

# Agenda Including Addeds

## Corporate Services Committee

4th Meeting of the Corporate Services Committee

February 21, 2023

12:00 PM

Council Chambers - Please check the City website for additional meeting detail information. Meetings can be viewed via live-streaming on YouTube and the City Website.

The City of London is situated on the traditional lands of the Anishinaabek (AUh-nish-in-ah-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ah-pay-wuk) and Attawandaron (Add-a-won-da-run).

We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home. The City of London is currently home to many First Nations, Metis and Inuit people today.

As representatives of the people of the City of London, we are grateful to have the opportunity to work and live in this territory.

### Members

Councillors S. Lewis (Chair), H. McAlister, S. Stevenson, S. Trosow, D. Ferreira, Mayor J. Morgan

The City of London is committed to making every effort to provide alternate formats and communication supports for meetings upon request. To make a request specific to this meeting, please contact [CSC@london.ca](mailto:CSC@london.ca) or 519-661-2489 ext. 2425.

	Pages
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<b>2. Consent</b>	
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<b>6.</b>	<b>Confidential (Enclosed for Members only.)</b>	
6.1	Land Acquisition/Solicitor-Client Privileged Advice/Position, Plan, Procedure, Criteria or Instruction to be Applied to Any Negotiations  A matter pertaining to the proposed or pending acquisition of land by the municipality, including communications necessary for that purpose; advice that is subject to solicitor-client privilege; commercial and financial information, that belongs to the municipality and has monetary value or potential monetary value and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.	
<b>7.</b>	<b>Adjournment</b>	

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Michael Schultheiss, City Clerk  
**Subject:** Amendment to the Service Manager Administration Agreement for the 2016 Social Infrastructure Fund By-law and the Investment in Affordable Housing Program (2014 Extension) Agreement By-law  
**Meeting on:** February 21, 2023

## Recommendation

That, on the recommendation of the City Clerk, the following actions BE TAKEN:

- a) the attached proposed by-law (Appendix A) to amend By-law No. A.-7431-196 being “a by-law to approve the Service Manager Administration Agreement for the 2016 Infrastructure Fund (SIF) with the Minister of Housing and to authorize the Mayor and the City Clerk to execute the Agreement” **BE INTRODUCED** at the Municipal Council Meeting to be held on March 7, 2023 to authorize the Mayor and the City Clerk to execute reports required under the Agreement
- b) the attached proposed by-law (Appendix B) to amend By-law No. A.-7181-333 being “a bylaw to approve an agreement between The Corporation of the City of London (the City) and the Minister of Municipal Affairs and Housing for the City to administer the Investment in Affordable Housing Program (2014 Extension); and to authorize the Mayor and the City Clerk to execute the agreement” **BE INTRODUCED** at the Municipal Council Meeting to be held on March 7, 2023 to authorize the Mayor and the City Clerk to execute reports required under the Agreement

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

At the meeting held on September 30, 2014, the Municipal Council resolved:

“That, on the recommendation of the Director of Municipal Housing, with the concurrence of the Managing Director, Housing, Social Services & Dearness Home, the by-law appended to the staff report dated September 22, 2014, BE INTRODUCED at the Municipal Council on September 30, 2014, to:

- a) authorize an Administration Agreement, substantially in the form of the Agreement appended to the by-law and to the satisfaction of the City Solicitor; and
- b) authorize the Mayor and the City Clerk to execute the said Agreement.”

At the meeting held on July 26, 2016, the Municipal Council resolved:

“That, on the recommendation of the Managing Director of Housing, Social Services and Dearness Home, with the concurrence of the Housing Development Corporation, London, the proposed by-law, as appended to the staff report dated July 19, 2016, BE INTRODUCED at the Municipal Council meeting to be held July 27, 2016 to:

- a) approve the Service Manager Administration Agreement for the 2016 Social Infrastructure Fund (SIF) between The Corporation of the City of London and the Minister of Housing attached as Schedule “1” to the by-law; and

b) authorize the Mayor and the City Clerk to execute an Agreement, substantially in the form noted above, and to the satisfaction of the Managing Director of Housing, Social Services and Dearness Home and the City Solicitor."

## **2.0 Discussion and Considerations**

In order to provide for signing authority for the Mayor and the City Clerk to execute required Reports on Annual Disbursements (RAD), including any supplementary reports required pursuant to the Service Manager Administration Agreement 2016 Social Infrastructure Fund agreement and the Investment in Affordable Housing Program (2014 Extension) Agreement, it is recommended that the attached proposed by-laws be introduced at the Municipal Council meeting of March 7, 2023 to amend By-law No. A-7431-196 and By-law No. A-7181-333 to reflect appropriate signing authority.

## **3.0 Conclusion**

The proposed attached by-laws (Appendix A and B) are being recommended for introduction at the Municipal Council Meeting to be held on March 7, 2023.

**Prepared by:** **Evelina Skalski, Manager, Records and Information Services**

**Submitted by:** **Michael Schulthess, City Clerk**

**Recommended by:** **Michael Schulthess, City Clerk**

## APPENDIX A

Bill No.

2023

By-law No. A.-7431-196( )

A bylaw to amend By-law No. A.-7431-196, being “a by-law to approve the Service Manager Administration Agreement for the 2016 Social Infrastructure Fund (SIF) with the Minister of Housing and to authorize the Mayor and the City Clerk to execute the Agreement.”

WHEREAS section 5(3) of the *Municipal Act*, 2001 provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 8 of the *Municipal Act*, 2001 provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Corporation of the City of London (the “City”) is responsible for the delivery of affordable housing initiatives including convert-to-rent programs, affordable rental housing programs and other initiatives;

AND WHEREAS it was deemed expedient for the City to enter into an agreement with the Minister of Housing to administer the Administration Agreement for the 2016 Infrastructure Fund (SIF) (the “Agreement”);

AND WHEREAS the Agreement requires reports be signed by an authorized signing officer of the City;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. A.-7431-196, being “a by-law to approve the Service Manager Administration Agreement for the 2016 Social Infrastructure Fund (SIF) with the Minister of Housing and to authorize the Mayor and the City Clerk to execute the Agreement” is amended by adding the following paragraph and renumbering the by-law accordingly:

The Mayor and City Clerk are authorized to execute any reports required by the Agreement approved under section 1 of the bylaw.

2. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on March 7, 2023.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – March 7, 2023  
Second Reading – March 7, 2023  
Third Reading – March 7, 2023

## APPENDIX B

Bill No.

2023

By-law No. A.-7181-333( )

A by-law to amend By-law No. A.-7181-333, being “a by-law to approve an agreement between The Corporation of the City of London (the City) and the Minister of Municipal Affairs and Housing for the City to administer the Investment in Affordable Housing Program (2014 Extension); and to authorize the Mayor and the City Clerk to execute the agreement.”

WHEREAS section 5(3) of the *Municipal Act*, 2001 provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 8 of the *Municipal Act*, 2001 provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Corporation of the City of London (the “City”) is responsible for the delivery of affordable housing initiatives including convert-to-rent programs, affordable rental housing programs and other initiatives;

AND WHEREAS it was deemed expedient for the City to enter into an agreement with the Minister of Municipal Affairs and Housing to administer the Investment in Affordable Housing Program (2014 Extension) (the “Agreement”);

AND WHEREAS the Agreement requires reports be signed by an authorized signing officer of the City;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. By-law No. A.-7181-333 being “a by-law to approve an agreement between The Corporation of the City of London (the City) and the Minister of Municipal Affairs and Housing for the City to administer the Investment in Affordable Housing Program (2014 Extension); and to authorize the Mayor and the City Clerk to execute the agreement” is amended by adding the following paragraph and renumbering the bylaw accordingly:

The Mayor and City Clerk are authorized to execute any reports required by the Agreement approved under section 1 of the bylaw.

2. This bylaw shall come into force and effect on the day it is passed.

PASSED in Open Council on March 7, 2023.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First Reading – March 7, 2023  
Second Reading – March 7, 2023  
Third Reading – March 7, 2023

## **Report to Corporate Services Committee**

**To:** **Chair and Members**  
**Corporate Services Committee**  
**From:** **Michael Schulthess, City Clerk**  
**Subject:** **Appointment of Hearings Officers to Conduct Hearings under Various City of London By-laws**  
**Meeting on:** **February 21, 2023**

## **Recommendation**

That, on the recommendation of the City Clerk, the attached proposed by-law (Appendix "A") being "A by-law to approve the appointments of Hearings Officers in accordance with By-law A.-6653-121, as amended", BE INTRODUCED at the Municipal Council meeting to be held on March 7, 2023.

## **Previous Reports**

May 11, 2021 – Community and Protective Services Committee – [Property Standards By-law](#)

March 9, 2020 – Corporate Services Committee – [Appointment of Hearings Officers to Conduct Hearings under Various City of London By-laws](#)

June 19, 2018 – Corporate Services Committee – [Appointment of Hearings Officers to Conduct Hearings under Various City of London By-laws](#)

April 13, 2011 – Finance and Administration Committee – Appointment of Hearings Officers to Conduct Hearings under Various City of London By-laws

## **Background**

The Municipal Council, at its meeting held on April 18, 2011, enacted "A By-law to establish the positions of Hearings Officer" to hear appeals under various City by-laws and to approve the "Rules of Practice and Procedure for Hearings Before a Hearings Officer", pursuant to Section 23.1 of the *Municipal Act, 2001* and the *Statutory Powers Procedure Act*.

Hearings Officers have been appointed by the Municipal Council and delegated the authority to hear appeals under various City by-laws. In most cases, a single Hearings Officer conducts the hearings and issues a final decision with reasons. Property Standards By-law appeals require a minimum of three Hearings Officers to hear the appeals and issue a final decision with reasons.

The Hearings Officers have been rotating the responsibilities for conducting hearings based on the availability of the individual. This has provided flexibility in setting hearing dates and has resulted in timely responses to appeals.

The [Hearings Officer By-law](#) requires Hearings Officers to be Canadian citizens and possess the following:

- knowledge and prior experience in administrative law;
- be of good character;
- ability to carry out a fair and impartial hearing;
- ability to write a clear and concise decision;
- ability to communicate effectively with the public;
- an understanding of *Statutory Powers Procedure Act*; and,
- an understanding of the *Municipal Act, 2001*.

## **Discussion**

Since 2012, the City of London's Hearings Officers have dealt with 419 appeals under various City of London by-laws. In 2020, Hearings Officers began to hear appeals to an expanded number of by-laws, including the Traffic and Parking By-law resulting in an increasing number of appeals. For context, in 2019 Hearings Officers heard 16 appeals per year, in 2020 this increased to 69 appeals, 81 appeals in 2021, and in 2022 there were 155 appeals before Hearings Officers.

As a result of increasing appeals and the need to have a minimum of three Hearings Officers to consider a Property Standards appeal, the Civic Administration is recommending that two (2) additional Hearings Officers be appointed to assist with the number of appeals being received. This will assist in ensuring that appeals are addressed in a timely manner.

The Civic Administration has completed a targeted recruitment to seek additional qualified individuals to serve as Hearings Officers. Both individuals have expressed an interest in being appointed and meet the qualifications as set out in the Hearings Officer By-law. Both individuals have a record of community service and strong commitment to diversity and inclusion. The applicants have each submitted a summary of their qualifications which are attached as Appendix "B" to this report, for the information of the Municipal Council.

