



BRITISH
COLUMBIA

Ministry of
Children and Family Development

MODIFICATION AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,

represented by

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective May 29, 2012.

AGREEMENT

The parties agree as follows:

1. To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **June 30, 2013**.
2. To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$52,151.04**.
3. In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 22nd day of June, 2012.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Sarah Bower

Name

Sarah Bower

Title

Community Services Manager, Operations

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Dr. Peter Keller

Name

Dr. Peter Keller / Dr. Elizabeth Brimacombe

Title

Dean of Social Sciences / Chair, Department of Psychology

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MODIFICATION AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,

represented by

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective October 1, 2011.

AGREEMENT

The parties agree as follows:

1. To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **June 30, 2012**.
2. To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$39,113.28**.
3. In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 24 day of Oct, 2011.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

[Signature]

Name
John Campos

Title
Community Services Manager, Operations

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

[Signature]

Name
Dr. Peter Keller / Dr. Elizabeth Brimacombe

Title
Dean of Social Sciences / Chair, Department of Psychology

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represented by

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective October 1, 2010.

AGREEMENT

The parties agree as follows:

1. To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **September 30, 2011**.
2. To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$52,151.04**.
3. In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 22 day of September, 2010.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Name

Nancy Frederick

Title

Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

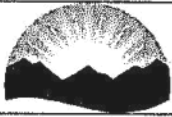
Name

Dr. Peter Keller / Dr. Elizabeth Brimacombe

Title

Dean of Social Sciences / Chair, Department of Psychology

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**BRITISH
COLUMBIA**

Ministry of
Children and Family Development

MODIFICATION AGREEMENT

BETWEEN

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

THE PROVINCE

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

UNIVERSITY OF VICTORIA

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019600 and dated OCTOBER 1,
1999, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective APRIL 1, 2008.

AGREEMENT

The parties agree as follows:

1. To amend the Client Service Agreement as follows:

2.0 TERM – 2.01 To extend the End Term Date to September 30, 2011.

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

The parties have duly executed this modification agreement as of the _____ day of _____, **2008**.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Name
NANCY FREDERICK

Title
COMMUNITY SERVICES MANAGER

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Name
DR. PETER KELLER

Title
DEAN OF SOCIAL SCIENCES

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BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,

represented by

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective October 1, 2009.

AGREEMENT

The parties agree as follows:

1. To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **September 30, 2010**.
2. To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$52,151.04**.
3. In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 25th day of September, 2009.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Nancy Frederick

Name

Nancy Frederick

Title

Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Dr. Peter Keller / Dr. Elizabeth Brimacombe

Name

Dr. Peter Keller / Dr. Elizabeth Brimacombe

Title

Dean of Social Sciences / Chair, Department of Psychology

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BRITISH
COLUMBIA

Ministry of
Children and Family Development

MODIFICATION AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,

represented by

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective April 1, 2009.

AGREEMENT

The parties agree as follows:

1. To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **September 30, 2009**.
2. To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$26,075.52**.
Payments - The Province will make payments to the Contractor in the following amounts and manner:
 - (a) The Province will increase the monthly payment from **\$4,277.48 to \$4,345.92** payable on the 15th day of each month commencing **April 15, 2009**.
 - (b) The Province will provide the Contractor the increase to assist in maintaining service levels, service quality and service continuity in this competitive labour environment. The amount of **\$410.64** has been added to the aggregate for the first six months of fiscal year 2009/10.
3. In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 6th day of April, 2009.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

N. Frederick

Name

Nancy Frederick

Title

Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

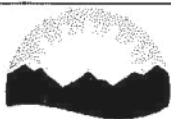
Contractor or Authorized Signatory

Dr. Margaret Wilson, Acting Dean
Dr. Peter Keller / Dr. Elizabeth Brimacombe
Margaret Wilson

Title

Dean of Social Sciences / Chair, Department of Psychology

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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

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective April 1, 2008.

AGREEMENT

The parties agree as follows:

- To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **March 31, 2009**.
- To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$51,329.76**.
Payments - The Province will make payments to the Contractor in the following amounts and manner:
 - The Province will increase the monthly payment from **\$4,210.12** to **\$4,277.48** payable on the 15th day of each month commencing **April 15, 2008**.
 - The Province will provide the Contractor the increase to assist in maintaining service levels, service quality and service continuity in this competitive labour environment. The amount of **\$808.32** has been added to the aggregate for fiscal year 08-09.
- In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 19 day of March, 2008.

SIGNED AND DELIVERED on behalf of the Province by its authorized representative:

Authorized Representative NANCY FREDERICK

Name
Nancy Frederick

Title
Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory Dr. Peter Keller / Dr. Elizabeth Brimacombe

Name
Dr. Peter Keller / Dr. Elizabeth Brimacombe

Title
Dean of Social Sciences / Chair, Department of Psychology

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|--|--|-------------------------------|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | MODIFICATION AGREEMENT |
|--|--|-------------------------------|

BETWEEN

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

The Province

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective April 1, 2007.

AGREEMENT

The parties agree as follows:

1. To Replace **PART III – DESCRIPTION OF COMPONENT SERVICES**
Section 1. Target Clients for Service
Paragraph B with the following:

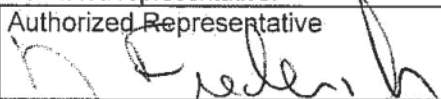
The Clinic will operate two days per week for twelve months of the year. It is anticipated that the number of cases to be served over the term of the contract is **16 - 22** cases.

- A. The total number of hours per month is estimated at 60 – 80.
B. Referral where court appearances are needed or expected is not appropriate.

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

The parties have duly executed this modification agreement as of the 23 day of July, 2007.

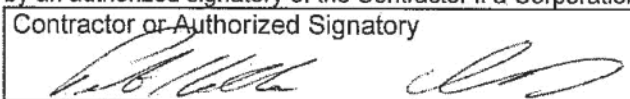
SIGNED AND DELIVERED on behalf of the Province by its authorized representative:

Authorized Representative


Name
Nancy Frederick

Title
Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory


Name
Dr. Peter Keller/Dr. Elizabeth Brimacombe

Title
Dean of Social Sciences/Chair, Department of Psychology

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**BRITISH
COLUMBIA**

Ministry of
Children and Family Development

MODIFICATION AGREEMENT

K03263

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,

represented by

Minister Of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective March 1, 2007.

AGREEMENT

The parties agree as follows:

- To Amend **PART II FUNDING PERIOD** - The Agreement is extended to **March 31, 2008**.
- To Amend **PART IV: FEES & EXPENSES/PAYMENT PROVISIONS**
Aggregate Maximum - The Aggregate to be increased by an additional **\$51,304.52**.
Payments - The Province will make payments to the Contractor in the following amounts and manner:
 - The Province will increase the monthly payment from **\$4,078.56 to \$4,210.12** payable on the 15th day of each month commencing **April 15, 2007**.
 - The Province will provide the Contractor the increase to assist in maintaining service levels, service quality and service continuity in this competitive labour environment. The amount of \$783.08 has been added to the aggregate for fiscal year 06-07 (Lump Sum Payment). The amount of \$795.64 is added to the aggregate for fiscal year 07-08.
- In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

The parties have duly executed this modification agreement as of the 3 day of April, 2007.

SIGNED AND DELIVERED on behalf of the Province by its authorized representative:

Authorized Representative

Nancy Frederick

Name
Nancy Frederick

Title
Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Dr. Peter Keller

Name
Dr. Peter Keller

Title
Dean of Social Sciences

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MAR 27 2007

Dr. Elizabeth Brimacombe
Chair, Department of Psychology


**BRITISH
COLUMBIA**

 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
 (the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND
UNIVERSITY OF VICTORIA

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective April 1, 2006.

