
SUBSIDIARY COMPONENT AGREEMENT (SCA)



Version: 1.0
Printed: 2011.11.08 12.09.45

KT09100003
CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

1 of 16



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE

Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development

(the "Province", "we", "us", or "our" as applicable) at the following
address:

301 2955 JUTLAND ROAD
PO BOX 9779 STN PROV GOVT
VICTORIA, B.C.
CANADA V8W 9S5

Fax Number: (250)952-4282

AND

CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1

Fax Number: (250)386-8111

The term for the Subsidiary Component Agreement begins on: 01/11/2011 and ends on 31/10/2012
(Day/Month/Year) (Day/Month/Year)

THE PARTIES AGREE TO THE TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT AND OUTLINED BELOW.
THIS SUBSIDIARY COMPONENT AGREEMENT IS PART OF THE THIRD PARTY SERVICE AGREEMENT KT09100000.

APPLICABLE SCHEDULES:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT & FINANCIAL REPORTING
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - RISK MANAGEMENT & CONFLICT RESOLUTION
- SCHEDULE E - AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)
- SCHEDULE H - ADDITIONAL TERMS

SIGNED AND DELIVERED on the 9th day of
Nov, 2011 on behalf of the Province by its
duly authorized representative

Signature:

Print Name: Sarah Bower

Position: Community Services Manager or Designate

Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 8th day of
Nov, 2011 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Sandra Bryce Position: Executive
Director or
Designate

Signature:

Print Name: Position:

Signature:

Print Name: Position:

READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT


Version: 1.0

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KT09100003

CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

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 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 <i>Agreement name:</i> Mary Manning Centre - SAIP & Youth With Sexual Behaviour Problems SCHEDULE A
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SCHEDULE A – SERVICES

SUMMARY

Term 01/11/2011 to 31/10/2012 *Total Amount of Component Agreement* **\$523,927.32**

Allocation by Programs and Services

Programs		
<i>Sexual Abuse Intervention Program</i>		
Intervention - Therapeutic Intervention/Treatment		\$452,184.04
Sub-Total		\$452,184.04
Grouped Services		
<i>Municipal Pension Plan (MPP)</i>		
Additional Cost - Service Providers		\$21,743.28
Sub-Total		\$21,743.28
<i>Youth with Sexual Behaviour Problems (SBPs)</i>		
Intervention - Therapeutic Intervention/Treatment		\$50,000.00
Non-Program Services		
Sub-Total		\$0.00
Total		\$523,927.32

Allocation by Community

Communities Served		
Greater Victoria		\$523,927.32
Total		\$523,927.32

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$523,927.32
	Sub-Total	\$523,927.32
	Total	\$523,927.32

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:		Children and Youth who have experienced sexual abuse	
OUTCOME:		Children and Youth progress towards overcoming the effects of sexual abuse.	
SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$452,184.04
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
Reporting Frequency	Annually		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	0 to 18 years	Amount \$452,184.04

This allocation is provided as an estimate.

Additional Descriptions

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$50,000.00
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
	# Recipients of One to One Services		20
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$50,000.00

This allocation is provided as an estimate.

Additional Descriptions

SERVICE DESCRIPTION

(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 - 4.

MINIMUM DATA SET:

Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self - identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;

- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers; and
- Program review 12 months after implementation.

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.

ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;
- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning


Municipal Pension Plan (MPP)

ADDITIONAL COST - SERVICE PROVIDERS		Total Amount	\$21,743.28
Definitions			
Project Code	4450		
Name	Municipal Pension Plan (MPP) - Nov. 1/10 to Oct. 31/11		
Reporting Frequency			
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Communities Served			
Greater Victoria	Recipient(s)	0 to 18 years	Amount \$21,743.28

This allocation is provided as an estimate.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE B
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SCHEDULE B – PAYMENT & FINANCIAL REPORTING

Aggregate Maximum

- 1.1 Subject to the provisions of the Third Party Service Agreement and this Subsidiary Component Agreement, we will pay you an amount not exceeding \$523,927.32, including HST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Subsidiary Component Agreement.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of November, 2011 as provided in the following payment schedule:

From	To	Amount	HST	Total
November 1, 2011	October 31, 2012	\$43,660.61	\$0.00	\$523,927.32
				\$523,927.32

2.2 Payment Address

210-1175 COOK ST VICTORIA, BC V8V 4A1

Harmonized Sales Tax (HST)

- 2.3 The HST Payable on regular monthly payments is not applicable
2.4 The HST Payable on variable payments is not applicable
2.5 The HST Payable on one time only payments is not applicable
2.6 The total HST payable under this agreement is not applicable


Financial Reports

- 2.7 In addition to the financial statements referred to in the Audit and Service Evaluation section of KT09100000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.

Transition to Unit Cost Based Payments

2.8 Not applicable


 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE C
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SCHEDULE C -- APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons or organizations, are specified as Subcontractors under section 12 of the Third Party Service Agreement, for purposes of this Subsidiary Component Agreement:

None

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE D
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SCHEDULE D – RISK MANAGEMENT & CONFLICT RESOLUTION

Criminal Record Check

- 1.1 In accordance with the Criminal Records Review Act, you must undertake a criminal record check of each staff member or other person who has, or potentially has, unsupervised access to children, or who has access to their records.
- 1.2 In addition to any criminal record checks required under the Criminal Records Review Act, you must undertake a criminal record check on volunteers or other individuals who have, or potentially have, unsupervised access to children or their records.
- 1.3 Upon our written request you must provide us written confirmation that:
 - (a) criminal record checks have been initiated;
 - (b) you have acted on instructions from the adjudicator or us; and
 - (c) all other related procedures have been followed.

Conflict Resolution Officials

- 2.1 The designated "Officials" of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Community Services Manager or Designate	Executive Director or Chairperson
Stage Two:	Regional Executive Director	Executive Director or Chairperson
Stage Three:	Deputy Minister or Designate	Executive Director or Chairperson


Permits and Licenses

3.1 You must obtain all the permits and licenses required to perform the Services, including, but not limited to:

- (a) any permits or licenses required by municipal or health authorities for the operation of the Services delineated in Schedule A.
- (b) any municipal, provincial, federal permits and licenses required to provide the Services including motor vehicle licenses of the appropriate class to provide transportation to clients.

Insurance and Indemnity

- 4.1 If eligible, you will be enrolled for insurance coverage under our Master Insurance Program (MIP).
- 4.2 In the event that you are deemed ineligible for coverage under the Master Insurance Program (MIP), you must, without limiting your obligations or liabilities and at your own expense, provide and maintain throughout the Term, Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract with insurers licensed in the province of British Columbia and in the forms and amounts acceptable to us.
- 4.3 You must ensure all required insurance is endorsed to provide us with 30 days advance written notice of cancellation or material change.
- 4.4 You must provide us with evidence of the required insurance, in the form of a completed Province of British Columbia Certificate of Insurance, immediately following execution and delivery of the Agreement.
- 4.5 You must maintain a minimum of \$2,000,000.00 automobile third party insurance on any vehicle used to provide Services to the public.
- 4.6 Additional Insurance: Not applicable

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE E
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SCHEDULE E – AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)


Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Subsidiary Component Agreement:

Sandra Bryce, Executive Director or Designate

- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Subsidiary Component Agreement:


Sarah Bower, Community Services Manager or Designate

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE H
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SCHEDULE H – ADDITIONAL TERMS

Other

1. Notwithstanding Clause 55 (b) of the Third Party Service Agreement, the termination notice period for this Subsidiary Component Agreement is 60 days.

 BRITISH COLUMBIA	Ministry of Children and Family Development	MODIFICATION AGREEMENT
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BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister of Children and Family Development

AND

CHILD ABUSE PREVENTION AND COUNSELLING SOCIETY OF GREATER VICTORIA
(Legal Name)

BACKGROUND

- A. The parties entered into a Subsidiary Component Agreement KT09100003, beginning November 01, 2011.
B. The parties have agreed to modify the Agreement effective February 01, 2012.

AGREEMENT

1. **Part IV: Fees and Expenses/ Payment Provisions:**
The Province will decrease payments to the Contract in the following amounts and manner:
 - a) Effective April 1, 2010, the aggregate is decreased in the amount of \$13,559.01. This decrease represents the total Municipal Pension Plan (MPP) Adjustments and Rate Increase in fiscal 2010/2011.
 - b) Effective April 1, 2011, the aggregate is decreased in the amount of \$12,307.23. This decrease represents the total Municipal Pension Plan (MPP) Adjustments and Rate Increase in fiscal 2011/2012.
 - c) Effective April 1, 2012, the aggregate will be decreased by \$6,935.81. This decrease represents the Municipal Pension Plan (MPP) Adjustments and Rate Increase for April 1, 2012 to October 31, 2012.
 - d) The net aggregate decrease is **\$32,802.05**. This decrease will be reflected as follows:
 - a. \$30,727.49 – Revised monthly payment for February 2012 and March 2012 only.
 - b. \$42,669.78 – Revised monthly payment for April 1, 2012 to October 31, 2012.
 - e) The Base contract Funding is \$511,620.09 for Fiscal Year 2011/2012. The Base contract Funding is \$512,037.35 for Fiscal Year 2012/2013. See attached spreadsheet for details.
 - f) In all other respects, the Agreement is confirmed.

Modifications have been made to the following attachments:

- Schedule A
- Schedule B

Additional Information

1. In all other respects, the Agreement is confirmed.

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VICTORIA

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The parties have duly executed this modification agreement as of the 1st day of February, 2012.

SIGNED AND DELIVERED on the <u>10th</u> day of <u>Feb</u> , <u>2012</u> on behalf of the Province by its duly authorized representative	SIGNED AND DELIVERED on the <u>25th</u> day of <u>January</u> , <u>2012</u> by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation)
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Print Name: <u>Sarah Bower</u>	Print Name: <u>Sandra Bryce</u> Position: <u>Executive Director or Designate</u>
Position: <u>Community Services Manager or Designate</u>	Signature: <u>[Signature]</u>
Responsibility	Print Name: _____ Position: _____
Centre: _____	Signature: _____
	Print Name: _____ Position: _____

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 <i>Agreement name:</i> Mary Manning Centre - SAIP & Youth With Sexual Behaviour Problems SCHEDULE A
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SCHEDULE A – SERVICES

SUMMARY

Term 01/11/2011 to 31/10/2012 *Total Amount of Component Agreement* **\$491,125.27**

Allocation by Programs and Services

Programs		
<i>Sexual Abuse Intervention Program</i>		
Intervention - Therapeutic Intervention/Treatment		\$428,299.46
Sub-Total		\$428,299.46
Grouped Services		
<i>Municipal Pension Plan (MPP)</i>		
Additional Cost - Service Providers		\$12,825.81
Sub-Total		\$12,825.81
<i>Youth with Sexual Behaviour Problems (SBPs)</i>		
Intervention - Therapeutic Intervention/Treatment		\$50,000.00
Non-Program Services		
Sub-Total		\$0.00
Total		\$491,125.27

Allocation by Community

Communities Served		
Greater Victoria		\$491,125.27
Total		\$491,125.27

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$491,125.27
	Sub-Total	\$491,125.27
	Total	\$491,125.27

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VICTORIA

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PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:	Children and Youth who have experienced sexual abuse		
OUTCOME:	Children and Youth progress towards overcoming the effects of sexual abuse.		
SERVICE: INTERVENTION - THERAPEUTIC	Total Amount		\$428,299.46
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
Reporting Frequency	Annually		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	0 to 18 years	Amount \$428,299.46

This allocation is provided as an estimate.

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract -

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CHILD ABUSE PREVENTION AND
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VICTORIA

DISTRIBUTION: COPY 1 - REGIONAL FINANCE OFFICE COPY 2 - CONTRACTOR COPY 3 - ORIGINATING OFFICE

Day/Month/Year.

- **Reporting Period:** Quarter 1 – 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$50,000.00
INTERVENTION/TREATMENT:			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
	# Recipients of One to One Services		20
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$50,000.00

This allocation is provided as an estimate.

Additional Descriptions**SERVICE DESCRIPTION****(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:**

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Version: 1.0

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Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self - identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;

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- Responsibility takes place in SBT sessions for SBPs;
- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers; and
- Program review 12 months after implementation.

OTHER OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each

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youth involved in the program; and

Program review 12 months after implementation.

ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;
- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Municipal Pension Plan (MPP)

ADDITIONAL COST - SERVICE PROVIDERS		Total Amount	\$12,825.81
Definitions			
Project Code	4450		
Name	Municipal Pension Plan (MPP)		
Reporting Frequency			
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Communities Served			
Greater Victoria	Recipient(s)	0 to 18 years	Amount
			\$12,825.81

This allocation is provided as an estimate.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT09100003

SCHEDULE B

SCHEDULE B – PAYMENT & FINANCIAL REPORTING

Aggregate Maximum

- 1.1 Subject to the provisions of the Third Party Service Agreement and this Subsidiary Component Agreement, we will pay you an amount not exceeding \$491,125.27, including HST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Subsidiary Component Agreement.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of February, 2012 as provided in the following payment schedule:

From	To	Amount	HST	Total
November 1, 2011	January 31, 2012	\$43,660.61	\$0.00	\$130,981.83
February 1, 2012	March 31, 2012	\$30,727.49	\$0.00	\$61,454.98
April 1, 2012	October 31, 2012	\$42,669.78	\$0.00	\$298,688.46
				\$491,125.27

2.2 Payment Address

210-1175 COOK ST VICTORIA, BC V8V 4A1

Harmonized Sales Tax (HST)

Financial Reports

- 2.3 In addition to the financial statements referred to in the Audit and Service Evaluation section of KT09100000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.

