



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

375 University Avenue, Suite 404, Toronto ON M5G 2G1
375, avenue University, bureau 404, Toronto ON M5G 2G1
Toll free / Sans frais : 1-800-668-8258 ext.7119
Phone / Téléphone :
Fax / Télécopieur :
Email / Courriel :
www.legalaid.on.ca

Professor Mary Jane Mossman
14 Weybourne Crescent
Toronto
Canada
M4N 2R3

March 13, 2008

Dear Professor Mossman,

This is to confirm the offer from Legal Aid Ontario (LAO) to retain you as a research consultant. This letter sets out the terms and conditions of your Agreement with LAO as well as some general information and expectations relevant to your work for LAO. Appendices A and B, attached, are part of this Agreement.

This contract takes effect on the date of signature and will terminate on the date of the delivery of your final report.

You will take direction from and report to me in my capacity as Director, Strategic Research, Legal Aid Ontario.

General Information and Expectations

- LAO is undertaking a broad program of strategic research as part of its long-term planning process. Each area identified on LAO's strategic research agenda will be the subject of a research project/paper and some form of consultation(s);
- The general mandate of LAO's strategic research program is to undertake strategic research promoting access to justice by low-income Ontarians and publicly funded legal services in Ontario;
- LAO and each researcher will establish and agree to terms of reference for each major research project/paper. Researchers will be asked to participate in some form of consultation or roundtable to facilitate discussion within LAO and its stakeholders on their research topic;
- Your research project/paper must be of very high quality. The factual, legal and public policy analysis must be able to withstand rigorous scrutiny;
- The intended audience and readership for the projects/papers are intelligent non-specialists. The public education component of the projects/papers is extremely important;

- Generally speaking, research projects/papers should use a comparative and case-based methodologies, provide concrete examples and ideas, and identify theoretical models and frameworks. The projects/papers should help identify and compare the range of policy or program options and perspectives within the subject area. It is vital that the projects/papers reflect the diversity of opinion that exists within a subject area. Projects/papers should also include bibliographies or other references;
- The research papers/projects may be posted on LAO's or otherwise distributed to promote discussion and debate;
- Neither the research projects/papers nor the accompanying consultations will be expected to provide final answers. Our goal is to provoke innovative, creative and practical ideas that will assist LAO fulfil its strategic research mandate to promote access to justice by low-income Ontarians and publicly funded legal services in Ontario.

Researcher/Author's Role and Responsibilities

You undertake to:

- Prepare a research project/paper on "Comparing and Understanding Legal Aid Priorities" in accordance with the outline set out in Appendix A;
- Develop a draft table of contents for the paper, in consultation with LAO;
- Write the paper in plain language and ensure that the presentation, and organization of the paper is accessible to a lay readership;
- Consult with groups or individuals as LAO may request during the preparation of the project/paper;
- Provide LAO with periodic updates on request;
- Provide LAO with a written outline of potential travel and disbursements that you are likely to incur during your research (if any);
- Take part in a roundtable discussion and/or a public forum on the subject of your draft paper, if requested by LAO;
- Consider and incorporate where appropriate comments from LAO or others into the final paper;
 - Make a brief presentation of the paper to LAO staff, Board, or Strategic Research Advisory Committee if requested by LAO;
 - Comply with all deadlines set out in this Agreement; and
 - Comply with the confidentiality undertaking (Appendix B) and publication limitation set out in the Agreement.

Support from LAO

In my capacity as Director, Strategic Research, I will:

- Provide timely advice and support;
- Be available for consultation throughout the course of this work;
- Provide relevant LAO resources, including background documents, reports or any other material LAO has in its possession;
- Organize consultations or roundtables in consultation with you;
- Prepare a summary report from any roundtable or public forum about your paper;
- Engage a reviewer, if deemed necessary by LAO staff, to read and comment on your project/paper;
- Circulate the draft and final paper as appropriate; and
- Facilitate input from LAO and from an advisory committee that legal aid may establish.

Deadlines

- Draft table of contents for the paper: June 2008
- Draft paper: September 2008
- Final paper: December 2008

Payment

- Your fee will be \$20,000 inclusive of any and all taxes. Please note that LAO is exempt from paying GST). This amount includes the cost of all revisions required. If you engage graduate students or other assistants to work on the paper, any remuneration payable to them is included in this amount;
- 20 percent of your fee is payable on execution of this contract, 50 percent on delivery of a draft paper, and 30 percent on LAO acceptance of a final paper with revisions, following the roundtable and/or public forum and posting or otherwise agreed to.

Travel and Disbursements

- LAO will work with you to develop a travel and disbursement plan and budget for your project, if needed. This written plan and budget must be approved by me on behalf of LAO prior to any expenses being incurred; and
- LAO will reimburse reasonable travel and disbursement expenses that are consistent with the plan and budget and in accordance with LAO's guidelines. LAO will provide you with a summary of these guidelines and the necessary expense claim form if travel is deemed appropriate.

Fee Payments and Expense Reimbursements

Fee payments and reimbursement of expenses will be made on the basis of your invoice to LAO and your completed expense claim form. Invoices and claim forms should be submitted to me.

