

FUNDING AGREEMENT

THIS AGREEMENT dated this ____ day of _____, 2019

BETWEEN:

THE CORPORATION OF THE CITY OF BRANTFORD

(hereinafter referred to as the “**City**”)

-and-

THE CORPORATION OF THE COUNTY OF BRANT – AFTER SCHOOL PROGRAM

(hereinafter referred to as the “**Recipient**”)

WHEREAS:

- A. City Council has endorsed the provision of funding to be contributed to projects in the community that support low-income individuals, children and/or families;
- B. The Recipient, a not-for-profit corporation, submitted an application for funding of the project set out in **Schedule “D”** to this Agreement (the “**Project**”);
- C. The Project qualifies for support and the Recipient is eligible for funding;
- D. The Parties wish to enter into an agreement regarding the terms and conditions governing the provision of funding for the Project, and they wish to formalize that agreement in writing; and
- E. The Parties acknowledge that while this Agreement will have retroactive effect, this Agreement reflects the Parties understanding for the Project, the Funding, and the terms and conditions related thereto as existed at the Effective Date, and is a formalization of their agreement at that time, not requiring new or additional consideration in addition to the warranties and covenants contained herein;

NOW THEREFORE THIS AGREEMENT WITNESSETH in consideration of the covenants, rights, and obligations as contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

Article 1 - INTERPRETATION

1.1. **Definitions** In this Agreement,

“**Agreement**” means this agreement;

“**Business Day**” means a day other than a Saturday, Sunday or any other day on which Brantford City Hall is not open for the transaction of domestic business during normal business hours;

“**City**” means The Corporation of the City of Brantford;

“**Effective Date**” means January 1, 2019;

“**Eligible Costs**” means the costs described in Article 4, incurred by the Recipient in carrying out the Project and does not include the portion of any cost of the Project in respect of which the Recipient has received funding, or is eligible to receive funding, from another source;

“Execution Date” means the date this Agreement is fully signed by both Parties;

“Event of Default” has the meaning ascribed to it in section 5.2;

“Funding” means monies which may be payable by the City to the Recipient pursuant to Section 2.1 of this Agreement;

“Party” means either the City or the Recipient and **“Parties”** means both of them;

“Project” means the Project as described in **Schedule “D”**;

“Project Period” has the meaning given to it in section 3.4;

“Recipient” means THE CORPORATION OF THE COUNTY OF BRANT – AFTER SCHOOL PROGRAM;

“Term” means the period commencing on the Effective Date, and ending on the Termination Date;

“Termination Date” means December 31, 2019 or earlier termination in accordance with this Agreement;

- 1.2. **Including** Wherever the words “include”, “includes” or “including” are used in this Agreement, they are deemed to be followed by the words “without limitation” and the words following “include”, “includes” or “including” are not considered to set forth an exhaustive list.
- 1.3. **Hereof** The words “hereof”, “herein”, “hereto”, “hereunder”, “hereby” and similar expressions are construed as referring to this Agreement in its entirety and not to any particular section or portion of it.
- 1.4. **Headings** The division of this Agreement into articles and sections, schedules, and other subdivisions are for convenience of reference only and do not affect the construction or interpretation of this Agreement. The headings in the Agreement are not intended to be full or precise descriptions of the text to which they refer. Furthermore, unless something in the subject matter or context is inconsistent therewith, references herein to an article, section, subsection, paragraph, clause or schedule are to the applicable article, section, subsection, paragraph, clause or schedule of this Agreement.
- 1.5. **Singular, Gender** Words importing the singular number include the plural and *vice versa*. Words importing the masculine gender include the feminine and neuter genders, and words importing persons include firms and corporations and *vice versa*.
- 1.6. **Currency** Unless otherwise expressly specified, all dollar amounts in this Agreement, including the symbol “\$”, refer to Canadian currency.
- 1.7. **Recitals** The recitals in this Agreement are true and correct.
- 1.8. **Relationship** Nothing in this Agreement creates an employment relationship between the Parties and the Recipient is at all times an independent contractor. Furthermore, nothing contained in this Agreement constitutes or is deemed to create a partnership, joint venture or principal and agent relationship between the Recipient and the City.
- 1.9. **Jurisdiction** This Agreement and the rights of the Parties are governed by the laws of the Province of Ontario and the laws of Canada (excluding any conflict of law rule or principle of such laws that might refer such interpretation or enforcement to the laws of another jurisdiction). Each Party irrevocably submits to the non-exclusive jurisdiction of the courts of Ontario with respect to any matter arising hereunder or relating hereto.
- 1.10. **No Contra Proferentem** The provisions of this Agreement have been mutually prepared by the Parties and each Party has had the opportunity to consider each and every term in

this Agreement (which the Parties consider reasonable and valid) and to obtain Independent Legal Advice. Should any aspect of this Agreement be brought before a judicial or quasi-judicial hearing, this Agreement will be read, reviewed, and interpreted without regard to *contra proferentem*, and that the rule *contra proferentem* does not apply with respect to the interpretation of this Agreement.