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Transition to Unit Cost Based Payments

2.4 Not applicable

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SUBSIDIARY COMPONENT AGREEMENT (SCA)



**BRITISH
COLUMBIA**

Ministry of Children
and Family Development



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE

Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development

(the "Province", "we", "us", or "our" as applicable) at the following
address:

301 2955 JUTLAND ROA
PO BOX 9779 STN PROV GOVT
VICTORIA, B.C.
CANADA V8W 9S5

Fax Number: (250)952-4282

AND CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA
(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1

Fax Number: (250)386-8111

The term for the Subsidiary Component Agreement begins on: 01/11/2012 and ends on 31/10/2013
(Day/Month/Year) (Day/Month/Year)

THE PARTIES AGREE TO THE TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT AND OUTLINED BELOW.
THIS SUBSIDIARY COMPONENT AGREEMENT IS PART OF THE THIRD PARTY SERVICE AGREEMENT KT09100000:

APPLICABLE SCHEDULES:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT & FINANCIAL REPORTING
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - RISK MANAGEMENT & CONFLICT RESOLUTION
- SCHEDULE E - AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)
- SCHEDULE H - ADDITIONAL TERMS

SIGNED AND DELIVERED on the 23rd day of
November, 2012 on behalf of the Province by its
duly authorized representative

Signature:

Print Name: Sarah Bower

Position: Community Services Manager or Designate

Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 13th day of
November, 2012 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Executive
Director or

Print Name: Sandra Bryce

Position: Designate

Signature: _____

Print Name: _____

Position: _____

Signature: _____

Print Name: _____

Position: _____

READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT


Version: 1.0

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CHILD ABUSE PREVENTION AND
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VICTORIA

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 <i>Agreement name:</i> Mary Manning Centre - SAIP & Youth With Sexual Behaviour Problems SCHEDULE A
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SCHEDULE A – SERVICES

SUMMARY

Term 01/11/2012 to 31/10/2013 *Total Amount of Component Agreement* **\$512,037.36**

Allocation by Programs and Services

Programs		
<i>Sexual Abuse Intervention Program</i>		
Intervention - Therapeutic Intervention/Treatment		\$462,037.36
Sub-Total		\$462,037.36
Grouped Services		
<i>Youth with Sexual Behaviour Problems (SBPs)</i>		
Intervention - Therapeutic Intervention/Treatment		\$50,000.00
Non-Program Services		
Sub-Total		\$0.00
Total		\$512,037.36

Allocation by Community

Communities Served		
Greater Victoria		\$512,037.36
Total		\$512,037.36

Allocation by Business Area

Core Business Area	Business Area - Sub-Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$512,037.36
	Sub-Total	\$512,037.36
	Total	\$512,037.36

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:	Children and Youth who have experienced sexual abuse				
OUTCOME:	Children and Youth progress towards overcoming the effects of sexual abuse.				
SERVICE: INTERVENTION - THERAPEUTIC			Total Amount		\$462,037.36
INTERVENTION/TREATMENT					
Definitions	Structured, planned and empirically supported therapy/treatment.				
Project Code	18CN294				
Input	Degreed Staff				
Output Indicators	# Direct One to One Hours	Quantity			
Reporting Frequency	Annually				
Core Business Area	Child and Family Development				
Business Area	Community Child and Youth Mental Health				
Special Tracking	Risk Reduction				
Communities Served					
Greater Victoria	Recipient(s)	0 to 18 years	Amount	\$462,037.36	

This allocation is provided as an estimate.

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.

- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$50,000.00
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
	# Recipients of One to One Services		20
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$50,000.00

This allocation is provided as an estimate.

Additional Descriptions**SERVICE DESCRIPTION****(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:**

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self - identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;

- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.

ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;

- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT09100003

SCHEDULE B

SCHEDULE B – PAYMENT & FINANCIAL REPORTING

Aggregate Maximum

- 1.1 Subject to the provisions of the Third Party Service Agreement and this Subsidiary Component Agreement, we will pay you an amount not exceeding \$512,037.36, including HST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Subsidiary Component Agreement.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of November, 2012 as provided in the following payment schedule:

From	To	Amount	HST	Total
November 1, 2012	October 31, 2013	\$42,669.78	\$0.00	\$512,037.36
				\$512,037.36

2.2 Payment Address

210-1175 COOK ST VICTORIA, BC V8V 4A1

Harmonized Sales Tax (HST)

Financial Reports

- 2.3 In addition to the financial statements referred to in the Audit and Service Evaluation section of KT09100000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.


Transition to Unit Cost Based Payments

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2.4 Not applicable


 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE C
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SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons or organizations, are specified as Subcontractors under section 12 of the Third Party Service Agreement, for purposes of this Subsidiary Component Agreement:

None

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE D
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SCHEDULE D – RISK MANAGEMENT & CONFLICT RESOLUTION

Criminal Record Check

- 1.1 In accordance with the Criminal Records Review Act, you must undertake a criminal record check of each staff member or other person who has, or potentially has, unsupervised access to children, or who has access to their records.
- 1.2 In addition to any criminal record checks required under the Criminal Records Review Act, you must undertake a criminal record check on volunteers or other individuals who have, or potentially have, unsupervised access to children or their records.
- 1.3 Upon our written request you must provide us written confirmation that:
 - (a) criminal record checks have been initiated;
 - (b) you have acted on instructions from the adjudicator or us; and
 - (c) all other related procedures have been followed.

Conflict Resolution Officials

- 2.1 The designated “Officials” of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Community Services Manager or Designate	Executive Director or Chairperson
Stage Two:	Executive Director of Service	Executive Director or Chairperson
Stage Three:	Assistant Deputy Minister	Executive Director or Chairperson

Permits and Licenses

3.1 You must obtain all the permits and licenses required to perform the Services, including, but not limited to:

- (a) any permits or licenses required by municipal or health authorities for the operation of the Services delineated in Schedule A.
- (b) any municipal, provincial, federal permits and licenses required to provide the Services including motor vehicle licenses of the appropriate class to provide transportation to clients.

Insurance and Indemnity

A. For all Contractor's activities under this Agreement to which the Master Insurance Program applies, as determined by the Province in its sole discretion:

- 4.1 The Province will purchase and maintain Comprehensive General Liability insurance in the amount of \$2,000,000 inclusive per occurrence against bodily injury and property damage arising out of the Contractor's performance of the Services on behalf of the Province as outlined in this Agreement.
- 4.2 The Contractor shall be responsible for and pay any deductible under the policy.
- 4.3 The Contractor will be provided with a Certificate of Insurance and a copy of the insurance policy wording.
- 4.4 The Province will take reasonable steps to ensure the coverage specified in section 1 is continuous for the duration of this Agreement but the Province does not accept responsibility for providing coverage in the event the insurance is cancelled or reduced by the insurer.
- 4.5 The Province does not represent or warrant that the policy contains insurance for any and all losses. It is the Contractor's responsibility to ascertain the exact nature and extent of coverage of the policy as well as any and all terms and conditions of the policy.
- 4.6 The Contractor shall provide, maintain, and pay for, any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in section 1.


B. For all Contractor's activities to which the Master Insurance Program does not apply, the Contractor shall:

- 5.1 The Contractor must, without limiting its obligation or liabilities and at its own expense, purchase and maintain throughout the term of this Agreement the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:
 - (i) include the Province as an additional insured;
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change; and
 - (iii) include a cross liability clause.
- 5.2 All insurance described in paragraph 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.

- 5.3 The Contractor must provide the Province with evidence of all required insurance:
- (a) Within 10 working days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance.
 - (b) If the insurance policy(ies) expire before the end of the term of this Agreement, the Contractor must provide within 10 working days of expiration, evidence of new or renewal policy(ies) of all expired insurance in the form of a completed Province of British Columbia Certificate of Insurance.
 - (c) Notwithstanding paragraph 3(a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
- 5.4 The Contractor shall provide, maintain, and pay for, any additional insurance which it is required by law to carry, or which it considers necessary to cover risks not otherwise covered by insurance specified in this schedule in its sole discretion.

C. Whether A or B applies to the Services, for all Contractor activities under this Agreement:

- 6.1 The Contractor shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2,000,000 per occurrence, and where applicable the Contractor may show evidence of this insurance using an ICBC Confirmation of Insurance Coverage (APV-47) form in place of the requirement for the BC Certificate of Insurance.
- 6.2 Additional Insurance: Not applicable

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE E
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SCHEDULE E – AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)


Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Subsidiary Component Agreement:

Sandra Bryce, Executive Director or Designate

- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Subsidiary Component Agreement:

Sarah Bower, Community Services Manager or Designate

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE H
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SCHEDULE H – ADDITIONAL TERMS

Other

1. Notwithstanding Clause 55 (b) of the Third Party Service Agreement, the termination notice period for this Subsidiary Component Agreement is 60 days.

pub

SUBSIDIARY COMPONENT AGREEMENT (SCA)



**BRITISH
COLUMBIA**

Ministry of Children
and Family Development



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE

Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development

(the "Province", "we", "us", or "our" as applicable) at the following
address:

140-4460 Chatterton Way
P.O. Box 9727 Stn. Prov. Govt.
Victoria, British Columbia
Canada V8W 9S2

Fax Number: (250)952-4282

AND
CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA
(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1

Fax Number: (250)386-8111

The term for the Subsidiary Component Agreement begins on 01/11/2013 and ends on 31/10/2014
(Day/Month/Year) (Day/Month/Year)

THE PARTIES AGREE TO THE TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT AND OUTLINED BELOW.
THIS SUBSIDIARY COMPONENT AGREEMENT IS PART OF THE THIRD PARTY SERVICE AGREEMENT KT09100000.

APPLICABLE SCHEDULES:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT & FINANCIAL REPORTING
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - RISK MANAGEMENT & CONFLICT RESOLUTION
- SCHEDULE E - AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)
- SCHEDULE H - ADDITIONAL TERMS

SIGNED AND DELIVERED on the 10th day of October 2013 on behalf of the Province by its
duly authorized representative

Signature: [Signature]

Print Name: Sarah Bower

Position: Community Services Manager or Designate

Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 25th day of September 2013 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature: [Signature]

Executive
Director or
Designate

Print Name: Sandra Bryce

Position: Designate

Signature: _____

Print Name: _____

Position: _____

Signature: _____

Print Name: _____

Position: _____

READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT


Version: 1.0

KT09100003

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Printed: 2013.09.25 11:13.23

CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 <i>Agreement name:</i> Mary Manning Centre - SAIP & Youth With Sexual Behaviour Problems SCHEDULE A
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SCHEDULE A – SERVICES

SUMMARY

Term 01/11/2013 to 31/10/2014 *Total Amount of Component Agreement* **\$512,037.36**

Allocation by Programs and Services

Programs		
<i>Sexual Abuse Intervention Program</i>		
Intervention - Therapeutic Intervention/Treatment		\$462,037.36
Sub-Total		\$462,037.36
Grouped Services		
<i>Youth with Sexual Behaviour Problems (SBPs)</i>		
Intervention - Therapeutic Intervention/Treatment		\$50,000.00
Non-Program Services		
Sub-Total		\$0.00
Total		\$512,037.36

Allocation by Community

Communities Served		
Greater Victoria		\$512,037.36
Total		\$512,037.36

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$512,037.36
	Sub-Total	\$512,037.36
	Total	\$512,037.36

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:		Children and Youth who have experienced sexual abuse			
OUTCOME:		Children and Youth progress towards overcoming the effects of sexual abuse.			
SERVICE: INTERVENTION - THERAPEUTIC		Total Amount		\$462,037.36	
INTERVENTION/TREATMENT					
Definitions		Structured, planned and empirically supported therapy/treatment.			
Project Code		18CN294			
Input		Degreed Staff			
Output Indicators		# Direct One to One Hours	Quantity		
Reporting Frequency		Annually			
Core Business Area		Child and Family Development			
Business Area		Community Child and Youth Mental Health			
Special Tracking		Risk Reduction			
Communities Served					
Greater Victoria		Recipient(s)	0 to 18 years	Amount	\$462,037.36

This allocation is provided as an estimate.

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.

- Reporting Period: Quarter 1 –4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$50,000.00
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
	# Recipients of One to One Services		20
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$50,000.00

This allocation is provided as an estimate.

Additional Descriptions**SERVICE DESCRIPTION****(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:**

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 - 4.

MINIMUM DATA SET:

Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self - identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;

- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.


ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;

- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE B
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SCHEDULE B – PAYMENT & FINANCIAL REPORTING

Aggregate Maximum

- 1.1 Subject to the provisions of the Third Party Service Agreement and this Subsidiary Component Agreement, we will pay you an amount not exceeding \$512,037.36, including GST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Subsidiary Component Agreement.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of November, 2013 as provided in the following payment schedule:

From	To	Amount	GST	Total
November 1, 2013	October 31, 2014	\$42,669.78	\$0.00	\$512,037.36
				\$512,037.36

2.2 Payment Address

210-1175 COOK ST VICTORIA, BC V8V 4A1

Goods and Services Tax (GST)

Financial Reports

- 2.3 In addition to the financial statements referred to in the Audit and Service Evaluation section of KT09100000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.