Confidentially Undertaking

On acceptance of this Agreement, you will treat as confidential and will not disclose or give to any person, during or after this assignment, any information or document that is of a character confidential to the business of Legal Aid Ontario to which you may become privy as a result of the performance of the above-mentioned services. You will sign and return the Confidentiality Undertaking, attached as Appendix B.

Publication Rights

All rights to any papers/reports or other material prepared by or for you in the performance of your services, pursuant to this Agreement shall be the property of Legal Aid Ontario. Legal Aid Ontario has the sole discretion whether to release all or part of your research project/report. LAO agrees, however, that you may re-publish the final project/paper, or any part of it, in your discretion, subject to a written disclaimer that the views expressed are yours and not those of LAO. Similarly, you may present this work in public, subject to a full disclaimer that the views expressed are yours and not those of LAO.

Termination of Agreement

This Agreement may be cancelled by either party upon giving 14 days' written notice of such intention. If cancellation is by LAO, an invoice for work done and delivered up to the point of cancellation, less any earlier payments on account, will be honoured.

This Agreement takes effect on signature and will terminate on the date of the delivery of the final paper.

Please sign this letter and Appendix B and return one original to me. I look forward to your contribution to the work of Legal Aid Ontario.

Yours very truly,

Authorized Signature or Initials

Aneurin Thomas
Director, Strategic Research

The undersigned hereby agrees to the matters documented above.

Authorized Signature or Initials

17 March 2008

Mary Jane Mossman

Date

APPENDIX A
DRAFT OUTLINE OF PAPER

This research project will involve historical and contemporary rationales for determining priorities for legal aid services in Ontario, as well as some interdisciplinary and comparative research.

The purpose of the project is to assess a variety of different rationales and to compare their advantages and disadvantages in the provision of effective legal aid services in Ontario.

In this context, the research will need to assess the relative significance of a variety of factors for defining legal aid priorities, such as loss of liberty through incarceration; the need to maintain family bonds; goals of "social inclusion;" responsibility for providing the necessities of life; the impact of current and potential *Charter* requirements; the relevance of race, gender, and religion as well as economic need in defining "needs" for legal services; and issues relating to the administration of justice and the adversary system, including a range of new developments such as restorative justice initiatives and institutional alternatives for resolving disputes.

**APPENDIX B
CONFIDENTIALITY UNDERTAKING**

I undertake to Legal Aid Ontario to keep confidential all Legal Aid Ontario documents or information that are not in the public domain. I will not use these documents or information for any purpose other than my work for Legal Aid Ontario. I understand that confidential information includes the discussions at any Legal Aid Ontario meetings, with Legal Aid Ontario staff, board members or Strategic Research Advisory Committee members.

I understand that I can request Legal Aid Ontario to release me in writing from this undertaking with respect to any document or information. I agree that Legal Aid Ontario has the sole discretion whether to release me from this confidentiality undertaking with respect to a document or information.

With respect to those documents or information that remain subject to this undertaking at the end of this contract, I will either destroy those documents or information, and provide a certificate of destruction to Legal Aid Ontario, or I will return those documents or information to Legal Aid Ontario.

Authorized Signature or Initials

Mary Jane Mossman

17 March 2008
Date

17 March 2008
Date

Fiscal Year	Acct'g Period	Jrnl Date	AP Voucher Number or GL Journal ID	Invoice #	Vendor ID	Vendor Name	Account	Department	Project	Product	Monetary Amount	Journal Line Description	Fund	Department Description
2007	12	2008-03-31	00101865	research	0000004746	Mossman, Mary Jane	65400	846000		<u>Mar 31, 2008</u>	4,000.00	Expense Distribution	846000	Strategic Research
2008	7	2008-10-20	00115095	PAYMENT #2	0000004746	Mossman, Mary Jane	65400	846000		<u>Oct 15, 2008</u>	2,500.00	Expense Distribution	846000	Strategic Research
2008	12	2009-03-23	00125662	RESEARCH	0000004746	Mossman, Mary Jane	65400	846000		<u>Mar 23, 2009</u>	6,000.00	Expense Distribution	846000	Strategic Research
											12,500.00			



Sent by fax to:

Received
MAR 28 2008
LAO Finance Dept.

4700 Keele St.
Toronto ON
Canada M3J 1P3
Tel 416 736 5030
Fax 416 736 5736
www.osgoode.yorku.ca

INVOICE

To: Aneurin Thomas,
Director, Strategic Research
Legal Aid Ontario

From: Mary Jane Mossman
Professor of Law
Osgoode Hall Law School

re: Contract for Research: Payment #1

Date: 24 March 2008.

LEGAL AID ONTARIO		
Account Number	Cost Centre	Project
63191010	891610	0101

Match to PO Number
Goods Received/Services Rendered

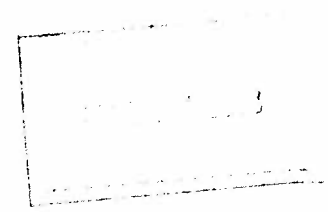
Authorized Signature or Initials

Mary Jane Mossman
Mar. 27/08

In accordance with the contract between Legal Aid Ontario and Mary Jane Mossman, kindly forward the first payment of \$4000.

