

Urban Indigenous Identity, Gender, and Wellness: Sharing Wisdom Across Generations

CONTRACT TERMS

Date for reference: _____

BETWEEN:

[University Name/Address]

AND:

[Friendship/Métis Centre Name/Address]

1. TERM

[Date] to [Date], after which time will be reviewed and extended, pending funding.

2. COMMUNITY RESEARCH LIAISON COSTS

2.1 The total amount for all described services in **Appendix 1 (Services Performed by Community Research Liaison)** will be: \$XXXX (\$XX per hour plus XX% benefits); Total of XXX hours:

- Year 1 – XXX hours Year 2 – XXX hours Year 3 – XXX hours

2.2. Either the university or the Contractor may amend or vary these services upon mutual agreement in writing. In the event that the volume of work of the Community Research Liaison increases, the Contractor will inform university in writing prior to commencing the new services.

3. CONSULTATION AND CEREMONIAL COSTS

The Contractor will have access up to a total of \$XXXX

- Year 1 \$XXXX Year 2 \$XXXX Year 3 \$XXXX

3.1 Elder, Knowledge Keeper and Traditional Healer leadership and Traditional Knowledge: Total \$XXXX

- Year 1 \$XXXX Year 2 \$XXXX Year 3 \$XXXX

3.2 Community Advisory Team Meetings: Total \$XXXX

- Year 1 \$XXX Year 2 \$XXX Year 3 \$XXX
- \$XXX/hour for 3 members (Elders, Knowledge Keepers, Traditional Healers), max of 2 hours/meeting; \$XXX/hour for 3 members (Youth/Young Adults), max of 2 hours/meeting; Up to 6 people/meeting, 2 meetings/year.

3.3 Youth Advisory Team Meetings: Total \$XXXX

- Year 1 \$XXXX Year 2 \$XXXX Year 3 \$XXXX
- \$XXX/hour for Youth/Young Adults, max of 1 hour/meeting; Up to 4 people/meeting, 6 meetings/year.

4. ADMINISTRATIVE COSTS

The Contractor will receive 'Administrative Costs' totaling XX% of the total amount quoted in Section 2 and Section 3. This is intended to cover the costs for hosting the research and the Community Research Liaison (i.e., office space, printing, supervision, etc.).

5. TOTAL COMPENSATION AND EXPENSES

5.1 The maximum amount for the Community Research Liaison, Consultation and Ceremonial Costs and Administrative Costs will be up to \$XXXX.

- Year 1 \$XXXX Year 2 \$XXXX Year 3 \$XXXX

5.2 No expenses not outlined in Section 2 and Section 3 may be incurred without prior approval from the university.

5.3 On an annual basis, any unspent funds by the Contractor will be reviewed and may be returned to the main research project budget for use towards other research costs.

6. INVOICE SUBMISSION & CONTRACTOR PAYMENT

6.1 The Contractor will be paid quarterly following receipt of an invoice for the services performed. The Contractor will submit an invoice on the last day of: January, April, July and October.

For Costs Incurred	Invoice Due Date	Final Submission Date for Payment
October 1 – December 31 (Q3)	January 31	April 30
January 1 – March 31 (Q4)	April 30	July 30
April 1 – June 30 (Q1)	July 31	October 31
July 1 – September 30 (Q2)	October 31	January 31

7. PLACE OF PERFORMANCE

Services will be performed at the [Friendship/Métis Centre Name].

8. REPORTING

The reporting on the progress of any services performed under this agreement will be to the Executive Director, Principal Investigator or Research Manager.

9. INDEPENDENT CONTRACTOR

9.1 The Contractor will operate as an independent contractor at arm's length from the university and not as an employee of the university.

9.2 The Contractor is responsible for all matters relating to compliance with statutory obligations arising from these responsibilities, including matters arising between the Contractor and their employees. Such obligations include but are not limited to: remuneration; discipline; assessment of and withholding for income tax, employment insurance, Workers' Compensation, and Canada Pension Plan; leave, vacation, overtime and any other payments which may be assessed against the Contractor.

9.3 The Contractor is required to maintain reasonable general liability and/or professional liability insurance. The Contractor agrees to maintain general liability and/or professional liability insurance for all officers, agents and employees of the Contractor during the performance of the project.

10. TERMINATION

This may be terminated by either party:

10.1 If the Executive Director decides to withdraw their participation.

- 10.2 If the researchers and Executive Director believe the project will no-longer benefit the community.
- 10.3 For breach of any term of this document.
- 10.4 Upon thirty (30) days' written notice.

AGREED AND ACCEPTED:

[Name, Procurement Manager]
[University Name]

DATE:

[Executive Director Name]
[Friendship/Métis Centre Name]

DATE:

APPENDIX 1

SERVICES PERFORMED BY COMMUNITY RESEARCH LIAISON

- Facilitate research activities within the Friendship Centre/Métis Centre (hereafter “FC/MC”);
- Work with FC/MC Executive Directors to inform local Indigenous communities/Nations of the study;
- Work with FC/MC management and staff to assist in research activities and building/strengthening community-university-health region relationships;
- Complete research ethics trainings and certifications including Tri-Council Policy Statement Ethical Conduct for Research Involving Humans (TCPS 2) CORE Tutorial, sex/gender trainings, sex/gender-based analysis, Indigenous Methodologies, unconscious bias, cultural safety, Ownership, Control, Access, Possession (OCAP) and other related topics;
- Follow research ethical protocols (university ethics; Community Research Agreements);
- Invite community members to the Community Advisory Team and Youth Advisory Team in consultation with the Executive Director and university research team;
- Coordinate and participate in site meetings and correspond with local community, research and Community Advisory Team/Youth Advisory Team members, Elder Advisors, and other site Community Research Liaisons to ensure transparency and continuity of the project;
- Organize and help facilitate research activities within the FC/MC, including:
 - Cultural Safety Education Gatherings (held up to two times over project)
 - Talking /Sharing Circles and Post-Activity Sharing Sessions (held up two times/year)
 - Community Gatherings (help up to one time/year)
 - Locally-led activities. These may include artistic expression, photography/photo voice, harvesting camps, Ceremonies, teachings and sharing about meaning of land, spirituality, language, preserving/sharing food, and other topics to be decided by the FC/MC. These may be stand-alone activities or as programs that fit into existing FC/MC programs;
- Invite (recruit) community members to join research activities;
- Maintain records to track community member participation;
- Offer community members to complete hard-copy and/or online surveys;
- Digitally record Talking /Sharing Circles and Post-Activity Sharing Session discussions;
- Assist with preparing reports to be shared with members of the research team and partners including compiling information related to what community members share throughout the project;
- Ensure secure management/storage of research information (data);
- Assist with maintaining and summarizing information (data);
- Assist in preparing materials for sharing of findings in consultation with the Community Advisory Team/Youth Advisory Team, university research team, and FC/MC;
- Track expenses related to the research project;
- Work in collaboration with members of the university research team;
- Perform other related activities, as required.