## **Conclusion**

The Civic Administration is committed to providing flexibility and timely responses to appeals and is therefore recommending that the Municipal Council appoint Margaret Buist and Gerry Macartney as additional Hearings Officers to assist with the appeals workload.

**Recommended by:**      **Michael Schulthess JD MPA CMO**  
**City Clerk**

## **Appendix ‘A’ – By-law Appointing New Hearings Officers**

Bill No.  
2023

By-law No.

A by-law to approve the appointments of Hearings Officers in accordance with By-law A.-6653-121, as amended, being “A by-law to establish the positions of Hearings Officer”.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 23.2 of the *Municipal Act, 2001*, as amended permits a municipal Council to delegate its powers and duties to an individual who is an officer of the municipality;

AND WHEREAS the Council of The Corporation of the City of London enacted By-law No. A.-6653-121 being “A by-law to establish the positions of Hearings Officer” on April 18, 2011 and amended on June 26, 2018 and May 25, 2021;

AND WHEREAS the Council of The Corporation of the City of London wishes to appoint Margaret Buist and Gerry Macartney as Hearings Officers in accordance with By-law A.-6653-121, as amended, being “A by-law to establish the positions of Hearings Officer”;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Margaret Buist and Gerry Macartney be hereby appointed as Hearings Officers in accordance with By-law A.-6653-121, as amended, being “A by-law to establish the positions of Hearings Officer”.
2. This by-law comes into force and effect on the day it is passed.

PASSED in Open Council on March 7, 2023.

Josh Morgan  
Mayor

Michael Schulthess  
City Clerk

First reading – March 7, 2023  
Second reading – March 7, 2023  
Third reading – March 7, 2023

## **Appendix ‘B’ – Summary of Qualifications**

### **Margaret Buist**

Margaret Buist has been a senior executive in the federal public service in Ottawa for the past twenty years (retiring in spring 2023). She has been a lawyer for 37 years and had a private practice in London, Ontario from the mid 1980's to 2002 where she practiced family law and was a public prosecutor for the Ministry of Transportation.

Margaret appeared at all levels of court from provincial offences court as a prosecutor to the Ontario Court of Appeal in her private practice. Since moving to Ottawa in 2002 she has held senior positions in the Department of Justice, Crown Indigenous Relations, and currently as Vice President of the Canadian Northern Development Agency.

Margaret has written a legal textbook on Aboriginal Law for Halsbury's Canada which is now in its third edition. In addition to this book, Margaret has many years of experience writing succinct reports and strategic briefing materials for Ministers, parliamentary committees and legal conferences.

As a member of the Ontario bar and as an Assistant Deputy Minister in the federal government Margaret is a leader in diversity and inclusion and believes strongly in access to both the justice system and other public institutions. She is past president of the Ottawa chapter of Autism Ontario.

### **Gerry W. Macartney**

Gerry Macartney is the recently retired CEO of the London Chamber of Commerce and brings over 40 years of management and community leadership experience. Gerry established the local Chamber as one of the top five legislative policy producers in the country with effective and meaningful contributions at all three levels of government over a 24-year span.

Gerry has been actively engaged in the community having served as a director on numerous Boards and Commissions, chief among them, the London Health Sciences Centre (8 years), the LEDC (where he facilitated the original founding of the organization), (10 years) and the London Club (4years). A founding member of the City of London Economic Road Map, the Past-President of the Ontario Chamber of Commerce Executives, a Steering Committee member for the Ontario Economic Summit (6 years) and the Founding Co-Chair of the Sarnia Lambton Economic Development Commission to name a few.

Gerry authored the first Diversity and Inclusion Plan for the Board and Staff of the London Chamber and was a key contributor to the drafting of the Ontario Chamber's first province-wide diversity and inclusion plan which is embedded in today's provincial Chamber network.

Gerry also served as a Panel Member on the Board of Referees Tribunal, HRDC, Employment Insurance Board for ten years hearing in-person appeals with the aim of finding a fair and equitable outcome within the parameters set out in the EI Act. Gerry gained experience writing and delivering decisions.

As a Sole Proprietor Consultant, Gerry has delivered over 55 professional strategic plans for a variety of not-for-profits, educational institutions, agricultural organizations, financial institutions, NGOs and chambers of commerce.

## **Report to Corporate Services Committee**

**To:** **Chair and Members  
Corporate Services Committee**

**From:** **Mat Daley, Director, Information Technology Services**

**Subject:** **Contract Award: Tender No. RFT-2022-247  
Solarwinds Orion Network Performance Monitoring System  
Licensing, Warranty and Technical Support Services –  
Irregular Result**

**Date:** **February 21, 2023**

## **Recommendation**

That on the recommendation of the Director, Information Technology Services (ITS), and with the concurrence of the City Manager, the following actions be taken with respect to the Irregular Result RFT-2022-247-Solarwinds Orion Network Performance Monitoring System Licensing, Warranty and Technical Support Services single bid award recommendation, as per City of London Procurement of Goods and Services Policy Section 19.4 “Only One Bid Received”, that;

- a) the Request for Tender (RFT 2022-247) submitted by Softchoice LP for an initial cost of \$103,738.87, excluding HST, for perpetual licensing and for a one (1) year term of software support, with ongoing annual software support in the amount of \$1,909.70, excluding HST, **BE ACCEPTED**;
- b) that the funding for this project **BE APPROVED** as set out in the Source of Financing Report attached, hereto, as Appendix A;
- c) that Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in relation to this project, and;
- d) that approvals hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order relating to the subject matter of this approval.

## **Executive Summary**

Information Technology Services' (ITS) Network and Telecommunications team supports over 400 network devices that together enable wired and wireless communication across the City's facilities. To maintain situational awareness and to maximize response capabilities in the event of network outages or performance issues, the team requires a Network Performance Monitoring System that can log network performance events and alert team members to such issues, thereby reducing the impacts of such events on City computer users and the services they support.

The procurement process to award a contract for Network Performance Monitoring System (RFT 2022-247) provided an irregular result with a single compliant submission from Softchoice LP. In accordance with City of London Procurement of Goods and Services Policy Section 8.10, Committee and Council approval is required to award the irregular result.

## **Linkage to the Corporate Strategic Plan**

2019-2023 Strategic Plan for the City of London

### **Leading in Public Service**

- Continue to maintain, build, and enhance a high-performing and secure computing environment.
- The City of London is trusted, open, and accountable in service of our community

- Londoners experience exceptional and valued customer service
- The City of London is a leader in public service as an employer, a steward of public funds, and an innovator of service.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- N/A

#### 1.2 Network Performance Monitoring System

The ITS Network and Telecommunications team operates and maintains over 400 network devices that together enable wireless (WiFi), local area (within a building), and wide area (between buildings) communication within and between over 50 facilities. Not only does this network connectivity allow end users to communicate with each other and access service-supporting applications, but many back-office services – such as Corporate Security cameras and alarm panels, and Facilities energy and building management systems – depend on the seamless functioning of City networks.

ITS has relied for many years on a legacy network performance monitoring solution. The City requires an updated Network Performance Monitoring System to more effectively and efficiently manage the performance of these devices and the network as a whole: ITS averages 480 network support calls each month, in addition to efforts expended on maintaining the existing fleet of network devices and supporting new networking requirements in existing and new facilities.

A modern Network Performance Monitoring System will allow ITS to automatically correlate and alert on acute network performance events, as well as to better understand network performance issues and thereby continuously improve ITS' ability to provide a high-performance network for our end users.

## 2.0 Discussion and Considerations

### 2.1 Procurement Process

On October 28, 2022, Request for Proposal (RFT 2022-247) “Solarwinds Orion Network Performance Monitoring System Licensing, Warranty and Technical Support Services” was issued on london.bidsandtenders.ca with a closing date of November 16, 2022. No questions were received. When the RFT closed, two (2) bid submissions were received. Information Technology Services, with support from Procurement Services reviewed the submissions for compliance to mandatory requirements stated in the RFT. It was determined that one (1) submission was not compliant and was rejected, leaving only one (1) compliant bid received from Softchoice LP. As per Section 19.4(b) of the City of London’s Procurement of Goods and Services Policy, the bid was opened with approval from the Director, Information Technology Services and the Senior Manager, Purchasing and Supply. Softchoice LP’s submission met the City’s terms, conditions and specifications in all areas and as per Section 19.4(c) of the Policy, the single acceptable bid is to be awarded as an Irregular Result requiring Committee and Council approval, per Section 8.10.

The contract period was identified as a period of one year, including the acquisition of perpetual software licences and the first year of warranty and support costs. Firm prices for the one (1) year contract period were required for submission.

### **3.0 Financial Impact/Considerations**

The following table outlines the Softchoice LP fees (excluding HST) recommended by the evaluation committee:

<b>Term of Contract</b>	<b>Software Licensing</b>	<b>Warranty &amp; Support</b>	<b>Net Cost to the City of London</b>
Year 1	\$ 103,738.87	\$ -	\$ 103,738.87
Year 2+	\$ -	\$ 1,909.70	\$ 1,909.70

Capital and operating funding to deliver and maintain this project was approved within the ITS 2020-2023 Multi-Year Budget. Funding for this project is outlined in the attached Source of Financing (Appendix A).

### **Conclusion**

Effective management of the City's networks requires a Network Performance Monitoring System that enables productivity of all City staff and supports the delivery of public service to residents.

RFT-2022-247 Solarwinds Orion Network Performance Monitoring System Licensing, Warranty and Technical Support Services provided an irregular result and City Administration is recommending Council approve the award to Softchoice LP, the single bidder, and enable subsequent contractual formalities to be executed.