Transition to Unit Cost Based Payments

Version: 1.0
Printed: 2013.09.25 11.13.23

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CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

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2.4 Not applicable

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE C
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SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons or organizations, are specified as Subcontractors under section 12 of the Third Party Service Agreement, for purposes of this Subsidiary Component Agreement:

None



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT
AGREEMENT: KT09100003

SCHEDULE D

SCHEDULE D – RISK MANAGEMENT & CONFLICT RESOLUTION

Criminal Record Check

- 1.1 In accordance with the Criminal Records Review Act, you must undertake a criminal record check of each staff member or other person who has, or potentially has, unsupervised access to children, or who has access to their records.
- 1.2 In addition to any criminal record checks required under the Criminal Records Review Act, you must undertake a criminal record check on volunteers or other individuals who have, or potentially have, unsupervised access to children or their records.
- 1.3 Upon our written request you must provide us written confirmation that:
 - (a) criminal record checks have been initiated;
 - (b) you have acted on instructions from the adjudicator or us; and
 - (c) all other related procedures have been followed.

Conflict Resolution Officials

- 2.1 The designated "Officials" of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Community Services Manager or Designate	Executive Director or Chairperson
Stage Two:	Executive Director of Service	Executive Director or Chairperson
Stage Three:	Assistant Deputy Minister	Executive Director or Chairperson

Permits and Licenses

3.1 You must obtain all the permits and licenses required to perform the Services, including, but not limited to:

- (a) any permits or licenses required by municipal or health authorities for the operation of the Services delineated in Schedule A.
- (b) any municipal, provincial, federal permits and licenses required to provide the Services including motor vehicle licenses of the appropriate class to provide transportation to clients.

Insurance and Indemnity

A. For all Contractor's activities under this Agreement to which the Master Insurance Program applies, as determined by the Province in its sole discretion:

- 4.1 The Province will purchase and maintain Comprehensive General Liability insurance in the amount of \$2,000,000 inclusive per occurrence against bodily injury and property damage arising out of the Contractor's performance of the Services on behalf of the Province as outlined in this Agreement.
- 4.2 The Contractor shall be responsible for and pay any deductible under the policy.
- 4.3 The Contractor will be provided with a Certificate of Insurance and a copy of the insurance policy wording.
- 4.4 The Province will take reasonable steps to ensure the coverage specified in section 1 is continuous for the duration of this Agreement but the Province does not accept responsibility for providing coverage in the event the insurance is cancelled or reduced by the insurer.
- 4.5 The Province does not represent or warrant that the policy contains insurance for any and all losses. It is the Contractor's responsibility to ascertain the exact nature and extent of coverage of the policy as well as any and all terms and conditions of the policy.
- 4.6 The Contractor shall provide, maintain, and pay for, any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in section 1.


B. For all Contractor's activities to which the Master Insurance Program does not apply, the Contractor shall:

- 5.1 The Contractor must, without limiting its obligation or liabilities and at its own expense, purchase and maintain throughout the term of this Agreement the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:
 - (i) include the Province as an additional insured;
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change; and
 - (iii) include a cross liability clause.
- 5.2 All insurance described in paragraph 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.

- 5.3 The Contractor must provide the Province with evidence of all required insurance:
- (a) Within 10 working days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance.
 - (b) If the insurance policy(ies) expire before the end of the term of this Agreement, the Contractor must provide within 10 working days of expiration, evidence of new or renewal policy(ies) of all expired insurance in the form of a completed Province of British Columbia Certificate of Insurance.
 - (c) Notwithstanding paragraph 3(a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
- 5.4 The Contractor shall provide, maintain, and pay for, any additional insurance which it is required by law to carry, or which it considers necessary to cover risks not otherwise covered by insurance specified in this schedule in its sole discretion.

C. Whether A or B applies to the Services, for all Contractor activities under this Agreement:

- 6.1 The Contractor shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2,000,000 per occurrence, and where applicable the Contractor may show evidence of this insurance using an ICBC Confirmation of Insurance Coverage (APV-47) form in place of the requirement for the BC Certificate of Insurance.
- 6.2 Additional Insurance: Not applicable

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE E
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SCHEDULE E – AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)


Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Subsidiary Component Agreement:

Sandra Bryce, Executive Director or Designate

- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Subsidiary Component Agreement:

Sarah Bower, Community Services Manager or Designate

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE H
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SCHEDULE H – ADDITIONAL TERMS

Other

1. Notwithstanding Clause 55 (b) of the Third Party Service Agreement, the termination notice period for this Subsidiary Component Agreement is 60 days.

SUBSIDIARY COMPONENT AGREEMENT (SCA)





Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE

Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development

(the "Province", "we", "us", or "our" as applicable) at the following
address:

140-4460 Chatterton Way
P.O. Box 9727 Stn. Prov. Govt.
Victoria, British Columbia
Canada V8W 9S2

Fax Number: (250)952-4282

AND CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA
(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1

Fax Number: (250)386-8111

The term for the Subsidiary Component Agreement begins on: 01/11/2014 and ends on 31/10/2015
(Day/Month/Year) (Day/Month/Year)

THE PARTIES AGREE TO THE TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT AND OUTLINED BELOW.
THIS SUBSIDIARY COMPONENT AGREEMENT IS PART OF THE THIRD PARTY SERVICE AGREEMENT KT09100000.

APPLICABLE SCHEDULES:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT & FINANCIAL REPORTING
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - RISK MANAGEMENT & CONFLICT RESOLUTION
- SCHEDULE E - AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)
- SCHEDULE F - INFORMATION MANAGEMENT & PRIVACY PROTECTION
- SCHEDULE H - ADDITIONAL TERMS

SIGNED AND DELIVERED on the 7th day of
Oct, 2014 on behalf of the Province by its
duly authorized representative

Signature:

Print Name: Sarah Bower

Position: Community Services Manager or Designate

Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 29th day of
September, 2014 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Sandra Bryce

Position: Executive
Director or
Designate

Signature:

Print Name:

Position:

Signature:

Print Name:


Position:

READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT

Version: 1.0
Printed: 2014.09.26 09:38:36

KT09100003
CHILD ABUSE PREVENTION AND COUNSELLING
SOCIETY OF GREATER VICTORIA

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 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 <i>Agreement name:</i> Mary Manning Centre - SAIP & Youth With Sexual Behaviour Problems SCHEDULE A
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SCHEDULE A – SERVICES

SUMMARY

Term 01/11/2014 to 31/10/2015 **Total Amount of Component Agreement** \$512,037.36

Allocation by Programs and Services

Programs	
<i>Sexual Abuse Intervention Program</i>	
Intervention - Therapeutic Intervention/Treatment	\$462,037.32
Sub-Total	\$462,037.32

Grouped Services	
<i>Youth with Sexual Behaviour Problems (SBPs)</i>	
Intervention - Therapeutic Intervention/Treatment	\$50,000.04
Non-Program Services	
Sub-Total	\$0.00
Total	\$512,037.36

Allocation by Community

Communities Served	
Greater Victoria	\$512,037.36
Total	\$512,037.36

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$512,037.36
	Sub-Total	\$512,037.36
	Total	\$512,037.36

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:	Children and Youth who have experienced sexual abuse		
OUTCOME:	Children and Youth progress towards overcoming the effects of sexual abuse.		
SERVICE: INTERVENTION - THERAPEUTIC	Intervention/Treatment	Total Amount	\$462,037.32
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	
Reporting Frequency	Annually		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	0 to 18 years	Amount \$462,037.32

This allocation is provided as an estimate.

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$50,000.04
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Degreed Staff		
Output Indicators	# Direct One to One Hours	Quantity	20
	# Recipients of One to One Services		
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$50,000.04

This allocation is provided as an estimate.

Additional Descriptions

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self - identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;

- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;
- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.

ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;
- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

SERVICE DESCRIPTION

(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.


BUSINESS AREA OUTCOMES

Version: 1.0
Printed: 2014.09.26 09:38.36

KT09100003
CHILD ABUSE PREVENTION AND COUNSELLING
SOCIETY OF GREATER VICTORIA

8 of 20

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE B
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SCHEDULE B – PAYMENT & FINANCIAL REPORTING

Aggregate Maximum

- 1.1 Subject to the provisions of the Third Party Service Agreement and this Subsidiary Component Agreement, we will pay you an amount not exceeding \$512,037.36, including GST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Subsidiary Component Agreement.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of November, 2014 as provided in the following payment schedule:

From	To	Amount	GST	Total
November 1, 2014	October 31, 2015	\$42,669.78	\$0.00	\$512,037.36
				\$512,037.36

2.2 Payment Address

210-1175 COOK ST VICTORIA, BC V8V 4A1

Goods and Services Tax (GST)


Financial Reports

- 2.3 In addition to the financial statements referred to in the Audit and Service Evaluation section of KT09100000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.

Transition to Unit Cost Based Payments

- 2.4 Not applicable


 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE C
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SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons or organizations, are specified as Subcontractors under section 12 of the Third Party Service Agreement, for purposes of this Subsidiary Component Agreement:

None

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE D
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SCHEDULE D – RISK MANAGEMENT & CONFLICT RESOLUTION

Criminal Record Check

- 1.1 In accordance with the Criminal Records Review Act, you must undertake a criminal record check of each staff member or other person who has, or potentially has, unsupervised access to children, or who has access to their records.
- 1.2 In addition to any criminal record checks required under the Criminal Records Review Act, you must undertake a criminal record check on volunteers or other individuals who have, or potentially have, unsupervised access to children or their records.
- 1.3 Upon our written request you must provide us written confirmation that:
 - (a) criminal record checks have been initiated;
 - (b) you have acted on instructions from the adjudicator or us; and
 - (c) all other related procedures have been followed.

Conflict Resolution Officials

- 2.1 The designated “Officials” of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Community Services Manager or Designate	Executive Director or Chairperson
Stage Two:	Executive Director of Service	Executive Director or Chairperson
Stage Three:	Assistant Deputy Minister	Executive Director or Chairperson

Permits and Licenses

3.1 You must obtain all the permits and licenses required to perform the Services, including, but not limited to:

- (a) any permits or licenses required by municipal or health authorities for the operation of the Services delineated in Schedule A.
- (b) any municipal, provincial, federal permits and licenses required to provide the Services including motor vehicle licenses of the appropriate class to provide transportation to clients.

Insurance and Indemnity

A. For all Contractor's activities under this Agreement to which the Master Insurance Program applies, as determined by the Province in its sole discretion:

- 4.1 The Province will purchase and maintain Comprehensive General Liability insurance in the amount of \$2,000,000 inclusive per occurrence against bodily injury and property damage arising out of the Contractor's performance of the Services on behalf of the Province as outlined in this Agreement.
- 4.2 The Contractor shall be responsible for and pay any deductible under the policy.
- 4.3 The Contractor will be provided with a Certificate of Insurance and a copy of the insurance policy wording.
- 4.4 The Province will take reasonable steps to ensure the coverage specified in section 1 is continuous for the duration of this Agreement but the Province does not accept responsibility for providing coverage in the event the insurance is cancelled or reduced by the insurer.
- 4.5 The Province does not represent or warrant that the policy contains insurance for any and all losses. It is the Contractor's responsibility to ascertain the exact nature and extent of coverage of the policy as well as any and all terms and conditions of the policy.
- 4.6 The Contractor shall provide, maintain, and pay for, any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in section 1.

B. For all Contractor's activities to which the Master Insurance Program does not apply, the Contractor shall:

- 5.1 The Contractor must, without limiting its obligation or liabilities and at its own expense, purchase and maintain throughout the term of this Agreement the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
 - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:
 - (i) include the Province as an additional insured;
 - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change; and
 - (iii) include a cross liability clause.

5.2 All insurance described in paragraph 1 of this Schedule must:

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

5.3 The Contractor must provide the Province with evidence of all required insurance:

- (a) Within 10 working days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance.
- (b) If the insurance policy(ies) expire before the end of the term of this Agreement, the Contractor must provide within 10 working days of expiration, evidence of new or renewal policy(ies) of all expired insurance in the form of a completed Province of British Columbia Certificate of Insurance.
- (c) Notwithstanding paragraph 3(a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.

5.4 The Contractor shall provide, maintain, and pay for, any additional insurance which it is required by law to carry, or which it considers necessary to cover risks not otherwise covered by insurance specified in this schedule in its sole discretion.

C. Whether A or B applies to the Services, for all Contractor activities under this Agreement:

- 6.1 The Contractor shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2,000,000 per occurrence, and where applicable the Contractor may show evidence of this insurance using an ICBC Confirmation of Insurance Coverage (APV-47) form in place of the requirement for the BC Certificate of Insurance.
- 6.2 Additional Insurance: Not applicable



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT
AGREEMENT: KT09100003

SCHEDULE E

SCHEDULE E – AUTHORIZED PERSONS (FOR THE SUBSIDIARY COMPONENT AGREEMENT)


Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Subsidiary Component Agreement:

Sandra Bryce, Executive Director or Designate

- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Subsidiary Component Agreement:

Sarah Bower, Community Services Manager or Designate

 BRITISH COLUMBIA	Ministry of Children and Family Development	SUBSIDIARY COMPONENT AGREEMENT: KT09100003 SCHEDULE F1
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SCHEDULE F1 – PRIVACY PROTECTION SCHEDULE

This Schedule forms part of the agreement between Her Majesty the Queen in right of the Province of British Columbia represented by

The Ministry of Children and Family Development (the "Province")	and	CHILD ABUSE PREVENTION AND COUNSELLING SOCIETY OF GREATER VICTORIA (the "Contractor")
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respecting Mary Manning Centre - SAIP & Youth With Sexual Behaviour Problems
 (the "Agreement")

Definitions

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

Purpose

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

Collection of personal information

3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:

- (a) the purpose for collecting it;
- (b) the legal authority for collecting it; and
- (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

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

Requests for access to personal information

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

Correction of personal information

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

Protection of personal information

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

Storage and access to personal information

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

Retention of personal information

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

Use of personal information

- 15. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is:
 - (a) for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement; and

- (b) in accordance with section 13.