AGREEMENT

The parties agree as follows:

1. The Agreement is extended to **March 31, 2007**, and the monthly payment will remain at **\$4,078.56** for the period of the extension.
2. The Aggregate will be increased by **\$48,942.72**.
3. In all other respects, the Agreement for **Family Functioning Support Services** is confirmed.

 The parties have duly executed this modification agreement as of the 16th day of March, 2006.

SIGNED AND DELIVERED on behalf of the Province by its authorized representative:

SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a Corporation)

Authorized Representative

Contractor or Authorized Signatory

Name

Nancy Frederick

Name

Dr. Peter Keller

Title

Community Services Manager

Title

Dean of Social Sciences

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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

Ministry of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1,
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective April 1, 2005.

AGREEMENT

The parties agree as follows:

1. To extend the End Term Date of this Component Services Schedule for **Family Functioning Support Services** to **March 31, 2006**.
2. To increase the aggregate by an additional **\$48,942.72**. The monthly payments to continue at **\$4,078.56**.
3. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 18 day of April, 2005.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Nancy Frederick

Name

Nancy Frederick

Title

Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Dr. Peter Keller

Name

Dr. Peter Keller

Title

Dean of Social Sciences

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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

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

UNIVERSITY OF VICTORIA

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1st, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective April 1st, 2004.

AGREEMENT

The parties agree as follows:

- The Agreement is extended to March 31st, 2005 at the current monthly payment of \$4,078.56. The aggregate will be increased by \$48,942.72.
- The Ministry and the Contractor seek to implement program effectiveness monitoring. If not already completed, the parties will work together during the next six months, or beyond, to clarify appropriate Outcomes, Indicators and the Information to be collected and reported to the Ministry. The data gathered will be utilized to obtain consistent information, to evaluate Outcomes achieved, to establish baselines against which future objectives may be set, and to enhance our knowledge of effective child, youth and family practice.

In addition, the Ministry is moving to Output-based reporting and payment for services. The Ministry will enter into discussions with the Contractor to implement Output-based contracting during the term of this agreement.

- In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 8th day of April, 2004.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Lise Erikson

Name
Lise Erikson

Title
Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

John Schofield

Name
John Schofield

Title
Dean of Social Sciences

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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

Ministry of Children and Family Development
(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria, Psychology Clinic
(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1,
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective December 1, 2003.

AGREEMENT

The parties agree as follows:

1. To extend the term to March 31, 2004.
2. To increase the aggregate by \$16,314.24.
3. Monthly payments remain at \$4,078.56.

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

The parties have duly executed this modification agreement as of the 11th day of December, 2003.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Lise Erikson

Name

Lise Erikson

Title

Community Services Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)
Contractor or Authorized Signatory

[Signature]

Name

JA Schirf

Title

DEAN OF SOCIAL SCIENCES

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COPY 2 - CONTRACTOR

COPY 3 - ORIGINATING OFFICE



FILE COPY

BETWEEN

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

Ministry of Children & Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria, Psychology Clinic

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 1,
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective July 1, 2003.

AGREEMENT

The parties agree as follows:

1. The Component Services Schedule shall be extended for the term July 1, 2003 to November 30, 2003.
2. The monthly payments shall remain at \$4,078.56. The Aggregate shall increase by \$20,392.80 for the term.
3. Part VII Termination Clause is added to the Component Schedule. Termination notice from either party is sixty (60) days.
4. Reports specified under Part 3, 7 of the Component Schedule will be submitted for the past 2 fiscal years by September 30, 2003.
5. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the _____ day of _____, _____.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

PS Munger

Name

Title

Regional Executive Director

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

John Schofield

Name

JOHN SCHOFIELD

Title

DEAN, FACULTY OF SOCIAL SCIENCES

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FILE COPY

BETWEEN

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

Ministry of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

UNIVERSITY OF VICTORIA

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 01
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective March 1, 2003.

AGREEMENT

The parties agree as follows:

1.
 - a) The term of the Component Services Schedule shall be extended to June 30, 2003.
 - b) The total Aggregate of the Component Schedule shall be increased by \$ 16,314.24..
 - c) Payments to the Contractor shall be made in monthly amount of \$ 4,078.56.
2. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 21 day of January, 2003.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Name
Dennis Clarkson

Title
Contract Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Name
John Schofield

Title
DEAN OF SOCIAL SCIENCES

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FILE COPY

BETWEEN

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

Ministry of Children and Family Development

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

UNIVERSITY OF VICTORIA

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 01,
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective October 01, 2002.

AGREEMENT

The parties agree as follows:

1.
 - a) The term of the Component Services Schedule shall be extended to February 28, 2003.
 - b) The total Aggregate of the Component Schedule shall be increased by \$ 20,392.80.
 - c) Payments to the Contractor shall be made in monthly amount of \$ 4,078.56.
 - d) Pursuant to the Client Service Agreement Vnnnnnnnnn Section 12.03 (b):
Part VI – General 6.1 Termination is added to the CSS as follows: "A party has given to the other party 60 days written notice that this Agreement is to end and their period of notice has elapsed."
2. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the _____ day of _____, _____.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Name
Lise Erikson

Title
Contract Manager

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Name
John Schofield

Title
DEAN OF SOCIAL SCIENCES

DISTRIBUTION: COPY 1 - FINANCIAL SERVICES DIVISION COPY 2 - CONTRACTOR COPY 3 - ORIGINATING OFFICE


**BRITISH
COLUMBIA**

 Ministry for
Children and Families

MODIFICATION AGREEMENT
BETWEEN
HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister for Children and Families

The Ministry for Children and Families

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND
University of Victoria (Psychology Clinic)

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 01,
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective October 01, 2001.

AGREEMENT

The parties agree as follows:

1. The term of the Component Schedule shall be extended to September 30, 2002
2. The total Aggregate of the Component Schedule shall be increased by \$ 48,942.72
3. Payments to the Agency shall be made in a monthly payment amount of \$ 4,078.56
4. In all other respects, the Agreement is confirmed.
5. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the _____ day of _____, _____.

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

 Authorized Representative

 Name
DENNIS CLARKSON

 Title
COMMUNITY SERVICE
MANAGER
SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

 Contractor or Authorized Signatory

 Name
Nancy Galambos John Schofield

 Title
Acting chair,
Dept. of Psychology DEAN OF SOCIAL SCIENCES

DISTRIBUTION: COPY 1 - FINANCIAL SERVICES DIVISION

COPY 2 - CONTRACTOR

COPY 3 - ORIGINATING OFFICE



BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister for Children and Families

The Ministry for Children and Families

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria (Psychology Clinic)

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 01,
1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement effective October 01, 2000.

AGREEMENT

The parties agree as follows:

1. The term of the Component Schedule shall be extended to September 30, 2001
 2. The total Aggregate of the Component Schedule shall be increased by \$ 48,942.72
 3. Payments to the Agency shall be made in a monthly payment amount of \$ 4,078.56
 4. In all other respects, the Agreement is confirmed.
5. In all other respects, the Agreement is confirmed.

The parties have duly executed this modification agreement as of the 23RD day of OCTOBER, 2000

SIGNED AND DELIVERED on behalf of the Province by its
authorized representative:

Authorized Representative

Lise Erikson

Name

LISE ERIKSON

Title

COMMUNITY SERVICES MANAGER

SIGNED AND DELIVERED by or on behalf of the Contractor (or
by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

John Schofield

Name

MICHAEL MASSON

John Schofield

Title

CHAIR OF PSYCHOLOGY

DEAN OF SOCIAL SCIENCES

DISTRIBUTION: COPY 1 - FINANCIAL SERVICES DIVISION COPY 2 - CONTRACTOR COPY 3 - ORIGINATING OFFICE



BETWEEN

The Ministry for Children and Families

(the "Province", the "Minister", a "Director", "we", "us", or "our" as applicable)

AND

University of Victoria (Psychology Clinic)

(the "Contractor", "you", or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement number V990019601 and dated April 01, 1998, (the "Agreement").
- B. The parties have agreed to modify the Agreement.