**Submitted by:** **James McCloskey, Senior Manager, Information Technology Services**

**Recommended by:** **Mat Daley, Director, Information Technology Services**

**Concurred by:** **Lynne Livingstone, City Manager**

**Cc:** **Ian Collins, Director, Financial Services**  
**Steve Mollon, Senior Manager, Procurement & Supply**

## Appendix "A"

#23024

February 21, 2023

(Award Contract)

Chair and Members  
Corporate Services Committee

RE: RFT-2022-247 - Solarwinds Orion Network Performance Monitoring System  
Licensing, Warranty and Technical Support Services - Irregular Result  
(Subledger NT23CP01)  
Capital Project IT3022 - Network Modernization  
Softchoice LP - \$103,738.87 (excluding HST)

### **Finance Supports Report on the Sources of Financing:**

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Director, Information Technology Services, the detailed source of financing is:

<b>Estimated Expenditures</b>	<b>Approved Budget</b>	<b>Committed to Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
Engineering	69,921	69,921	0	0
Construction	46,300	46,300	0	0
Computer Equipment	4,713,325	3,192,047	105,565	1,415,713
<b>Total Expenditures</b>	<b>\$4,829,546</b>	<b>\$3,308,268</b>	<b>\$105,565</b>	<b>\$1,415,713</b>

### **Sources of Financing**

Capital Levy	234,546	234,546	0	0
Drawdown from Technology Renewal Reserve Fund	4,595,000	3,073,722	105,565	1,415,713
<b>Total Financing</b>	<b>\$4,829,546</b>	<b>\$3,308,268</b>	<b>\$105,565</b>	<b>\$1,415,713</b>

### **Financial Note:**

Contract Price	<b>IT3022H</b>
Add: HST @13%	\$103,739
Total Contract Price Including Taxes	13,486
Less: HST Rebate	117,225
Net Contract Price	-11,660
	<b>\$105,565</b>

**Note 1:** There will be ongoing annual operating software support in the amount of \$1,909.70 excluding HST.

  
\_\_\_\_\_  
Jason Davies  
Manager of Financial Planning & Policy  
jg

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee  
**From:** Mat Daley, Director, Information Technology Services  
**Subject:** SS22-284 Single Source Personal Computing and Services  
**Date:** February 21, 2023

## Recommendation

That, on the recommendation of the Director, Information Technology Services and with the concurrence of the City Manager, the following actions be taken, with respect to desktop computing and related technologies:

- a) That approval hereby BE GIVEN to enter into a three (3) year Single Source contract with an optional two (2) additional, one (1) year extensions for Personal Computing Devices and Services from CompuCom Canada Co., 1830 Matheson Boulevard, Unit 1, Mississauga, ON, Canada L4W 0B3 at a planned cost of \$991,841.64 in 2023, \$1,368,025.42 in 2024 and \$1,091,680.00 in 2025;
- b) the financing for this project **BE APPROVED** as set out in the "Sources of Financing Report" attached, hereto, as Appendix A;
- c) the attached proposed By-law (Appendix A) **BE INTRODUCED** at the Municipal Council meeting to be held on Tuesday, March 7th, 2023 to:
  - i. approve the Master Agreement Adoption Agreement between CompuCom Canada Co. (the "Supplier") and The Corporation of the City of London (the "Buyer") for the "RFB Agreement #14952" for Personal Computing Devices and Services, forming a part of the By-law and attached as Appendix B; and
  - ii. authorize the Mayor and City Clerk to execute the Agreement
- d) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this matter;
- e) the approval hereby given **BE CONDITIONAL** upon the Corporation negotiating the maintaining of satisfactory prices, terms and conditions with CompuCom Canada Co. to the satisfaction of the Director, Information Technology Services and the City Solicitor's Office and subject to future budget approval;
- f) the approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract, agreement or having a purchase order relating to the subject matter of this approval.

## Executive Summary

The City of London currently purchases Personal Desktops, All-In-One Desktops, Mini Desktops, Workstations, Laptops, Docking Stations, and Monitors through CompuCom Canada Co. This service supports procurement and lifecycle management of IT hardware equipment for all City of London Service Areas and many Boards and Commissions.

ITS is seeking authorization to enter into an agreement to acquire technology assets under the Vendor of Record, Province of Ontario Agreement #14952 (Schedule B) for a three (3) year agreement with an optional two (2) additional, one (1) year extensions for Personal Computing Devices and Service from CompuCom Canada Co., 1830 Matheson Boulevard, Unit, Mississauga, ON, Canada L4W 0B3 until March 7, 2026.

## **Linkage to the Corporate Strategic Plan**

This project supports the City of London's "Leading in Public Service" strategic area of focus. This undertaking supports the following specific strategies outlined in the 2019-2023 Strategic Plan:

- Increase the use of technology to improve service delivery: continue to maintain, build and enhance a high-performing and secure computing environment,
- Enhance the ability to respond to new and emerging technologies and best practices: deliver and maintain innovative digital solutions to increase efficiency and effectiveness across the Corporation, and,
- Maintain London's finances in a transparent and well-planned manner to balance equity and affordability over the long

## **Analysis**

### **1.0 Background Information**

#### **1.1 Previous Reports Related to this Matter**

- Corporate Services Committee, April 12, 2016, SS16-11 Single Source Corporate Technology Assets
- Corporate Services Committee, May 25, 2020, SS20-07 Single Source Corporate Technology Assets
- Corporate Services Committee, September 20, 2021, SS21-34 Single Source Corporate Technology

### **2.0 Discussion and Considerations**

#### **2.1 Procurement Approach**

In 2022, through an open and competitive bid process the Ontario Ministry of Government and Consumer Services awarded an updated agreement for personal computing devices and services.

By leveraging the agreement between the Ontario Ministry of Government and Consumer Services and CompuCom Canada Co., the City of London benefits from the buying power associated with the broader Provincial agreement as well as significantly reduces the labour costs associated with a formal bid process. Under the agreement, the City of London and CompuCom Canada Co. agree to be bound by the provisions of the Master Agreement and the form of this agreement is attached as (Schedule B).

More than 500 Publicly Funded Organizations (Governments, Health Care Institutions, School Boards, Colleges, Universities and Municipalities) leverage the Ontario Ministry of Government and Consumer Services Vendor of Record for personal computing devices and services. Municipal examples include City of Windsor, City of Ottawa and the City of Mississauga.

#### **Purchasing Process**

In collaboration with partners in Legal Services and Purchasing and Supply Operations, the Ontario Ministry of Government and Consumer Services Request for Bids (RFB) Agreement #14952 agreement with CompuCom Canada Co. is in compliance with our Procurement of Goods and Services Policy per section 14.4 Single Source item g) it is advantageous to the City to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body.

## **3.0 Financial Impact/Considerations**

### **3.1 Financial Impact**

Through analysis of the pricing available to the City of London from the Ontario Ministry of Government and Consumer Services Request for Bids (RFB) Agreement #14952 agreement with CompuCom Canada Co. it has been determined that this is the most cost-effective solution for purchases of corporate technology assets (Personal Desktops, All-In-One Desktops, Mini Desktops, Workstations, Laptops, Docking Stations, and Monitors). The funding associated with this agreement has been included in the 2020-2023 Multi-Year Capital Budget. This contract seeks to commit funding from capital project IT3012 across multiple years – 2023 which is included in the approved capital budget and reflected on the source of financing attached as Appendix A, and 2024 and 2025 which are included in the capital forecast but only approved in principal until the 2024 to 2027 Multi-Year Budget is approved. Finance confirms that the funding for this contract will be available, subject to future Council budget approvals, via capital project IT3012.

There are no additional current or future operating costs associated with this procurement contract.

## **Conclusion**

Leveraging the Ontario Ministry of Government and Consumer Services Request for Bids (RFB) Agreement #14952 agreement with CompuCom Canada Co. is the most cost-effective approach to delivering modern and reliable Personal Desktops, All-In-One Desktops, Mini Desktops, Workstations, Laptops, Docking Stations, and Monitors for the City of London.

**Prepared by:**

**Steve Spring, Manager, Hardware Services**

**Submitted by:**

**Dan Dobson, Senior Manager, Infrastructure and Data Services**

**Recommended by:**

**Mat Daley, Director, Information Technology Services**

**Concurred by:**

**Lynne Livingstone, City Manager**

## Appendix "A"

**#23028**

February 21, 2023  
(Award Contract)

Chair and Members  
Corporate Services Committee

RE: SS22-284 Single Source Personal Computing and Services  
Capital Project IT3012 - End User Devices and Productivity Tools  
CompuCom Canada Co. - \$991,841.64 (excluding HST)

---

### Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Director, Information Technology Services, the detailed source of financing is:

<b>Estimated Expenditures</b>	<b>Approved Budget</b>	<b>Committed To Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
Computer Equipment	9,877,249	6,628,957	1,009,298	2,238,994
<b>Total Expenditures</b>	<b>9,877,249</b>	<b>6,628,957</b>	<b>1,009,298</b>	<b>2,238,994</b>

### Sources of Financing

Capital Levy	100,000	100,000	0	0
Drawdown from Technology Renewal Reserve Fund	9,491,037	6,528,957	723,086	2,238,994
Drawdown from Operating EEE Reserve	286,212	0	286,212	0
<b>Total Financing</b>	<b>\$9,877,249</b>	<b>\$6,628,957</b>	<b>\$1,009,298</b>	<b>\$2,238,994</b>

### Financial Note:

	<b>IT3012A</b>	<b>IT3012B</b>	<b>Total</b>
Contract Price	\$183,447	\$808,395	\$991,842
Add: HST @13%	23,848	105,091	128,939
Total Contract Price Including Taxes	207,295	913,486	1,120,781
Less: HST Rebate	-20,619	-90,864	-111,483
<b>Net Contract Price</b>	<b>\$186,676</b>	<b>\$822,622</b>	<b>\$1,009,298</b>

**Note 1:** The 2024 and 2025 funding for this contract will be available subject to future Council budget approvals via capital project IT3012.

---

\_\_\_\_\_  
Jason Davies  
Manager of Financial Planning & Policy

lp

## **APPENDIX B**

Bill No.

By-law No.

A By-law to approve the Master Agreement Adoption Agreement to the Master Agreement between The Corporation of the City of London and CompuCom Canada Co.; and to authorize the Mayor and City Clerk to execute the Master Agreement Adoption Agreement .

WHEREAS subsection 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS, after an open and competitive bid process completed by the Minister of Government and Consumer Services in May 2022, Her Majesty the Queen (now His Majesty the King) in right of Ontario has entered into an agreement with CompuCom Canada Co. for Personal Devices and Services (Agreement No.14952) ["Master Agreement"];

AND WHEREAS The Corporation of the City of London and CompuCom Canada Co. wish to adopt and amend the Master Agreement;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The Master Agreement Adoption Agreement entered into between The Corporation of the City of London and CompuCom Canada Co., attached as Schedule "A" to this by-law, is authorized and approved.
2. The Mayor and the City Clerk are authorized to execute the Master Agreement Adoption Agreement authorized and approved under section 1 of this by-law.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on [insert date].

Josh Morgan  
Mayor

Michael Schultheiss  
City Clerk

First reading -  
Second reading -  
Third reading -

## Schedule A

### Master Agreement Adoption Agreement

This Master Agreement Adoption Agreement is made as of March 7, 2023

between

**CompuCom Canada Co. (the "Vendor")**

and

**The Corporation of the City of London (the "Buyer").**

**WHEREAS:**

The Vendor and HER MAJESTY THE QUEEN (now His Majesty the King) in right of Ontario as represented by THE MINISTER OF GOVERNMENT AND CONSUMER SERVICES, have entered into a Master Agreement for Personal Computing Devices and Services made as of May 16, 2022 (the "Master Agreement").

**AND WHEREAS** the Buyer wishes to enter into a separate agreement with the Vendor so that the Buyer may place orders and acquire Services and Deliverables from the Vendor in accordance with the terms of the Master Agreement, as amended herein.