- 1.11. **Severability** If any covenant or obligation in this Agreement or the application thereof is to any extent be invalid or unenforceable, the remainder of this Agreement is not affected thereby and each covenant and obligation in this Agreement is separately valid and enforceable to the fullest extent permitted.
- 1.12. **Sole Agreement** This Agreement, including all schedule attached hereto, constitutes the entire agreement between the Parties with respect to the transactions contemplated and cancels and supersedes any prior understandings, agreements, negotiations and discussions, written or oral, between the Parties. Other than as expressly contained in this Agreement, the Parties are not bound by any representations, collateral agreements, warranties, terms, undertakings, understandings or conditions (whether express or implied), whether oral or written, as may be between them relating to the subject matter hereof.
- 1.13. **Amendment** This Agreement may not be amended, supplemented or otherwise modified in any respect except by written instrument executed by both Parties. Amendments to the budget in Schedule “A” may be made by written agreement between the parties, provided that the overall objectives of the Project as described in Schedule “A” are not thereby being altered.
- 1.14. **By Reference** All references to any document (including this Agreement) means such document, as amended, supplemented, modified, varied, restated or replaced from time to time in accordance with the terms thereof and, unless otherwise specified, includes all schedules and exhibits attached thereto.
- 1.15. **Idem** Any reference in this Agreement to all or any part of any manual, statute, regulation, by-law or Council resolution, unless otherwise stated, is a reference to that manual, statute, regulation, by-law or Council resolution or the relevant part thereof, as amended, substituted, replaced or re-enacted from time to time.
- 1.16. **Conflict and Priority** In the case of conflict among any of the contract documents, such conflict will be resolved by the following priority of documents, where the higher document takes priority over a lower document;
- (a) This Agreement not including any schedules or documents incorporations by reference;
 - (b) Schedule A to this Agreement;
 - (c) Schedule B to this Agreement;
 - (d) Schedule C to this Agreement;
 - (e) Schedule D to this Agreement;
 - (f) Schedule E to this Agreement; and
 - (g) Schedule F to this Agreement
- 1.17. **Schedules** The following schedules form part of this Agreement:

Schedule “A”	Budget Request
Schedule “B”	Program Reporting
Schedule “C”	General Conditions
Schedule “D”	Funding Application
Schedule “E”	Quarterly Program Report
Schedule “F”	Monthly Emergency Meals Program

Article 2 - FUNDING

- 2.1. **Funding** Subject to the terms and conditions of this Agreement, the City agrees to pay the following funding to the Recipient to be used towards the Eligible Costs of the Project of an amount not exceeding \$38,000 (the “**Funding**”).
- 2.2. **Time of Payment** The City will not release any portion of the Funding until (a) the Recipient has provided the City with the Budget Request, in the form of **Schedule “A”**; and (b) the Recipient complies with any other request of the City.
- 2.3. **Budget Change.** During the Project Period, the Recipient shall notify the City of any changes to the Project budget by submitting a new Budget Request, in the form of **Schedule “A”**. Any change to the budget will not increase the Funding.
- 2.4. **Funding from Other Sources** At all times during the Project Period, the Recipient must inform the City promptly, in writing, of any additional revenue to be received for the Project other than those listed in “**Schedule A**”.
- 2.5. **Funding Reduction** Where the Recipient receives any additional revenue, other than that referred to in section 2.4, the City may, in its discretion, reduce its Funding by such amount as it considers appropriate, up to the amount of the additional assistance received, or if the City’s Funding has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Recipient agrees to forthwith repay the amount as a debt due to the City.
- 2.6. **Statement re: Funding** Upon the request of the City, the Recipient shall provide the City with a statement, signed by a senior official of the Recipient, certifying the amounts of revenues for the Project actually received from other sources.
- 2.7. **Financial Information** The Recipient will provide such other financial information pertaining to the Project, as may be requested by the City.
- 2.8. **Appropriations** The disbursement of the Funding by the City is subject to the necessary appropriations from the Federal Parliament, the Provincial Legislature or the City, as the case may be. The City shall not have any liability in the event the respective appropriations are insufficient to meet the funding obligations under this Agreement.
- 2.9. **Insufficient Appropriations** In the event that the City cancels the Funding or reduces the level of Funding for the Project for any calendar year or for any Project Period in which payment is to be made under the Agreement, the City may terminate the Agreement in accordance with the termination provisions of the Agreement or reduce the amount of its Funding payable under the Agreement in that Project Period in its sole discretion. If the City terminates the Agreement or reduces the amount of Funding, the Recipient shall have no claims against the City for any funding, compensation, penalty or liability on the part of the City.
- 2.10. **Notice of Insufficient Appropriations** Where the City intends to reduce the amount of its Funding under the Agreement, it shall give the Recipient notice of its intention to do so. Where, as a result of reduction in Funding, the Recipient is unable or unwilling to complete the Project, the Recipient may, upon notice to the City, terminate this Agreement, in accordance with the terms of this Agreement.

Article 3 - RECIPIENT OBLIGATIONS

- 3.1. **Obligation** The Recipient will comply with all terms and conditions contained in the Schedules attached hereto.
- 3.2. **Project Completion** The Recipient shall carry out the Project in accordance with **Schedule “D”** and this Agreement in a diligent, professional and business-like manner using qualified personnel and/or firms. The Recipient will complete Schedules A, E & F

as outlined and submit to the City, in accordance with Schedule B Reporting Requirements. The Recipient understands that the information provided in these completed Schedules is for the purposes of informing the City of the Recipient's program outcomes.

- 3.3. **Project Change** The Recipient shall not, without the prior written consent of the City, alter the scope or timing of the Project or permit or cause any material change to the Project.
- 3.4. **Project Period** The Project Period shall commence by January 1, 2019 and shall end by December 31, 2019.
- 3.5. **Change affecting Project** The Recipient shall disclose to the City, without delay, any fact or event that the Recipient is aware of from time to time, which may compromise or affect the Recipient's chances of success in carrying out the Project to completion, whether or not such fact or event affects the Project immediately or in the long term.
- 3.6. **Environmental Protection** The Recipient shall maintain and implement any and all environmental protection measures for ensuring that the harm to the environment resulting from the Project activities, if any, will remain minimal and that the Recipient will comply with all applicable environmental standards and rules established by competent or governing authorities.
- 3.7. **Proof of Compliance** Upon written request of the City, the Recipient shall produce any certificates, licenses, or other authorizations required, in respect of the environmental standards or rules relating to environmental protection, for carrying out the Project.
- 3.8. **Term of Contracts** The Recipient shall negotiate all contracts related to the Project, including subcontracts and employment contracts, on terms that will enable the Recipient to cancel same upon conditions and terms which will minimize, to the extent possible their cancellation costs in the event of a termination of this Agreement.

