

**Northern Policy Institute/Institut des politiques du Nord**  
874 Tungsten Street, P.O. Box 10117  
Thunder Bay, Ontario P7B 6T6

Agreement made on \_\_\_\_\_ between Northern Policy Institute/Institut des politiques du Nord, hereinafter called "NPI/IPN", and \_\_\_\_\_, hereinafter called "Member".

### **Project Description**

The Northern Analyst Cooperative, a project of Northern Policy Institute, will allow Members to "time share" a professional policy analyst. By merging our collective resources we can ensure that the smallest municipality or local charity can access high-end skills at an affordable price. The cost of the analyst's services are covered in part by NPI and our sponsors, and in part through the membership fees paid by members.

### **Membership Objectives**

Without limiting the generality of the foregoing, the objective of this membership is to:

Identify, collect, collate, analyze and present data relating to the Member's priorities and purposes in Northern Ontario, and develop information and analysis to help guide policy decision making. This work will be done in an evidence-based manner and the Analyst will be free to reach and express conclusions supported by the evidence in accordance with NPI/IPN's internal guidelines relating to research, author independence, and peer review procedures.

### **Membership Privileges**

All Members receive:

- Laid out final document – this document can be branded for the Member or it can be branded as a publication of the Northern Analyst Cooperative. In either case NPI/IPN's role will be cited on the inside cover.
- Full French translation
- The ability to draw on a professional researcher (in ½ day increments) up to a maximum of:
  - Platinum Members: 24 days
  - Gold Members: 12 days
  - Silver Members: 4 days
  - Bronze Members: 2 days
  - These days can be booked as a block or in a series of blocks and can be used for one project or for several. At the member's discretion subject to NPI/IPN agreement on the project proposal (see more details below).

**Format**

The Analyst providing the services will be selected by NPI/IPN. The Member will have every opportunity to communicate with the Analyst regarding their requirements generally and specifically as they arise, providing that the President of NPI/IPN or his designate are copied on any new research requests.

The Member will provide the Analyst with all information that they have available to them which may be useful in determining the scope of the project work and in furthering the research, analysis or data collection that is requested. Such use will be subject to any terms, conditions, or limits on usage agreed to by the Member.

It is the Member's responsibility to communicate clearly and explicitly to both NPI/IPN and the Analyst the limits on the data provided by the Member. The Member will review all draft material and approve any material for public release or use beyond NPI/IPN and Member staff, including peer review. Such approval means that the Member accepts all responsibilities for adhering to any constraints on data use and public dissemination and any liabilities attached thereto.

Where comparable data can be secured directly by NPI/IPN through publicly available channels the above limits will not apply. NPI/IPN or the Analyst may also source additional information from existing or forthcoming NPI/IPN data sets or reports or from other sources. Inclusion of this additional material will only be done after discussion with the Member.

The Analyst will fully source and reference all assertions.

The Analyst will submit the requested material, prepared in a style accessible to the "educated lay reader" (defined as someone with an informed interest in the subject, but not a subject expert) and conforming to the "NPI/IPN Style Guide".

**Payment**

Membership fees are due in full within 30 days of the signing of this agreement. Renewal fees, if applicable, are due in March for the following NPI fiscal year.

The contract term begins upon the coming into force of this agreement and expires in April of the NPI/IPN fiscal year in which the agreement comes into force. Agreements signed in the final quarter of an NPI/IPN fiscal year will normally not come into force until the beginning of the next fiscal year, except where the Member and NPI/IPN agree to an earlier start for the purpose of completing an urgent project.

In the case of three-year or five-year agreements the term ends in April of the NPI/IPN fiscal year which ends two years or four years (whichever applies) after the fiscal year in which the agreement comes into force. NPI/IPN will issue invoices for the appropriate amounts when they are due. As this is a membership arrangement allowing a group of

partners to collectively share the time of a professional analyst or analysts, and not a fee for service arrangement, no HST will be payable.

Please indicate below which membership level you are choosing:

- Platinum - \$4,000
- Gold - \$2,000
- Silver - \$800
- Bronze - \$400

Members who commit to a three-year subscription to the Northern Analyst Cooperative at the above annual rate will receive a 10 percent discount. Members who commit to a five-year subscription will receive a 15 percent discount. Please indicate below whether you wish to sign up for a one year, three-year or five-year membership.

- One year;
- Three year;
- Five year.

A summary of days / half days worked on the Member's project will be submitted by the Analyst via email to the Member and to NPI/IPN at the end of each project. NPI/IPN will then document the amount of days / half days remaining for the Member.

