD.V70



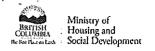
Part 3: Official Use Only			Project No.
Advance or Progress Payment	Amount	CR/DR	
1. (+Clam)	1374		
2 (- Outstanding previous advance)			
3. (+ Advance requested for the next period	)		
4. (Cheque / Paymers Total)	1374	<del></del>	
(Agreement Balance = agreement amount claimed to date (including this claim))	I - Iotal		
	Payment typer (chack one)  Regular chaque issue ( ) Schedula chaque issua	C SPS C J	v
1690776	V-74		
Cheque Stub Intermedian  Decembe	r feynant	Clair	Due Date  Y M D  FINAL PAYMENT
Signature of Qualified Receiver  P  Date    1 02 25	Certified pursuant to Section 33 of the FAA  Expense Authority Signeture  Date    V	Data faire	Con

£022155(13-11-15)

Page 3 of 3



Part 3: Official Use Only		Project No.	
Advance or Progress Payment	Amount	CRÆR	
1. (+Clein)	1324		_
2. (- Outstanding previous advance)			
3. (+ Advance requested for the next pariod)			
4 (Cheque / Payment Total)	1374		
<ol> <li>(Agreement Balance = agreement amount claimed to date (including this claim))</li> </ol>	ina		
	V-74	C SPS C JV  Doe Date Y  FINAL PAT	M D
Signature of Qualified Receiver  Pate  Y  M  D  LI  O  2  J	Cerbified pursuant to Section 33 of the FAA  Expense Authority Signature  Date  Name (Print)  Debbie Dever  Position Title  Programs Office	Date   Y   // (	(a.



HS05219E(10-09-08)

				Project No. 10087484
art 1: Claim information: All non-shaded	l areas to be completed b	y the Organizat	tion	Official Use Only
Name of Organization Sterra Club BC Foundation	•	, , , , , , , , , , , , , , , , , , , ,	Receipt date (Y/M/D)	
Business # (if applicable): Y 11914 9797 RR0001	N D Y N D	Period covered b this claim	1	to: Jan 31, 2011
las your address changed since your submission o Service Canada or the Province for this project?	Is this a final claim for this project?	Costing method a	igreed upon:	
C Yes • No	C Yes No governmental flat percentage rate of the percentage of the percentage rate of the			X  relimbursement of actual costs
he following is to be completed only if changed fro	m last submission;		1. to <u>1</u> 4. 20. 1. 1. 1.	
current Mailing Address		City/Town		
Province	Postal Code	Area Code/Telep	hane No.	Area Code/Fax No.
2-Mail Address		GST/HST Amou	nt	GST/HST% claimed from the Province
CLAIM	Claimed from the Province		OFFICIA	L USE ONLY
PROJECT COSTS	for this period (to nearest dollar	1 S. C. C. C.	mounts Eligible this Claim	Amounts Allowed To Date Under the Agreement
Activity related direct project costs:				
Staff wages	1374	i wa	BAH	
Professional fees		<b>January</b>	and an Desirit	
Travel		4320		
Capital assets		<b>建筑</b>		
Audit costs (agreement mandated)		标准定的	ore, Make tak	<b>公司的的联络</b>
Other activity related direct project costs		经存储		(P. 1977-1977)
Total activity-related direct project costs	1374	le gradin	374	
Participant-related direct project costs;				
Participant wages				
Participant tuition costs		5000046		
Other participant related project costs		5457.35		
Total participant-related direct project costs				经债款 医甲酰磺胺甲醇
Other direct project costs				
TOTAL PROJECT COSTS	_ = <u>1</u> 374	45 (48 (5) (4) (4)	774	
DRGANIZATIONAL INFRASTRUCTURE COSTS		DVE VALUE		
TOTAL COSTS	11374		1374	超级数据 10 14 4 5 4 3 6 6 4 1
LESS: REVENUE GENERATED BY PROJECT ACTIVITIES (If applicable)		2062(iii)		
TOTAL COSTS CLAIMED FOR THIS PERIOD	;1374] €.,		VB44	
Fotal claimed to date from HRSDC and the Province	since the beginning of this proj	ect,	89	70
ncluding the current claim		\$	00	
Funds from other sources			ds from other or this period	Total funds from other sources to date
Cash				
In-Kind		L		<u> </u>