Article 4 - ELIGIBLE COSTS

- 4.1. **Eligible Costs** Costs are Eligible Costs only if they are, in the opinion of the City,
 - (a) directly related to Project activities; and
 - (b) reasonable.
- 4.2. **Value of Costs** Costs of all goods and services acquired from businesses that are, in the opinion of the City, related, associated or affiliated with the Recipient shall be valued at the cost to the supplying entity. The Eligible Costs of these acquisitions shall not include any mark up for profit and shall not exceed fair market value. The Recipient shall ensure that the City has access to the relevant records of the supplying entity for the purpose of verifying the amount of the cost claimed by the Recipient. The City is not obligated to consider the eligibility of any such cost unless access to such records is provided, if requested.

Article 5 - EARLY TERMINATION & EVENT OF DEFAULT

- 5.1. **Early Termination** Either Party may terminate this Agreement at any time during the Term, without cause, upon not less than three (3) months written notice of intention to terminate.
- 5.2. **Event of Default** An "Event of Default" constitutes any one or more of the following:
 - a. the Recipient becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, assignment or arrangement with its creditors, or any steps are taken or proceedings commenced by any person

for the dissolution, winding-up or other termination of the Services Provider's existence or the liquidation of its assets;

- b. a trustee, receiver, receiver/manager, or a person acting in a similar capacity is appointed with respect to the business or assets of the Recipient;
- c. the Recipient ceases to operate;
- d. the Recipient makes an assignment or other transfer of rights under this Agreement other than in accordance with the provisions of this Agreement;
- e. the Recipient fails to observe or perform any of the terms, covenants or conditions of this Agreement;
- f. the Recipient, in support of its application for the contribution or in connection with this Agreement, has made false or misleading representations or statements, or provided false or misleading information to the City;
- g. in the opinion of the City, the Recipient has failed to proceed diligently with the Project including, but not limited to, failure to meet deadlines or milestones stipulated in this Agreement except where such failure is due to causes which, in the opinion of the City, are beyond the control of the Recipient; or
- h. in the opinion of the City, there is a material adverse change in risk in the Recipient's ability to carry out its roles and responsibilities under this Agreement.

- 5.3. **Remedies** If an Event of Default occurs and has not been remedied within 15 days of written notice of default, or such longer period as the City may allow, then the City has the following rights and remedies which are cumulative, not alternative, and do not exclude any other or additional rights and remedies available to the City by statute or common law.:
- a. to terminate this Agreement upon written notice, and in such case the City has no obligation to pay any sums to the Recipient whether in equity or otherwise;
 - b. to remedy or attempt to remedy any default under this Agreement, and the Recipient will pay to the City all expenses incurred by it in connection therewith; and
 - c. to recover from the Recipient all damages, costs and expenses, including legal costs on a complete indemnity basis, as a result of the Event of Default.

- 5.4. **Costs** The Recipient will pay to the City all damages, costs and expenses (including all legal fees and costs on a complete indemnity basis) incurred by the City in enforcing the terms of this Agreement, or with respect to any matter or thing which is the obligation of the Recipient under this Agreement, or in respect of which the Recipient has agreed to insure or to indemnify the City. The Recipient expressly acknowledges that notwithstanding anything to the contrary, the City is not obligated to mitigate its damages, and that the Recipient is hereby estopped from making any such claim.

- 5.5. **Failure to Comply with Other Agreements** If the Recipient:
- (a) has failed to comply with any term, condition or obligation under any other agreement with the City ("Failure");
 - (b) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
 - (c) such Failure is continuing,
- Then such Failure is deemed an Event of Default under this Agreement and the City may, at any time, take one or more of the actions or seek any remedy available to the City under this Agreement.

- 5.6. **Public Monies** The Recipient acknowledges the policy objectives served by the City's agreement to provide Funding hereunder, and that the Funding comes from public monies, and that the amount of damages sustained by the City in an Event of Default is difficult to ascertain and therefore, that it is fair and reasonable that the City be entitled to exercise any or all of the remedies, provided for in this Agreement and to do so in the manner provided for in this Agreement, if an Event of Default occurs.

- 5.7. **Upon Termination** In the event of a termination by either Party, without cause, and subject to appropriations and other rights available to the City:
- (a) the Recipient shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto;

- (b) all Eligible Costs incurred by the Recipient up to the date of termination, not exceeding the maximum amount of the City's Funding payable under this Agreement, will be paid by the City;
- (c) the Recipient's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement may be an Eligible Cost, provided that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of the City that (i) the Termination is not the result of an Event of Default; (ii) the costs mentioned were actually incurred by the Recipient and the same are reasonable and properly attributable to the termination of the Agreement; and (iii) the Recipient did everything reasonably possible to minimize and reduce the costs; and
- (d) the amount of any Funding which remains unspent shall be promptly repaid to the City.