AGREEMENT

The parties agree as follows:

1. The term of the Component Schedule shall be extended to September 30, 2000.
2. The total Aggregate of the Component Schedule shall be increased by \$ 48,942.72
3. Payments to the Contractor shall be made in a monthly payment amount of \$ 4,078.56

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

The parties have duly executed this modification agreement as of the 26 day of OCTOBER, 1999.

SIGNED AND DELIVERED on behalf of the Province by its authorized representative:

Authorized Representative

Name
ARDIS BROWN

Title
MANAGER, COMM. SRVS.

SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a Corporation)

Contractor or Authorized Signatory

Name
Catherine A. Mateer, PhD, ABPP/CM, R. Psych.

Title
Professor & Clinical Psychologist
Psychology Clinic Director

DISTRIBUTION: COPY 1 - FINANCIAL SERVICES DIVISION
OFFICE

COPY 2 - CONTRACTOR

COPY 3 - ORIGINATING

COMPONENT SCHEDULE
University of Victoria (Psychology Clinic)
Family Functioning Support Services - V990019601

PART I - INTRODUCTION

1. This document is a "Component Schedule" forming part of the Client Service Agreement between Her Majesty the Queen in right of the Province of British Columbia, represented by the Minister for Children and Families and University of Victoria Psychology Clinic (the "Contractor") dated for reference the 1st day of April, 1998.
2. This Schedule applies only to the Component Services described in Part III of this Schedule.

PART II - FUNDING PERIOD

1. The period to which this Services Schedule applies start on **October 01, 1998** and ends on **September 30, 1999** unless ended earlier in accordance with the Client Service Agreement.

PART III - DESCRIPTION OF COMPONENT SERVICES

Program:

The UVIC Psychology Clinic provides psychological assessment of intellectual, psychosocial, neuropsychological and psychiatric functioning of individuals 6 years and older. Clinical interviews, standardized tests, and observations in home, school, or community may also occur depending upon the purpose of the referral. Services provided will focus on in-depth extensive assessment and feedback rather than ongoing therapeutic intervention (although ongoing intervention MAY occur on a limited selective basis).

1. Target clients for service:

A. Description

Clients may include children and adolescents (aged 6 years and older). It is anticipated that most of these children will be demonstrating some difficulties with cognitive, educational, behavioral or social development.

Clients may also include parents, guardians, caseworkers and/or families of children or adolescents who are experiencing problems.

- B. The clinic will operate two days per week for twelve months of the year. It is anticipated that the number of cases to be served over the total contract is 19 - 25 cases.

A. The total number of hours per month is estimated at 60 - 80.

B. Referral where court appearances are needed or expected is not appropriate.

Units - 24
65 x 12
780

2. Staff:

The contractor is associated with the Clinical Training Program in Clinical Psychology at the University of Victoria. It will primarily use unreimbursed student hours for service delivery. However, students will be supervised by a registered psychologist with appropriate clinical and supervisory skills. The contractor will employ two part time employee's in the provision of this service in a supervisory capacity.

3. Description of service/program to be provided:

A. Evaluation and Assessment Services

Psychoeducational assessments (Evaluation of IQ, basic cognitive abilities and academic achievement with integration and educational recommendations for children and adolescents who are experiencing academic difficulty secondary to underlying language or learning disabilities)

Neuropsychological assessments (Comprehensive evaluation of cognitive abilities for cases with known or suspected neurological insult; e.g., traumatic brain injury, ADHD, hypoxia, fetal alcohol syndrome, brain infections, various pre or post-natal drug exposures, etc.)

Psychoemotional evaluations (Evaluation of behavioral, mood or adjustment disorders)

B. Treatment Services (on a limited, selective basis)

Individual psychological therapy

Parenting skills / Behavioral management recommendations as part of this interactive feedback and reports based upon the assessments

4. Goals of Service/Program:

The goals of the program are to provide clinical psychological assessment and limited treatment services to children and adolescents who may be experiencing a broad range of cognitive, social, emotional and/or behavioral problems, or for whom such problems need to be ruled out. From the perspective of the Psychology Clinic, it is hoped that the service will provide an additional resource for clinical experience and training to graduate students who will enter the field of clinical psychology. MCF goals of service would include:

1. To assist families and children decrease the need for protective intervention by MCF via provision of early assessment and treatment.
2. To assist families to take charge of own lives and to develop/implement better plans for their children.
3. To assist MCF in developing clear permanent plans for children.

5. Method of delivery:

Services will be provided to children/adolescents, parents, caseworkers, and/or family units. Initial services will be provided within the Psychology Clinic on the campus of the University of Victoria. Follow-up services may be provided there, in the school setting or at home.

6. Method for monitoring services/program:

The Director of Clinical Training will be the primary contract with the Ministry of Children and Families and will oversee the program. There will also be a Clinical Supervisor employed by the University of Victoria who will be responsible for day to day clinic management and service delivery. All students involved with service delivery will have had the appropriate academic background and will have undergone a Criminal Records Check as mandated by the Criminal Records Review Act. MCF will provide a liaison worker for the program to have ongoing contact regarding issues and concerns.

7. Reports/information contractor will provide on service program:

Information will be compiled on the number of referrals, nature/category of referrals, time from referral to scheduling of an evaluation of client contact, and completion of evaluation and provision of report.

In addition, the clinic will send out an evaluation form to both the client served and to the referral source (e.g. caseworker or supervisor) regarding the timeliness, ease and usefulness of services. Both descriptive and qualitative information based on this information will be provided to the Ministry at the end of the contract period (or upon request).

- a) The Clinic will provide the referring office with a written assessment and, where appropriate, a written report on services provided. At conclusion of the contract, the Clinic will provide to MCF a report on number of families served, services provided and outcome of services.

PART V - FEES AND EXPENSES

1. The period to which the Payment Schedule applies to starts on **October 01, 1998** and ends on **September 30, 1999**, with the first payment payable to the Contractor on October 15, 1998 and all monthly payments during the term of the Contract to be paid on or after the 15th of the month.
2. Payment to the Contractor shall be made in accordance to the following payment schedule:
 - a) a monthly payment in the amount of **\$4,078.56** will be made to the Contractor upon signing of this Agreement.

3. Notwithstanding paragraph 2 of this Schedule in no event will the financial assistance payable to the Contractor in accordance with paragraph 2 of this schedule exceed, in the aggregate **\$48,942.72.**
4. The Contractor is responsible for all expenses incurred to meet the objectives of the Project.
5. Funding contributed under this Agreement will only be expended by the Contractor for the purpose of carrying out this Project in accordance with this Schedule and in accordance with any conditions set out in this Agreement.
6. This Schedule of payment replaces any previous schedule(s) of payment to provide the services delivered under this Agreement.

PART VI - INSURANCE REQUIREMENTS

The Agency shall, without limiting its obligations or liabilities herein and at it's own expense, provide and maintain the following insurance with insurers in British Columbia and in forms and amounts acceptable to the Province:

- 1.1 **Automobile Liability** on all vehicles owned, operated or licensed in the name of the Agency, and if used for government business, in an amount not less than \$2,000,000.
- 1.2 **Comprehensive General Liability** in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage. The Province is to be an additional insured under this policy. Such insurance shall include, but not be limited to:
 - a) Products and Completed Operations Liability;
 - b) Owner's and Contractor's Protective Liability;
 - c) Blanket Written Contractual Liability;
 - d) Contingent Employer's Liability;
 - e) Personal Injury Liability;
 - f) Non-Owned Automobile Liability;
 - g) Cross Liability;
 - h) Employees as Additional Insured;
 - i) Broad Form Property Damage; and
 - j) if applicable, Tenant's Legal Liability in an amount adequate to cover loss to premises of the Province occupied by the Agency.
2. The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the Province.
3. The Agency shall provide the Province with evidence of all required insurance prior to the commencement of the work or services. Such evidence shall be in the form of a completed Province of British Columbia Certificate of Insurance duly signed by the Insurance Broker. When requested by the Province, the Agency shall provide certified copies of required policies.

