

**Contract for Youth Internship Initiative – Industry Canada  
2015-2016 Volunteer Comox Valley**

Volunteer Comox Valley  
Youth Intern Initiative  
Unit C 450 8<sup>th</sup> Street  
Courtenay, BC

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Eligible Youth:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Summer Work Experience Stream:**  **Career Focus Stream:**

**Description of Youth Activity:** \_\_\_\_\_

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This legal agreement is between the Agency named above and Volunteer Comox Valley Society with respect to services to be performed in delivering the

**Youth Intern Initiative 2015-2016 Volunteer Comox Valley**

The services to be performed by the Agency are subject to the following terms and conditions:

**1. TERM**

- The term of this agreement is from the Start date to the End Date of the internship, as indicated by the Agency. The internship Start Date cannot precede April 1, 2015 and the End Date cannot exceed March 31, 2016.
- **Career Focus (CF) Interns are worth 500 hours at \$10.75 an hour**
- **Summer Works Experience (SWE) Interns are worth 300 hours at \$10.75 an hour.**
- **The services provided to the Volunteer Comox Valley are set out in Schedule A (Eligible Intern Host Organizations and Eligible Youth Activities.).**

- Services are not subject to the goods and services tax, and Volunteer Comox Valley shall not pay any goods and services tax to the Agency under this agreement.

## 2. EMPLOYMENT SERVICES AND RATE OF PAY

- The Agency shall hire eligible youth as per the Eligibility clause of Schedule A.
- **The Agency may host more than 1 Youth Intern. Each youth is situated at 1 host organization but may work at more than 1 site. Youth are normally limited to one CF Internship opportunity and cannot span across multiple contract years.**
- There is to be no job sharing or part-time positions without prior consent from Volunteer Comox Valley.
- The Agency will pay the Youth Intern \$10.75 per hour plus 11.67% Mandatory Employer Related Costs (MERCs).
- The Agency is responsible for any overtime wages paid to youth as required by the BC Employment Standards Act.

## 3. FUNDING

- Funding is provided to hire each Youth Intern for 300(SW) / 500(CF) hours at the rates specified in Form A.
- The use of funds will be monitored and subject to audit by Volunteer Comox Valley.
- The Agency is required to report to Volunteer Comox Valley immediately if any government assistance is to be received for the Project beyond that stipulated in the Agreement.
- In the event that additional government assistance is received by the Agency for the support of YI Initiative, the amount of funding provided under this Agreement may be reduced accordingly.
- The Agency affirms that it has not applied for more than one financial assistance under this Project and undertakes not to apply for more than one during this Project.

## 4. REPORTING REQUIREMENTS

Supervisor Reporting Requirements

- **Upon hiring eligible youth, The Supervisor is required to submit a Participant Information Form (PIF) of eligible youth, and this contract to quality for reimbursement of youth wages.**

- **The Supervisor is required to submit a monthly invoice on the prescribed form on the last business day of each month in which the youth has worked eligible reimbursable hours.**
- The Regional Coordinator will be in contact with the Supervisor over the course of the internship to plan the collection of these reports.
- Volunteer Comox Valley reserves the right to modify the reporting requirements for Supervisors in whole or in part.

#### Youth Reporting Requirements

- (i) Youth Interns are required to complete a Monthly Impact Report for every month worked, in whole or in part. The Monthly Impact Report must be completed on or by the last business day of the calendar month.
- (ii) Final Youth Report, to be completed by the Youth Intern on or by the End Date or by March 31, 2016, whichever is earlier.
- (iii) The Regional Coordinator will be in contact with the Youth Intern over the course of the internship to plan the collection of these reports.
- (iv) Volunteer Comox Valley reserves the right to modify the reporting requirements for Youth Interns in whole or in part.

#### Submission of Reports

- (i) All reports will be made available on the Volunteer Comox Valley website. <http://www.volunteercomoxvalley.ca/index.php?r=site/yii>
- (ii) The Regional Coordinator will instruct and assist youth on report completion.

#### Report Deadlines

- (i) Deadlines will be strictly enforced in order to ensure a timely release of YI Initiative funds from Industry Canada.
- (ii) Volunteer Comox Valley reserves the right to attach additional conditions to the funding and to request that an audit be submitted to the Regional Manager.
- (iii) Failure to meet the reporting deadlines will result in Volunteer Comox Valley withholding payment and may result in a termination of this agreement as per clause 13(d), below.

## 5. INVOICES

Intern Host Organizations will invoice Volunteer Comox Valley for the hours that youth work during a given month.

Invoices are due on or before the last business day of every calendar month that the youth is employed. Failure to meet the invoice deadline will result in the Volunteer Comox Valley withholding payment.

Invoice templates are available for download at <http://www.volunteercomoxvalley.ca/index.php?r=site/yii>

Invoices will not be paid by Volunteer Comox Valley until funds have arrived from Industry Canada for that period.