### **Booking**

Booking the services of the NPI/IPN analyst must be provided at least one month in advance of the service delivery date (we recommend providing more advance notice, if possible). Bookings and availability can be determined by accessing:

[www.northernpolicy.ca/nacalendar](http://www.northernpolicy.ca/nacalendar)

Members may draw on the time of the shared analyst between 1 May and 30 April (NPI/IPN's fiscal year).

The Analyst will be booked by Members on a first come, first served basis. Where applications for the Analyst's time come in on the same day, the Member with the longest continuous membership gets precedence.

If a Member is attempting to book time within one to two months of the NPI/IPN fiscal year end, and there is little availability, NPI/IPN will do their best to accommodate your request in the first quarter of the following year.

To book all or a portion of your allocated days, Members will be asked to complete a short intake form stating the dates desired, project purpose or outline, data sources the

Member may have in-house, expected work tasks, estimated time required, and any special circumstances that may be relevant to the work. The form is attached here as “Appendix A”.

NPI/IPN reserves the right to reject a proposed project at our sole discretion based on concerns around appropriateness, efficacy, viability, data reliability or data availability. Where NPI/IPN has such concerns every effort will be made to reach an accommodation with the Member before a project is rejected outright. In situations where no accommodation can be reached between the Member and NPI/IPN, membership refunds may be considered and granted on a case-by-case basis.

## **Rights and Obligations**

On signing this agreement, the Member and NPI/IPN agree that:

- Research must be made public (some exceptions apply). NPI/IPN is a federally registered charity for educational purposes. As such all of our joint work will be made public within 60 days of the delivery of the final document to the member. In cases involving proprietary or confidential information, two reports will be created, one for public consumption and one for the member's exclusive use.
- Both the Member and NPI/IPN will have the right to reproduce any reports, charts, graphs data, analysis or other project output in any form, written or electronic, with attribution, at any time.
- Permanent electronic publication rights are shared, so that NPI/IPN and the Member may keep any publicly released reports, charts, graphs data, analysis or other project output on their respective websites as long as they judge necessary.
- Both the Member and NPI/IPN are free to make further use of the material as they see fit on the provision that each must always acknowledge in any subsequent use of the material that it was originally produced in partnership with the other organization (this acknowledgement of the original purpose of the work is the only future value accruing to NPI/IPN or to the Member; any income either organization can secure by reselling the piece is entirely their own).
- Where NPI/IPN is, for any reason, unable to complete a requested project on behalf of the Member, the Member may request that any remaining research allocation be reallocated to another project or banked for a future project. The alternative project should, if at all possible, be scheduled in that same fiscal year but exceptions may be made on a case-by-case basis. Alternatively, refunds may be considered on a case-by-case basis.
- Where the Member is, for any reason, unable to use their entire research allocation within the assigned NPI/IPN fiscal year, any unused fees will be kept in the common pool of funds to sustain the cooperative for members in all of Ontario's northern regions.

- Any costs for travel meals or accommodation that the Member requires for the Analyst's services will be covered by the Member, over and above the agreed upon membership rate.
- Members who require additional days of service to complete a project will be billed at \$125 per any additional half day. The number of additional days will be agreed upon in advance by NPI/IPN and the Member. Such requests will, however, be addressed on a case by case basis and will not take precedence over NPI/IPN's related priority projects to which the Analyst is already committed.
- The Analyst will refrain from public comment about their Project and/or its contents until released by NPI/IPN or the Member to do so (i.e. post publishing). The Analyst will rely solely on NPI/IPN staff working in collaboration with the Member to create and distribute media releases and to respond to media requests for interviews and all other public communications related to their Project.
- The Member will similarly refrain from public comment about the Project and/or its contents until released by NPI/IPN to do so (i.e. post publishing). The Member will supply NPI/IPN, in advance, with any press releases, talking points, briefing documents or backgrounders being used by the Member to describe or discuss the Project.
- The Analyst also agrees to make him/herself available, if required and deemed appropriate, at an agreed upon time between the Analyst, the Member and NPI/IPN, for media interview(s) and other activities attendant on the public release of any project output. This would include availability by telephone. The Analyst also agrees to allow the Member and NPI/IPN to circulate to the media and other interested parties contact information for the Analyst.

The terms of this agreement come into force upon the receipt by both parties via facsimile, electronic mail or post/courier of a signed copy of this agreement.

IN WITNESS WHEREOF, the parties have signed this agreement;

..... Dated..... at .....

NPI/IPN..... Dated..... at Thunder Bay, ON

**APPENDIX A**  
**NAC Analyst Booking Form**

**Organization Name:** \_\_\_\_\_

**Desired dates for Analyst:** \_\_\_\_\_

**Estimated time required (1/2 or full-day increments):** \_\_\_\_\_

**Project purpose / outline:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expected work tasks:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Data sources available to Analyst:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Any special circumstances relevant to this work?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_