4. All required insurance shall be endorsed to provide the Province with 30 days advance written notice of cancellation or material change.
5. The Agency hereby waives all rights or recourse against the Province with regard to damage to the Agency's property.

The parties have executed this Component Schedule on the ____ day of _____, 1998.

SIGNED on behalf of the Province by an
authorized representative of the Ministry for
Children and Families.

SIGNED by or on behalf of the Contractor (or by
an authorized signature of the Contractor if a
corporation).

SIGNATURE

SIGNATURE

Print Name: _____
Contact Number: _____

Print Name: _____
Contact Number: _____

SUBSIDIARY COMPONENT AGREEMENT (SCA)





Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT11740001

Agreement Name: Family functioning support
services

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
Authorized Email: sarah.bower@gov.bc.ca

Fax Number: (250)952-4282

AND

UNIVERSITY OF VICTORIA
(Legal Name)

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

DEPT OF PSYCHOLOGY
PO BOX 3050 STN CSC
VICTORIA, BC
V8W 3P5

Fax Number:

The term for the Subsidiary Component Agreement begins on: 01/07/2014 and ends on 30/06/2015
(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 KT11740000:

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 15th day of
July, 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 27th day of
June, 2014 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Dr. Peter Keller Position: Administrator

Signature:


Print Name: Dr. Elizabeth Brimacombe Position: Chairperson

Signature:

Print Name:

Position:

READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT

| | | |
|--|--|---|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 <i>Agreement name:</i> Family functioning support services SCHEDULE A |
|--|--|---|

SCHEDULE A – SERVICES

SUMMARY

Term 01/07/2014 to 30/06/2015 *Total Amount of Component Agreement* **\$52,151.04**

Allocation by Programs and Services

| | | | |
|--|------------------------|------------------|--------------------|
| Programs | | | |
| <i>Family Preservation and Reunification</i> | | | |
| | Intervention - General | | \$52,151.04 |
| | | Sub-Total | \$52,151.04 |
| | | Total | \$52,151.04 |

Allocation by Community

| | | | |
|---------------------------|------------------|--------------|--------------------|
| Communities Served | | | |
| | Greater Victoria | | \$52,151.04 |
| | | Total | \$52,151.04 |

Allocation by Business Area

| | | | |
|------------------------------|---|------------------|--------------------|
| Core Business Area | Business Area - Sub Business Area | | |
| Child and Family Development | Family Development/Service to Strengthen Families | | \$52,151.04 |
| | | Sub-Total | \$52,151.04 |
| | | Total | \$52,151.04 |

PROGRAMS

Family Preservation and Reunification

TARGET POPULATION: Families involved with the ministry through its protection mandate. The focus is on families with children twelve years of age and under, but includes families with both children and youth.

OUTCOME: Children, youth and their families are able to remain together or, if apart, are able to reunite, free from abuse and neglect.

| | | | |
|--|---|---------------------|---------------------------|
| SERVICE: INTERVENTION - GENERAL | | Total Amount | \$52,151.04 |
| Definitions | Activities provided to maintain or prompt a planned change in the behaviour, condition or functioning of children, youth, and/or families/caregivers. | | |
| Project Code | 18CN289 | | |
| Input | Social Worker | | |
| Output Indicators | # Direct One to One Hours | Quantity | 845 |
| | # Recipients | | 22 |
| Reporting Frequency | Quarterly | | |
| Core Business Area | Child and Family Development | | |
| Business Area | Family Development | | |
| Sub Business Area | Service to Strengthen Families | | |
| Communities Served | | | |
| Greater Victoria | Recipient(s) | 0 to 18 years | Amount \$52,151.04 |

This allocation is provided as an estimate.

Additional Descriptions

TARGET POPULATION

Clients may include children and adolescents (aged 6 years and older). It is anticipated that most of these children will be demonstrating some difficulties with cognitive, educational, behavioral or social development.

Clients may also include parents, guardians, caseworkers and/or families of children or adolescents who are experiencing problems.

The clinic will operate two days per week for twelve months of the year. It is anticipated that the number of cases to be served over the total contract is 16 - 22 cases.

The total number of hours per month is estimated at 60 - 80.

Ministry referrals where court appearances are needed or expected is not appropriate for this program.

SERVICE DESCRIPTION

Services will be provided to children/adolescents, parents, caseworkers, and/or family units. Initial services will be provided within the Psychology Clinic on the campus of the University of Victoria. Follow-up services may be provided there, in the school setting or at home.

Evaluation and Assessment Services

Psycho-educational assessments (Evaluation of IQ, basic cognitive abilities and academic achievement with integration and educational recommendations for children and adolescents that are experiencing academic difficulty secondary to underlying language or learning disabilities).

Neuropsychological assessments (Comprehensive evaluation of cognitive abilities for cases with known or suspected neurological insult; e.g., traumatic brain injury, ADHD, hypoxia, fetal alcohol syndrome, brain infections, various pre or post-natal drug exposures, etc.).

Psycho-emotional evaluations (Evaluation of behavioral, mood or adjustment disorders).

Treatment Services (to be specified by a Ministry for Children and Family Development (MCFD) consultant on a limited, selective basis)

Parenting skills / Behavioral management recommendations as part of this interactive feedback and reports based upon the assessments.

OUTCOMES

The goals of the program are to provide clinical psychological assessment and limited treatment services to children and adolescents who may be experiencing a broad range of cognitive, social, emotional and/or behavioral problems, or for whom such problems need to be ruled out. From the perspective of the Psychology Clinic, it is hoped that the service will provide an additional resource for clinical experience and training to graduate students who will enter the field of clinical psychology. MCFD goals of service would include:

- To assist families and children decrease the need for protective intervention by MCFD via provision of early assessment and treatment.
- To assist families to take charge of own lives and to develop/implement better plans for their children.
- To assist MCFD in developing clear permanent plans for children.

REPORTING

Information will be compiled on the number of referrals, nature/category of referrals, time from referral to scheduling of an evaluation of client contact, and completion of evaluation and provision of report.

In addition, the clinic will send out an evaluation form to both the client served and to the referral source (e.g. caseworker or supervisor) regarding the timeliness, ease and usefulness of services. Both descriptive and qualitative information based on this information will be provided to the Ministry at the end of the contract period (or upon request).

The Clinic will provide the referring office with a written assessment and, where appropriate, a written report on services provided. At conclusion of the contract, the Clinic will provide to the MCFD consultant a report on number of families served, services provided and outcome of services.

OTHER

Staff:

The contractor is associated with the Clinical Training Program in Clinical Psychology at the University of Victoria. It will primarily use unreimbursed student hours for service delivery. However, students will be supervised by registered psychologists with appropriate clinical and supervisory skills. The contractor will utilize clinical supervisors from the clinical psychology faculty and may employ qualified employees in the provision of this service in a supervisory capacity.

The Psychology Clinic Coordinator will be the primary contact with MCFD who will oversee the program and be responsible for day to day clinic management and service delivery. All students involved with service delivery will have had the appropriate academic background and will have undergone a Criminal Records Check as mandated by the Criminal Records Review Act. MCFD will provide a liaison worker for the program to have ongoing contact regarding issues and concerns.