Article 6 - INSURANCE & INDEMNITY

- 6.1. **Insurance for benefit of Recipient** The Recipient shall protect itself from and against all claims for or involving bodily injury (including personal injury), death, or property damage that might arise from anything done or omitted by the Recipient or by any person acting in any capacity for it or on its behalf pursuant to this Agreement. Notwithstanding the foregoing, it is the Recipient's sole responsibility to determine the nature and extent of insurance coverage, if any, is necessary or advisable for its own protection. The City makes no representation or warranty as to the nature or extent of insurance that the Recipient may require to provide itself with such protection, and any requirement for insurance contained in this Agreement does not constitute any such representation or warranty.
- 6.2. The Recipient shall obtain and maintain insurance coverage satisfactory to the City throughout the Term as follows:
- (a) A standard Workplace Safety and Insurance Board policy as evidenced by a clearance certificate or an Employer's general public liability policy on all of its employees, unless the City waives this requirement in writing;
 - (b) *(Where the Project provides for or contemplates the use of a motor vehicle)* A Standard Form automobile liability policy that complies with the current legislation of the Province of Ontario covering bodily injury liability and property damage. The policy shall protect the Recipient against all liability arising out of the use of owned or leased automobiles, both passenger and commercial, used by the Recipient, its employees or agents. The limits of the liability under this insurance policy shall not be less than two million dollars (\$2,000,000.00) per occurrence;
 - (c) A commercial general public liability policy providing coverage for third party bodily and personal injury liability, and property damage claims, on an occurrence basis, and shall include Products and Completed Operations, Contractor Liability and Cross Liability. The City shall be added as "additional insured". The limits of the liability under the commercial general liability insurance shall be two million dollars (\$2,000,000.00) per occurrence;
 - (d) Non-owned Automobile Liability insurance in standard form having an inclusive limit of not less than two million dollars (\$2,000,000.00) per occurrence or such greater amount as the City may from time to time request, in respect of vehicles not owned by the Recipient, that are used or operated on its behalf for the provision of services under the contract; and
 - (e) A Broad Form property insurance policy on the property, against loss or damage by all perils, on a full replacement cost basis without depreciation, or coverage limitations, including costs associated with by-law improvements and such other coverage as the City may require from time to time in reasonable amounts that a prudent Recipient would maintain, having regard to age, size and location of the property.
- 6.3. **No Alteration** Coverage provided by each of the policies required hereunder shall not be altered or amended in any way or cancelled by the Recipient, until thirty (30) days after

written notice of such change or cancellation has been delivered to the City, and a clause so indicating shall be included on any insurance certificate required by the City.

- 6.4. **No Impact** The Recipient shall not undertake the Project, nor permit any activity to take place in connection with Project which would in any way affect the insurance coverage required hereunder.
- 6.5. **Proof of Insurance** The Recipient shall provide the City with a certificate of insurance showing all lines of coverage as required hereunder on the Execution Date and on each anniversary date of the Execution Date throughout the Term. All certificates must be to the satisfaction of the City. Additionally, the Recipient shall submit to the City such further proof of insurance as may be requested by the City, from time to time.
- 6.6. **Indemnity** The Recipient will, at all times, defend, indemnify and save harmless the City, its elected officials, officers, employees and agents, from and against all claims, losses, damages, costs, charges, fees, expenses and other actions of every kind or nature whatsoever made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or any kind of loss or damage to property caused, alleged to be caused, or suffered as a result of this Agreement, the performance of the Project or any part thereof, the negligence of the Recipient or those for whom it is at law responsible for, or any act or omission by the Recipient and those for whom it is at law responsible for, including volunteers, except that the City shall not claim indemnity under this section to the extent that the injury, loss or damage has been solely caused by the negligence of the City.

Article 7 - CONFIDENTIALITY

- 7.1. **Confidentiality** The Recipient and its employees, servants, agents, volunteers, or others for whom it may be responsible at law, may or will be made party to confidential information. The Recipient is responsible for the maintenance of confidentiality at all times, and bears responsibility for any breach of confidentiality under this Agreement. The Recipient specifically acknowledges and agrees that it will:
 - a. hold all information provided to it by the City in the strictest of confidence and will take all steps necessary to maintain the confidentiality of the information;
 - b. only use the information provided for the purposes of completion and execution of the Project;
 - c. not share, reproduce, sell, disclose, distribute or otherwise provide or permit access to the information to any party not requiring such access for the purposes of completing the Project; and
 - d. return or destroy, upon completion of the Project, or the Project Period, whichever if first occurring, all information provided to the Recipient by the City.
- 7.2. **MFIPPA** The City is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 (“MFIPPA”) with respect to, and the protection of, information under its custody and control. Personal information is collected pursuant to section 28(2) and 29 (2) of MFIPPA, section 2,4,8,9 and 10 of the Municipal Act, 2001 and may be used for (i) administration of this Agreement; (ii) to contact the Recipient; (iii) City’s insurance purposes (including defense of claims); (iv) the collation of group and meta data; (v) assessment of the program generally (including but not limited to the Recipient’s Services); (vi) as otherwise permitted or required by law. If you have questions regarding the collection, use or disclosure of personal information collected under or pursuant to this Agreement, please contact the General Manager, Health and Human Services, at the contact information set out in section 9.2.

Article 8 - WARRANTY OF AUTHORITY

- 8.1. **Warranty** The Recipient warrants that its representative who sign this Agreement on behalf of the Recipient has the authority to sign the Agreement, and agrees to provide the City with such evidence of that authorization as the City may reasonably require.

- 8.2. **Liability of Signatories** If the Recipient is an unincorporated organization, it is understood and agreed by the persons signing this Agreement on behalf of the Recipient that, in signing this Agreement in their capacity of representatives of the Recipient, they shall be personally, jointly and severally liable for all obligations of the Recipient under this Agreement, including payment of any debt that may become owed to the City.

Article 9 - NOTICE

- 9.1. **Notice** Whenever notice is required to be given, such notice must be in writing and delivered personally, mailed by prepaid mail, sent by facsimile or by email. A notice or other document so sent is deemed to have been given,
- if delivered personally, on the date of such delivery and receipt;
 - if transmitted by facsimile or by email, on the Business Day following the day of sending such notice or document; and
 - if mailed, on the fifth (5th) Business Day following the day such notice or document was deposited in a post office or public letter box.

- 9.2. **City Contact** Where notice is to be provided to the City , such notice will be provided,

*In the case of a notice of claim,
which must be delivered personally*
The Corporation of the City of Brantford
City Hall, 100 Wellington Square
Brantford, ON N3T 2M2
Attention: City Clerk

In all other cases:
The Corporation of the City of Brantford
Health & Human Services
220 Colborne St., P.O. Box 845
Brantford, ON N3T 5R7
Attention: General Manager

- 9.3. **Recipient Contact** Where notice is to be provided to the Recipient, such notice will be delivered to:

The Corporation of the County of Brant – After School Program
15 Curtis Ave. N.,
Paris, ON N3L 2W1
Attention: Lesley Head, Director of Community Relations

- 9.4. **Contact Change** Either Party may change their contact information, from time to time, by written notice given to the other Party in accordance with this Article 9, and upon receipt of such notice, the Party receiving such information will thereafter rely on that contact information as if it has been inserted in sections 9.2 or 9.3 hereof, as the case may be.