Disclosure of personal information

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

Inspection of personal information

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

Compliance with the Act and directions

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

Notice of non-compliance

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

Termination of Agreement

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

Interpretation

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



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT
AGREEMENT: KT09100003

SCHEDULE H

SCHEDULE H – ADDITIONAL TERMS

Other

1. Notwithstanding Clause 55 (b) of the Third Party Service Agreement, the termination notice period for this Subsidiary Component Agreement is 60 days.



Ministry of
Children and Family
Development

MODIFICATION AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister of Children and Family Development

AND

CHILD ABUSE PREVENTION AND COUNSELLING SOCIETY OF GREATER VICTORIA
(Legal Name)

BACKGROUND

- A. The parties entered into an Agreement KT09100003, beginning November 01, 2014.
B. The parties have agreed to modify the Agreement effective March 01, 2015.

AGREEMENT

Municipal Pension Plan

Funding in this Agreement has been adjusted to reflect the Contractor's increased costs for the Municipal Pension Plan. The annual increase is \$1,889.28.

Economic Stability Mandate

Funding in this Agreement has been adjusted to reflect the negotiated increase for Contractor's under the Province's Economic Stability Mandate. This increase is effective April 1, 2015. The annual increase is \$4,113.36.

Financial Reporting – Schedule “B”

Contractors are now required to provide an interim, semi-annual financial report. The content of the report is to be in accordance with the Financial Reporting and management Requirements that were implemented in May 2014.
http://www.mcf.gov.bc.ca/service_providers/policy.htm

The Parties agree as follows:

- a) To increase the contract aggregate by \$4,918.50 to reflect the MPP and Economic Stability Mandate. The monthly payment is increased to \$43,170.00 as of April 1, 2015.
- c) A lump sum payment of \$1,416.96 for the Municipal Pension Plan cost increases for the period of July 1st, 2014 to March 31st, 2015.”

Modifications have been made to the following attachments:

- Schedule B

Additional Information

1. In all other respects, the Agreement is confirmed.

Version: 1.0

Printed: 2015.03.03 12:15:47

KT09100003

CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

1 of 3

DISTRIBUTION: COPY 1 - REGIONAL FINANCE OFFICE COPY 2 – CONTRACTOR COPY 3 - ORIGINATING OFFICE

The parties have duly executed this modification agreement as of the 1st day of March, 2015.

<p>SIGNED AND DELIVERED on the <u>12th</u> day of <u>March</u>, 2015 on behalf of the Province by its duly authorized representative</p> <p>Signature: <u>[Signature]</u></p> <p>Print Name: <u>Sarah Bower</u></p> <p>Position: <u>Community Services Manager or Designate</u></p> <p>Responsibility</p> <p>Centre:</p>	<p>SIGNED AND DELIVERED on the <u>4th</u> day of <u>March</u>, 2015 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation)</p> <p>Signature: _____</p> <p>Print Name: <u>Sandra Bryce</u> Position: <u>Executive Director or Designate</u></p> <p>Signature: <u>[Signature]</u></p> <p>Print Name: _____ Position: _____</p> <p>Signature: _____</p> <p>Print Name: _____ Position: _____</p>
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Version: 1.0
Printed: 2015.03.03 12:15:47

KT09100003
CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

2 of 3

DISTRIBUTION: COPY 1 - REGIONAL FINANCE OFFICE COPY 2 - CONTRACTOR COPY 3 - ORIGINATING OFFICE

SCHEDULE B – PAYMENT

Aggregate Maximum

- 1.1 Subject to the provisions of this Agreement, we will pay you an amount not exceeding \$516,955.86, including GST, in the aggregate, for providing the Services set out in Schedule A, during the term of this Agreement.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of March, 2015 as provided in the following payment schedule:

From	To	Amount	GST	Total
March 1, 2015	March 31, 2015	\$42,669.78	\$0.00	\$42,669.78
April 1, 2015	October 31, 2015	\$43,170.00	\$0.00	\$302,190.00
				\$344,859.78

2.2 Variable

For Service: Intervention - Therapeutic Intervention/Treatment

We will pay you, to a maximum amount of \$1,416.96, in accordance with the following payment schedule:

A lump sum payment of \$1,416.96 for the Municipal Pension Plan adjustment for the period of July 1, 2014 to March 31, 2015.

2.3 Payment Address

210-1175 COOK ST VICTORIA, BC V8V 4A1

Goods and Services Tax (GST)

Financial Reports

- 2.4 In addition to the financial statements referred to in the Audit and Service Evaluation section of KT09100000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.

Transition to Unit Cost Based Payments

- 2.5 Not applicable

Version: 1.0
Printed: 2015.03.03 12:15:47

KT09100003
CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA

3 of 3

DISTRIBUTION: COPY 1 - REGIONAL FINANCE OFFICE COPY 2 - CONTRACTOR COPY 3 - ORIGINATING OFFICE

SERVICE AGREEMENT



MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT



Ministry of
Children and Family
Development

MINISTRY SERVICE AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE

Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development

(the "Province", "we", "us", or "our" as applicable) at the following
address:

140-4460 Chatterton Way
P.O. Box 9727 Stn. Prov. Govt.
Victoria, British Columbia
Canada V8W 9S2
Fax Number: (250)952-4282
Email:

CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA
(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1
Fax Number: (250)386-8111
Email:

The term for the Service Agreement begins on:

01/11/2015
(Day/Month/Year)

and ends on

31/10/2016
(Day/Month/Year)

THE PARTIES AGREE TO THE TERMS AND CONDITIONS OF THE SERVICE AGREEMENT LOCATED ON THE
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT'S WEBSITE, VERSION 1.1 DATED JANUARY 13, 2015,
AND AGREE TO BE BOUND BY THE SCHEDULES LISTED BELOW AND ATTACHED TO THIS AGREEMENT:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - INSURANCE
- SCHEDULE E - AUTHORIZED PERSON
- SCHEDULE F - INFORMATION MANAGEMENT (RECORDS, PRIVACY AND SECURITY)
- SCHEDULE G - ASSETS
- SCHEDULE H - ADDITIONAL TERMS
- SCHEDULE I - REPORTING REQUIREMENTS

(collectively, the "Agreement")

SIGNED AND DELIVERED on the 8th day of
Oct, 2015 on behalf of the Province by its
duly authorized representative

Signature:

Print Name: Ranjit Atwal

Position: Community Services Manager or Designate

Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 1st day of
October, 2015 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Sandra Bryce

Position: Executive Director or Designate

Signature:

Print Name:

Position:

**Contractor: By signing above you agree that you have read, understand, and agree to be
bound by, the Terms and Conditions and the Schedules for the Service Agreement**

SUMMARY

Term 01/11/2015 to 31/10/2016

Total Amount of Agreement (not including any applicable taxes)

\$518,040.00

Allocation by Programs and Services

Programs	
<i>Sexual Abuse Intervention Program</i>	
Intervention - Therapeutic Intervention/Treatment	\$467,460.00
Sub-Total	\$467,460.00
Grouped Services	
<i>Youth with Sexual Behaviour Problems (SBPs)</i>	
Intervention - Therapeutic Intervention/Treatment	\$50,580.00
Non-Program Services	
Sub-Total	\$0.00
Total	\$518,040.00

Allocation by Community

Communities Served	
Greater Victoria	\$518,040.00
Total	\$518,040.00

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$518,040.00
	Sub-Total	\$518,040.00
	Total	\$518,040.00

SCHEDULE A - SERVICES

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:		Children and Youth who have experienced sexual abuse			
OUTCOME:		Children and Youth progress towards overcoming the effects of sexual abuse.			
SERVICE: INTERVENTION - THERAPEUTIC		Total Amount		\$467,460.00	
INTERVENTION/TREATMENT					
Definitions		Structured, planned and empirically supported therapy/treatment.			
Project Code		18CN294			
Input		Graduate Degreed Staff			
Output Indicators		# Hours	Quantity		
Reporting Frequency		Quarterly			
Core Business Area		Child and Family Development			
Business Area		Community Child and Youth Mental Health			
Communities Served					
Greater Victoria		Recipient(s)	0 to 18 years	Amount	\$467,460.00

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 - 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$50,580.00
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Graduate Degreed Staff		
Output Indicators	# Hours	Quantity	
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$50,580.00

This allocation is provided as an estimate.

Additional Descriptions**ACTIVITIES**

- Referral by MCFD Child and Youth Mental Health, Team Leader;
- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

SERVICE DESCRIPTION**(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:**

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 - 4.

MINIMUM DATA SET:

Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self-identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note; Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;

- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports.

- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

SCHEDULE B – PAYMENT

Aggregate Maximum and Taxes

- 1.1 Subject to the provisions of the Agreement, we will pay you an amount not exceeding \$518,040.00 (not including any applicable taxes), in the aggregate, for providing the Services set out in Schedule A, during the term of this Agreement.
- 1.2 In addition, we will pay you any applicable taxes payable by the Province under law or agreement with the relevant taxation authority in relation to amounts payable under this schedule.

Payments

2.1 Monthly Recurring

We will pay you on or about the 15th day of the month commencing on the 1st day of November, 2015 as provided in the following payment schedule:

From	To	Amount	Total
November 1, 2015	October 31, 2016	\$43,170.00	\$518,040.00
			\$518,040.00

SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons, groups of persons, or organizations, are specified as Subcontractors under section 12 of the Service Agreement:

None

SCHEDULE D – INSURANCE

- A. On behalf of the Contractor, the Province will purchase and maintain Commercial General Liability insurance (Master Insurance Program) in the amount of \$2,000,000 inclusive per occurrence against personal injury (including bodily injury), third party property damage arising out of the Contractor's performance of the Services set out in this Agreement.
- B. The Contractor is responsible for and will pay any deductible under the Master Insurance Program.
- C. The Province will obligate the Master Insurance Program's managing broker to provide the Contractor with a Certificate of Insurance and a copy of the Master Insurance Program policy wording.
- D. The Province will take reasonable steps to ensure the coverage specified in section A is continuous for the duration of this Agreement. The Province will not be responsible for providing coverage in the event the insurance is cancelled or reduced by the insurer.
- E. The Province does not represent or warrant that the Master Insurance Program covers any and all losses. The Contractor is responsible for ascertaining the exact nature and extent of coverage of the Master Insurance Program as well as the terms and conditions of the Master Insurance Program policy wording. No term or condition of this Agreement amends, extends or alters the coverage afforded by the Master Insurance Program policy wordings.
- F. Where the contractor uses a vehicle to perform the services as described in Schedule A the Contractor shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2,000,000 per occurrence, and where applicable the Contractor may show evidence of this insurance using an ICBC Confirmation of Insurance Coverage (APV-47) form.
- G. The Contractor will provide, maintain, and pay for, any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in section A.

SCHEDULE E – AUTHORIZED PERSONS

Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Service Agreement:

None

- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Service Agreement:

None

Conflict Resolution Officials

- 1.1 The designated “Officials” of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Involved staff	Involved staff
Stage Two:	Community Services Manager or Designate	Executive Director
Stage Three:	Executive Director of Service	Executive Director

SCHEDULE F – INFORMATION MANAGEMENT (RECORDS, PRIVACY AND SECURITY)

Purpose

The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province's obligations with respect to:
 - (i) creation, maintenance, retention and final disposition of the Province's Records, and
 - (ii) protection of Personal Information collected under this Agreement and pursuant to *FOIPPA*.
- (b) ensure that, as a service provider, the Contractor is aware of, and complies with, the Contractor's information management and protection (records, privacy and security) obligations with respect to:
 - (i) the Province's Records, and
 - (ii) the Personal Information collected or created under this Agreement.

Applicability

This Schedule applies to the management of the Province's Records and to the management of Personal Information contained in the Province's Records.

The Contractor must manage the Province's Records in accordance with this Schedule and in accordance with MCFD Contractor's Information Management Guidelines, which provide directions and standards to assist the Contractor in complying with this Schedule.

Definitions

1. In this Schedule:

- a) "**access**" means the ability or opportunity of a person to view, study, or obtain a copy of records;
- b) "**FOIPPA**" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- c) "**contact information**" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- d) "**control**" (of a record) means the power or authority to manage the record throughout its life cycle, including restricting, regulating and administering its use and disclosure;
- e) "**custody**" (of a record) means having physical possession of a record, regardless of the format (e.g., paper or electronic).
- f) "**Personal Information**" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province or the Contractor dealing with the same subject matter as the Agreement, but excluding any information that, if this Schedule did not apply to it, would not be under the control of a public body as interpreted under the FOIPPA;
- g) "**Services Worker**" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include the Contractor or a subcontractor of an individual, or an employee or volunteer of the Contractor or of a subcontractor.

RECORDS MANAGEMENT

Records Retention and Disposition

2. The Contractor must return the Province's Records regardless of format to the Province within the following time frames:
 - (a) within 30 calendar days of expiry or termination of the Agreement;
 - (b) within 7 calendar days of the Contractor receiving a request for return from the Province;
 - (c) when closed records volume is identified by the Contractor as warranting the transfer and the Province has provided written approval; or
 - (d) immediately when a Contractor advises the Province that they are no longer providing services or when the Province is concerned about the management of the Province's Records following a breach of security or privacy, including an unauthorized disclosure.