BUSINESS AREA OUTCOMES

- Families have an enhanced capacity to care for their children
- Extended Families and communities are actively engaged and caring for children
- Children and youth are healthy and have a sense of well-being
- Children and youth are free from abuse, neglect and exploitation
- Children and youth experience stability and permanence in their family and alternative family environment
- Children in care are engaged and successful at school and experience positive outcomes
- Children in care transition successfully to adulthood through appropriate supports and supportive relationships



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT11740001

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 \$52,151.04, 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 July, 2014 as provided in the following payment schedule:

| From | To | Amount | GST | Total |
|--------------|---------------|------------|--------|-------------|
| July 1, 2014 | June 30, 2015 | \$4,345.92 | \$0.00 | \$52,151.04 |
| | | | | \$52,151.04 |

2.2 Payment Address

DEPT OF PSYCHOLOGY PO BOX 3050 STN CSC VICTORIA, BC V8W 3P5

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 KT11740000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Not applicable

Transition to Unit Cost Based Payments

- 2.4 Not applicable


| | | |
|--|--|---|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 SCHEDULE C |
|--|--|---|

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: KT11740001 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 | Administrator |
| Stage Two: | Executive Director of Service | Chairperson |
| Stage Three: | Assistant Deputy Minister | 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: KT11740001 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:


Dr.Elizabeth Brimacombe, Chairperson

Peter Keller, Contractor

- 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:

Carol Sawyer, Consultant

Sarah Bower, Community Services Manager or Designate

| | | |
|---|---|--|
|  | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 SCHEDULE F1 |
|---|---|--|

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 and UNIVERSITY OF VICTORIA
(the "Province") (the "Contractor")

respecting Family functioning support services
(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.

| | | |
|--|--|--|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 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.

2. Schedule F1 – Privacy Protection Schedule

Notwithstanding Schedule F1-Privacy Protection Schedule in this Agreement; The Parties agree that Schedule F1 does not apply to this Agreement. The Contractor is a fully accredited University in British Columbia and has Privacy Protection requirements that meet or exceed the Ministry's requirements. Therefore:

- Documents produced from the services in this Agreement are owned by the Contractor;
- The Contractor agrees to ensure that the said documents are safeguarded and will apply the University of Victoria's Privacy Protection requirements to the documents.

SERVICE AGREEMENT



MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT



Ministry of
Children and Family
Development

MINISTRY SERVICE AGREEMENT:
KT11740001

Agreement Name: Family functioning support
services

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

UNIVERSITY OF VICTORIA
(Legal Name)

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

DEPT OF PSYCHOLOGY
PO BOX 3050 STN CSC
VICTORIA, BC
V8W 3P5

Fax Number:
Email:

The term for the Service Agreement begins on:

01/07/2015

(Day/Month/Year)

and ends on

30/06/2017

(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 25TH day of
June, 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 23rd day of
June, 2015 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: R. Canessa for C. Krull

Position: Administrator

Signature:

Print Name: D. Stephen Lindsay

Position: Chairperson

**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 01/07/2015 to 30/06/2017

Total Amount of Agreement (not including any applicable taxes)

\$104,302.08

Allocation by Programs and Services

| Programs | | |
|--|------------------|---------------------|
| <i>Family Preservation and Reunification</i> | | |
| Intervention - General | | \$104,302.08 |
| | Sub-Total | \$104,302.08 |
| | Total | \$104,302.08 |

Allocation by Community

| Communities Served | | |
|--------------------|--------------|---------------------|
| Greater Victoria | | \$104,302.08 |
| | Total | \$104,302.08 |

Allocation by Business Area

| Core Business Area | Business Area - Sub Business Area | |
|------------------------------|---|---------------------|
| Child and Family Development | | |
| | Family Development/Service to Strengthen Families | \$104,302.08 |
| | Sub-Total | \$104,302.08 |
| | Total | \$104,302.08 |

SCHEDULE A - SERVICES

PROGRAMS

Family Preservation and Reunification

TARGET POPULATION: Families involved with the ministry through its protection mandate. The focus is on families with children twelve years of age and under, but includes families with both children and youth.

OUTCOME: Children, youth and their families are able to remain together or, if apart, are able to reunite, free from abuse and neglect.

| | | | |
|--|---|---------------------|----------------------------|
| SERVICE: INTERVENTION - GENERAL | | Total Amount | \$104,302.08 |
| Definitions | Activities provided to maintain or prompt a planned change in the behaviour, condition or functioning of children, youth, and/or families/caregivers. | | |
| Project Code | 18CN289 | | |
| Input | Social Worker | | |
| Output Indicators | # Hours | Quantity | |
| Reporting Frequency | Quarterly | | |
| Core Business Area | Child and Family Development | | |
| Business Area | Family Development | | |
| Sub Business Area | Service to Strengthen Families | | |
| Communities Served | | | |
| Greater Victoria | Recipient(s) | 0 to 18 years | Amount \$104,302.08 |

This allocation is provided as an estimate.

Additional Descriptions

REPORTING

Information will be compiled on the number of referrals, nature/category of referrals, time from referral to scheduling of an evaluation of client contact, and completion of evaluation and provision of report.

The Clinic will provide the referring office with a written assessment and, where appropriate, a written report on services provided. At conclusion of the contract, the Clinic will provide to the MCFD consultant a report on number of families served, services provided and outcome of services.

OTHER

Staff:

The contractor is associated with the Clinical Training Program in Clinical Psychology at the University of Victoria. It will primarily use unreimbursed student hours for service delivery. However, students will be supervised by registered psychologists with appropriate clinical and supervisory skills. The contractor will utilize clinical supervisors from the clinical psychology faculty and may employ qualified employees in the provision of this service in a supervisory capacity.

The Psychology Clinic Coordinator will be the primary contact with MCFD who will oversee the program and be responsible for day to day clinic management and service delivery. All students involved with service delivery will have had the appropriate academic background and will have undergone a Criminal Records Check as mandated by the Criminal Records Review Act. MCFD will provide a liaison worker for the program to have ongoing contact regarding issues and concerns.

TARGET POPULATION

Clients may include children and adolescents (aged 6 years and older). It is anticipated that most of these children will be demonstrating some difficulties with cognitive, educational, behavioral or social development.

Clients may also include parents, guardians, caseworkers and/or families of children or adolescents who are experiencing problems.

The clinic will operate two days per week for twelve months of the year. It is anticipated that the number of cases to be served over the total contract is 16 - 22 cases.

The total number of hours per month is estimated at 60 - 80.

Ministry referrals where court appearances are needed or expected is not appropriate for this program.

SERVICE DESCRIPTION

Services will be provided to children/adolescents, parents, caseworkers, and/or family units. Initial services will be provided within the Psychology Clinic on the campus of the University of Victoria. Follow-up services may be provided there, in the school setting or at home.

Evaluation and Assessment Services

Psycho-educational assessments (Evaluation of IQ, basic cognitive abilities and academic achievement with integration and educational recommendations for children and adolescents that are experiencing academic difficulty secondary to underlying language or learning disabilities).

Neuropsychological assessments (Comprehensive evaluation of cognitive abilities for cases with known or suspected neurological insult; e.g., traumatic brain injury, ADHD, hypoxia, fetal alcohol syndrome, brain infections, various pre or post-natal drug exposures, etc.).

Psycho-emotional evaluations (Evaluation of behavioral, mood or adjustment disorders).

Treatment Services (to be specified by a Ministry for Children and Family Development (MCFD) consultant on a limited, selective basis)

Parenting skills / Behavioral management recommendations as part of this interactive feedback and reports based upon the assessments.

OUTCOMES

The goals of the program are to provide clinical psychological assessment and limited treatment services to children and adolescents who may be experiencing a broad range of cognitive, social, emotional and/or behavioral problems, or for whom such problems need to be ruled out. From the perspective of the Psychology Clinic, it is hoped that the service will provide an additional resource for clinical experience and training to graduate students who will enter the field of clinical psychology. MCFD goals of service would include:

- To assist families and children decrease the need for protective intervention by MCFD via provision of early assessment and treatment.
- To assist families to take charge of own lives and to develop/implement better plans for their children.
- To assist MCFD in developing clear permanent plans for children.