Article 10 - GENERAL

- 10.1. **Severability** If any provision in this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability attaches only to such provision and every other provision in this Agreement continues in full force and effect.
- 10.2. **Dispute Resolution** The City and the Recipient agree that alternate dispute resolution processes such as mediation, appointment of a neutral third party evaluator or arbitration may be preferable to litigation as a way to resolve disputes that may arise under this Agreement and they agree to give good faith consideration to having resort to an alternate dispute resolution process before initiating legal or other proceedings to deal with any such disputes. Nothing contained in this section shall affect, alter or modify the rights of the City under the Event of Default provisions of this Agreement.
- 10.3. **Successors and Assigns** This Agreement and everything in it is binding upon and ensures to the benefit of and is binding on the Parties, and their respective successors, heirs, administrators, executors, legal representatives, and permitted assigns. Neither party may assign, transfer or otherwise dispose of all or any part of its rights or obligations under this Agreement without the prior written consent of the other Party, which may be unreasonably or arbitrarily withheld.

- 10.4. **Waiver** Except as expressly provided in this Agreement, any waiver of, or consent to depart from, the requirements of any provision of this Agreement shall be effective only if it is in writing, signed by the party giving it, and delivered in accordance with Article 9 (Notice), and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of a party to exercise, and no delay in exercising, any right under this Agreement shall operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.
- 10.5. **Further Assurance** Each Party will from time to time execute and deliver or cause to be executed and delivered all such further acts and things as the other Party may, from time to time, reasonably require as being necessary or desirable in order to effectively carry out or better evidence or perfect the full intent and meaning of this Agreement or any provision hereof.
- 10.6. **Compliance with Laws** The Parties will promptly comply with all laws, ordinances and lawful orders and regulations issued by any federal, provincial, municipal or other agency having jurisdiction, including but not limited to obtaining any and all applicable licenses or permits. The Parties will not perform any acts or carry out any practices which injure or damage persons or property, or that are a nuisance or a menace to others.
- 10.7. **Conflict of Interest** The Recipient declares that it does not have any conflict of interest, whether actual or potential, arising out of this Agreement; and further, the Recipient covenants to disclose any conflict of interest, actual or potential, arising during the currency of this Agreement.
- 10.8. **Counterparts** This Agreement may be executed in one or more counterparts, each of which is deemed to be an original and both of which together constitutes one and the same instrument. To evidence its execution of an original counterpart of this Agreement, a Party may send a copy of its original signature on the execution page to the other Party by facsimile transmission and such transmission constitutes delivery of an executed copy of this Agreement to the receiving Party as of the date of receipt thereof by the receiving Party or such later date as may be specified by the sending Party as part of such transmission. Notwithstanding the foregoing, either Party may demand a fully executed single copy of this Agreement.
- 10.9. **Time** Time is of the essence.
- 10.10. **Force Majeure** Notwithstanding any other provision of this Agreement, in the event that either the City or the Recipient is delayed, hindered, or prevented from the performance of any act required hereunder, by reason of any unavoidable delay, including strikes, lockouts, unavailability of materials, inclement weather, acts of God or any other cause beyond its reasonable care and control, but not including insolvency or lack of funds, then performance of such act is postponed for a period of time equivalent to the time lost by reason of such delay, and the Term of this Agreement is also extended for a period of time equivalent to the time lost by reason of such delay.
- 10.11. **City Discretion** Nothing contained in this Agreement and no decision made or action taken by the City pursuant to this Agreement in any manner limits or restricts the normal exercise of discretion by various municipal departments and officials in the City pursuant to any statute, by-law or regulation, and nothing contained in this Agreement requires any such municipal department or official(s) acting pursuant to such statute, by-law or regulation to give his, her or its approval in respect of any matter, notwithstanding any provision of this Agreement or any consent, approval or other action of the City made pursuant to this Agreement.

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SCHEDULE A: BUDGET REQUEST

- Complete the budget section of the Budget and Reporting Excel template.
- Include:
 - Requested 2019 City of Brantford funding amount.
 - Budgeted total Revenues from Other Sources
 - Budgeted City of Brantford-funded costs. Costs must equal total requested City of Brantford funding amount
 - Total of all other budgeted costs (not covered by City of Brantford funding)

SCHEDULE A: BUDGET & REPORTING TEMPLATE

Agency: County - After School Program

Operating	January - December 2019 Budget	Total January -December 2019 Actuals	Variance From Budget
REVENUE:			
City of Brantford funding	38,000.00		38,000.00
Revenue from Other Sources	329,517.00		329,517.00
TOTAL REVENUES	367,517.00	-	367,517.00
EXPENSES:			
City of Brantford funded costs (must equal approved City of Brantford funding)	38,000.00		38,000.00
All Other Costs	329,517.00		329,517.00
TOTAL EXPENSES	367,517.00	-	367,517.00
SURPLUS/(DEFICIT)			
-			
***Year to Date Reporting Periods:			
as of December 31, 2019			

SCHEDULE B: PROGRAM REPORTING

- By the 15th of the month following year-end, or as soon as possible thereafter, update and submit the Schedule A Budget and Reporting template with year-end actuals.
- Include an explanation of any variances to budget.
- Within 60 days following the Recipient's fiscal year-end, submit audited financial statements.
- If audited financial statements are not available, the Recipient must submit unaudited financial statements that have been approved in writing by the Recipient's board.
- Complete and submit the Schedule E Quarterly Program Report template by the 15th of the month following the end of the quarter. Include a complete overview of activities, number of clients served and measureable outcomes in each quarterly report.
- If requested, complete and submit the Schedule F Monthly Emergency Meals Program report template.