You may forward this payment to me at this address:

Mary Jane Mossman
Professor of Law
Osgoode Hall Law School
York University
4700 Keele Street
Toronto, Canada
M3J 1P3.



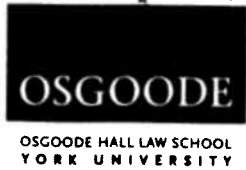
Thank you for your attention to this matter.



Mary Jane Mossman

Date

10/865



INVOICE

4700 Keele St.
Toronto ON
Canada M3J 1P3
Tel 416 736 5030
Fax 416 736 5736
www.osgoode.yorku.ca

To: Aneurin Thomas,
Director, Strategic Research
Legal Aid Ontario

From: Mary Jane Mossman
Professor of Law
Osgoode Hall Law School

re: Contract for Research: Payment #2

Date: 30 September 2008.

In accordance with the contract between Legal Aid Ontario and Mary Jane Mossman, kindly forward the second payment of \$10,000. If possible, please forward two cheques to me, one payable to Karen Schucher in the amount of \$7500; and the other payable to me in the amount of \$2500.

You may forward both cheques to me at this address.

Mary Jane Mossman
Professor of Law
Osgoode Hall Law School
York University
4700 Keele Street
Toronto, Canada
M3J 1P3.

LEGAL AID ONTARIO		
Account Number	Cost Centre	Project
1 246		
2 654000	0460	010
3		

Match to PO Number _____

Goods Received/Services Rendered _____

Authorized Signature or Initials

Signature of Authorized Official *Karen Schucher*

Title _____

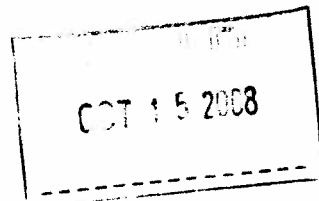
Thank you for your attention to this matter.

02-9/08

30 September 2008

Mary Jane Mossman

Date



115095



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

375 University Avenue, Suite 404, Toronto ON M5G 2G1
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Toll free / Sans frais :
Phone / Téléphone :
Fax / Télécopieur :
Email / Courriel :
www.legalaid.on.ca

MEMORANDUM / NOTE

TO / DEST. : Accounts Payable
FROM / EXP. : Nye Thomas
Director, Strategic Research
DATE : October 9, 2008
SUBJECT / OBJET : Invoice

Received
OCT 10 2008
CMA HILLARY FORT

Attached are two invoice for payment.

The first invoice is payable to Mary Jane Mossman in the amount of \$2500.

The second is payable to Karen Schucher in the amount of \$7500.

Both payments should be directed to

Mary Jane Mossman
Professor of Law
Osgoode Hall Law School
York University
4700 Keele Street
Toronto, ON
M3J 1P3

If you have any questions, please give me a call.

Thanks

Nye



LEGAL AID ONTARIO
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375 University Avenue, Suite 404, Toronto ON M5G 2G1
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125662

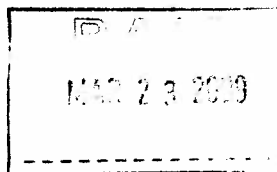
MEMORANDUM / NOTE

TO / DEST. : Accounts Payable
FROM / EXP. : Nye Thomas
Director, Strategic Research
DATE : March 17, 2009
SUBJECT / OBJET : Invoice

Attached is an invoice for payment. The invoice is payable to Mary Jane Mossman in the amount of \$6000.

Please direct the payment to

Mary Jane Mossman
Professor of Law
Osgoode Hall Law School
York University
4700 Keele Street
Toronto, ON
M3J 1P3



If you have any questions, please give me a call.

Thanks

Nye



INVOICE

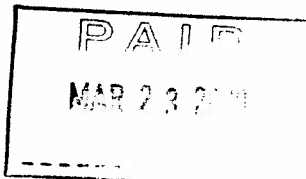
OSGOODE HALL LAW SCHOOL

4700 Keele St. Toronto ON Canada M3J 1P3 Tel 416 736 5030 Fax 416 736 5736 www.osgoode.yorku.ca

To: Aneurin Thomas Director, Strategic Research Legal Aid Ontario
From: Mary Jane Mossman Professor of Law Osgoode Hall Law School, York University

Re: Contract for Research: Payment # 3

Date: 20 February 2009.



In accordance with the contract between Legal Aid Ontario and Mary Jane Mossman, kindly forward the final payment of \$6000.

You may forward this cheque to me at the following address:

Mary Jane Mossman Professor of Law Osgoode Hall Law School York University 4700 Keele Street Toronto, Canada M3J 1P3

LEGAL AID ONTARIO form with table for Account Number, Cost Centre, Project, and signature area.

Thank you for your attention to this matter.

18 February 2009 Date

Mary Jane Mossman