BUSINESS AREA OUTCOMES

- Families have an enhanced capacity to care for their children
- Extended Families and communities are actively engaged and caring for children
- Children and youth are healthy and have a sense of well-being

- Children and youth are free from abuse, neglect and exploitation
- Children and youth experience stability and permanence in their family and alternative family environment
- Children in care are engaged and successful at school and experience positive outcomes
- Children in care transition successfully to adulthood through appropriate supports and supportive relationships

SCHEDULE B – PAYMENT

Aggregate Maximum and Taxes

- 1.1 Subject to the provisions of the Agreement, we will pay you an amount not exceeding \$104,302.08 (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 July, 2015 as provided in the following payment schedule:

| From | To | Amount | Total |
|--------------|---------------|---------------|--------------|
| July 1, 2015 | June 30, 2017 | \$4,345.92 | \$104,302.08 |
| | | | \$104,302.08 |

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

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term 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.
 - (b) 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.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business 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 any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, 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 this Schedule in the Contractor's sole discretion.

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:

Dr. Catherine Krull, Administrator

Dr. Steve Lindsay, Chairperson

- 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:

Diane Rivers, Consultant

Ranjit Atwal, Community Services Manager or Designate

Conflict Resolution Officials

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

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

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

1. Schedule D - Insurance

Notwithstanding Schedule D, Paragraph 3 (a) (b) (c), so long as the Contractor is insured by the Canadian Universities Reciprocal Insurance Exchange ("CURIE"), the Province agrees that the above insurance requirements are satisfied by CURIE and that no further evidence of insurance is required during the Term of the Agreement.

2. Schedule F – Information Management (Records, Privacy and Security)

Notwithstanding Schedule F - Privacy Protection - The Parties agree that Schedule F does not apply to this Agreement. The Contractor is a fully accredited University in British Columbia and has Privacy Protection requirements that meet or exceed the Ministry's requirements: Therefore:

- Documents produced from the services in this Agreement are owned by the Contractor
- The Contractor agrees to ensure that the said documents are safeguarded and will apply the University of Victoria's Privacy Protection requirements to the documents.

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. Not applicable

Additional Reporting Requirements

- 1.3 Other information as requested by the Province.

SUBSIDIARY COMPONENT AGREEMENT (SCA)





Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT11740001

Agreement Name: Family functioning support
services

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
Authorized Email: sarah.bower@gov.bc.ca

Fax Number: (250)952-4282

AND

UNIVERSITY OF VICTORIA
(Legal Name)

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

DEPT OF PSYCHOLOGY
PO BOX 3050 STN CSC
VICTORIA, BC
V8W 3P5

Fax Number:

The term for the Subsidiary Component Agreement begins on: 01/07/2014 and ends on 30/06/2015
(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 KT11740000:

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 15th day of
July, 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 27th day of
June, 2014 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Dr Peter Keller Position: Administrator

Signature:

Print Name: Dr. Elizabeth Brimacombe Position: Chairperson

Signature:

Print Name:

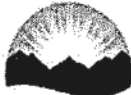
Position:

READ TERMS ON THE ATTACHED PAGES OF THIS DOCUMENT

Version: 1.0
Printed: 2014.06.27 10.31.08

KT11740001
UNIVERSITY OF VICTORIA

2 of 16

| | | |
|--|--|---|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 <i>Agreement name:</i> Family functioning support services SCHEDULE A |
|--|--|---|

SCHEDULE A – SERVICES

SUMMARY

Term 01/07/2014 to 30/06/2015 *Total Amount of Component Agreement* **\$52,151.04**

Allocation by Programs and Services

| | | |
|--|------------------|--------------------|
| Programs | | |
| <i>Family Preservation and Reunification</i> | | |
| Intervention - General | | \$52,151.04 |
| | Sub-Total | \$52,151.04 |
| | Total | \$52,151.04 |

Allocation by Community

| | | |
|---------------------------|--------------|--------------------|
| Communities Served | | |
| Greater Victoria | | \$52,151.04 |
| | Total | \$52,151.04 |

Allocation by Business Area

| | | |
|------------------------------|---|--------------------|
| Core Business Area | Business Area - Sub Business Area | |
| Child and Family Development | | |
| | Family Development/Service to Strengthen Families | \$52,151.04 |
| | Sub-Total | \$52,151.04 |
| | Total | \$52,151.04 |

PROGRAMS

Family Preservation and Reunification

TARGET POPULATION: Families involved with the ministry through its protection mandate. The focus is on families with children twelve years of age and under, but includes families with both children and youth.

OUTCOME: Children, youth and their families are able to remain together or, if apart, are able to reunite, free from abuse and neglect.

| | | | |
|--|---|---------------------|---------------------------|
| SERVICE: INTERVENTION - GENERAL | | Total Amount | \$52,151.04 |
| Definitions | Activities provided to maintain or prompt a planned change in the behaviour, condition or functioning of children, youth, and/or families/caregivers. | | |
| Project Code | 18CN289 | | |
| Input | Social Worker | | |
| Output Indicators | # Direct One to One Hours | Quantity | 845 |
| | # Recipients | | 22 |
| Reporting Frequency | Quarterly | | |
| Core Business Area | Child and Family Development | | |
| Business Area | Family Development | | |
| Sub Business Area | Service to Strengthen Families | | |
| Communities Served | | | |
| Greater Victoria | Recipient(s) | 0 to 18 years | Amount \$52,151.04 |

This allocation is provided as an estimate.

Additional Descriptions

TARGET POPULATION

Clients may include children and adolescents (aged 6 years and older). It is anticipated that most of these children will be demonstrating some difficulties with cognitive, educational, behavioral or social development.

Clients may also include parents, guardians, caseworkers and/or families of children or adolescents who are experiencing problems.

The clinic will operate two days per week for twelve months of the year. It is anticipated that the number of cases to be served over the total contract is 16 - 22 cases.

The total number of hours per month is estimated at 60 - 80.

Ministry referrals where court appearances are needed or expected is not appropriate for this program.

SERVICE DESCRIPTION

Services will be provided to children/adolescents, parents, caseworkers, and/or family units. Initial services will be provided within the Psychology Clinic on the campus of the University of Victoria. Follow-up services may be provided there, in the school setting or at home.

Evaluation and Assessment Services

Psycho-educational assessments (Evaluation of IQ, basic cognitive abilities and academic achievement with integration and educational recommendations for children and adolescents that are experiencing academic difficulty secondary to underlying language or learning disabilities).

Neuropsychological assessments (Comprehensive evaluation of cognitive abilities for cases with known or suspected neurological insult; e.g., traumatic brain injury, ADHD, hypoxia, fetal alcohol syndrome, brain infections, various pre or post-natal drug exposures, etc.).

Psycho-emotional evaluations (Evaluation of behavioral, mood or adjustment disorders).

Treatment Services (to be specified by a Ministry for Children and Family Development (MCFD) consultant on a limited, selective basis)

Parenting skills / Behavioral management recommendations as part of this interactive feedback and reports based upon the assessments.

OUTCOMES

The goals of the program are to provide clinical psychological assessment and limited treatment services to children and adolescents who may be experiencing a broad range of cognitive, social, emotional and/or behavioral problems, or for whom such problems need to be ruled out. From the perspective of the Psychology Clinic, it is hoped that the service will provide an additional resource for clinical experience and training to graduate students who will enter the field of clinical psychology. MCFD goals of service would include:

- To assist families and children decrease the need for protective intervention by MCFD via provision of early assessment and treatment.
- To assist families to take charge of own lives and to develop/implement better plans for their children.
- To assist MCFD in developing clear permanent plans for children.