**NOW THEREFORE** this Master Agreement Adoption Agreement witnesses that for consideration, the receipt and sufficiency of which is acknowledged by the parties, the Buyer and the Vendor acknowledge and agree as follows:

a) Adoption

The Buyer and the Vendor agree to be bound by all of the provisions of the Master Agreement as if such agreement was entered into by the Vendor and the Buyer, except where an amendment is implied mutatis mutandis and except as expressly amended in this Master Agreement Adoption Agreement. For certainty, HER MAJESTY THE QUEEN (now HIS MAJESTY THE KING) in right of Ontario as represented by THE MINISTER OF GOVERNMENT AND CONSUMER SERVICES is not a party to or a guarantor under the Master Agreement Adoption Agreement.

b) Amendments:

The following provisions of the Master Agreement will be amended for the purposes of the Master Agreement Adoption Agreement:

- i. The definition of FIPPA in Schedule 2 of the Master Agreement is amended by inserting the phrase ", and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56" before the phrase "as amended";
- ii. Where the context requires, reference in the Master Agreement to "OPS" or the "Ministry" or "Her Majesty the Queen in right of Ontario" (now "His Majesty the King in right of Ontario" or "Ontario" shall be a reference to the Buyer, with the exception of Article 9 of the Master Agreement;
- iii. Section 1.8 Notices by Prescribed Means is hereby deleted and replaced with:

#### **Section 1.8 Notices by Prescribed Means**

Any notice given by the Vendor to the Buyer under this Master Agreement Adoption Agreement shall be served personally, or by sending same by regular letter mail or email to:

The Corporation of the City of London  
Attn: Steve Spring  
Manager, Hardware Services  
Address: 201 Queens Ave, Suite 300  
City: London, ON N6A 1J1  
Email: sspring@london.ca

or such other address as the Buyer may from time to time designate by written notice to the Vendor.

Any notice given by the Buyer to the Vendor under this Agreement, or any other document as prepared by the Buyer for the Vendor shall be served personally or by sending same by regular letter mail or email to:

CompuCom  
Canada Co.  
1830 Matheson  
Blvd., Unit 1,  
Toronto ON.  
M5W 4E1  
Attn: Christine Evitt  
Email: [christine.evitt@compucom.com](mailto:christine.evitt@compucom.com)

or such other address as the Vendor may from time to time designate by written notice to the Buyer.

Any notice given under this Agreement shall be deemed to have been served, in the case of personal service or email, on the day it was served, and in the case of service via regular letter mail, five (5) business days after the date on which it was posted.

- vi. Section 6.9 Copyright notice – has been deleted
- vii. With respect to Section 11.5 (a) Escalation Process, the Ministry's positions shall be updated to the following positions:

Initial Step: Operations Level  
City of London: Supervisor Hardware Services

Second Step: Management Level  
City of London: Manager – Hardware Services

Third Step: Executive Level  
City of London: Senior Manager – Infrastructure and Data Services

Forth Step: Senior Executive Level  
Director of Information Technology Services

- Viii 12.2 c) Arbitration – the place of Arbitration shall be the City of London, Ontario, Canada.
- iv. Definition of "Expiry Date" shall be updated to reflect signing date of Master Agreement Adoption Agreement plus three (3) years.

IN WITNESS WHEREOF the parties have entered into this Master Agreement Adoption Agreement as of the date first set out above.

The Corporation of the City of London

CompuCom Canada Co.

Per:	Per:
------	------

Name: Josh Morgan

Name:

Title: Mayor – City of London

Title:

Date:

Date:

I have authority to bind the Corporation

The Corporation of the City of London

Per:
------

Name: Michael Schultheiss

Title: City Clerk, City of London

Date:



**AGREEMENT**

**Between**

**HER MAJESTY THE QUEEN in right of Ontario**

as represented by

**THE MINISTER OF GOVERNMENT AND CONSUMER SERVICES**

**AND**

**COMPUCOM CANADA CO.**

**FOR**

**PERSONAL COMPUTING DEVICES & SERVICES**

Effective Date: May 16, 2022

Agreement No.: 14952

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RFB Main:

Part 1 – The Deliverables

Part 2 – Terms and Conditions

Attachments:

#2 – Form of Agreement (FOA)

[#3 – Placeholder only - No attachment]

[#4 – Placeholder only - No attachment]

#5 – Rated Requirements

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#7 – Reporting Requirements

#8 – Ministry Sites

#9 – Service Requirements

#10 – Service Management

#11 – Minimum Product Specifications

#12 – Manufacturer's Undertaking

#13 – Performance Measures and Remedies

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## **AGREEMENT**

THIS AGREEMENT (the “Agreement”), made in quadruplicate is effective as of the 16th day of May, 2022 (the “**Effective Date**”)

BETWEEN:

**HER MAJESTY THE QUEEN in right of Ontario**

as represented by

**THE MINISTER OF GOVERNMENT AND CONSUMER SERVICES**

(referred to as the “**Ministry**” or “**MGCS**”)

AND:

**COMPUCOM CANADA CO.**

(referred to as the “**Supplier**”)

In consideration of their respective agreements set out below, the Parties covenant and agree as follows:

### **INTERPRETATION AND GENERAL PROVISIONS**

#### **1.1 Defined Terms**

Unless otherwise specified, capitalized words and phrases have the meaning set out in **Schedule 2**.

#### **1.2 No Indemnities from Ministry**

Notwithstanding anything else in the Agreement, any express or implied reference to the Ministry or any Customer providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether as of the Effective Date of the Agreement or at any time during the Term, shall be void and of no legal effect.

This Section shall survive the termination or expiry of the Agreement.

#### **1.3 Entire Agreement**

(a) This Agreement, including the Schedules attached hereto together with any Orders and such other documents that are contemplated in this Agreement and as are agreed to between the Parties from time to time, constitute the entire agreement between the Parties pertaining to the subject matter set out in the Agreement, and supersede all prior agreements or understandings, whether oral or written, of the Parties.

(b) Without limiting the generality of **Section 1.3(a)** above, Ontario will not be bound by any terms and conditions with respect to the provision of the Deliverables, including the terms and conditions contained in or on any website, or in or on any click-wrap, browse wrap, web wrap, shrink-wrap or standard form licence or other licence or agreement



delivered with or contained in or on the Deliverables, or contained in any invoice or purchase order, regardless of any action taken or not taken by the Ministry or its users to indicate acceptance of those terms, except as otherwise set out in **Section 6.6** or are, pursuant to an amendment in accordance with **Section 1.12** below, incorporated in and form part of the Agreement.

#### 1.4 **Severability**

If any term or condition of the Agreement, or the application thereof to the Parties or to any Persons or circumstances, is to any extent invalid or unenforceable, the remainder of the Agreement, and the application of such term or condition to the Parties, Persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

#### 1.5 **Interpretive Value of Documents**

In the event of conflicts or inconsistencies between or among any of the provisions of the Agreement, the provisions shall govern in the following order of precedence with each taking precedence over those listed subsequently:

- (a) the Articles of the Agreement;
- (b) in **Schedule 1**,
  - (i) the RFB and any Addenda issued by the Ministry;
  - (ii) the Bid;
- (c) Orders except that the Rates set out therein may be lower than the Rates set out in **Schedule 1**, and except to the extent that the Agreement specifically provides that a Statement of Work may vary the terms of the Articles of or a Schedule to the Agreement.

#### 1.6 **Interpretation**

In the Agreement:

- (a) Headings are for convenience of reference and are not to be used to interpret the Agreement.
- (b) Any reference in the main body of this Agreement, a Schedule or a SOW to an Article, Section, Subsection or Paragraph shall mean a reference to an Article, Section, Subsection or Paragraph of the main body of this Agreement, Schedule or a SOW, respectively, unless otherwise indicated.
- (c) Words in the singular include the plural and vice versa.
- (d) Reference to a statute means the statute and any regulations as amended, re-enacted or remade or as changed in the exercise of a statutory power to make non-substantive changes.
- (e) All dollar amounts are expressed in Canadian Dollars.



(f) The words “including” and “includes” are not intended to be limiting and shall mean “including without limitation” or “includes without limitation” as the case may be.

### **1.7 Force Majeure**

Subject to the Supplier’s obligations for Business Continuity in **Section 3.8** of the Agreement, neither Party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control. The parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism but shall not include shortages or delays relating to supplies or services. The event shall not be considered beyond the Supplier’s reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the Parties agree that force majeure events shall not include shortages or delays relating to supplies of Products or Services. In the case of Ontario, force majeure shall include any partial or complete disruption or slowdown affecting the OPS’ operations due to strikes, labour stoppages or lockouts or other labour-related events. If a Party seeks to excuse itself from its applicable obligations under the Agreement due to an event beyond its reasonable control, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. The Supplier shall formulate and implement a Business Continuity Plan that includes such contingency measures and disaster recovery plans as are necessary to provide the Deliverables without delay, disruption or deterioration in the performance of the Supplier’s obligations in connection with the Agreement. If the anticipated or actual delay or non-performance by the Supplier exceeds fifteen (15) Business Days, the Ministry may immediately terminate the Agreement by giving notice of termination and such termination shall be in addition to the other rights and remedies available to the Ministry under the Agreement, at law or in equity.

### **1.8 Notices by Prescribed Means**

Notices shall be in writing and shall be delivered by postage-prepaid envelope, personal delivery, electronic mail (email) or facsimile and shall be addressed to, respectively, the Ministry Address to the attention of the Ministry Representative and to the Supplier Address to the attention of the Supplier Representative. Notices shall be deemed to have been given: (a) in the case of postage-prepaid envelope, five (5) Business Days after such notice is mailed; or (b) in the case of personal delivery, email or facsimile one (1) Business Day after such notice is received by the other Party. In the event of a postal disruption, notices must be given by personal delivery, email or by facsimile. Unless the Parties expressly agree in writing to additional methods of notice, notices may only be provided by the methods contemplated in this Section.



### **1.9 Governing Law**

The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. The Parties agree that the *United Nations Convention on Contracts for the International Sale of Goods* does not apply to the Agreement.

This Section shall survive the termination or expiry of the Agreement.

### **1.10 Approval of Documents**

Any approval required under the Agreement shall be in writing. Subject to the other provisions hereof, wherever in the Agreement approval is required with respect to any document, following such approval, such document shall not be amended, supplemented, or changed in any material manner whatsoever, without obtaining a further approval.

### **1.11 Amendments to Agreement**

Any amendment of the main body of the Agreement, its Schedules, or any SOW, shall not be binding unless it is in writing and executed by the duly authorized representatives of the Ministry and the Supplier. No change shall be effective or shall be carried out in the absence of such an amendment.

### **1.12 Accessibility Requirements**

The Supplier's delivery of the Deliverables shall comply with all applicable requirements, specifications and standards for accessibility established in accordance with the Ontario Human Rights Code (HRC) R.S.O. 1990, Chapter H.19, the Ontarians with Disabilities Act, S.O. 2001, Chapter 32 and the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, Chapter 11, regulations made thereto and any direction from the Ministry

### **1.13 Notification by Supplier to Ministry**

During the Term, the Supplier shall advise the Ministry promptly of: (a) any contradictions, discrepancies or errors found or noted in the Agreement; (b) supplementary details, instructions or directions that do not correspond with those contained in the Agreement; and (c) any omissions or other faults that become evident and should be corrected in order to provide the Deliverables in accordance with the Agreement and Requirements of Law.

### **1.14 OPS Rights and Remedies and Supplier Obligations Not Limited to Agreement**

The express rights and remedies of the OPS and obligations of the Supplier set out in the Agreement are in addition to and shall not limit any other rights and remedies available to the OPS or any other obligations of the Supplier at law or in equity.

This Section shall survive the termination or expiry of the Agreement.