SCHEDULE "C"

GENERAL CONDITIONS

1. Management of Project

- 1.1 The management, supervision and control of the Project are the sole and absolute responsibility of the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract on behalf of the City. The Recipient shall be solely responsible for any and all payments and deductions required by law to be made including those required for Canada Pension Plan, employment insurance, worker's compensation and income tax.

2. Financial Records and Right of the City to Audit

- 2.1 The Recipient shall keep proper books of accounts and records, in accordance with generally accepted business and accounting practices, of the financial management of the Project, including records of all Project expenditures and records of Project revenues, including funding received from other sources and records supporting the value of any cash and in kind contribution to the costs of the Project by the Recipient or by another source. The accounts and records shall include all invoices, receipts and vouchers relating to Project expenditure and revenues, including funding for Project costs received from other sources.
- 2.2 During the Agreement term and for a period of seven (7) years thereafter, the Recipient shall make the books, accounts and records available at all reasonable times for inspection and audit by representatives of the City and the Government of Canada to ensure compliance with the terms and conditions of this Agreement and verify project expenditures and costs claimed by the Recipient as Eligible Costs. The Recipient shall permit the City and Canada's representatives to take copies and extracts from such books and records and shall furnish the City and Canada with such additional information as it may require with reference to such books and records. The cost of any such audit(s) is at the City's cost, unless an error or discrepancy is identified by such audit. In the event that an audit identifies an error or discrepancy, the Recipient shall forthwith, upon demand, pay to the City the cost of such audit.

3. Disposition of Assets

- 3.1 The Recipient shall preserve any capital assets acquired with the Funding and use them for the purposes of the Project unless the City authorizes their disposition.
- 3.2 In regard to any assets costing \$1,000 or more that have been preserved by the Recipient, the Recipient recognizes that, either at the end of the Project, or upon termination of this Agreement, if earlier, the City may, at its discretion,
- (a) direct that the capital assets be sold at fair market value and that the funds realized from such sale be applied to the Eligible Costs of the Project to offset the City's contribution;
 - (b) direct that the capital assets be turned over to another organization designated or approved by the City; or
 - (c) direct that the capital assets be disposed of in such other manner as may be determined by the City.
- 3.3 Where a direction is made under section 3.2 of this Schedule, the Recipient undertakes and agrees to comply with such direction.

4. Repayment

- 4.1 Upon expiry of the Project Period or upon termination of the Agreement, if earlier, the Recipient shall repay to the City any amount by which the Funding paid to the Recipient,

together with any interest earned thereon, exceeds the amount to which the Recipient is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Recipient is not entitled include the amount of any unexpected advance payments of the Funding remaining in the hands of the Recipient on expiry of the Project Period or on termination of the Agreement, the amount of any costs of the Project paid for with Funding which are subsequently disallowed or determined to be ineligible, and amount paid in error or in excess of the amount of the cost actually incurred. Such amounts are debts due to the City.

- 4.2 Interest shall be charged on overdue repayments in accordance with the Interest and Administrative Charges Regulations made pursuant to Canada's *Financial Administration Act*.

5. Overpayments

- 5.1 If the City makes one or more payments to the Recipient in circumstances where the payment results in an overpayment of the amount to which the Recipient would properly be entitled under this Agreement in relation to the Project, the amount of such excess is a debt owing to the City and shall be repaid to the City immediately upon demand. The City may deduct any overpayment from amounts the Recipient would properly be entitled to under this Agreement.
- 5.2 The Recipient acknowledges that the circumstances causing a payment to become classified as an overpayment may not be discovered until a substantial time has passed following the making of the payment, and the passage of time shall not be a bar to the recovery of any such overpayment by the City. In addition, the Recipient acknowledges that the City may itself have erred in approving a payment to which the Recipient was not entitled, and any failure on the part of the City, including its gross negligence, in properly analyzing or assessing any application for payment or any other factor, shall not be a bar to the recovery of any overpayment by the City.
- 5.3 Any debt due to the City may be offset against any amounts payable by the City to the Recipient.

6. Reports and Monitoring of Project

- 6.1 The Recipient shall provide the City with such reports concerning the progress of the Project as the City may, from time to time, request. The progress reports shall be in such form and contain such information as may be specified by the City. The Recipient shall assist the City in meeting its reporting obligations as outlined in **Schedule "B"** by providing any information reasonably required by the City to meet those obligations.
- 6.2 Representatives of the City may inspect the operation of the Project at any reasonable time throughout the Agreement term and the Recipient shall cooperate in any such inspection and shall permit the City's representatives access at all reasonable times to the Recipient's Project side or business premises for this purpose. The City also requires for the previous year, an annual report or minutes of AGM, a list of members of the Board of Directors, insurance verification, and, if required, a WSIB Clearance Certificate.

7. Evaluation

The City may, in its discretion, carry out an evaluation of the effectiveness or efficiency of the Project at any time during the Agreement term. The Recipient shall cooperate with the City in the conduct of any such evaluation. This cooperation may include, but is not limited to, providing the City or its representatives with access to Project staff and records.

8. Subcontracting

The Recipient shall not subcontract the performance of any of its duties or responsibilities in carrying out the Project to a third party without the prior written consent of the City unless the Recipient has already indicated in the approved Project

description, attached as Schedule “D” to this Agreement, that it intends to use a subcontractor or subcontractors to perform specified duties or activities.

9. Public Acknowledgement of the City's Funding

9.1 The Recipient shall ensure that in any and all communication activities, internet web sites, publications, advertising and press releases referring to the Project, there is included an appropriate acknowledgement, in such manner as may be prescribed by the City of the City’s Funding. The Recipient shall notify the City ten (10) days in advance of any and all such communication activities, publications, advertising and press releases.

10. Licenses and Permits for Project Activity and Compliance with Laws

10.1 The Recipient shall obtain, prior to the commencement of a Project activity, all permits, licenses, consents and other authorizations that are deemed necessary to permit the carrying out of the Project activity, and shall provide the City with copies of any substantiating documentation if requested.