PRIVACY PROTECTION

Collection of Personal Information

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

Accuracy of Personal Information

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

Requests for access to Personal Information

7. If the Contractor receives a request for access to Personal Information from a person other than the Province, the Contractor must promptly advise the person to make the request to Information Access Operations with the Ministry of Technology, Innovation and Citizens' Services or successor.

Correction of Personal Information

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

Protection of Personal Information

12. The Contractor must protect Personal Information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any security arrangements expressly set out in the Security section of this Schedule.

Storage and access to Personal Information

13. Unless the Province otherwise directs in writing, the Contractor must not store Personal Information outside Canada or permit access to the Personal Information from outside Canada.

Retention of Personal Information

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

Use of Personal Information

15. Unless the Province otherwise directs in writing, the Contractor may only use Personal Information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of Personal Information

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

SECURITY

Services Worker confidentiality agreements

18. The contractor must immediately provide notice to the contract manager of any suspected information incident that threatens privacy or information security.
19. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Personal Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Personal Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

20. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to collect or have access to Personal Information, or otherwise be involved in providing the Services if, after having subjected the Services Worker to personnel security screening requirements as outlined in Appendix F1 to this Schedule, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk.

Services Worker activity logging

21. The Contractor must create and maintain detailed Contractor's Records logging the activities of all Service Workers in relation to:
 - (a) their access to Personal Information; and
 - (b) any other matters specified by the Province in writing for the purposes of this section.

Facilities and Equipment protection and access

22. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and,

- (b) limit access to Facilities and Equipment of the Contractor:
 - i. being used by the Contractor to provide the Services; or
 - ii. that may be used by someone to access information,

to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.

- 23. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Integrity of Information

- 24. The Contractor must create, maintain and follow a documented process for maintaining the integrity of information while in the custody of or accessed by the Contractor.
- 25. For the purposes of section 24 of this Schedule, maintaining the integrity of information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

- 26. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 21 and 22 of this Schedule.

Secure Storage

- 27. The Contractor must securely store the Province's Records in the Contractor's custody.

GENERAL

Notice

- 28. The Contractor must immediately provide notice to the Province of
 - (a) a possible or confirmed foreign demand or request for disclosure, including the information required by section 30.2(3) of FOIPPA or
 - (b) anticipated or actual non-compliance with this Schedule, unauthorized access, collection, use, disclosure, storage, alteration or disposal of information or Records containing information; or
 - (c) unauthorized access to Facilities or Equipment.

In this provision, "foreign demand for disclosure" and "unauthorized disclosure of personal information" bear the same meanings as in section 30.2 of FOIPPA.

- 29. The Contractor must immediately provide notice to the Province of any non-compliance, or anticipated inability to comply, with a provision in this Schedule in any respect.

Compliance, Audit and Review

- 30. The Contractor must, in relation to the Province's Records, comply with:
 - (a) the requirements of FOIPPA applicable to the Contractor as a service provider, including any applicable order of the commissioner under FOIPPA, and
 - (b) any direction given by the Province under this Schedule.
- 31. The Contractor acknowledges that it is familiar with the requirements of FOIPPA governing Personal Information that are applicable to it as a service provider.
- 32. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect, and at the Province's discretion, copy, any of the Province's Records, or any of the Contractor's information management policies or practices or Records relevant to the Contractor's management

of the Province's Records or the Contractor's compliance with this Schedule. The Contractor must permit and provide reasonable assistance to any such inspection.

33. If the Province conducts a review of a matter described in section 28 or 29 of this Schedule (whether or not the matter came to the attention of the Province as a result of a notification under section 28 or 29 of this Schedule), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Interpretation

34. Any reference to the "Contractor" in this Schedule includes any subcontractor, agent, or volunteer retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors, agents, and volunteers comply with this Schedule.
35. If a direction or provision of the Agreement or any Schedule conflicts with a requirement of FOIPPA or an applicable order of the commissioner under FOIPPA, the conflicting provision of the Agreement or Schedule will be inoperative to the extent of the conflict.
- (a) If there is a conflict between a documented process required by this Schedule to be created or maintained by the Contractor and this Schedule, the provision of this Schedule will prevail to the extent of the conflict.
36. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
37. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 38 of this Schedule, the law of any jurisdiction outside Canada.
38. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with FOIPPA.

SCHEDULE F – Appendix F1 – Security screening requirements

The personnel security screening requirements set out in this Appendix F1 are for the purpose of assisting the Contractor to determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of "primary identification" of the Services Worker and at least one piece of "secondary identification" of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have photo)• B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none">• Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none">• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if holder's name is on card)• Credit card (only if holder's name is on card)• Passport• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if owner's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (only if has signature strip)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.

SCHEDULE G – ASSETS

Property

- 1.1 The following property to be acquired by you with funds to be paid by us under this Service Agreement is specified in this Service Agreement as property to be owned by us:

None

- 1.2 The following property provided by us to you or a subcontractor for the purposes of this Service Agreement is to be owned by you or subcontractor as indicated:

None

SCHEDULE H – ADDITIONAL TERMS

None

SCHEDULE I – REPORTING REQUIREMENTS

Service Delivery Reports

- 1.1 The reports referred to in schedule A will be submitted within 30 days of the end of the period specified in form and content as determined by the Province.

Financial Reports

- 1.2 In addition to the financial statements requirements referred to in the Audit and Service Evaluation section of the Agreement, any financial reports should relate to service outputs at a minimum. The following additional financial reports are required:

i.

Name	Description
Semi-annual Service Cost Report	Report that outlines the semi-annual costs associated with a service.
Annual Service Cost Report	Report that outlines the annual costs associated with a service.

Additional Reporting Requirements

- 1.3 Other information as requested by the Province.

SERVICE AGREEMENT



MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT



Ministry of
Children and Family
Development

MINISTRY SERVICE AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE

Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development

(the "Province", "we", "us", or "our" as applicable) at the following
address:

140-4460 Chatterton Way
P.O. Box 9727 Stn. Prov. Govt.
Victoria, British Columbia
Canada V8W 9S2
Fax Number: (250) 952-4282
Email:

AND CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA
(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1
Fax Number: (250) 386-8111
Email:

The term for the Service Agreement begins on:

01/11/2016
(Day/Month/Year)

and ends on

31/03/2018
(Day/Month/Year)

THE PARTIES AGREE TO THE TERMS AND CONDITIONS OF THE SERVICE AGREEMENT LOCATED ON THE
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT'S WEBSITE, VERSION 1.1 DATED JANUARY 13, 2015,
AND AGREE TO BE BOUND BY THE SCHEDULES LISTED BELOW AND ATTACHED TO THIS AGREEMENT:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - INSURANCE
- SCHEDULE E - AUTHORIZED PERSON
- SCHEDULE F - INFORMATION MANAGEMENT (RECORDS, PRIVACY AND SECURITY)
- SCHEDULE H - ADDITIONAL TERMS
- SCHEDULE I - REPORTING REQUIREMENTS

(collectively, the "Agreement")

SIGNED AND DELIVERED on the 20th day of
Oct, 2016 on behalf of the Province by its
duly authorized representative

Signature:

Print Name: Ranjit Atwal

Position: Community Services Manager or Designate

Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 17th day of
October, 2016 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Sandra Bryce

Position: Executive Director or Designate

Signature:

Print Name:

Position:

Contractor: By signing above you agree that you have read, understand, and agree to be
bound by, the Terms and Conditions and the Schedules for the Service Agreement

SUMMARY

Term 01/11/2016 to 31/03/2018

Total Amount of Agreement (not including any applicable taxes)

\$773,528.78

Allocation by Programs and Services

Programs	
<i>Sexual Abuse Intervention Program</i>	
Intervention - Therapeutic Intervention/Treatment	\$696,175.90
Sub-Total	\$696,175.90

Grouped Services	
<i>Youth with Sexual Behaviour Problems (SBPs)</i>	
Intervention - Therapeutic Intervention/Treatment	\$77,352.88
Non-Program Services	
Sub-Total	\$0.00
Total	\$773,528.78

Allocation by Community

Communities Served	
Greater Victoria	
Total	\$773,528.78

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development		
	Community Child and Youth Mental Health	\$773,528.78
	Sub-Total	\$773,528.78
	Total	\$773,528.78

SCHEDULE A - SERVICES

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:	Children and Youth who have experienced sexual abuse			
OUTCOME:	Children and Youth progress towards overcoming the effects of sexual abuse.			
SERVICE: INTERVENTION - THERAPEUTIC		Total Amount		\$696,175.90
INTERVENTION/TREATMENT				
Definitions	Structured, planned and empirically supported therapy/treatment.			
Project Code	18CN294			
Input	Graduate Degreed Staff			
Output Indicators	# Hours	Quantity		
Reporting Frequency	Quarterly			
Core Business Area	Child and Family Development			
Business Area	Community Child and Youth Mental Health			
Communities Served				
Greater Victoria	Recipient(s)	0 to 18 years	Amount	\$696,175.90

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 - 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$77,352.88
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Graduate Degreed Staff		
Output Indicators	# Hours	Quantity	
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
Greater Victoria	Recipient(s)	12 to 18 years	Amount \$77,352.88

This allocation is provided as an estimate.

Additional Descriptions

ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;
- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

SERVICE DESCRIPTION

(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Youth with Sexual Behaviour Problems (SBPs)

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self-identified by clients, and length of treatment as well as referral source including which MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;

- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;
- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports

- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

SCHEDULE B – PAYMENT

Aggregate Maximum and Taxes

- 1.1 Subject to the provisions of the Agreement, we will pay you an amount not exceeding \$773,528.78 (not including any applicable taxes), in the aggregate, for providing the Services set out in Schedule A, during the term of this Agreement.
- 1.2 In addition, we will pay you any applicable taxes payable by the Province under law or agreement with the relevant taxation authority in relation to amounts payable under this schedule.

Payments

2.1 Variable

For Service: Intervention - Therapeutic Intervention/Treatment

We will pay you, to a maximum amount of \$696,175.90 in accordance with the following payment schedule:
See schedule below

For Service: Intervention - Therapeutic Intervention/Treatment

We will pay you, to a maximum amount of \$77,352.88 in accordance with the following payment schedule:

Lump sum Payment			total
November 2016	February – March 2016	\$299.16	\$299.16
November 2016	April-October, 2016	\$6884.36	\$6884.36
Recurring Monthly Payments			
From	To	Monthly	
November 1, 2016	January 31, 2017	\$44,153.48	\$132,460.44
February 1, 2017	March 31, 2017	\$44,493.46	\$88,986.92
April 1, 2017	January 31, 2018	\$45,349.96	\$453,499.60
February 1, 2018	March 31, 2018	\$45,699.15	\$91,398.30
		Total	\$773,528.78

Rationale for payment increases:

Effective February 1, 2016-As a result of the Economic Stability Mandate's .45% economic dividend a lump sum payment of \$299.16 will be paid, this will cover the months of February and March 2016.

April 1, 2016 – As a result of the Economic Stability Mandate's 2.50% wage/benefit increase adjustment. Your monthly payment has been increased by \$983.48 to \$44,153.48. The lump sum payment of \$6,884.36 covers the increase from April to October 2016; effective November 2016 your recurring payments will reflect the new monthly payment.

February 1, 2017 – as a result of the Economic Stability Mandate's 1% general wage increase your monthly payment will increase by \$339.98 to \$44,493.46.

April 1, 2017- as a result of the Economic Stability Mandate's 2.50% wage/benefit adjustment, your monthly payment has been increased by \$856.50 to \$45,349.96.

February 1, 2018 – as a result of the Economic Stability Mandate's 1% general wage increase your monthly payment will increase by \$349.19 to \$45,699.15.

SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons, groups of persons, or organizations, are specified as Subcontractors under section 12 of the Service Agreement:

None

SCHEDULE D – INSURANCE

- A. On behalf of the Contractor, the Province will purchase and maintain Commercial General Liability insurance (Master Insurance Program) in the amount of \$2,000,000 inclusive per occurrence against personal injury (including bodily injury), third party property damage arising out of the Contractor's performance of the Services set out in this Agreement.
- B. The Contractor is responsible for and will pay any deductible under the Master Insurance Program.
- C. The Province will obligate the Master Insurance Program's managing broker to provide the Contractor with a Certificate of Insurance and a copy of the Master Insurance Program policy wording.
- D. The Province will take reasonable steps to ensure the coverage specified in section A is continuous for the duration of this Agreement. The Province will not be responsible for providing coverage in the event the insurance is cancelled or reduced by the insurer.
- E. The Province does not represent or warrant that the Master Insurance Program covers any and all losses. The Contractor is responsible for ascertaining the exact nature and extent of coverage of the Master Insurance Program as well as the terms and conditions of the Master Insurance Program policy wording. No term or condition of this Agreement amends, extends or alters the coverage afforded by the Master Insurance Program policy wordings.
- F. Where the contractor uses a vehicle to perform the services as described in Schedule A the Contractor shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2,000,000 per occurrence, and where applicable the Contractor may show evidence of this insurance using an ICBC Confirmation of Insurance Coverage (APV-47) form.
- G. The Contractor will provide, maintain, and pay for, any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in section A.

SCHEDULE E – AUTHORIZED PERSONS

Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Service Agreement:
- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Service Agreement:

Conflict Resolution Officials

- 1.1 The designated “Officials” of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Involved staff	Involved staff
Stage Two:	Community Services Manager or Designate	Executive Director
Stage Three:	Executive Director of Service	Executive Director

SCHEDULE F – INFORMATION MANAGEMENT (RECORDS, PRIVACY AND SECURITY)

Purpose

The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province's obligations with respect to:
 - (i) creation, maintenance, retention and final disposition of the Province's Records, and
 - (ii) protection of Personal Information collected under this Agreement and pursuant to *FOIPPA*.
- (b) ensure that, as a service provider, the Contractor is aware of, and complies with, the Contractor's information management and protection (records, privacy and security) obligations with respect to:
 - (i) the Province's Records, and
 - (ii) the Personal Information collected or created under this Agreement.