REPORTING

Information will be compiled on the number of referrals, nature/category of referrals, time from referral to scheduling of an evaluation of client contact, and completion of evaluation and provision of report.

In addition, the clinic will send out an evaluation form to both the client served and to the referral source (e.g. caseworker or supervisor) regarding the timeliness, ease and usefulness of services. Both descriptive and qualitative information based on this information will be provided to the Ministry at the end of the contract period (or upon request).

The Clinic will provide the referring office with a written assessment and, where appropriate, a written report on services provided. At conclusion of the contract, the Clinic will provide to the MCFD consultant a report on number of families served, services provided and outcome of services.

OTHER

Staff:

The contractor is associated with the Clinical Training Program in Clinical Psychology at the University of Victoria. It will primarily use unreimbursed student hours for service delivery. However, students will be supervised by registered psychologists with appropriate clinical and supervisory skills. The contractor will utilize clinical supervisors from the clinical psychology faculty and may employ qualified employees in the provision of this service in a supervisory capacity.

The Psychology Clinic Coordinator will be the primary contact with MCFD who will oversee the program and be responsible for day to day clinic management and service delivery. All students involved with service delivery will have had the appropriate academic background and will have undergone a Criminal Records Check as mandated by the Criminal Records Review Act. MCFD will provide a liaison worker for the program to have ongoing contact regarding issues and concerns.

BUSINESS AREA OUTCOMES

- Families have an enhanced capacity to care for their children
- Extended Families and communities are actively engaged and caring for children
- Children and youth are healthy and have a sense of well-being
- Children and youth are free from abuse, neglect and exploitation
- Children and youth experience stability and permanence in their family and alternative family environment
- Children in care are engaged and successful at school and experience positive outcomes
- Children in care transition successfully to adulthood through appropriate supports and supportive relationships



Ministry of
Children and Family
Development

SUBSIDIARY COMPONENT AGREEMENT:
KT11740001

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 \$52,151.04, 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 July, 2014 as provided in the following payment schedule:

| From | To | Amount | GST | Total |
|--------------|---------------|------------|--------|-------------|
| July 1, 2014 | June 30, 2015 | \$4,345.92 | \$0.00 | \$52,151.04 |
| | | | | \$52,151.04 |

2.2 Payment Address

DEPT OF PSYCHOLOGY PO BOX 3050 STN CSC VICTORIA, BC V8W 3P5

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 KT11740000 any financial reports should, at a minimum, relate costs to service outputs. The following additional financial reports are required:

Not applicable

Transition to Unit Cost Based Payments

- 2.4 Not applicable


| | | |
|--|--|---|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 SCHEDULE C |
|--|--|---|

SCHEDULE C – APPROVED SUBCONTRACTOR(S)

Subcontractors

- I.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: KT11740001 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 | Administrator |
| Stage Two: | Executive Director of Service | Chairperson |
| Stage Three: | Assistant Deputy Minister | 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

| | | |
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|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 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:


Dr.Elizabeth Brimacombe, Chairperson

Peter Keller, Contractor

- 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:

Carol Sawyer, Consultant

Sarah Bower, Community Services Manager or Designate

| | | |
|--|--|---|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 SCHEDULE F1 |
|--|--|---|

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 and UNIVERSITY OF VICTORIA
(the "Province") (the "Contractor")

respecting Family functioning support services
(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.

| | | |
|--|--|--|
|  BRITISH COLUMBIA | Ministry of Children and Family Development | SUBSIDIARY COMPONENT AGREEMENT: KT11740001 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.

2. Schedule F1 – Privacy Protection Schedule

Notwithstanding Schedule F1-Privacy Protection Schedule in this Agreement; The Parties agree that Schedule F1 does not apply to this Agreement. The Contractor is a fully accredited University in British Columbia and has Privacy Protection requirements that meet or exceed the Ministry's requirements. Therefore:

- Documents produced from the services in this Agreement are owned by the Contractor;
- The Contractor agrees to ensure that the said documents are safeguarded and will apply the University of Victoria's Privacy Protection requirements to the documents.

SERVICE AGREEMENT



MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT



Ministry of
Children and Family
Development

MINISTRY SERVICE AGREEMENT:
KT11740001

Agreement Name: Family functioning support
services

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

UNIVERSITY OF VICTORIA
(Legal Name)

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

DEPT OF PSYCHOLOGY
PO BOX 3050 STN CSC
VICTORIA, BC
V8W 3P5

Fax Number:
Email:

The term for the Service Agreement begins on:

01/07/2017
(Day/Month/Year)

and ends on

30/06/2019
(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 18th day of
July, 2017 on behalf of the Province by its
duly authorized representative

Signature:

Print Name: Surjan Singh

Position: Director of Operations

Responsibility: MGR COMM SRVS CORE VIC
Centre:

SIGNED AND DELIVERED on the 11th day of
July, 2017 by or on behalf of the Contractor (or by its
authorized signatory or signatories if the Contractor is a corporation)

Signature:

Print Name: Catherine Krull

Position: Administrator

Signature:

Print Name: Ulrich Mueller

Position: Chairperson

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 01/07/2017 to 30/06/2019

Total Amount of Agreement (not including any applicable taxes)

\$109,786.39

Allocation by Programs and Services

Programs

Family Preservation and Reunification

Note: This Component Agreement includes an amount allocated to Program Level Funding - General Funding. This is an amount that the service provider is free to allocate across the requested services as they see fit.

Intervention - General.

\$109,786.39

Sub-Total \$109,786.39

Total \$109,786.39

Allocation by Community

Communities Served

Greater Victoria

\$109,786.39

Total \$109,786.39

Allocation by Business Area

Core Business Area

Business Area - Sub Business Area

Child and Family Development

Family Development/Family Preservation and Reunification

\$109,786.39

Sub-Total \$109,786.39

Total \$109,786.39

SCHEDULE A - SERVICES

PROGRAMS

Family Preservation and Reunification

TARGET POPULATION: Families involved with the ministry through its protection mandate. The focus is on families with children twelve years of age and under, but includes families with both children and youth.

OUTCOME: Children, youth and their families are able to remain together or, if apart, are able to reunite, free from abuse and neglect.

SERVICE INTERVENTION - GENERAL

| | | | |
|----------------------------|---|----------|---------------------|
| Definitions | Activities provided to maintain or prompt a planned change in the behaviour, condition or functioning of children, youth, and/or families/caregivers. | | |
| Project Code | 18CN289 | | |
| Input | Social Worker | | |
| Output Indicators | # Direct One to One Hours | Quantity | |
| Reporting Frequency | Annually | | |
| Core Business Area | Child and Family Development | | |
| Business Area | Family Development | | |
| Sub Business Area | Family Preservation and Reunification | | |
| Communities Served | | | |
| Greater Victoria | Recipient(s) | Family | Amount \$109,786.39 |

Additional Descriptions

REPORTING

Information will be compiled on the number of referrals, nature/category of referrals, time from referral to scheduling of an evaluation of client contact, and completion of evaluation and provision of report.

The Clinic will provide the referring office with a written assessment and, where appropriate, a written report on services provided. At conclusion of the contract, the Clinic will provide to the MCFD consultant a report on number of families served, services provided and outcome of services.

OTHER

Staff:

The contractor is associated with the Clinical Training Program in Clinical Psychology at the University of Victoria. It will primarily use unreimbursed student hours for service delivery. However, students will be supervised by registered psychologists with appropriate clinical and supervisory skills. The contractor will utilize clinical supervisors from the clinical psychology faculty and may employ qualified employees in the provision of this service in a supervisory capacity.

The Psychology Clinic Director will be the primary contact with MCFD who will oversee the program and be responsible for day to day clinic management and service delivery. All students involved with service delivery will have had the appropriate academic background and will have undergone a Criminal Records Check as mandated by the Criminal Records Review Act. MCFD will provide a liaison worker for the program to have ongoing contact regarding issues and concerns.