10.2 During the term of the Agreement, the Recipient shall carry out the Project in compliance with all laws, by-laws and regulations.

11. Declaration Regarding Information

The Recipient declares that all information provided to the City in connection with its application for funding is true and all relevant facts have been disclosed.

12. No Bribe

The Recipient represents and undertakes that no bribe, gift, benefit or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of the City or to a member of the family of such a person with a view to influencing the decision of the City to enter into the Agreement or the administration of the Agreement.

SCHEDULE "D"

FUNDING APPLICATION FORM ATTACHED

Schedule D - Funding Application Form

Name of Organization: Corporation of the County of Brant _____

Sponsoring Organization: (if applicable) _____

Address: 15 Curtis Ave North _____

Telephone : (519) 442-1818 _____ Fax: (519) 442-2242 _____

Contact Person: Sarah Dredge _____

Title: Recreation Coordinator _____ Signature: _____

Telephone: 519-4421818 ext. 3254 Fax: (519) 442-2242 _____

Email: sarah.dredge@brant.ca _____

Agency Information

Briefly describe the history and purpose of your organization including whom it serves and achievements.

The County of Brant has been an organization since 1999. The County of Brant Corporate Plan states that we are "To be a leader in the provision of municipal services by being a responsible and progressive organization that recognizes the importance of respect, integrity and team work. "

The County of Brant services the rural area surrounding the City of Brantford, including the areas of Brant West, Paris, South Dumfries, and South Brantford. The County of Brant, Community Services strives to offer Safe, Fun, Quality Programs and Services to our residents and recognizes the importance of inclusion for everyone by providing opportunities to all ages, abilities and interests.

The County of Brant believes that all children should have equal opportunity to participate in recreation regardless of their socio-economic states. Financial barriers should not be a reason that a child is unable to participate in any recreational program

Program/funding Request

Program Name: Kids Zone After School Program	
Start Date: September 04, 2019	Completion Date: June 25, 2019

Purpose:

Describe the purpose for which funding is being sought. Discuss the goals of the program. Specify what the program will accomplish, what specific population will benefit from this program, and how this program relates to the funding criteria.

To provide a comprehensive After School Program for children 4 years to 12 years of age within the County of Brant. The program is offered at four community centres throughout the County of Brant and one elementary school, it accommodates for two schools. Participants in the program participate in a variety of activities including games, sports and crafts all designed and implemented to encourage and promote social skills through play and peer interactions.

The program provides an alternative for after school care for working families. The program allows the participant in the program to play and participate in a safe and active environment. The program is offered from the time of school dismissal until 6:00pm, five days a week.

Transportation continues to be a barrier for children to participate in recreational activities in our rural communities. Providing the After School Program at the school location requires transportation home from the program for the participant, while community centre locations are all walk-able distance from

schools.

As part of the program, a healthy snack is provided to all of the participants every day. The goal of providing a healthy snack is to allow the participants the opportunity to try new foods that they can share with their families. It also provides an opportunity to share information on the importance of healthy eating. Parents/Guardians of the program are provided with resources and handouts on snack recipes provided, all of which are introduced during the program. The goal is that with the many resources and information that is handed out to the parents/guardians, they will be more inclined to implement these snack(s) at home as a healthy option.

During the program, the participants are taught the importance of living healthy and active lifestyles. The programs purpose is to ensure we are providing the tools and resources to the participants to be active for life, with fundamental skills that will last a life time. The participants also discuss the topic of bullying and the effects of bullying and how important it is to stand up to bullies.

Participants in the program are provided with the chance to make their own choices during the program. We provide the participants with the opportunity to choose between a number of activities and it is strongly encouraged that the children make the appropriate choices for themselves. We believe that by providing the children with the chance to learn to make choices during program, this will encourage them to learn to make healthy choices in their lives. It also provides fundamental skills such as creativity, balance and leadership skills.

Community Need and Partnerships:

Explain how need for this program was determined. Identify program partners and responsibilities. Is there a similar service offered in the community and if so, how does this program differ?

Before the startup of the Kids Zone After School Program over fifteen years ago, there were no After School Programs offered directly in the County of Brant elementary schools.

The County of Brant continues to work with the City of Brantford, sharing resources and best practices to ensure successful programs in both areas.

The Brant County Health Unit continues to play a vital role in assisting with the success of the program. Staff at the Brant County Healthy Unit offer training opportunities, provide information and resources on healthy living for participants and their families

Brant Food for Thought, they no longer are able to fund the snack component of our program, they continue to be a valid resource for information about snack purchasing. They provide training opportunities to our part time staff.

The Paris Child Care offers an after school program at a number of school locations in the County, including Paris, Glen Morris in order to serve the kindergarten age groups we can no longer serve in school through Ministry of Education mandates. The Burford Co-op Preschool provides after school programming in the schools within Burford. These programs are offered to the students that attend the school and families must pay a fee to participant. They have age requirements to attend this program, which does not accommodate all children needing after school care. They are a licensed child care facility and they have a number of guidelines they are required to follow. Children in the program are not provided with a recreational based after school program.

The County of Brant facilities and facility staff, work together to ensure the program runs as smooth as possibly, while continuing to serve the public during program times.

Sustainability:

Describe measures to be taken to ensure sustainability beyond funding.

The County of Brant continuously seeking funding opportunities to assist with the sustainability of the program and to offer the program in additional locations throughout the County of Brant.

The Ontario Ministry of Tourism, Culture and Sport, After School Strategy provides the County of Brant to enhance our already existing program by allowing the Kids Zone After School Program to offer the program multiple days.

Currently the NCB funding only allows for one day of the program when the need is evident for more. The funding has provided the opportunity to continue to grow our sites each year.