### **1.15 Condonation Not a Waiver**

Any failure by the Ministry to insist in one or more instances upon strict performance by the Supplier of any of the terms or conditions of the Agreement shall not be construed as a waiver by the Ministry of its right to require strict performance of any such terms or Personal Computing Devices & Services

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conditions, and the obligations of the Supplier with respect to such performance shall continue in full force and effect.

### **1.16 Waiver**

No waiver by the Ministry of any rights under the Agreement shall be effective unless in writing, duly executed by an authorised representative of the Ministry. A waiver of any breach of any provision of the Agreement by the Supplier shall not be construed as a continuing waiver of other breaches of the same provision or waiver of any other provision of the Agreement.

### **1.17 Delay**

For delay that is demonstrated by the Supplier to be caused solely by the Ministry, the Ministry will provide equivalent additional time to the Supplier to comply with Service Level Metrics. No additional compensation, fees, costs, or charges shall be paid by the Ministry.

## **ARTICLE 2 - NATURE OF RELATIONSHIP BETWEEN MINISTRY AND SUPPLIER**

### **2.1 Representatives May Bind the Parties**

The Parties represent that their respective representatives have the authority to legally bind them to the extent permissible by the Requirements of Law.

### **2.2 Ministry Sole Representative for OPS**

(a) The Supplier acknowledges that the Ministry is entering into this Agreement for its benefit and for the benefit of Customers. The Ministry is also deemed a Customer for the purpose of acquiring Products and Services for its End Users.

(b) The Ministry shall be the sole and exclusive representative for the OPS for all matters relating to the Agreement. The Supplier shall not contact, solicit business or take instructions from any other part of the OPS unless otherwise expressly permitted in writing by the Ministry. Without limiting the generality of **Section 3.3**, no Order will be binding under the Agreement unless it is issued by an authorized representative of the Ministry and no invoice of the Supplier will be payable under the Agreement unless it is pursuant to an Order issued by an authorized representative of the Ministry.

(c) The Ministry will provide notice in writing to the Supplier setting out the authorized representatives of the Ministry and the scope of authority of such representatives, as such list may be amended from time to time by the Ministry in its sole discretion.

### **2.3 Supplier Not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the Ministry or to assume or create any obligation or responsibility, express or implied, on behalf of the Ministry. The Supplier

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shall not hold itself out as an agent, partner, or employee of the Ministry. Nothing in the Agreement shall have the effect of creating an employment, partnership or agency relationship between the Ministry and the Supplier or the Supplier's Personnel or constitute an appointment under the *Public Service of Ontario Act, 2006*, S.O. 2006, Chapter 35, as amended. The Supplier shall be solely liable for all moneys payable by it on account of statutory and contractual obligations arising from payments received by it pursuant to the Agreement.

This Section shall survive the termination or expiry of the Agreement.

#### **2.4 Responsibilities of Supplier**

- (a) The Supplier agrees that it is liable for its acts and omissions and the acts and omissions of the Supplier's Personnel in the same manner as if the acts or omissions of the Supplier's Personnel were those of the Supplier. This Section is in addition to any and all of the Supplier's liabilities under the Agreement and under the general application of law. The Supplier shall advise the Supplier's Personnel of their obligations under the Agreement and shall ensure their compliance with all the applicable terms of the Agreement. In addition to any other liabilities of the Supplier pursuant to the Agreement or otherwise at law or in equity, the Supplier shall be liable for all Losses and Proceedings resulting from its actions or omissions and the actions or omissions of the Supplier's Personnel in connection with the Agreement.
- (b) The Supplier shall not be relieved of any obligation or liability under the Agreement as a result of the use by the Supplier of any Supplier's Personnel, nor shall Ontario be liable to any of the Supplier's Personnel and the Supplier shall not make any representation or enter into any agreement with the Supplier's Personnel to the contrary.
- (c) The Supplier shall be responsible for including applicable terms and conditions into contracts that the Supplier has with the Supplier's Personnel or otherwise taking all necessary steps to cause the Supplier's Personnel (including Subcontractors) to comply with all applicable provisions of this Agreement.
- (d) Each Manufacturer of a Product available for ordering by the Ministry under the Agreement shall be deemed to be a Subcontractor of the Supplier under the Agreement. The Supplier shall require each Manufacturer to enter into a Manufacturer's Undertaking in the form attached hereto as Attachment 12 for the Product Categories identified by the Ministry. In addition, the Supplier shall require the Manufacturer of any new Products supplied under the Agreement who has not signed a Manufacturer's Undertaking to sign the Manufacturer's Undertaking in the form attached hereto as Attachment 12. The Rates provided by each Manufacturer to the Supplier as of the Effective Date shall be ceiling prices that shall not increase during the Term.



This Section shall survive the termination or expiry of the Agreement.

## **2.5 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Agreement or any monies due under it without the prior written consent of the Ministry. Such consent shall be in the sole discretion of the Ministry and subject to the terms and conditions that may be imposed by the Ministry. Without limiting the foregoing, the Ministry shall be entitled to withhold its consent to any proposed subcontracting or assignment of the Agreement if any of the following conditions are not met:

- (a) the Ministry shall be given prior written notice of the proposed subcontracting or assignment and shall be provided with such information as it may request with respect to the proposed Subcontractor or assignee;
- (b) the Ministry shall be provided with complete, accurate information on the proposed Subcontractor or assignee including information regarding: its corporate structure and governance; its relationships with other entities; any affiliations with foreign entities; and the place or jurisdiction where it carries on or will carry on business;
- (c) the Ministry is satisfied that the subcontracting or assignment will not violate or be contrary to any OPS policy;
- (d) Any contract between the Supplier and the Subcontractor or between the Supplier and the assignee must specify that: (i) the Subcontractor or assignee is and will be able and willing to comply with all of the applicable terms and conditions of the Agreement including the Supplier's obligations and covenants under the Agreement.; and (ii) this clause (d) of **Section 2.5** shall survive the expiry or termination of the Agreement and any contract between the Supplier and the Subcontractor or between the Supplier and the assignee;
- (e) The subcontracting or assignment does not impose and shall not result in the imposition of any additional cost, obligation, liability or covenant on Ontario; and
- (f) Any subcontracting or assignment of the Agreement in whole or in part shall not relieve the Supplier of its performance or any responsibility, obligation, covenant or liability under the Agreement.

Without limiting the generality of the conditions which the Ministry may require prior to consenting to the use of a Subcontractor by the Supplier, every contract entered into by the Supplier with a Subcontractor shall include such provisions as are reasonably necessary to cause the Subcontractor to comply with any applicable provisions of the Agreement. Except for the Manufacturer's Undertaking, nothing contained in the Agreement shall create a contractual relationship between the Supplier's Personnel and the Ministry

In the event that the Ministry does not consent to the subcontracting or assignment of the Agreement, in whole or in part, any subcontracting or assignment by the Supplier in such



a situation will be deemed to be grounds for termination pursuant to **Section 8.1**.

The Supplier shall ensure that its contracts with its Subcontractors and suppliers are assignable to the Ministry if the Agreement is terminated in whole or in part in accordance with Article 8 and the Ministry elects, in its sole discretion, to assume any of the contracts. As an alternative to assuming any contract made with any such Subcontractor or supplier, as set forth above, the Ministry shall be entitled at its option to negotiate directly and to enter into any agreements with the Subcontractors and suppliers with respect to the provision of any Products or Services. The Supplier shall ensure that its contracts with the Subcontractors and suppliers permit the assignment of such agreements, as described in this **Section 2.5**, at no additional cost to the Ministry. Additionally, no such contract shall prohibit any Subcontractor or supplier from entering into negotiations and new agreements with the Ministry.

The Supplier acknowledges and agrees that the Ministry may, during the course of the Agreement, require direct communication with a Subcontractor regarding matters within the scope of the Subcontractor's responsibilities subcontracted to it by the Supplier. The Supplier shall facilitate such direct communication if requested by the Ministry. The Supplier agrees that nothing in the Agreement or any other document permitted under the Agreement such as an Order shall prohibit or limit the ability of the Ministry, if the Ministry so elects, to directly communicate with the Supplier's Subcontractors regarding matters within the scope of the Subcontractor's responsibilities. Such communication shall not be construed as a waiver by the Ministry of the Supplier's responsibilities or obligations under the Agreement nor will such communication relieve the Supplier of any of its responsibilities or obligations under the Agreement.

This Section shall survive the termination or expiry of the Agreement.

## **2.6 Change of Control**

For purposes of the Agreement, any reorganization or restructuring of the Supplier that results in a new entity assuming all or part of the business and operations of the Supplier, or any sale or disposition that results in a change of control of the Supplier shall be deemed to be an assignment of the Agreement by the Supplier and shall be subject to the provisions of **Section 2.5** above.

## **2.7 Conflict of Interest**

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) disclose to the Ministry without delay any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Ministry to resolve any Conflict of Interest. In addition to all other contractual rights or rights available at law or in equity, the Ministry may immediately terminate the Agreement upon giving notice to the Supplier where: (i) the Supplier fails to disclose an actual or potential Conflict of Interest; (ii) the Supplier fails to comply with any requirements prescribed by the Ministry to resolve a Conflict of Interest;



or (iii) the Supplier's Conflict of Interest cannot be resolved.

This Section shall survive the termination or expiry of the Agreement.

## **2.8 Agreement Binding**

The Agreement is for the benefit of and is binding upon the Parties and their respective successors and permitted assigns.

This Section shall survive the termination or expiry of the Agreement.

## **2.9 Assignment by the Ministry**

- (a) Upon prior written notice to the Supplier, the Ministry may assign the Agreement, in whole or in part, including any or all Orders, or may assign or sublicense any right or interest granted to the Ministry to any Person, without the prior written consent of the Supplier; and
- (b) Without limiting the provisions of **Section 2.9(a)** above, the Supplier acknowledges that the Ministry and Clients have the right to determine from time to time which End Users are granted possession or the right to use any Product or Services that are intended for use by End Users, and the Ministry may re-assign or transfer all such items and rights of use as between the Ministry, any Client and End Users. The Supplier shall continue to perform all obligations set out in the Agreement with respect to any warranties or support services to be provided for any Deliverables notwithstanding any such re-assignment or transfer of any rights with respect to any of the Deliverables.

# **PERFORMANCE BY SUPPLIER**

## **3.1 Transition-In**

Immediately upon finalization of the Transition-In Plan by the Supplier and approval of the Transition-In Plan by the Ministry, the Supplier shall perform the obligations, including the tasks and activities, necessary to implement and complete the Transition-In Plan in accordance with the Agreement.

## **3.2 Supply of Deliverables**

- (a) Non-Exclusive Agreement; Work Volumes

The Supplier acknowledges that it is providing the Deliverables to the Ministry on a non-exclusive basis. The Ministry makes no representation, assurance, warranty or guarantee regarding the value or volume of Deliverables that will be acquired under the Agreement, or regarding the accuracy, completeness or non-occurrence of changes in information provided by or on behalf of the OPS. The Ministry will, in its sole discretion, determine when, how much, for which location and for what period it will acquire the Deliverables from the Supplier. The Ministry, or any Customer, reserves the right, at any time, to obtain from any other Person,



including, without limitation, , from third parties or internally, the same or similar Deliverables including any Product Type, as those provided by the Supplier.

