

EXHIBIT A: STATEMENT OF WORK

The Master Services Agreement dated 2020-03-10 between Iris Communications Inc. (“Iris Communications”) and The Municipality of the District of Clare (“Client”) shall govern this Statement of Work (SOW).

Scope of Services

Iris Communications will provide communications and public affairs consulting services, including the following:

- Communications counsel and support, including, but not limited to, integrated communications strategy, message development, content development (e.g. drafting letters, news releases, social media posts, copy for collateral material, etc.), issues management, media relations
- Strategic provincial and federal government relations counsel
- Media and social media monitoring and reporting
- Bi-weekly communications and government relations written briefing
- Monthly online/telephone meeting with CAOs

Client Obligations

In order to avoid delay in the delivery of services, the Client shall provide requested information and feedback in a timely fashion. Failure to do so may result in missed deadlines.

Term of the Project

Iris Communications recommends the Client continue with these services for a minimum of three (3) months to see meaningful results. However, either Party may, without prejudice to any right or remedy it may have due to any failure of the other Party to perform its obligations under this Agreement, terminate this SOW hereunder for any reason upon thirty (30) days prior written notice to the other Party.

Schedule of Payments

A fee of \$6,000 + HST per month shall be paid by Client to Iris Communications Inc. for the month of March 2021 and will continue monthly thereafter until terminated under the provisions of this SOW.

Payment Terms

Iris Communications will send an invoice to the Client on a monthly basis for consulting services and the Client is obligated to make payment to Iris Communications within thirty (30) calendar days from the invoice date. No interest charges will accrue as long as payment is received within thirty (30) calendar days from the invoice date.

Project Expenses

All out-of-pocket expenses will be pre-approved by Client. We charge normal mark-ups (17.65 percent) for any out-of-pocket expenses. Such expenses shall be invoiced directly to the Client and shall be due within thirty (30) calendar days from the invoice date.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

Iris Communications:

Client:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____