In 2017 the County of Brant began charging families a nominal fee to promote sustainability for the future if any funding sources were to no longer be available. The fee is still substantially lower than daily fees of other services and staff still ensure families requiring financial assistance to enter the program are given priority placement and assistance through the approved programs.

SERVICE LEVEL / TARGETS:

What are your projected service levels / program targets? How many people will be served? (Please note separately children / youth and adults).Specify the types of service that will be offered and target numbers for each (ie. Meals, snacks, physical activity, other). .

Service levels will be maintained by quality trained staff to implement the program. The County of Brant is a High Five Accredited Organization we follow the practices and principles laid out by the High Five Quality Assurance Organization. All of our recreation program staff have been trained in the High Five Principles of Healthy Child Development. All staff have also been trained in Fundamental Movement Skills so that they are aware of what is needed for children to develop skills that are linked to lifelong physical literacy.

The program provides and encourages parents/guardians to fill out a program evaluation. This evaluation provides constructive feedback to help the program continue to provide quality programming to all of the families participating in the program.

Program enrolment numbers were not as strong in the 2017-2018 school year as years past, however all programs for this school year were located within school buildings which meant we were not able to accept any children ages 4, 5 and 6 into our program, unless they turned 6 before the end of 2017.

Program enrolment increased by moving a majority of the programs from schools to community centres. This allowed the program to open to the children in the 4-12 year age group to the sites that are not at the schools.

2018-2019 School Year our Numbers Are As Follows:

Burford Community Centre– 50 participants per day

Cobblestone Elementary School (includes Sacred Heart students) – 50 participants per day

Glen Morris– 20 participants per day (30 spaces available)

Syl App’s Community Centre (includes Paris Central school) – 30 participants per day (30 spaces available)

South Dumfries Community Centre – 30 participants per day

Evaluation:

Please explain how you will be measuring the success of this program.

Service levels will be maintained by quality trained staff to implement the program. The County of Brant is a High Five Accredited Organization we follow the practices and principles laid out by the High Five Quality Assurance Organization. All of our recreation program staff have been trained in the High Five Principles of Healthy Child Development.

The program provides and encourages parents/guardians to fill out a program evaluation. This evaluation provides constructive feedback to help the program continue to provide quality programming to all of the families participating in the program.

Program enrolment numbers increase each year we are reaching our program maximums within minutes of opening our registration. We have children on waitlists for each location of children and their families wanting to take advantage of the Kids Zone After School Program.

IMPORTANT: A completed Schedule A Budget template must be attached with this application.

Applications, including a complete Schedule A Budget template are to be submitted 2 weeks from the date the application template is received to:

**Rosemary Whitehouse, Administrative Program Coordinator,
Strategic Planning & Community Partnerships
City of Brantford
220 Colborne St. PO Box 845
Brantford, ON N3T 5R7
rwhitehouse@brantford.ca**

SCHEDULE D FUNDING APPLICATION - BUDGET		
Agency:	County of Brant	
Operating		January - December 2019 Budget
REVENUE:		
	City of Brantford	38,000.00
	Other Government Funding	122,429.00
	Fund Raising	
	Donations	
	Other: Brant United Way	
TOTAL REVENUE		160,429.00
EXPENSES:		
	Salaries and Benefits	344,767.00
	Office/Administration Expenditures/Legal/Audit	6,600.00
	Facility (Rent, Insurance/Utilities/Maintenance)	150.00
	Program Costs: Food Grants/Volunteer Mgmt	14,000.00
	Advertising/Printing/Fundraising	
	Travel/Meals/Professional Development	2,000.00
	Bank charges & interest /fees/dues	
TOTAL EXPENSES		367,517.00
NET OPERATING SURPLUS (DEFICIT)		(207,088.00)

SCHEDULE E: QUARTERLY PROGRAM REPORT

1st Quarter (due April 15th)

3rd Quarter (due October 15th)

2nd Quarter (due July 15th)

4th Quarter (due January 15th)

SECTION #1

If there are any changes in this information, or you would like an electronic copy of this form, please contact Rosemary Whitehouse at (519) 759-3330 x 6272 or whitehouse@brantford.ca.

Program Name:

Agency\Organization:

Contact Name:

Date:

SECTION #2

ACTIVITIES DURING THIS REPORTING PERIOD: *This is the “bring and brag” section. In point form, illustrate the activities and good work that your program has done over the past reporting period.*

SECTION #3

SERVICE LEVELS (OUTCOMES) and PERCENTAGE OF TARGET(S) ACHIEVED *Indicate the numbers of clients served in this quarter. Please note numbers of children and youth separately from adults. Discuss the number and type(s) of service provided (i.e. meals, snacks, programs offered during this time period, etc)*

SECTION #4

VARIANCE / OTHER COMMENTS: *Please discuss any variances in your actual levels of service from those projected in your application. Include other comments here, such as, unexpected variables that your service is experiencing and the effect on your program and budget.*

SECTION #5

EVALUATION: *Discuss any evaluation activities completed during this quarter. Discuss the information learned from the outcome of your evaluation.*

SECTION # 6

This reporting form should be signed by a person with "signing authority" for your agency/organization

SIGNED

POSITION

DATE



Schedule F - Monthly Report Emergency Meals Program

Please submit by the 10th of each month to:

Rosemary Whitehouse, Administrative Program Coordinator 519-759-3330 x 6272

by: e-mail at rwhitehouse@brantford.ca
 fax to attn.: Rosemary Whitehouse, 519-759-1750
 or hard copy to 220 Colborne St. Brantford N3T 5R7

NAME OF ORGANIZATION: _____

REPORT SUBMITTED FOR THE MONTH OF: _____ **YEAR:** _____

DATE SUBMITTED: _____

NUMBER OF CLIENTS				
DATE	YOUTH < 18 YEARS OF AGE	SENIORS	OTHERS	TOTAL
Total				

Each project has its own unique set of activities. Please add any highlights from your program as well as any comments that you may have:

Signed / Submitted by: _____ Phone: _____

Position: _____