(b) Authorized Reseller

The Supplier shall be authorized during the Term to sell and rent the Products supplied and provide the related Services under the Agreement. The Supplier or the Supplier's Personnel shall be authorized and certified in respect of:

- (i) the Products supplied under the Agreement; and
- (ii) the Services provided in relation to the Products.

At any time and from time to time, the Ministry has the right to request that the Supplier provide, and the Supplier shall provide within five (5) Business Days of the request, written confirmation from the Manufacturer of the Products that the Supplier has Authorized Reseller status and is authorized to sell the Manufacturer's Products and is a certified service provider of that Manufacturer.

(c) Supplier Unable or Unwilling to Provide Product or Services

If the Supplier is unable or unwilling for any reason including, but not limited to, financial difficulties, to provide the Products or perform the related Services, then,

- (i) the Supplier shall require the Manufacturer of the Product Category to comply with the provisions of the Agreement including the terms of the Manufacturer's Undertaking such as but not limited to:
  - (1) the sale and rental of the Manufacturer's Products and Warranty Services directly to Customers at the Rates set out or calculated in accordance with the Agreement at no additional cost (such as any administrative or other costs), obligation or liability to Ontario or any Customer; and
  - (2) in respect of the new Products purchased or rented in accordance with this Section, perform the services described in the Manufacturer's Undertaking itself or through a third party subcontractor approved by the Ministry, in accordance with the Service Levels set out in the Agreement, at the Rates set out or calculated in accordance with the Agreement and at no additional cost (such as any administrative or other costs), obligation or liability to Ontario or any Customer.

For certainty, the Ministry shall have the right to choose, in its sole discretion, whether to acquire Products and Services at the current Rates established in accordance with the Agreement from a reseller designated by the Manufacturer



for a period determined by the Ministry.

This Section shall survive the termination or expiration of the Agreement.

### **3.3 Ordering Deliverables**

The Agreement contemplates: (i) the issuance of Orders by the Ministry from time to time during the Term and all such Orders shall be issued subject to and in accordance with the Agreement; (ii) the execution by the Ministry and the Supplier of one or more Statements of Work for Ad Hoc Services from time to time subject to and in accordance with the Agreement.

#### **(a) Orders**

The Supplier shall accept the Order(s) submitted by the Ministry in accordance with this Agreement and shall provide the ordered Deliverables to the Customer location in the Province of Ontario set out in the applicable Order. For certainty, the Supplier is not required to supply Products under the Agreement until September 7<sup>th</sup>, 2022, except as expressly required by the Ministry.

During the Term of the Agreement, the Ministry may issue a written request to the Supplier for Ad Hoc Services to be provided pursuant to a Statement of Work. The written request issued by the Ministry will set out a brief description of the requested Deliverables, the timeframes for receipt, and any other requirements of the Ministry. The Supplier shall not unreasonably deny any request for Ad Hoc Services pursuant to a Statement of Work.

#### **(b) Ordering Entity**

Only the Ministry as defined under the Agreement may order Deliverables for Customers on the terms and conditions provided for in the Agreement, and only pursuant to an Order executed by a duly authorized representative of the Ministry. The Supplier shall only provide Deliverables pursuant to an Order and in accordance with the Agreement and the applicable Order. The Supplier shall not sell or offer to sell any Deliverables under this Agreement to any entity or organization other than the Ministry as defined in this Agreement.

#### **(c) Ordering Terms**

Each Order shall refer to this Agreement by setting out the date set out on the first page of this Agreement and the RFB number, and shall at minimum also include, as applicable: (i) the name or description of each Deliverable, along with the related Rates payable and delivery dates; (ii) the quantity of Deliverables; (iii) delivery location; (iv) whether the Deliverables are being acquired by purchase or provided pursuant to Rental Services; (v) the name and contact information for the Ministry and Supplier for the purposes of the particular Order. Where applicable, an Order may include additional terms and conditions in accordance with the Agreement, including the following: Timeframes for the Supplier to provide the Deliverables;



- Supplier's responsibilities;
- For Rental Services, the term of the rental arrangement;
- Reporting requirements.

Each Statement of Work shall refer to this Agreement and shall at minimum also include (i) the name or description of each Deliverable, along with the related Rates payable; (ii) the term and commencement date, the delivery dates or project milestone dates and project description, and, where applicable, the name and contact information for the Client and Supplier; (iii) the Rates for Ad Hoc Services shall not exceed the applicable Rates set out in **Schedule 1** and, if applicable, a maximum ceiling price for each SOW, (iv) the SOW may, if agreed upon by the Parties, vary the terms and conditions of the Agreement governing the Service Levels to be achieved (the Agreement sets out minimum Service Levels), benchmark performance criteria and standards expected of the Supplier and measurement methods to monitor and report on the Supplier's performance; and (v) any other terms and conditions agreed upon by the Parties in accordance with the Agreement.

(d) Separate Terms

The terms and conditions set out in an Order shall have no effect on any other Order and shall only apply to the provision of Deliverables under that particular Order.

(e) Conflict between an Order and the Agreement

- (i) In the event of a conflict between an Order and the Agreement, the main body of the Agreement and the Schedules shall govern except as otherwise specifically set out in the Agreement and except that the Rates set out in or attached to and forming part of any Order shall prevail over the Rates set out in Schedule 1 of the Agreement, but only to the extent that the Rates in the Order are lower than the Rates set out in **Schedule 1** of the Agreement.
- .
- (ii) Except as otherwise set out in **Section 3.3(e)(i)** above, no terms and conditions set forth in any Order that are inconsistent with the terms and conditions of the Agreement will be binding on the Ministry or a Client unless set forth in a written amendment to the Agreement that is executed by the Ministry and the Supplier.

(f) Electronic Ordering and Payment

If the Ministry chooses to order Deliverables or pay for them electronically, the Supplier shall ensure that its systems and processes accommodate the Ministry's requirements.

### 3.4 Products

(a) Product Specifications

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The Products supplied by the Supplier shall meet or exceed the Specifications and all other requirements as set out in the Agreement.

(b) Within Scope Products

The Supplier shall supply in accordance with the terms of the Agreement any products that the Ministry may require that are within the scope of the Products supplied under the Agreement.

(c) Third Party Warranties

Without limiting the representations, warranties and covenants provided by the Supplier under **Article 10**, in respect of any Deliverable where warranties are additionally provided by a Subcontractor or third party, such as by the Manufacturer of Products or licensor of software, the Supplier shall assign to the Ministry, without reservation, all of the Supplier's rights, but none of the Supplier's obligations, under all warranties provided by the third party. The Ministry shall have the right to take any action it deems appropriate to enforce such warranties. In the event that the Ministry is precluded from enforcing any such warranty in its name or the Supplier cannot assign such warranty to the Ministry, the Supplier shall, upon the Ministry's request, take such steps to enforce such warranty as the Ministry may request. The Ministry's rights under this Section are in addition and without limitation to its rights and remedies under any other applicable service or warranty agreement with any other Person, under the Agreement, at law or in equity.

This Section shall survive the termination or expiry of the Agreement.

### 3.5 Services

(a) Provision of Services

The Supplier shall commence the provision of the Services, except for optional Services, upon receipt of written notice from the Ministry. With respect to Services that are optional to acquire, the Supplier shall provide such Services only pursuant to an Order issued by the Ministry.

(b) Configuration Centre

The Supplier shall, as of the Effective Date, operate and perform the obligations specified for the Configuration Centre as set out in **Schedule 1**.

(c) Warranty Service

(i) Warranty Services Provided by Manufacturer

The Supplier shall require all work under any Warranty Service to be performed by the Manufacturer itself or by the Supplier provided the Supplier has Authorized Reseller status.



## (ii) Term of Warranty Service

Without limiting the generality of **Section 8.9** below, the term of any Warranty Service ordered by the Ministry that exceeds the Term of the Agreement, will not expire or terminate on the Expiry Date or termination date of the Agreement, but shall continue for the term of the Warranty Service.

This **Section 3.5(c)** shall survive the termination or expiry of the Agreement.

## (d) Reporting

The Supplier shall provide the reports specified in **Schedule 1**

For the monthly operational meetings and as set out in Attachment 7, Reporting Requirements, the Supplier shall provide Service Level reports that include improvement plans setting out the actions to be taken by the Supplier to improve service delivery.

On or before the end of each Contract Year, the Supplier shall provide the Ministry with a written report setting out a review of the Supplier's performance, including a review of the Supplier's compliance with the Service Levels, during the previous twelve (12) month period.

The Supplier shall be responsible for reporting its performance with respect to all Service Levels, and such reports shall include all evidence to support each claim that a Service Level has been met. The Supplier shall provide such reports to the Ministry on a monthly basis, unless otherwise specified. The Supplier will also provide the Ministry with quarterly and yearly summary reports relating to the Supplier's performance including an analysis of any trends. All reports shall be provided as required under the Agreement, on time, complete and accurate. Any report that is not complete or accurate shall be deemed not to have been provided by the Supplier. Any additional, specific reporting requirements with respect to any Service Level shall be set out in the applicable Order. All reports shall be provided to the Ministry at no charge.

The Supplier is responsible for monitoring the Service Levels, including but not limited to detection of any failure to meet a Service Level.

### **3.6 Delivery, Risk of Loss, Title and Inspection**

## (a) Delivery

## 1. Location of Delivery

The Supplier shall deliver the Deliverables at or to the location specified in the applicable Order. Provided the Ministry requests, in writing, a change to the delivery location set out in an Order no later than three (3) Business Days before the scheduled delivery date, the Supplier



shall, at no additional cost, deliver the Deliverables to the new location.

**2. Delivery Dates**

The Supplier shall deliver the Deliverables in accordance with the schedule specified in the applicable Order or Renewal schedule. Provided the Ministry requests, in writing, a change to the delivery date set out in the applicable Order or Renewal Schedule no later than three (3) Business Days before the scheduled delivery date, the Supplier shall, at no additional cost, comply with the new delivery date.

**3. Completed Delivery**

**a. Product**

Delivery is deemed to be complete when all components of the Product have been received by the Customer at the location specified in the Order, as evidenced by the initial or signature of a Customer representative acknowledging receipt of the Products. A Product shall be deemed to be incomplete and undelivered if any component of the Product is missing or does not comply with the requirements for the Product set out in the Order and the Agreement. The Supplier shall not ship any Product until the Supplier has confirmed that the Product is operating in conformance with the applicable Specifications.

**b. Service**

A Service shall be deemed to be incomplete and undelivered if not provided in accordance with the requirements for the Services as set out in the applicable Order and the Agreement.

**4. Failure to Complete Delivery**

If the Supplier does not deliver the complete Product or complete the provision of Services in accordance with the applicable Order and the Agreement, the Ministry may, at its option, terminate the applicable Order without incurring any cost, liability, obligation or penalty and without prejudice to any of its other rights or remedies under the applicable Order or the Agreement, at law or in equity.

**5. Risk of Loss or Damage (Products)**

All risk of loss or damage to any Products will be the responsibility of the Supplier until delivery has been completed in accordance with subsection 3.6.3 above.