Project No.	
10087484	

rt 2: Agreement Activity Report	
Please provide a summary of the activities that have taken place since your last report. The rechedule A of the Agreement and include milestones met, changes in staff or participants or any	
ICP participants  s.22  continue to translate programs. All of our Te ranslated and piloted, and our Climate Change program will soon be ready to pilot. Fantastic! V rom students and leachers on  s.22  presentations.s.22  has been doing a great programs - a skill she expressed interest in enhancing at the beginning of the project. It's great t	Ve have been getting great feedback job coordinating registration of the
ladine Lefort continues to oversee the entire project, with assistance from directors of campaign laff administration help.	ns and communications, and general
,	
•	
·	
•	•
formation collected on or pursuant to this form is subject to all of the provisions of the Freedom	of Information and Protection of Privacy Act.
ny personal information collected is collected under the authority of Section 26(c) of that Act. T	
Iministration of the British Columbia labour market development program for which you have a	• • • • • • • • • • • • • • • • • • • •
oncerning the collection, use or disclosure of information, please contact: [name] Vicky Renne	
itle] Program Policy Coordinator [phone] Through Enquiry BC: in Vancouver at 604-660-2	2421; Elsewhere in BC at 1 800 663-7867
(we) certify that the information is true and correct to the best of my/our knowledge and claimed in accordance	e with the agreement.
Cult (6) Feb. 1/2011	
Signature Date (Y-M-D)	<b>-</b>
Sarah Cox Communication Virector	F26x 2262-226 1620
Print Name and Position	Area Code/Telephone No. (for enquiries)
Additional signature when required:	
Signature Date (Y-M-D)	-
A COMPANY OF THE PARTY OF THE P	( )
Print Name and Position	Area Code/Telephone No. (for en)(6iries)

MSD-2012-00742 Page 2 of 3





Part 3: Official Use Only				10087484
Advance or Progress Payment		Amount		CR/DR
1. (+Gleim)		1374		
2. (• Outstanding previous advance)				
3. (+ Advance requested for the next per	(od)			
4 (Cheque / Payment Total)		1374		
<ul> <li>(Agreement Balance = agreement emodalmed to date (including this date))</li> </ul>	uni - total ·	·		-
Vendor	Payment byter	(check ane) heque issue (* Sahedule cheque issu	e C. SPS	C.W
Dec	RC V	-74		
Febru	rgc	y 2012	PMT	FINAL PAYMENT
Signature of Qualified Receiver  P		LI 0313	H	Date Captured Initials  Date  Y M D  11  03  11  03  11

5057196(10-11-15)

Page 3 of 3



				Project No. 1008748	
Part 1: Claim Information: All non-shaded	l areas to be completed b	y the Organizati	on	Official	Use Only
Name of Organization Sierra Club BC Foundation			Receipt date (Y/M/D	1	ļ
	M D Y M D	Period covered by			
11914 9797 RR0001	, <u>+</u>	this claim from:	Feb 1, 2011	to:   1	Feb 28, 2011
Has your address changed since your submission to Service Canada or the Province for this project?	Is this a final claim for this project?	Costing method ag	<del></del>		reimbursement of actual costs
C Yes ( No	C Yes @ No	organization	specific flat percenta		25.55.577,5
The following is to be completed only if changed fro	m last submissión:	12 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.		55.47.66	ang variantin
Current Mailing Address		City/Town			
Province	Postal Code	Area Code/Teleph	one No.	Area Code/Fa	x No.
		( )		( )	
E-Mail Address		GST/HST Amount	:	GST/HST% di	aimed from the Province
CLAIM	Olei		OFFICI.	AL USE ONLY	
PROJECT COSTS	Claimed from the Province for this period (to nearest dollar	) An	ounts Esgible this Claim	Amou Unc	nts Allowed To Date fer the Agreement
Activity related direct project costs:				}	
Staff wages	1374		574	4 3 1 2 3 1 4 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5	
Professional fees				1921	
Travel			を認めが関係	1995	
Capital assets					
Audit costs (agreement mandated)		<b>  建原效</b>		(本学)	
Other activity related direct project costs		<b>化学等/6</b>	ratification in the	(李蒙) (67)	经有效的
Total activity-related direct project costs	1374		741 ·		
Participant-related direct project costs:					
Participant wages			是多种植物		
Participant tuition costs					
Other participant related project costs		14/4-14/50		P (P (5))	新原数字字/新语号:
Total participant-related direct project costs			数 推动的	Tru # 1	0.57455森珠河建
Other direct project costs:		100 PM			
TOTAL PROJECT COSTS	1374		334		
ORGANIZATIONAL INFRASTRUCTURE COSTS		4 ( % ) in			
TOTAL COSTS	1374	9 10 5 A	วน	46666	ta da Rozinabana
LESS: REVENUE GENERATED BY			HOMBUCARY	e general a	5 9.48 S. S. S. S. S.
PROJECT ACTIVITIES (If applicable)  TOTAL COSTS CLAIMED			no and		
FOR THIS PERIOD	1374		1374		
				16	
Total claimed to date from HRSDC and the Province including the current claim	since the beginning of this proj	ect, \$	6	NO 1099	12.00
			s from other	Total fun	ds from other
Funds from other sources  Cash		sources fo	or this period	sources t	o date

