

Partnership Agreement

BETWEEN: U-Links Centre for Community-Based Research (hereafter known as U-Links)
AND: Applied Planning - Environmental, under the School of the Environment and Natural Sciences (SENRS), Fleming College (hereafter known as APE Program)

PURPOSE

The purpose of this agreement is to delineate U-Links' program delivery of Community-Based Research (CBR) and Community Service Learning (CSL), hereafter known as Experiential Learning (EL), to Fleming College's APE Program.

TERM OF AGREEMENT

December 30, 2019 – May 31, 2020

Community-Based Research

Community-based research brings together the knowledge of the community with the expertise of the APE Program. The research questions come from community organizations and, using rigorous research methods, community members, researchers, faculty and students work collaboratively to develop recommendations.

Community-Service Learning

Community service learning combines short-term needs of the community with students. Students engaging in community service learning are provided with valuable experiences and knowledge-building opportunities as a foundation for further academic development. Reflection reports are the key evaluative component of the CSL experience completed by students following participation.

SUPPORT FLEMING COLLEGE PRIORITIES

This partnership supports Fleming College's Strategic priorities and values of collaborating with its communities, employers, and students, as well as toward sustainability for the college and its environment. This partnership also encourages, facilitates and recognizes student and staff contributions toward community betterment.

Fleming College's 2017-20 Strategic Mandate Agreement in applied research excellence and impact is also supported: "Applied research projects create or improve products, services and processes. College applied research gives industry firms access to the skills and competencies of faculty and students, facilities and equipment and markets and networks through the colleges' connections to local business and communities."

EL PROGRAM DELIVERY

The EL Program in Haliburton County shall be delivered by U-Links in collaboration with the Fleming College SENRS APE Program. U-Links is a project of the Haliburton County Community Cooperative (the "Co-op"). The Co-op is a provincially incorporated, not-for-profit organization and provides the legal governing structure for U-Links.

All parties agree that this Agreement is subject to the following terms and conditions.

Programming

- a. Proposal Development: U-Links will be accountable for CBR and CSL project proposal development in Haliburton County.
- b. Faculty Contact: Project proposals in progress may be discussed with relevant SENRS Program faculty to determine suitability and appropriate scope for APE students.
- c. CBR/CSL Guest Lecturing: Where appropriate, U-Links staff will be available to present project proposals in class for the purpose of project matching and CBR/CSL education.
- d. Documentation Requirements: Student Application Form, Student Insurance Form, Host Organization Insurance Form and Project Agreement Form.
- e. Project Value: Students matched to projects will be provided the opportunity to meet project hosts for the purpose of communicating the scope, purpose and value of the students' contribution to the organization and Haliburton community.
- f. Proposals Submission: Project proposals developed by U-Links in Haliburton County for the 2019/20 academic year will be submitted to the APE Program Coordinator for circulation and matching with faculty December 2019. Project proposals submitted after this date will be assessed by U-Links and Fleming in accordance with the resources and capacity of both parties.
- g. Reporting: U-Links will provide a Program and Service Report to the SENRS Dean/Principal in May 2020 that documents projects completed in the preceding academic year.

Resources

- h. Office Space: Minden Hills Community Services department will provide U-Links with appropriate office space to conduct EL business and meetings with students, faculty, Haliburton County community, private and municipal organizations. The APE program will make space available at the Frost Campus in Lindsay to meet with students and faculty.
- i. Advising: The U-Links Management Committee will serve as a community advisory committee to advise U-Links staff on research needs and opportunities in the community and provide feedback, as required, on research proposals.

Communication and Relations

- j. Program Meetings: U-Links will collaborate with the APE Program Coordinator to hold quarterly meetings to review EL Program updates, issues and responsibilities.
- k. Program Review: U-Links Management Committee representatives and the U-Links director will meet annually with the SENRS and Fleming College Principal to review and update the U-Links/SENRS program working relationship.
- l. Program Quality: In an effort to maintain a high standard of experiential learning U-Links agrees to communicate and resolve any concerns related to quality in a timely manner (i.e. project proposal development, project completion, and expectations related to students, faculty and host organizations etc.).

Knowledge Sharing

- m. Showcasing Research and Learning: U-Links will organize and host the Celebration of Research event, a public showcase of university and college student talent, research and service learning in Haliburton County. This is an annual Haliburton event held in March.
- n. Library Services: U-Links will maintain an online and physical library of community-based research projects undertaken in Haliburton and also make this research available through the Haliburton County Public Library.

FINANCIAL ACTIVITY

- a. The fee per CBR project proposal matched with students in the APE Program is \$3,925
- b. The fee per CSL project proposal matched with students in the APE Program is \$1,650
- c. 50% of the total amount due for CBR and CSL projects matched will be invoiced to the APE Program upon completion of the Project Agreements.
- d. The balance due for CBR projects will be invoiced upon submission of the final CBR student reports to project host organizations (i.e. end of academic term).
- e. The balance due for CSL projects will be invoiced upon completion of the CSL activities.

This fee and payment schedule will be reviewed annually to accommodate any changes in the level of Experiential Learning services provided by U-Links.

AMENDMENTS

Amendments may be made and will form part of this agreement. Amendments to this agreement must be in writing and mutually agreed upon.

GRIEVANCES

It is the responsibility of the APE Program and U-Links to make any grievance complaints in a responsible and timely fashion.

Step 1

If either party has a complaint or question to discuss, the matter will be taken up verbally with the Coordinator of the APE Program and the Coordinator of U-Links. If the complaint is not resolved to the satisfaction of either party in this way, proceed to Step 2.

Step 2

The grievance, submitted in writing, shall be presented to the Chair of the SENRS, Frost Campus and the Director of U-Links and a meeting of the parties will be arranged to attempt to resolve the matter.

Step 3

If the grievance is still outstanding at the end of Step 2, the matter will be taken to the Dean/Principal of Fleming's SENRS, Frost Campus and the Chair of U-Links Management Committee to discuss resolution of the complaint. If a resolution cannot be made, either party may proceed to terminate the agreement.

TERMINATION

Either party may, with ninety (90) days notice, terminate the agreement if either party fails to fulfill any of the obligations under this agreement and resolution of any grievance cannot be made.

Reimbursements of fees paid will be pro-rated and payable to the APE Program within thirty (30) days of the termination date.

SIGNING AUTHORITY

Either party will notify the other of any changes in Signing Authority that could weaken or nullify this agreement.

INDEMNIFICATION

U-Links and the Co-op, as the insurance policyholder, shall hold harmless the APE Program, SENRS, Frost Campus from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the U-Links/Co-op, their servants or agents in performing the work or as a result of the work.

The SENRS APE Program, Frost Campus shall hold harmless U-Links and the Co-op from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the APE Program, their servants or agents in performing the work or as a result of the work.

ASSIGNABILITY


This agreement is not assignable by any party.

Dated this 30 day of December, 2019

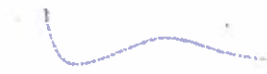
The signatories for each party below are familiar with, and agree to, the terms and conditions set forth in this agreement.



Signature	Name
Larry Clarke, Co-Chair, U-Links Centre for Community-Based Research 93 Bobcaygeon Road, Minden, Ontario	



Signature	Name
Jim Blake, President, Haliburton County Community Co-operative 93 Bobcaygeon Road, Minden, Ontario	



Signature	Name
Brett Goodwin, Dean/Principal, Fleming College 200 Albert St S, Lindsay, ON K9V 5E6	