Applicability

This Schedule applies to the management of the Province's Records and to the management of Personal Information contained in the Province's Records.

The Contractor must manage the Province's Records in accordance with this Schedule and in accordance with MCFD Contractor's Information Management Guidelines, which provide directions and standards to assist the Contractor in complying with this Schedule.

Definitions

I. In this Schedule:

- a) "access" means the ability or opportunity of a person to view, study, or obtain a copy of records;
- b) "FOIPPA" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- d) "control" (of a record) means the power or authority to manage the record throughout its life cycle, including restricting, regulating and administering its use and disclosure;
- e) "custody" (of a record) means having physical possession of a record, regardless of the format (e.g., paper or electronic);
- f) "Personal Information" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province or the Contractor dealing with the same subject matter as the Agreement, but excluding any information that, if this Schedule did not apply to it, would not be under the control of a public body as interpreted under the FOIPPA;
- g) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include the Contractor or a subcontractor of an individual, or an employee or volunteer of the Contractor or of a subcontractor;
- h) "Privacy Training" means the Province's online privacy and information sharing training course.

RECORDS MANAGEMENT

Records Retention and Disposition

2. The Contractor must return the Province's Records regardless of format to the Province within the following time frames:
 - (a) within 30 calendar days of expiry or termination of the Agreement;
 - (b) within 7 calendar days of the Contractor receiving a request for return from the Province;
 - (c) when closed records volume is identified by the Contractor as warranting the transfer and the Province has provided written approval; or
 - (d) immediately when a Contractor advises the Province that they are no longer providing services or when the Province is concerned about the management of the Province's Records following a breach of security or privacy, including an unauthorized disclosure.

PRIVACY PROTECTION

Collection of Personal Information

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

Accuracy of Personal Information

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

Requests for access to Personal Information

7. If the Contractor receives a request for access to Personal Information from a person other than the Province, the Contractor must promptly advise the person to make the request to Information Access Operations with the Ministry of Technology, Innovation and Citizens' Services or successor.

Correction of Personal Information

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

Protection of Personal Information

12. The Contractor must protect Personal Information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any security arrangements expressly set out in the Security section of this Schedule.

Storage and access to Personal Information

13. Unless the Province otherwise directs in writing, the Contractor must not store Personal Information outside Canada or permit access to the Personal Information from outside Canada.

Retention of Personal Information

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

Use of Personal Information

15. Unless the Province otherwise directs in writing, the Contractor may only use Personal Information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of Personal Information

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

SECURITY

Services Worker confidentiality agreements

18. The contractor must immediately provide notice to the contract manager of any suspected information incident that threatens privacy or information security.
19. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Personal Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Personal Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

20. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to collect or have access to Personal Information, or otherwise be involved in providing the Services if, after having subjected the Services Worker to personnel security screening requirements as outlined in Appendix F1 to this Schedule, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk.

Services Worker activity logging

21. The Contractor must create and maintain detailed Contractor's Records logging the activities of all Service Workers in relation to:
 - (a) their access to Personal Information; and
 - (b) any other matters specified by the Province in writing for the purposes of this section.

Facilities and Equipment protection and access

22. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and,

- (b) limit access to Facilities and Equipment of the Contractor:
 - i. being used by the Contractor to provide the Services; or
 - ii. that may be used by someone to access information,

to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.

- 23. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Integrity of Information

- 24. The Contractor must create, maintain and follow a documented process for maintaining the integrity of information while in the custody of or accessed by the Contractor.
- 25. For the purposes of section 24 of this Schedule, maintaining the integrity of information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

- 26. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 21 and 22 of this Schedule.

Secure Storage

- 27. The Contractor must securely store the Province's Records in the Contractor's custody.

GENERAL

Privacy Training

- 28. The Ministry will pay the direct costs of the Privacy Training, the Contractor, must ensure that:
 - (a) all existing employees, agents, volunteers and sub-contractors who collect, create, or access Personal Information, complete Privacy Training within 3 months of this Agreement coming into force if they have not already done so;
 - (b) all new employees, agents, volunteers and sub-contractors engaged subsequent to the signing of this Agreement who will collect, create or access Personal Information have completed the provincially required Privacy Training prior to accessing Personal Information; and,
 - (c) a log is maintained with the names of all employees, agents, volunteers and sub-contractors who collect, create, or access Personal Information which indicates the status of their completion of the Privacy Training including date of completion. The Contractor must make this log available to the Province upon request.

Notice

- 29. The Contractor must immediately provide notice to the Province of
 - (d) a possible or confirmed foreign demand or request for disclosure, including the information required by section 30.2(3) of FOIPPA or
 - (e) anticipated or actual non-compliance with this Schedule, unauthorized access, collection, use, disclosure, storage, alteration or disposal of information or Records containing information; or
 - (f) unauthorized access to Facilities or Equipment.

In this provision, "foreign demand for disclosure" and "unauthorized disclosure of personal information" bear the same meanings as in section 30.2 of FOIPPA.

30. The Contractor must immediately provide notice to the Province of any non-compliance, or anticipated inability to comply, with a provision in this Schedule in any respect.

Compliance, Audit and Review

31. The Contractor must, in relation to the Province's Records, comply with:
- (a) the requirements of *FOIPPA* applicable to the Contractor as a service provider, including any applicable order of the commissioner under *FOIPPA*, and
 - (b) any direction given by the Province under this Schedule.
32. The Contractor acknowledges that it is familiar with the requirements of *FOIPPA* governing Personal Information that are applicable to it as a service provider.
33. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect, and at the Province's discretion, copy, any of the Province's Records, or any of the Contractor's information management policies or practices or Records relevant to the Contractor's management of the Province's Records or the Contractor's compliance with this Schedule. The Contractor must permit and provide reasonable assistance to any such inspection.
34. If the Province conducts a review of a matter described in section 29 or 30 of this Schedule (whether or not the matter came to the attention of the Province as a result of a notification under section 29 or 30 of this Schedule), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Interpretation

35. Any reference to the "Contractor" in this Schedule includes any subcontractor, agent, or volunteer retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors, agents, and volunteers comply with this Schedule.
36. If a direction or provision of the Agreement or any Schedule conflicts with a requirement of *FOIPPA* or an applicable order of the commissioner under *FOIPPA*, the conflicting provision of the Agreement or Schedule will be inoperative to the extent of the conflict.
- (a) If there is a conflict between a documented process required by this Schedule to be created or maintained by the Contractor and this Schedule, the provision of this Schedule will prevail to the extent of the conflict.
37. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
38. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 39 of this Schedule, the law of any jurisdiction outside Canada.
39. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with *FOIPPA*.

SCHEDULE F – Appendix F1 – Security screening requirements

The personnel security screening requirements set out in this Appendix F1 are for the purpose of assisting the Contractor to determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of "primary identification" of the Services Worker and at least one piece of "secondary identification" of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
<p>Issued by ICBC:</p> <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have photo)• B.C. Identification (BCID) card <p>Issued by provincial or territorial government:</p> <ul style="list-style-type: none">• Canadian birth certificate <p>Issued by Government of Canada:</p> <ul style="list-style-type: none">• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if holder's name is on card)• Credit card (only if holder's name is on card)• Passport• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if owner's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (only if has signature strip)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.

SCHEDULE G – ASSETS

Property

- 1.1 The following property to be acquired by you with funds to be paid by us under this Service Agreement is specified in this Service Agreement as property to be owned by us:

None

- 1.2 The following property provided by us to you or a subcontractor for the purposes of this Service Agreement is to be owned by you or subcontractor as indicated:

None

SCHEDULE H – ADDITIONAL TERMS

SCHEDULE I – REPORTING REQUIREMENTS

Service Delivery Reports

- 1.1 The reports referred to in this section will be submitted within 30 days of the end of the period specified in form and content as determined by the Province.

Financial Reports

- 1.2 In addition to the financial statements requirements referred to in the Audit and Service Evaluation section of the Agreement, any financial reports should relate to service outputs at a minimum. The following additional financial reports are required:

i.

Name	Description
Semi-annual Service Cost Report	Report that outlines the semi-annual costs associated with a service.
Annual Service Cost Report	Report that outlines the annual costs associated with a service.

Additional Reports

- 1.3 Other information as requested by the Province.



Ministry of
Children and Family
Development

MODIFICATION AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister of Children and Family Development

AND

CHILD ABUSE PREVENTION AND COUNSELLING SOCIETY OF GREATER VICTORIA
(Legal Name)

BACKGROUND

- A. The parties entered into an Agreement KT09100003, beginning November 01, 2016.
B. The parties have agreed to modify the Agreement effective August 21, 2017.

AGREEMENT

The Parties agree as follows:

Schedule "B"-Payment:

- a) *Paragraph 1.1 The Aggregate Maximum* - is increased by \$1,695.34
b) *Paragraph 2.1 "Payments"* is changed to:

As a result of the compensation increases in the CSSEA Collective Agreement, the Province is increasing the funding for this Agreement.

A lump sum payment in the amount of \$844.43 is to cover the .35% Economic Stability Dividend payment between the dates of February 1, 2017 and August 31, 2017.

Effective September 1, 2017 your monthly recurring payment is increased to \$45,471.25

Effective February 1, 2018 your monthly recurring payment is increased to \$45,821.38

The contractor agrees that the purpose of the funding provided under the economic stability mandate (ESM) is to increase wages and benefits for eligible staff. All funding increases related to ESM must be directed to eligible employees.

Additional Information

1. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 1st day of August, 2017.

SIGNED AND DELIVERED on the <u>1st</u> day of <u>August, 2017</u> on behalf of the Province by its duly authorized representative	SIGNED AND DELIVERED on the <u>28</u> day of <u>November, 2017</u> by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation)
Signature: <u>[Signature]</u>	Signature: _____
Print Name: <u>Ranjit Atwal</u>	Print Name: <u>Sandra Bryce</u>
Position: <u>Director of Operations or Designate</u>	Position: <u>Executive Director or Designate</u>
Responsibility: _____	Signature: <u>[Signature]</u>
Centre: _____	Print Name: _____
	Position: _____



Ministry of
Children and Family
Development

MODIFICATION AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister of Children and Family Development

AND

CHILD ABUSE PREVENTION AND COUNSELLING SOCIETY OF GREATER VICTORIA
(Legal Name)

BACKGROUND

- A. The parties entered into an Agreement KT09100003, beginning November 01, 2016.
B. The parties have agreed to modify the Agreement effective January 01, 2018.

AGREEMENT

Background

As a result of the Ministry's Multi-Year Action Plan the Province is providing a temporary funding enhancement of \$30,000 to the Contractor to support additional Sexual Abuse Intervention Program (SAIP) services for children, youth and Families.

Schedule "A" Services

In addition to the current services in this Agreement, the Contractor will use this temporary funding enhancement to increase their staffing levels and reduce their current waitlists for individual SAIP counselling, group SAIP counselling and provide a Parent Support Program "Raising Happy Kids".

The Contractor will provide an additional 304 hours of service of a Clinician and Clinical Supervisor with the temporary funding enhancement.

Schedule "B" Payments:

Paragraph 1.1 Aggregate Maximum – is increased by \$30,000

Paragraph 2.2 The Province will provide three lump sum payments in the following times and amounts:

- January 15, 2018 - \$10,000
- February 15, 2018 - \$10,000
- March 15, 2018 - \$10,000

Additional Information

1. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 1st day of January, 2018.