In-Kind



Project No.	
10087484	

art 2: Agreement Activity Report	10087484
Please provide a summary of the activities that have taken place since your last report. The report. The report and include milestones met, changes in staff or participants or any iss	
In February, we hirec s.22 as Sustainable High Schools Coordinator. He was given orientation Program, and his specific projects. He has been lialsing with students, schools, and partner organic	n to the organization, the Education zations, and settling in welt.
S.22 continue to deliver French programs to schools in and around Victifrom participants, and are implementing suggested changes into the program. They are also collect Report.	
Nadine Lefort continues to oversee the entire project, supervising daily and responding to individual staff has been very supportive with the educators, in terms if financial duties, human resources, an	
formation called an account to the form to achieve to all of the granders of the Free V	
formation collected on or pursuant to this form is subject to all of the provisions of the <i>Freedom</i> of my personal information collected is collected under the authority of Section 26(c) of that Act. The	•
Iministration of the British Columbia labour market development program for which you have appli	
oncerning the collection, use or disclosure of information, please contact: [name] Vicky Renneber (tle] Program Policy Coordinator [phone] Through Enquiry BC: In Vancouver at 604-660-242	
(we) certify that the information is true and correct to the best of my/our knowledge and claimed in accordance wi	ith the agreement.
Signature March 16/11 Date (Y-M-D)	
Kim Kotanko Finance Director Print Name and Position	(%) 386 -5255  Area Code/Telephone No. (for enquiries)
Additional signature when required:	-
Signature Date (Y-M-D)	
Print Name and Position	Area Code/Telephone No. (for empolities)

MSD-2012-00742 Page 2 of 3

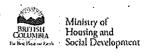
RECEIVED MAR 17 2011



Part 3: Official Use Only				Project No. 10087484
Advance or Progress Payment		Amount	CR/E	R
1. (+Claim)		1374		
2 (- Outstanding previous advance)		9,		
3 (+ Advance requested for the next peri	od)	Ø		
4. (Chaque / Payment Total)		1379		
<ol> <li>(Agreement Balance = agreement and claimed to date (finducing this claim))</li> </ol>	ount - Iotai			
Vendor  Doc	Payment (you Chegular o	Riteck ona) neque issue (* Schedule cheque issua - + + + + + + + + + + + + + + + + + + +	C sps C	Jv
Chaque Stub Information  M2V	ih ess	1 -31 2 Pzy men	1011	Ous Date  Y M D  FINAL PAYMENT
Signature of Qualified Receiver  P — —  Dalla        S4   15	Section 3	pursuant to 3 of the FAA Authority		. Y M D .
[1 84 1 <b>3</b> ]	Name (P	Ron Kerr		MAY 2 5 2011

5052198(10-11-15)