**The first installment of YI Initiative funds will not be sent to the Agency until the the first Invoice, the first Impact Report, this agreement, the Participant Information Form and any other reporting or procedural requirements stipulated by Volunteer Comox Valley have been completed and submitted.**

Each subsequent installment of YI Initiative funds will not be paid until the Monthly Impact Report, the Invoice for the completed month, and any other reporting or procedural requirements stipulated by Volunteer Comox Valley have been completed and submitted.

The last installment of the YI Initiative funds will not be paid until the final Impact Report, Youth Report, and any other reporting or procedural requirements stipulated by Volunteer Comox Valley have been completed and submitted. All reports and procedural requirements must be completed and submitted on or by the last business day prior to the End Date or March 31, 2016, whichever is earlier.

Deadlines will be strictly enforced in order to ensure a timely release of YI Initiative funds from Industry Canada. Failure to meet the invoicing deadlines will result in Volunteer Comox Valley withholding payment and may result in a termination of this agreement as per clause 13(d), below.

Volunteer Comox Valley reserves the right to attach additional conditions to the funding and to request that an audit be submitted to the YI Initiative Regional Manager.

## **6. UNSPENT FUNDS**

Volunteer Comox Valley shall retain the right at all times to recover, with cause, the whole or any part of the funds transferred to the Agency pursuant to this agreement.

Any overpayment paid to the Agency must be refunded by cheque payable to Volunteer Comox Valley. Payment must be postmarked no later than 5 business days after Volunteer Comox Valley communicates the request to the Agency or March 31, 2016, whichever is earlier.

If the total hours paid for an internship are less than the prescribed worth the portion of the YI Initiative disbursement must be returned to Volunteer Comox Valley no later than 5 business days after the End Date or March 31, 2016, whichever is earlier.

## **7. RECORDS**

The Agency will maintain YI Initiative-related financial and payroll records as prescribed by law.

The Agency shall retain books, records and supporting documents related to the Project, including Eligible Costs, for three years following the End Date of YI Initiative 2015-16. Volunteer Comox Valley and the Minister may have access to such documentation for auditing and evaluation purposes.

## **8. INSPECTION**

The Agency will permit Industry Canada, Volunteer Comox Valley, the Regional and the Regional Manager to enter, at reasonable times, any premises used by the Agency in order to observe and evaluate the Agency's program and financial records related to the YI Initiative.

## **9. INSURANCE**

The Agency shall maintain Workers' Compensation, accident insurance, and disability insurance for employee(s) hired through YI Initiative.

## **10. NON-ASSIGNMENT**

The Agency shall not assign this agreement or any part thereof, without the prior consent of Volunteer Comox Valley.

## **11. OWNERSHIP OF MATERIAL AND INFORMATION**

The material and information of Volunteer Comox Valley are the sole property of the Volunteer Comox Valley.

All material and information produced or developed by the Agency under the terms and conditions of the agreement are the property of Volunteer Comox Valley.

The Intern Host Organization assigns any copyright it may have in all material and information produced or developed as part of its participation in the YI Initiative to the benefit of Volunteer Comox Valley.

The Intern Host Organization must accept ownership and custody of goods purchased by the Project. Such goods must be listed and title be duly transferred to Centre's, with evidence to be kept on record and available for audit by Volunteer Comox Valley and the Minister upon request.

Any exception to Section 12 clauses (a) through (c) inclusive must receive prior consent from Volunteer Comox Valley and must be accompanied by recognition of copyright.

**12. PUBLIC ACKNOWLEDGEMENT OF FUNDING**

The Agency consents to public announcements by or on behalf of the Minister relating to this Agreement, the Project, and any of the information attached hereto.

The Agency will publicly acknowledge the Minister's contribution by clearly and prominently identifying the contribution to the public in all promotional and advertising tools in wording satisfactory to the Minister, such as "The Government of Canada provides funding for this initiative."

The Agency will publicly acknowledge the Minister's contribution in all public activities related to the Project.

**GENERAL**

Schedules A and Form B are incorporated into and form part of this agreement.

No change or modification of this agreement shall be valid unless it is in writing and signed by an authorized signatory of each party. Such amendment or alteration shall be supplemental to the agreement and form part of the agreement.

The Agency agrees that Volunteer Comox Valley shall not be liable for any injury, loss, or damage (including death) in any way attributable to the Agency's services pursuant to this agreement.

Volunteer Comox Valley reserves the right to terminate the agreement at any time and to withhold payment of any amount up to the balance owing, without written notice, for failure of the Agency to meet the required level of services, to provide any of the services specified in the agreement, or to comply with reporting and procedural requirements as stipulated by this agreement.

Please return the original, signed, agreement to the Regional Coordinator by mail to the address indicated at the top of this legal agreement.

Upon receipt, the Regional Coordinator will sign the agreement and fax a copy to the Agency. Please retain a copy of these signed documents at the Intern Host Organization.

Per Volunteer Comox Valley Society

\_\_\_\_\_  
Regional Coordinator                      Date

\_\_\_\_\_  
Please Print Name Here

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Authorized Signatory                      Date

\_\_\_\_\_  
Please Print Name Here

\_\_\_\_\_  
Witness    Date