**6. Acceptance and Title**

(a) Products are deemed accepted by the Ministry when delivery is Personal Computing Devices & Services

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completed in accordance with subsection 3.6.3 (Completed Delivery) above.

(b) In respect of the purchase a Product by the Ministry pursuant to an Order, upon complete delivery of the Product as set out in subsection 3.6.3 above, the Supplier shall assign, transfer and convey all right, title and interest in and to the Product to the Ministry free of any encumbrances. All of the foregoing Products shall be deemed to form part of the OPS Assets. Notwithstanding the foregoing, the respective rights and interests of the Parties with respect to any Software forming part of the Products shall be governed by the applicable provisions of Article 6.

(c) In respect of Product that is provided by the Supplier to the Ministry pursuant to an Order for Rental Services, the Product shall remain the sole and exclusive property of the Supplier. Service Levels and Performance Measures

### 3.7

### **Service Levels and Performance Measures**

(a) Service Levels

The Supplier shall provide the Deliverables in accordance with the Service Levels specified in the Agreement including as set out in **Attachment 9** and the Performance Measures set out in **Attachment 13**.

(b) Failure to Meet Performance Measures

If any of the Performance Measures are not met, the Ministry shall be entitled to exercise the rights and remedies specified in the Agreement, including, without limitation, the Service Credits set out in **Attachment 13**.

### 3.8 Business Continuity

The Supplier shall have Business Continuity Plans in place as of the Effective Date and shall periodically update them to the reasonable satisfaction of the Ministry to ensure the Supplier's own continuity of operations and ability to provide the Deliverables to the OPS during the Term of the Agreement including during an event of Force Majeure or other emergency, disaster or disruption.

The Business Continuity Plans shall:

- (a) specifically address, among other things, the absence or reduction of staff, facilities and information technology and how these will be managed so as to ensure the Supplier's supply chain is not disrupted in a manner that will prevent or impair the provision of the Deliverables to the OPS in accordance with the Agreement; and

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- (b) include a methodology by which the Business Continuity Plans will be continuously monitored and updated by the Supplier during the Term of the Agreement. The Ministry reserves the right to review the Supplier's Business Continuity Plans.

The Supplier's Business Continuity Plans shall provide for contingency management. The Supplier should document the use of disaster recovery planning within its own organization as part of its Business Continuity Plan, including the use of:

1. Emergency response teams with the assignment of responsibilities and duties among the team members;
2. General locations (e.g. city, region) for alternate operating facilities and the inclusion of permanent backup or alternate power sources, the expected time to restore services and minimum duration before refuelling is required;
3. Supply chain management processes in place, in relation to the identification and provisioning (for example, stocking of equipment, arrangements for a priority delivery of equipment) of those critical supplies that are deemed necessary to maintain service continuity to Customers;
4. Communications plans, and, in particular, provision for Customer relationship management and incident management and a description of the roles of the Supplier's representatives responsible for these functions and for informing Customers.

Upon a request from the Ministry, the Supplier shall provide a copy of the Supplier's Business Continuity Plan to the Ministry for the Ministry's review.

### **3.9 Use and Access Restrictions**

(a) The Supplier acknowledges that unless it obtains specific written preauthorization from the Ministry, any access to or use of OPS property, technology or information that is not necessary for the performance of its contractual obligations with the Ministry is strictly prohibited. The Supplier further acknowledges that the Ministry may monitor the Supplier to ensure compliance with this Section. This Section is in addition to and shall not limit any other obligation or restriction placed upon the Supplier.

(b) Subject to compliance by the Supplier (including the Supplier's Personnel) of all applicable provisions of this Agreement, including the Security Clearance requirements, Customers will provide the Supplier's Personnel with access to its premises, systems or networks to the extent required to enable the Supplier to fulfil its obligations under the Agreement.

(c) All of the Supplier's Personnel (including all individuals who are retained or otherwise used by the Supplier's Personnel) who are involved in any manner in the provision of any of the Deliverables shall:

- (i) be informed of and be bound by all provisions of this Agreement relating to privacy, confidentiality and security; and



- (ii) while at any Site or while accessing or using any of the OPS Assets (including any of the OPS Data), comply with all rules, regulations, procedures and policies established from time to time by Ontario (collectively, the “**Ontario Rules**”): (i) that are communicated in writing by the Ministry or a Customer to the Supplier; or (ii) that can be accessed from any publicly available sources; in each case, that are applicable to any of the Deliverables, and the Supplier shall be responsible for communicating the Ontario Rules to the Supplier’s Personnel.
- (d) The Supplier acknowledges that unless it obtains specific written pre-authorization from the Ministry, any access to or use of any of the Sites, or to the OPS Assets (including the OPS Data), that is not necessary for the performance by the Supplier of its obligations under the Agreement is strictly prohibited. The Supplier further acknowledges that the Ministry may monitor performance of any obligations by the Supplier to ensure compliance with this **Section 3.9**. Ontario reserves the right to deny physical or electronic access to the Sites and the OPS Assets (including the OPS Data) to the Supplier or any of the Supplier’s Personnel who do not comply with any applicable provisions of the Ontario Rules; and
- (e) All of the Supplier’s Personnel shall present and wear in a visible manner any OPS-provided identification for access to any Site.

### **3.10 Supplier to Comply With Reasonable Change Requests**

The Ministry may, in writing, request changes to the Agreement, which may include altering, adding to, or deleting any of the Deliverables. The Supplier shall comply with all reasonable Ministry change requests and the performance of such request shall be in accordance with the terms and conditions of the Agreement. If the Supplier is unable to comply with the change request, it shall promptly notify the Ministry and provide reasons for such non-compliance. In any event, any such change request shall not be effective until a written amendment reflecting the change has been executed by the Parties. This Section shall also apply to any change requests made by the Ministry pursuant to an Order.

### **3.11 Pricing for Requested Changes**

Where a Ministry change request includes an increase in the scope of the previously contemplated Deliverables, the Ministry shall set out, in its change request, the proposed prices for the contemplated changes. Where the Rates in effect at the time of the change request:

- (a) include pricing for the particular type of Products or Services contemplated in the change request, the Supplier shall not unreasonably refuse to provide those Products or Services at prices consistent with those Rates; or
- (b) are silent to the applicable price for the particular products or services contemplated in the change request, the price shall be negotiated between the



Ministry and the Supplier within ten (10) Business Days;  
and in any event, such change request shall not become effective until a written amendment reflecting the change has been executed by the Parties.

### **3.12 Product Adjustment and Substitution**

(a) The Supplier shall not alter the Products or substitute other products for the Products specified in **Schedule 1**, except with the approval of the Ministry in accordance with the provisions of the Agreement. Substitution by the Supplier without such approval shall constitute a failure of compliance under **Section 8.1** of this Agreement.

(b) The Supplier shall provide written notice to the Ministry setting out any new functionality and new products in accordance with **Section 3 of Attachment 9**. If the Ministry agrees to the addition of new functionality or products, the list of Products in **Schedule 1** shall be amended accordingly, and the provision of the new functionality and Products shall commence on the date chosen by the Ministry in accordance with the annual review process described in the Agreement and be subject to the terms and conditions of the Agreement, including the Rates specified in **Schedule 1**.

(c) If any of the Products specified in Schedule 1 will be discontinued during the Term, at least ninety (90) calendar days prior to such discontinuance, the Supplier shall (i) provide written notice to the Ministry and (ii) shall identify a proposed replacement product (“**Replacement Product**”) for approval by the Ministry. In addition, the Supplier shall immediately provide to the Ministry all information relating to the proposed Replacement Product as the Ministry may request.

(d) Without limitation to paragraph (a), approval by the Ministry of a proposed Replacement Product under paragraph (c) shall be conditional upon the following:

- (i) the proposed Replacement Product must meet or exceed the base specification(s) of the Deliverable that it is being replaced;
- (ii) the proposed Replacement Product must be compatible with the OPS IT environment;
- (iii) if required by the Ministry, the proposed Replacement Product must successfully complete acceptance testing in accordance with **Schedule 1**;
- (iv) provision of the proposed Replacement Product shall be subject to the terms and conditions of the Agreement; and
- (iv) the Rate (total amount to be charged by the Supplier to the Ministry) for the proposed Replacement Product must be equal to or lower than the Rate for the Product it is intended to replace as specified in **Schedule 1**.

(e) Acceptance or rejection of a proposed Replacement Product shall be at the sole discretion of the Ministry. If the Ministry rejects the proposed Replacement Product, the Supplier shall continue to provide the Product specified in **Schedule 1** until such time as



an alternate Replacement Product has been approved by the Ministry.

### **3.13 Performance by Specified Individuals Only**

(a) The Supplier agrees that to the extent that specific individuals are named in the Agreement, including an Order, as being responsible for the provision of the Deliverables, only those individuals shall provide the Deliverables under the Agreement or Order. The Supplier shall not replace or substitute any of the individuals named in the Agreement or an Order without the prior written approval of the Ministry or, if applicable, the Client. Should the Supplier require the substitution or replacement of any of the individuals named in an Order or the Agreement, it is understood and agreed that any proposed replacement must possess similar or greater qualifications than the individual named in the Order or the Agreement. The Supplier shall not claim fees for any replacement individual greater than the Rates established under the Order or the Agreement.

(b) If a Client, in its sole discretion, deems any of the Supplier's Personnel to be inappropriate for the work, the Client may require the Supplier to replace such Personnel. The Supplier shall immediately, upon receipt of the Client's request, initiate the replacement and removal of the individual(s). The Supplier shall submit to the Client the name and resume of a suitable replacement for each of the Supplier's Personnel deemed inappropriate by the Client. The Supplier shall provide the Client with the opportunity to interview the proposed Supplier's Personnel, at no cost to the Client. The Supplier agrees that any proposed replacement Supplier's Personnel must be qualified in the same position and must possess similar or greater qualifications than the individual being replaced, and that the Client's approval may, at the Client's discretion, be subject to **Section 3.13** below (Security Clearance). The Supplier shall not charge the Client more than: (a) the Rate for the role performed by the individual being replaced; and (b) if applicable, the ceiling price originally specified in the Order for the Services being provided; even if the replacement Personnel holds a more senior position or has more experience or qualifications than the individual(s) being replaced. If the Supplier fails to propose any replacement Supplier's Personnel within three (3) Business Days, or proposes replacement Supplier's Personnel who the Client deems, in its sole discretion, to be inappropriate or not available in a timely manner, the Ministry or the Client may immediately terminate the applicable Order, in whole or in part, by giving notice of termination and such termination shall be in addition to the other rights and remedies of the Ministry or Client under the Agreement, at law or in equity. The Indemnified Parties shall have no liability or obligation to the Supplier or any of the Supplier's Personnel arising out of or in connection with such termination of an Order or any replacement or request for replacement of any Supplier's Personnel.

### **3.14 Security Clearance**

(a) The Supplier shall, upon request from the Ministry, require those Persons providing services under the Agreement to submit to security checks and the Supplier may be



required to obtain and pay for security clearance. Where such security checks are required the Ministry will provide information on how the Supplier can obtain them.