TARGET POPULATION

Clients may include children and adolescents (aged 6 years and older). It is anticipated that most of these children will be demonstrating some difficulties with cognitive, educational, behavioral or social development.

Clients may also include parents, guardians, caseworkers and/or families of children or adolescents who are experiencing problems.

The clinic will operate two days per week for twelve months of the year. It is anticipated that the number

of cases to be served over the total contract is 16 - 22 cases.

The total number of hours per month is estimated at 60 - 80.

Ministry referrals where court appearances are needed or expected is not appropriate for this program.

SERVICE DESCRIPTION

Services will be provided to children/adolescents, parents, caseworkers, and/or family units. Initial services will be provided within the Psychology Clinic on the campus of the University of Victoria. Follow-up services may be provided there, in the school setting or at home.

Evaluation and Assessment Services

Psycho-educational assessments (Evaluation of IQ, basic cognitive abilities and academic achievement with integration and educational recommendations for children and adolescents that are experiencing academic difficulty secondary to underlying language or learning disabilities).

Neuropsychological assessments (Comprehensive evaluation of cognitive abilities for cases with known or suspected neurological insult; e.g., traumatic brain injury, ADHD, hypoxia, fetal alcohol syndrome, brain infections, various pre or post-natal drug exposures, etc.).

Psycho-emotional evaluations (Evaluation of behavioral, mood or adjustment disorders).

Treatment Services (to be specified by a Ministry for Children and Family Development (MCFD) consultant on a limited, selective basis)

Parenting skills / Behavioral management recommendations as part of this interactive feedback and reports based upon the assessments.

OUTCOMES

The goals of the program are to provide clinical psychological assessment and limited treatment services to children and adolescents who may be experiencing a broad range of cognitive, social, emotional and/or behavioral problems, or for whom such problems need to be ruled out. From the perspective of the Psychology Clinic, it is hoped that the service will provide an additional resource for clinical experience and training to graduate students who will enter the field of clinical psychology. MCFD goals of service would include:

- To assist families and children decrease the need for protective intervention by MCFD via provision of early assessment and treatment.
- To assist families to take charge of own lives and to develop/implement better plans for their children.
- To assist MCFD in developing clear permanent plans for children.

BUSINESS AREA OUTCOMES

- Families have an enhanced capacity to care for their children.
- Extended Families and communities are actively engaged and caring for children.
- Children and youth are healthy and have a sense of well-being
- Children and youth are free from abuse, neglect and exploitation
- Children and youth experience stability and permanence in their family and alternative family

environment

- Children in care are engaged and successful at school and experience positive outcomes
- Children in care transition successfully to adulthood through appropriate supports and supportive relationships

SCHEDULE B – PAYMENT

Aggregate Maximum and Taxes

- 1.1 Subject to the provisions of the Agreement, we will pay you an amount not exceeding \$109,786.39 (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 - General

We will pay you, to a maximum amount of \$109,786.39 in accordance with the following payment schedule:

| Recurring Monthly Payments | | | |
|----------------------------|------------------|------------|--------------|
| From | To | Monthly | |
| July 1, 2017 | January 31, 2018 | \$4,549.62 | \$31,847.34 |
| February 1, 2018 | June 30, 2019 | \$4,584.65 | \$77,939.05 |
| | | | |
| | | Total | \$109,786.39 |

Rationale for payment increase:

As a result of the Economic Stability Mandate, the Province is increasing the funding for this Agreement the payments are changed to:

Effective July 01, 2017 your monthly recurring payment is \$4,549.62

Effective February 1, 2018 – as a result of a 1% General Wage increase your monthly payment is increased by an additional: \$35.03 To \$4,584.65.

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.

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

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term 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.
 - (b) 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.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
 - (a) within 10 Business 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 any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
 - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, 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 this Schedule in the Contractor's sole discretion.

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:

| Name | Position | Email Address |
|---------------------|---------------|---------------|
| Dr. Catherine Krull | Administrator | None |
| Dr. Ulrich Mueller | Chairperson | 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:

| Name | Position | Email Address |
|--------------------|------------------------|---------------|
| Carrie Ann Crowley | Consultant | None |
| Suman Singh | Director of Operations | 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: | Director of Operations or Designate | Administrator |
| Stage Two: | Executive Director of Service | Chairperson |
| Stage Three: | Assistant Deputy Minister | Chairperson |

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

1. Schedule D – Insurance

Notwithstanding Schedule D, Paragraph 3 (a) (b) (c), so long as the Contractor is insured by the Canadian Universities Reciprocal Insurance Exchange ("CURIE"), the Province agrees that the above insurance requirements are satisfied by CURIE and that no further evidence of insurance is required during the Term of the Agreement.

2. Schedule F – Information Management (Records, Privacy and Security)

Notwithstanding Schedule F - Privacy Protection - The Parties agree that Schedule F does not apply to this Agreement. The Contractor is a fully accredited University in British Columbia and has Privacy Protection requirements that meet or exceed the Ministry's requirements. Therefore:

- Documents produced from the services in this Agreement are owned by the Contractor
- The Contractor agrees to ensure that the said documents are safeguarded and will apply the University of Victoria's Privacy Protection requirements to the documents.

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. Not applicable

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

UNIVERSITY OF VICTORIA
(Legal Name)

BACKGROUND

A. The parties entered into an Agreement KT11740001, beginning July 01, 2017.

B. The parties have agreed to modify the Agreement effective July 20, 2018.

AGREEMENT

As a result of Economic Stability Mandate (ESM), your funding in fiscal 18/19 will be increased as shown in the following table:

Lump Sum Payment

| Type | Period | Total Lump Sum Payment | Increase to Baseline Funding |
|---------------|------------------------------------|------------------------|------------------------------|
| 18/19 2.5% CA | April 1, 2018 to January 31, 2019 | \$882.50 | |
| 18/19 1% GWI | February 1, 2019 to March 31, 2019 | \$248.46 | \$1,490.76 |
| | | \$1,130.96 | |

The Ministry will provide you with a lump sum payment of \$1,130.96 in fiscal year 18/19 to cover 18/19 2.5% Comparability Adjustment (CA) and 1% General Wage Increase (GWI) to be paid upon execution of this Agreement.

Annual baseline funding at the end of fiscal 18/19 is increased to \$56,506.56.

The Ministry will provide you with a lump sum payment of \$372.69 which is a prorated amount of \$1,490.76 to cover April 01, 2019 to June 30, 2019 18/19 2.5% CA and 1% GWI in fiscal year 19/20

Annual baseline funding at the end of fiscal 19/20 remains at \$56,506.56.

The Aggregate Maximum is increased by \$1,503.65

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.

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UNIVERSITY OF VICTORIA

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Agreement No: KT11740001

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

Additional Information

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

The parties have duly executed this modification agreement as of the 20th day of July, 2018.

| | |
|---|--|
| <p>SIGNED AND DELIVERED on the <u>9th</u> day of <u>August</u>, <u>2018</u> on behalf of the Province by its duly authorized representative</p> <p>Signature: <u>[Signature]</u></p> <p>Print Name: <u>Guman Singh Lise Erikson</u></p> <p>Position: <u>Director of Operations EDS</u></p> <p>Responsibility Centre: _____</p> | <p>SIGNED AND DELIVERED on the <u>3rd</u> day of <u>Aug.</u>, <u>2018</u> by or on behalf of the Contractor (or by its authorized signatory or signatories if the Contractor is a corporation)</p> <p>Signature: <u>[Signature]</u></p> <p>Print Name: <u>Catherine L. Costigan</u></p> <p>Position: <u>Administrator</u></p> <p>Signature: <u>[Signature]</u></p> <p>Print Name: <u>Ulrich Mueller</u></p> <p>Position: <u>Chairperson</u></p> |
|---|--|