Paga 3 of 3



				Project No. 10087484
Part 1: Claim Information: All non-shaded	fareas to be completed by	y the Organiz	ation	Official Use Only
Name of Organization Sierra Club BC Foundation			Receipt date (Y/M/D)	
Business # (if applicable):	M D Y M D	Period covered	by	
11914 9797 RR0001	M U 7 & D	this claim	om: Mar 1, 2011	to: Mar 31, 2011
Has your address changed since your submission to Service Canada or the Province for this project?	is this a final claim for this project?	Costing method		
C Yes © No		governme	ntal flat percentage rate	reimbursement of actual costs
			on specific flat percentage	
The following is to be completed only if changed fro Current Mailing Address	m leet submission)	City/Town		
CHICAGO PAGE STATE OF THE PAGE		•		
Province	Postal Code	Area Code/Tel	1	Area Code/Fax No.
		( )		( ')
E-Mail Address		GST/HST Amo	unt (	SST/HST% claimed from the Province
CLAIM			OFFICIAL	USE ONLY
PROJECT COSTS	Claimed from the Province for this period (to nearest dollar		Amounts Eligible	Amounts Allowed To Date
Activity related direct project costs:			one Cauna a	Under the Agreement
[ ''-	1374	A Section		
Staff wages Professional fees	1374	87.884.99 67.884.80	an en	
Travel				
Capital assets		200 A		
Audit costs (agreement mandated)		20.12.49	ense de Eponos de des Las nacionas de la logo de de	
Other activity related direct project costs		A Section	3000 4 8100 6	
Total activity-related direct project costs		#12754 \$40 \$65558		
Participant-related direct project costs:		E112 VESTERRE		
		All South	<u> </u>	
Participant wages		945755 6 3 3 3 3	terret interference en Terret	C. P. C. Salandar Francisco (C. C. C
Participant tuition costs				
Other participant related project costs	essential and an experience of the second	数据数据 数据数据数据	rang berengan	
Total participant-related direct project costs				
Other direct project costs	evillasara kan ura el territoria.	[24] A.		
TOTAL PROJECT COSTS	1374			
ORGANIZATIONAL / INFRASTRUCTURE COSTS				<b>建</b> 尼亚克克克拉克克
TOTAL COSTS	1374			
LESS: REVENUE GENERATED BY PROJECT ACTIVITIES (if applicable)				
TOTAL COSTS CLAIMED	1374			14 (a) 16 (b) 42 (24) (24) (27) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b
FOR THIS PERIOD		WATE MARKINGS		\$2.8 miles 4.8 miles 2.8 m
Total claimed to date from HRSDC and the Province	since the benjaning of this proj	ecl.		
including the current claim	- Constituting Control	\$	10,9	92
		Total for	nds from other	Total funds from other
Funds from other sources			for this period	sources to date
In-Kind		_		•
40°73084	i	1		I .

APR 1 5 2011

MSD/ELMSD-V74



Project No.	
10087484	

rt 2: Agreement Activity Report	1008/484
Please provide a summary of the activities that have taken place since your last report. The rehedule A of the Agreement and include milestones met, changes in staff or participants or any	
tied up all loose ends of their contract. They completed their valuation forms, revised any final translated material, made suggestions for future educators any sigistration database. For the end of their contracts, they have left translated programs, ready the and post-program packages for teacher support to accompany the programs. It's been a ple ducation Team.	nd for the program, and updated the to be delivered next school year, and
22 while here for such a short while, has also been busy. He met with the Youth Steering Coreparing for a big sustainability summit in April. He also continued with the classroom presentaive really enjoyed having him as part of the team as well.	
adine continued to oversee the entire JCP project, supervising and conducting exit-interviews leir performance and to receive feedback on the contract with Sierra Club.	for the candidates, to give feedback on
	4
•	
formation collected on or pursuant to this form is subject to all of the provisions of the Freedom	
ny personal information collected is collected under the authority of Section 26(c) of that Act. T	
dministration of the British Columbia labour market development program for which you have a procerning the collection, use or disclosure of information, please contact: [name] Vicky Renne	
itle] Program Policy Coordinator [phone] Through Enquiry BC: In Vancouver at 604-660-	
(we) certify that the information is true and correct to the best of my/our knowledge and claimed in accordance	with the agreement.
1   O Y   1 4   Date (Y-M-D)	_
Kim Kotanha Finance Director Print Name and Position	(JD) 384 - 5255 x 22c Area Code/Telephone No. (for enquirles)
Additional signature when required:	-
Signature Date (Y-M-D)	( )
Print Name and Position	Area Code/Telephone No. (for enguidae)

APK 15 000

MSD/ELMS0.474