SIGNED AND DELIVERED on the <u>20th</u> day of <u>Dec</u> , 2017 on behalf of the Province by its duly authorized representative Signature: <u>[Signature]</u> Print Name: <u>Ranjit Adwal</u> Position: <u>Director of Operations or Designate</u> Responsibility: _____ Centre: _____	SIGNED AND DELIVERED on the <u>19</u> day of <u>December</u> , 2017 by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation) Signature: <u>[Signature]</u> Print Name: <u>Sandra Bryce</u> Position: <u>Executive Director or Designate</u> Signature: _____ Print Name: _____ Position: _____
--	---

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CHILD ABUSE PREVENTION AND COUNSELLING
SOCIETY OF GREATER VICTORIA

2 of 2

Agreement No: KT09100003

DISTRIBUTION: COPY 1 - REGIONAL FINANCE OFFICE COPY 2 - CONTRACTOR COPY 3 - ORIGINATING OFFICE

SERVICE AGREEMENT



MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT



Ministry of
Children and Family
Development

MINISTRY SERVICE AGREEMENT:
KT09100003

DOING BUSINESS AS: MARY MANNING
CENTRE
Agreement Name: Mary Manning Centre - SAIP &
Youth With Sexual Behaviour Problems

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF
BRITISH COLUMBIA, represented by
The Minister of Children and Family Development
(the "Province", "we", "us", or "our" as applicable) at the following
address:

140-4460 Chatterton Way
P.O. Box 9727 Stn. Prov. Govt.
Victoria, British Columbia
Canada V8W 9S2
Fax Number: (250)952-4282
Email:

AND CHILD ABUSE PREVENTION AND
COUNSELLING SOCIETY OF GREATER
VICTORIA
(Legal Name)

(the "Contractor", "you", or "your" as applicable) at the following
address:

210-1175 COOK ST
VICTORIA, British Columbia
Canada V8V 4A1
Fax Number: (250)386-8111
Email:

The term for the Service Agreement begins on:

01/04/2015
(Day/Month/Year)

and ends on

31/03/2019
(Day/Month/Year)

THE PARTIES AGREE TO THE TERMS AND CONDITIONS OF THE SERVICE AGREEMENT LOCATED ON THE
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT'S WEBSITE, VERSION 1.1 DATED JANUARY 13, 2015,
AND AGREE TO BE BOUND BY THE SCHEDULES LISTED BELOW AND ATTACHED TO THIS AGREEMENT:

- SCHEDULE A - SERVICES
- SCHEDULE B - PAYMENT
- SCHEDULE C - APPROVED SUBCONTRACTOR(S)
- SCHEDULE D - INSURANCE
- SCHEDULE E - AUTHORIZED PERSON
- SCHEDULE F - INFORMATION MANAGEMENT (RECORDS, PRIVACY AND SECURITY)
- SCHEDULE H - ADDITIONAL TERMS
- SCHEDULE I - REPORTING REQUIREMENTS

(collectively, the "Agreement")

SIGNED AND DELIVERED on the 23 day of
Feb, 2018 on behalf of the Province by its
duly authorized representative

Signature: Ranjit Arwal
Print Name: Ranjit Arwal
Position: Director of Operations
Responsibility
Centre: MGR COMM SRVS CORE VIC

SIGNED AND DELIVERED on the 22 day of
February, 2018 by or on behalf of the Contractor (or by its
authorized signatory or signatories (if the Contractor is a corporation))

Signature: Sandra Bryce
Print Name: Sandra Bryce
Position: Executive Director
Signature:
Print Name:
Position:

Contractor: By signing above you agree that you have read, understand, and agree to be
bound by, the Terms and Conditions and the Schedules for the Service Agreement

SUMMARY

Term 01/04/2018 to 31/03/2019

Total Amount of Agreement (not including any applicable taxes)

\$563,155.82

Allocation by Programs and Services

Programs		
<i>Sexual Abuse Intervention Program</i>		
Intervention - Therapeutic Intervention/Treatment		\$508,554.82
Sub-Total		\$508,554.82
Grouped Services		
<i>Youth with Sexual Behaviour Problems (SBPs)</i>		
Intervention - Therapeutic Intervention/Treatment		\$54,601.00
Non-Program Services		
Sub-Total		\$0.00
Total		\$563,155.82

Allocation by Community

Communities Served		
Greater Victoria		\$508,554.82
Total		\$508,554.82

Allocation by Business Area

Core Business Area	Business Area - Sub Business Area	
Child and Family Development	Community Child and Youth Mental Health	\$563,155.82
	Sub-Total	\$563,155.82
	Total	\$563,155.82

SCHEDULE A - SERVICES

PROGRAMS

Sexual Abuse Intervention Program

TARGET POPULATION:	Children and Youth who have experienced sexual abuse				
OUTCOME:	Children and Youth progress towards overcoming the effects of sexual abuse.				
SERVICE: INTERVENTION - THERAPEUTIC		Total Amount		\$508,554.82	
INTERVENTION/TREATMENT					
Definitions	Structured, planned and empirically supported therapy/treatment.				
Project Code	18CN294				
Input	Graduate Degreed Staff				
Output Indicators	# Hours	Quantity			
Reporting Frequency	Quarterly				
Core Business Area	Child and Family Development				
Business Area	Community Child and Youth Mental Health				
Communities Served					
Greater Victoria	Recipient(s)	0 to 18 years	Amount	\$508,554.82	

Additional Descriptions

OTHER

The specific objectives of sexual abuse intervention services are to:

- Alleviate psycho-social impairment and/or trauma-related symptoms in children and youth who have experienced sexual abuse;
- Reduce the likelihood of adverse long-term consequences of child sexual abuse trauma (e.g., depression, substance misuse, etc);
- Manage or reduce problematic behaviours and inappropriate sexual behaviour problems;
- Provide specialized treatment services to children with special needs (e.g., children with disabilities) who have been sexually abused;
- Assist non-offending family members and significant others in supporting the child/youth victim of sexual abuse;
- Instill knowledge and skills that reduce the likelihood of future incidents of sexual abuse;
- Assist the child and/or caregivers to develop an understanding of healthy sexuality, and
- As resources permit, build capacity to educate the public and the community on the prevention and early detection of child sexual abuse.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Sexual Abuse Intervention Program (SAIP). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SAIP contract - Day/Month/Year and End of SAIP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:

Sexual Abuse Intervention Program (SAIP)

- Number of information and referral contacts;
- Number of clients accepted for service; currently on a waitlist for service;
- Number of new clients added to active service during the reporting period;
- Number of active clients by age (0 - 5, 6 - 12, 13 - 18 years);
- Gender and Aboriginal status as self-identified by clients; and
- Number of clients discharged from service during the reporting period.

TARGET POPULATION

- The overall goal of community-based SAIP is to provide a range of appropriate, timely, and accessible assessment, treatment and/or support services to children and youth who have been sexually abused, and to children under the age of 12 with sexual behaviour problems.

SERVICE DESCRIPTION

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in improved functioning

Youth with Sexual Behaviour Problems (SBPs)

SERVICE: INTERVENTION - THERAPEUTIC		Total Amount	\$54,601.00
INTERVENTION/TREATMENT			
Definitions	Structured, planned and empirically supported therapy/treatment.		
Project Code	18CN294		
Input	Graduate Degreed Staff		
Output Indicators	# Hours	Quantity	
Reporting Frequency	Quarterly		
Core Business Area	Child and Family Development		
Business Area	Community Child and Youth Mental Health		
Special Tracking	Risk Reduction		
Communities Served			
	Recipient(s)	Amount	\$0.00

This allocation is provided as an estimate.

Additional Descriptions**SERVICE DESCRIPTION****(2) YOUTH WITH SEXUAL BEHAVIOUR PROBLEMS PROGRAM (SBPs) SERVICES:**

- The Youth With Sexual Behaviour Problems Program (SBPs) is a program, providing specialized services for youth over the age of 12 who have exhibited sexual behavior problems (SBPs) but who have not been charged for a sexual offence, to receive counselling within the community, in order to reduce or eliminate the likelihood of such behavior occurring in the future.

TARGET POPULATION

- The overall goal of SBPs is to provide a range of appropriate, timely and accessible assessment, treatment and/or support services to youth over the age of 12 who have exhibited sexual behaviour problems (SBPs) but who have not been charged for a sexual offense to receive counselling within the community.

INPUTS

- Degreed Staff, consistent with SAIP Standard 7, Therapist Competencies and Qualifications.

REPORTING

The contractor must deliver to us on a quarterly basis (four Quarterly Reports) - a statement of activities and related expenditures to date in a form satisfactory to us containing the following minimum data set for the Youth With Sexual Behaviour Problems (SBPs). Quarterly reports are to be in a form and content acceptable to the Ministry and will include at a minimum:

- Agency Name;
- Contract Number;
- Base budget: [Annualized & monthly payments];
- TPSA/SCA - Start of SBP contract - Day/Month/Year and End of SBP Contract - Day/Month/Year.
- Reporting Period: Quarter 1 – 4.

MINIMUM DATA SET:**Youth with Sexual Behaviour Problems (SBPs)**

- Client Reports – report at closing of service which will include initial assessment, and closing impressions, prognosis and recommendations; and
- Contract Reports – quarterly and to include number of referrals, ages, gender and aboriginal status as self - identified by clients, and length of treatment as well as referral source including which

MCFD office.

INTAKE OR REFERRAL PROCESS

- Use of Mary Manning Centre (MMC) referral criteria for screening of SBPs;
- Use of multi-faceted assessment tools (UCLA PTSD Reaction Index and the CSBCL);
- Consultation, follow-up, and attendance at meetings with community agencies (e.g., Youth Forensics Psychiatric Services [YFPS], school) as needed;
- Youth & family intervention therapy when attachment and trauma are part of SBPs;
- Evidence-based CBT for SBPs;
- Family safety plans and behavioural intervention; and
- Family structuring, education & intervention.
- Note: Refer to Attachment - Youth SBPs - for further details regarding Eligibility Criteria and Referral and Intake Process for treatment of youth with SBPs.

OUTCOMES

Short-term outcomes

- Safety for youth, family and in community is reviewed and a plan is identified and developed to meet safety needs;
- The youth and family is consistent in attendance and in staying involved with goals outlined in treatment plan;
- Youth and parent indicate motivation for change by engaging in counselling;
- Engagement of youth and family in practicing interventions for behavioural change between sessions;
- Youth and parent obtain knowledge and education on SBPs and healthy relating;
- Increased communication between youth and caregiver; and
- Structured design & implementation of treatment plan (e.g. SBP Pyramid).

Intermediate outcomes

- Engagement in ongoing safety interventions throughout treatment;
- Observable/reported changes begin in youth's attitude and behavior in regard to SBP;
- Understanding of the impact of SBP on others;
- Acquisition of healthy relating skills (youth and family) for modulating negative thoughts, feelings and behavior;
- Increased parental capacity to effectively manage family/youth interactions for positive outcome;
- Responsibility takes place in SBT sessions for SBPs;
- Apology session may be arranged when appropriate; and
- Acknowledgement and restorative process planned for enhancing healthy relationship(s).

Long-term outcomes

- No further engagement in SBPs;
- Youth able to identify and access resources as needed when feeling at risk or put in high-risk situations;
- Youth has increased engagement with same age youth in supportive community activities;

- Positive interactions with caregiver (less conflict and more compliance within family, as self-reported);
- Caregiver is more confident in applying skills in order to support youth development in a variety of settings;
- Evaluative component that provides information from this project that will inform practitioners and agencies on services to this population; and
- Strong, safe and supported family and healthier community.

OUTCOME INDICATORS

- ICM's & other case conferences attended as needed on behalf of client change;
- Outline of structured parent intervention and rules in regard to safety for each client is implemented; practice of emotional regulation and education of parents and youth in regard to SBPs and healthy relating; and
- Potential planning for a reconciliation session.

OUTPUT INDICATORS

- Appropriate referrals to SBP program and/or follow-up and referral to other service providers

OTHER

OUTPUTS

- Evidence-based treatment plan with specific client goals and outcomes;
- Social/sexual psycho-education;
- Training, Assessment, Intervention - Therapeutic Intervention / treatment, for up to twenty (20) children per year;
- Treatment intervention tools that provide transferrable skills for youth and family in different settings. For example, the treatment intervention may be to reduce anxiety/stress in the youth and family by teaching coping, problem-solving and grounding techniques, improved parenting which can all be used in a variety of settings;
- Assessment document on etiology of SBPs and demographics with youth & caregiver for each youth involved in the program; and
- Program review 12 months after implementation.

ACTIVITIES

- Referral by MCFD Child and Youth Mental Health, Team Leader;
- Assessment with youth and caregiver;
- Assess for trauma, exposure to violence, and attachment as well as SBPs; and
- Community agency involvement in assessment and treatment process.

BUSINESS AREA OUTCOMES

- Improved Mental Health for children and youth
- Increased resilience to promote positive mental health and to prevent/delay mental disorders among children at risk
- Decreased stigma, empowerment, and improved community supports
- Access to timely and appropriate interventions for children, youth & their families resulting in

improved functioning

SCHEDULE B – PAYMENT

Aggregate Maximum and Taxes

- 1.1 Subject to the provisions of the Agreement, we will pay you an amount not exceeding \$563,155.82 (not including any applicable taxes), in the aggregate, for providing the Services set out in Schedule A, during the term of this Agreement.
- 1.2 In addition, we will pay you any applicable taxes payable by the Province under law or agreement with the relevant taxation authority in relation to amounts payable under this schedule.

Payments

2.1 Variable

For Service: Intervention - Therapeutic Intervention/Treatment

We will pay you, to a maximum amount of \$56,315.58

For Service: Intervention - Therapeutic Intervention/Treatment

We will pay you, to a maximum amount of \$508,554.82 in accordance with the following payment schedule:

Your monthly recurring payments for this Agreement are:

- Effective April 1, 2018 \$46,906.31

Fiscal	Effective Date	Type	Increase to Fiscal Year Funding	Monthly Increase	Total Increase Annual Baseline
17/18	February 1, 2018	Economic Stability Dividend (ESD) 0.4%	\$280.10	\$140.05	\$1,680.60
18/19	April 1, 2018	Comparability Adjustment (CA) 2.5%	\$10,617.12		\$10,617.12
18/19	February 1, 2019	General Wage Increase (GWI) 1.0%	\$721.44		\$4,328.64
Total FY18/19			\$11,338.56	\$944.88	\$14,945.76
Grand Total				\$1,084.93	\$16,626.36

A retroactive lump sum payment in the amount of \$280.10 is to cover the Economic Stability Dividend between the dates of February 1, 2018 and March 31, 2018.

As a result of the Economic Stability Mandate, fiscal year 2018/19 funding is increased by **\$13,019.16**, comprised of **\$1,680.60** for 17/18 ESD and **\$11,338.56** for 18/19 CA and GWI to be paid in equal installments.

Effective April 1, 2018, the monthly payment is increased by **\$1,084.93** to a new **monthly amount of \$46,906.31**.

Annual baseline funding at the end of fiscal year 2018/19 is increased by **\$16,626.36** from **\$549,856.56** to **\$566,482.92**.

SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- 1.1 The following persons, groups of persons, or organizations, are specified as Subcontractors under section 12 of the Service Agreement:

None

SCHEDULE D – INSURANCE

- A. On behalf of the Contractor, the Province will purchase and maintain Commercial General Liability insurance (Master Insurance Program) in the amount of \$2,000,000 inclusive per occurrence against personal injury (including bodily injury), third party property damage arising out of the Contractor's performance of the Services set out in this Agreement.
- B. The Contractor is responsible for and will pay any deductible under the Master Insurance Program.
- C. The Province will obligate the Master Insurance Program's managing broker to provide the Contractor with a Certificate of Insurance and a copy of the Master Insurance Program policy wording.
- D. The Province will take reasonable steps to ensure the coverage specified in section A is continuous for the duration of this Agreement. The Province will not be responsible for providing coverage in the event the insurance is cancelled or reduced by the insurer.
- E. The Province does not represent or warrant that the Master Insurance Program covers any and all losses. The Contractor is responsible for ascertaining the exact nature and extent of coverage of the Master Insurance Program as well as the terms and conditions of the Master Insurance Program policy wording. No term or condition of this Agreement amends, extends or alters the coverage afforded by the Master Insurance Program policy wordings.
- F. Where the contractor uses a vehicle to perform the services as described in Schedule A the Contractor shall maintain Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2,000,000 per occurrence, and where applicable the Contractor may show evidence of this insurance using an ICBC Confirmation of Insurance Coverage (APV-47) form.
- G. The Contractor will provide, maintain, and pay for, any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in section A.

SCHEDULE E – AUTHORIZED PERSONS

Authorized Persons

- 1.1 The Contractor designates any of the following persons, (identified by name and/or position) to act for you in relation to this Service Agreement:
- 1.2 The Ministry designates any of the following persons (identify by name and/or position) to act for us in relation to this Service Agreement:

Conflict Resolution Officials

- 1.1 The designated "Officials" of the parties for the purposes of the Conflict Resolution Protocol are:

	Province	Contractor
Stage One:	Involved staff	Involved staff
Stage Two:	Director of Operations	Executive Director
Stage Three:	Executive Director of Service	Board Member

SCHEDULE F – INFORMATION MANAGEMENT (RECORDS, PRIVACY AND SECURITY)

Purpose

The purpose of this Schedule is to:

- (a) enable the Province to comply with the Province's obligations with respect to:
 - (i) creation, maintenance, retention and final disposition of the Province's Records, and
 - (ii) protection of Personal Information collected under this Agreement and pursuant to *FOIPPA*.
- (b) ensure that, as a service provider, the Contractor is aware of, and complies with, the Contractor's information management and protection (records, privacy and security) obligations with respect to:
 - (i) the Province's Records, and
 - (ii) the Personal Information collected or created under this Agreement.

Applicability

This Schedule applies to the management of the Province's Records and to the management of Personal Information contained in the Province's Records.

The Contractor must manage the Province's Records in accordance with this Schedule and in accordance with MCFD Contractor's Information Management Guidelines, which provide directions and standards to assist the Contractor in complying with this Schedule.

Definitions

I. In this Schedule:

- a) "access" means the ability or opportunity of a person to view, study, or obtain a copy of records;
- b) "FOIPPA" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- c) "contact information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- d) "control" (of a record) means the power or authority to manage the record throughout its life cycle, including restricting, regulating and administering its use and disclosure;
- e) "custody" (of a record) means having physical possession of a record, regardless of the format (e.g., paper or electronic);
- f) "Personal Information" means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province or the Contractor dealing with the same subject matter as the Agreement, but excluding any information that, if this Schedule did not apply to it, would not be under the control of a public body as interpreted under the FOIPPA;
- g) "Services Worker" means an individual involved in providing the Services for or on behalf of the Contractor and, for greater certainty, may include the Contractor or a subcontractor of an individual, or an employee or volunteer of the Contractor or of a subcontractor;
- h) "Privacy Training" means the Province's online privacy and information sharing training course.

RECORDS MANAGEMENT

Records Retention and Disposition

2. The Contractor must return the Province's Records regardless of format to the Province within the following time frames:
 - (a) within 30 calendar days of expiry or termination of the Agreement;
 - (b) within 7 calendar days of the Contractor receiving a request for return from the Province;
 - (c) when closed records volume is identified by the Contractor as warranting the transfer and the Province has provided written approval; or
 - (d) immediately when a Contractor advises the Province that they are no longer providing services or when the Province is concerned about the management of the Province's Records following a breach of security or privacy, including an unauthorized disclosure.

PRIVACY PROTECTION

Collection of Personal Information

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

Accuracy of Personal Information

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

Requests for access to Personal Information

7. If the Contractor receives a request for access to Personal Information from a person other than the Province, the Contractor must promptly advise the person to make the request to Information Access Operations with the Ministry of Technology, Innovation and Citizens' Services or successor.

Correction of Personal Information

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

Protection of Personal Information

12. The Contractor must protect Personal Information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any security arrangements expressly set out in the Security section of this Schedule.

Storage and access to Personal Information

13. Unless the Province otherwise directs in writing, the Contractor must not store Personal Information outside Canada or permit access to the Personal Information from outside Canada.

Retention of Personal Information

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

Use of Personal Information

15. Unless the Province otherwise directs in writing, the Contractor may only use Personal Information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of Personal Information

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

SECURITY

Services Worker confidentiality agreements

18. The contractor must immediately provide notice to the contract manager of any suspected information incident that threatens privacy or information security.
19. The Contractor must not permit a Services Worker who is an employee or volunteer of the Contractor to have access to Personal Information unless the Services Worker has first entered into a confidentiality agreement with the Contractor to keep Personal Information confidential on substantially similar terms as those that apply to the Contractor under the Agreement.

Services Worker security screening

20. The Contractor may only permit a Services Worker who is an employee or a volunteer of the Contractor to collect or have access to Personal Information, or otherwise be involved in providing the Services if, after having subjected the Services Worker to personnel security screening requirements as outlined in Appendix F1 to this Schedule, the Contractor is satisfied that the Services Worker does not constitute an unreasonable security risk.

Services Worker activity logging

21. The Contractor must create and maintain detailed Contractor's Records logging the activities of all Service Workers in relation to:
 - (a) their access to Personal Information; and
 - (b) any other matters specified by the Province in writing for the purposes of this section.

Facilities and Equipment protection and access

22. The Contractor must create, maintain and follow a documented process to:
 - (a) protect Facilities and Equipment of the Contractor required by the Contractor to provide the Services from loss, damage or any other occurrence that may result in any of those Facilities and Equipment being unavailable when required to provide the Services; and,
 - (b) limit access to Facilities and Equipment of the Contractor:

- i. being used by the Contractor to provide the Services; or
- ii. that may be used by someone to access information,

to those persons who are authorized to have that access and for the purposes for which they are authorized, which process must include measures to verify the identity of those persons.

- 23. If the Province makes available to the Contractor any Facilities or Equipment of the Province for the use of the Contractor in providing the Services, the Contractor must comply with any policies and procedures provided to it by the Province on acceptable use, protection of, and access to, such Facilities or Equipment.

Integrity of Information

- 24. The Contractor must create, maintain and follow a documented process for maintaining the integrity of information while in the custody of or accessed by the Contractor.
- 25. For the purposes of section 24 of this Schedule, maintaining the integrity of information means that, except to the extent expressly authorized by the Agreement or approved in writing by the Province, the information has:
 - (a) remained as complete as when it was acquired or accessed by the Contractor; and
 - (b) not been altered in any material respect.

Documentation of changes to processes

- 26. The Contractor must create and maintain detailed Records logging any changes it makes to the processes described in sections 21 and 22 of this Schedule.

Secure Storage

- 27. The Contractor must securely store the Province's Records in the Contractor's custody.

GENERAL

Privacy Training

- 28. The Ministry will pay the direct costs of the Privacy Training, the Contractor, must ensure that:
 - (a) all existing employees, agents, volunteers and sub-contractors who collect, create, or access Personal Information, complete Privacy Training within 3 months of this Agreement coming into force if they have not already done so;
 - (b) all new employees, agents, volunteers and sub-contractors engaged subsequent to the signing of this Agreement who will collect, create or access Personal Information have completed the provincially required Privacy Training prior to accessing Personal Information; and,
 - (c) a log is maintained with the names of all employees, agents, volunteers and sub-contractors who collect, create, or access Personal Information which indicates the status of their completion of the Privacy Training including date of completion. The Contractor must make this log available to the Province upon request.

Notice

- 29. The Contractor must immediately provide notice to the Province of
 - (d) a possible or confirmed foreign demand or request for disclosure, including the information required by section 30.2(3) of FOIPPA or
 - (e) anticipated or actual non-compliance with this Schedule, unauthorized access, collection, use, disclosure, storage, alteration or disposal of information or Records containing information; or
 - (f) unauthorized access to Facilities or Equipment.

In this provision, "foreign demand for disclosure" and "unauthorized disclosure of personal information" bear the same meanings as in section 30.2 of FOIPPA.

- 30. The Contractor must immediately provide notice to the Province of any non-compliance, or anticipated inability to comply, with a provision in this Schedule in any respect.

Compliance, Audit and Review

31. The Contractor must, in relation to the Province's Records, comply with:
 - (a) the requirements of *FOIPPA* applicable to the Contractor as a service provider, including any applicable order of the commissioner under *FOIPPA*, and
 - (b) any direction given by the Province under this Schedule.
32. The Contractor acknowledges that it is familiar with the requirements of *FOIPPA* governing Personal Information that are applicable to it as a service provider.
33. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect, and at the Province's discretion, copy, any of the Province's Records, or any of the Contractor's information management policies or practices or Records relevant to the Contractor's management of the Province's Records or the Contractor's compliance with this Schedule. The Contractor must permit and provide reasonable assistance to any such inspection.
34. If the Province conducts a review of a matter described in section 29 or 30 of this Schedule (whether or not the matter came to the attention of the Province as a result of a notification under section 29 or 30 of this Schedule), the Contractor must, on the request of the Province, participate in the review to the extent that it is reasonably practicable for the Contractor to do so.

Interpretation

35. Any reference to the "Contractor" in this Schedule includes any subcontractor, agent, or volunteer retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors, agents, and volunteers comply with this Schedule.
36. If a direction or provision of the Agreement or any Schedule conflicts with a requirement of *FOIPPA* or an applicable order of the commissioner under *FOIPPA*, the conflicting provision of the Agreement or Schedule will be inoperative to the extent of the conflict.
 - (a) If there is a conflict between a documented process required by this Schedule to be created or maintained by the Contractor and this Schedule, the provision of this Schedule will prevail to the extent of the conflict.
37. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
38. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 39 of this Schedule, the law of any jurisdiction outside Canada.
39. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with *FOIPPA*.

SCHEDULE F – Appendix F1 – Security screening requirements

The personnel security screening requirements set out in this Appendix F1 are for the purpose of assisting the Contractor to determine whether or not a Services Worker constitutes an unreasonable security risk.

Verification of name, date of birth and address

1. The Contractor must verify the name, date of birth and current address of a Services Worker by viewing at least one piece of “primary identification” of the Services Worker and at least one piece of “secondary identification” of the Services Worker,* as described in the table following this section. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records. For a Services Worker from another province or jurisdiction, reasonably equivalent identification documents are acceptable.

Primary Identification	Secondary Identification
Issued by ICBC: <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have photo).• B.C. Identification (BCID) card Issued by provincial or territorial government: <ul style="list-style-type: none">• Canadian birth certificate Issued by Government of Canada: <ul style="list-style-type: none">• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if holder's name is on card)• Credit card (only if holder's name is on card)• Passport• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if owner's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (only if has signature strip)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

*It is not necessary that each piece of identification viewed by the Contractor contains the name, date of birth and current address of the Services Worker. It is sufficient that, in combination, the identification viewed contains that information.

Verification of education and professional qualifications

2. The Contractor must verify, by reasonable means, any relevant education and professional qualifications of a Services Worker, obtain or create, as applicable, Records of all such verifications, and retain a copy of those Records.

Verification of employment history and reference checks

3. The Contractor must verify, by reasonable means, any relevant employment history of a Services Worker, which will generally consist of the Contractor requesting that a Services Worker provide employment references and the Contractor contacting those references. If a Services Worker has no relevant employment history, the Contractor must seek to verify the character or other relevant personal characteristics of the Services Worker by requesting the Services Worker to provide one or more personal references and contacting those references. The Contractor must obtain or create, as applicable, Records of all such verifications and retain a copy of those Records.

Security interview

4. The Contractor must allow the Province to conduct a security-focused interview with a Services Worker if the Province identifies a reasonable security concern and notifies the Contractor it wishes to do so.

SCHEDULE G – ASSETS

Property

- 1.1 The following property to be acquired by you with funds to be paid by us under this Service Agreement is specified in this Service Agreement as property to be owned by us:

None

- 1.2 The following property provided by us to you or a subcontractor for the purposes of this Service Agreement is to be owned by you or subcontractor as indicated:

None

SCHEDULE H – ADDITIONAL TERMS

SCHEDULE I – REPORTING REQUIREMENTS

Service Delivery Reports

- 1.1 The reports referred to in this section will be submitted within 30 days of the end of the period specified in form and content as determined by the Province.

Financial Reports

- 1.2 In addition to the financial statements requirements referred to in the Audit and Service Evaluation section of the Agreement, any financial reports should relate to service outputs at a minimum. The following additional financial reports are required:

i.

Name	Description
Annual Service Cost Report	Report that outlines the annual costs associated with a service.
Semi-annual Service Cost Report	Report that outlines the semi-annual costs associated with a service.

Additional Reports

- 1.3 Other information as requested by the Province.