- (b) The Supplier shall provide to the Ministry, upon request, the names, addresses, dates of birth and consents of its Persons for whom security checks are required. The Supplier shall designate a chief security officer as the contact for this purpose. Any Person who is unable to obtain security clearance, or who refuses to consent to such security checks, shall not be permitted to perform services under the Agreement.
- (c) Security clearance may be suspended or revoked if any Person fails to maintain security clearance or security standards required pursuant to the Agreement. The Supplier shall notify the Ministry of any personnel changes, behaviours, or circumstances for which security clearance may require reconsideration.
- (d) Security clearance is not awarded in perpetuity. The Ministry may perform, or re-perform, security checks against any Person providing services under the Agreement at any time and will notify the Supplier of this requirement.
- (e) The Supplier shall be considered in default of the Agreement if it fails to comply with the requirements of this section or if any security clearance results received by the Ministry are found, in the sole discretion of the Ministry, to be incompatible with the proper and impartial provision of the Deliverables in accordance with the terms and conditions of the Agreement.

### **3.15 Data Protection**

- (a) The Supplier shall, commencing on the Effective Date, establish, keep current and maintain complete segregation of OPS Data in its databases and servers throughout the Term, with full, unrestricted access to the Ministry as specified in the Agreement including the ability to retrieve any or all OPS Data at any time during the Term.
- (b) Without limiting any other obligation of the Supplier under the Agreement, the Supplier shall not, under any circumstances, without the prior express written consent of the Ministry:
  - (i) alter, delete, destroy, or withhold OPS Data from the Ministry;
  - (ii) change the location of any OPS Data;
  - (iii) engage in data mining;
  - (iv) access or use OPS Data for any purpose other than as specifically authorized by this Agreement;



- (v) engage in any excess data collection; or
  - (vi) disclose OPS Data to any third party.
- (c) The Supplier shall give access to OPS Data only to authorized individuals of the Supplier and the Supplier's Personnel that have completed security clearance checks in accordance with the Agreement.
- (d) The Supplier shall:
- (i) where the Supplier receives a request for OPS Data, resist the disclosure of information and provide the Ministry with immediate notice of such access to data requests, where permitted by law;
  - (ii) cooperate, as requested by the Ministry, in any privacy investigation or regulatory investigation;
  - (iii) provide regular reports at a frequency and in form and content determined by the Ministry for OPS Data, including reports on the disclosure of any OPS Data;
  - (iv) provide adequate backup of data to protect against any loss and shall establish and maintain processes that ensure: the authenticity and integrity of data; preservation and the probative value of the data; documentary holds can be instituted to preserve the metadata of original documents; prevention of over-writing of back-up files.
- (e) Despite any other provision or any dispute that may arise under the Agreement, the Supplier shall provide OPS Data and any and all derivatives to the Ministry on demand and in any event on expiry or termination of the Agreement in form and format usable by the Ministry. The data and derivatives shall be provided periodically as required by the Ministry and a full and complete dump of all data and derivatives shall be provided upon termination or expiry of the Agreement.

### **3.16 Location of Data**

- (a) The Supplier shall identify the location where the OPS Data and back up are stored and shall not change the location of the OPS Data during the Term except with the prior written consent of the Ministry. In exceptional circumstances that fall within the provisions of force majeure and are approved by the Ministry, the Ministry's consent may be oral.



- (b) Any activities conducted with respect to the OPS Data including storage, conversion, recovery or processing shall be done in a location that allows the Ministry to comply with all applicable statutory obligations.

### **3.17 Continuous Improvement**

3.17.1 The Supplier shall have an on-going obligation throughout the Term to identify new or potential improvements and report to the Ministry once every six months, except as otherwise set out below, on:

- (a) the emergence of new and evolving relevant technologies which could improve the Products and Services and the technological advances potentially available including, new or potential improvements to the Products and Services including quality enhancements, improved Service Level metrics, responsiveness, performance enhancements, customer services and improved Product specification based on OPS business requirements;
- (b) changes in business processes and ways of working that would enable the Products and Services to be delivered at costs lower than the Rates, higher Service Levels and increased benefits to the OPS.

3.17.2 The Supplier shall ensure that the information that it provides to the Ministry shall be in the form of a written accurate and complete proposal specifying in detail, the nature of the proposed improvements, any increase in operational, financial or other benefits to Ontario, reduction of risk to Ontario, any proposed changes in the compensation to be paid to the Supplier, the proposed time period for the implementation of the change, applicable Service Level metrics by which the Supplier's performance is to be measured and applicable Service Credits. The Supplier shall provide any further relevant information that the Ministry reasonably requests.

3.17.3 The provisions of the Supplier's proposal shall be consistent with the terms of the Agreement. The Ministry may, in its sole discretion, accept the proposal in whole or in part, with or without conditions, request modifications or reject it as the Ministry deems appropriate. The Ministry reserves the right, at any time, not to proceed with the subject matter of any proposal or Change Request. Any changes that are outside the scope of the RFB will be rejected

3.17.4 If the Ministry wishes to incorporate any improvement identified by the Supplier, the Ministry will initiate a Change Request and the Supplier shall:



- i) develop and submit for the approval of the Ministry, a plan for the implementation of the improvement within ten (10) Business days of the Ministry's Change Request;
- ii) implement and test the improvement in accordance with the provisions of an implementation plan approved by the Ministry; and
- iii) conduct testing in accordance with the acceptance testing provisions set out in the Agreement.

3.17.5 In addition to the general areas for continuous improvement set out above, the Supplier shall comply with the requirements set out below.

(a) Service Levels

- (i) For the monthly operational meetings, the Supplier shall provide Service Level reports that include improvement plans setting out the actions to be taken by the Supplier to improve service delivery.
- (ii) On or before the end of each Contract Year, the Supplier shall provide the Ministry with a written report setting out a review of the Supplier's performance, including a review of the Supplier's compliance with the Service Levels, during the previous twelve (12) month period.

(b) Incident Management

- (i) The Supplier shall ensure that standardized methods and procedures prescribed by the Ministry are used to respond to Incidents promptly and efficiently, and to provide consistent analysis and documentation to the Ministry.
- (ii) The Supplier shall align Incident Management activities and priorities with those of the Ministry.
- (iii) The Supplier shall provide a plan to the Ministry indicating the measures that the Supplier shall take to improve the resolution time of Incidents by:
  - o Identifying opportunities to improve the number and percentage of Incidents that can be resolved remotely; and
  - o Identifying opportunities to increase the percentage of Incidents closed by the service desk or via self-service without requiring additional levels of support.



(c) Problem Management

- (i) The Supplier shall provide a plan to the Ministry identifying ways to reduce the number of recurring Problems.
- (ii) The Supplier shall include in the plan measures that the Supplier shall implement for overall quality improvement to reduce the number of Problems.

(d) Change Management

- (i) The Supplier shall increase the accuracy and completeness of the Supplier's assessment of the impact of a Change on timing, quality, cost, risks, resources and the impact on the provision of Products and Services or specific Customers.
- (ii) The Supplier shall minimize the number of outstanding Change Requests.
- (iii) The Supplier shall improve its overall Change Management process by:
  - o Reducing the number of disruptions to Services, defects and re-work caused by or in connection with inaccurate specifications, or a poor or incomplete impact assessment
  - o Reducing the number of Changes where remediation is invoked
  - o Reducing the number of failed Changes

(e) CMDB

- (i) The Supplier shall establish and maintain an accurate and complete CMDB to:
  - o Improve audit compliance
  - o Increase quality and accuracy of CI information
- (ii) The Supplier shall provide accurate and complete data and validation of all data required to be provided to the Ministry under the Agreement.

(f) Availability Management

- (i) The Supplier shall identify how techniques such as component failure impact analysis, fault tree analysis, service failure analysis, technical observation and expanded incident lifecycle can be used to improve Availability management.



(g) Capacity Management:

- (i) The Supplier shall identify improvement opportunities in the implementation of capacity-related changes.
- (ii) The Supplier shall identify quality and operations improvements to:
  - o Decrease the amount of unused capacity expenditures
  - o Decrease the cost of unplanned capacity expenditures
  - o Increase the accuracy of capacity forecasts
  - o Decrease the number of inaccurate business forecast inputs
  - o Decrease the number of Incidents related to capacity/performance issues
  - o Decrease the number of Service Level metrics missed due to capacity

(h) Service Continuity Management:

- (i) The Supplier shall identify improvement opportunities for its Business Continuity Plans, disaster recovery and provide a risk assessment and mitigation as part of the Supplier's plan.

(i) Knowledge Management/Training

- (i) The Supplier shall assist in increasing the percentage of Incidents closed by the OPS service desk by providing proper knowledge records and appropriate technical resources.
- (ii) The Supplier shall decrease the routing of tickets to the incorrect workgroup in order to decrease any outage time.
- (iii) The Supplier shall make improvements to knowledge records and the Supplier's training plans in support of areas identified in Service Improvement Plans.

(j) Security Management

- (i) The Supplier shall monitor for security threats, and proactively implement security improvements, including mitigation, where required to comply with the provisions of the Agreement or the Ministry deems necessary.
- (ii) The Supplier shall identify and implement improvement measures for managing the confidentiality, integrity and availability of the information and data relating to the provisions of Products and Services to the OPS.



- (iii) The Supplier shall conduct periodic audits, at minimum intervals of twelve months, of its own security practices to continually improve overall security functions and controls and provide the audit reports to the Ministry within thirty (30) days of the completion of the audit.
- (k) Financial Management:
- (i) The Supplier shall on an annual basis or as directed by ITS identify improvements to the Supplier's billing process.
  - (ii) The Supplier shall on an annual basis or as directed by ITS identify improvements to increase the accuracy and efficiency of charges without increasing the cost of the Products or Services.
  - (iii) The Supplier shall on an annual basis or as directed by ITS perform audits of its own financial information to ensure accuracy and identify processes or procedural improvements that improve accuracy and completeness.

### **3.18 OPS Assets**

The Supplier agrees that any and all OPS Assets to which the Supplier has any right to access or use at any time during the Term of the Agreement (including any Deliverables which are to be provided by the Supplier and that are to form part of the OPS Assets) shall be used by the Supplier only for the performance of its obligations under this Agreement, and to the extent that any of the OPS Assets are in possession of the Supplier, shall be returned or provided to the Ministry free of all encumbrances upon demand, and in any event, upon termination for any reason of the Agreement.

## **MENT FOR PERFORMANCE AND AUDIT**

### **4.1 Rates**

#### **(a) Payment According to Rates**

The Ministry shall, subject to the Supplier's compliance with the provisions of the Agreement, pay the Supplier for the Deliverables ordered and accepted by the Ministry at no more than the Rates established under the Agreement. The minimum discount specified in the Supplier's Bid shall be the minimum discount applicable during the Term, unless otherwise amended in accordance with the Agreement. The minimum discounts specified in the Bid that are applicable to Products (or components of Products) shall be applicable to new technology or replacement Products (or components of Products) as they are made available by the Supplier and ordered by the Ministry during the Term. The Rates for Products and Services specified in the Bid shall be the maximum Rates for the Products and Services, unless otherwise amended in accordance with the terms of the



Agreement, and such Rates shall also be applicable to Services related to the new technology or replacement Products (or components of Products).

(b) Rate Adjustment

(i) Products

The Rates for Products specified by the Supplier in its Bid shall be the maximum price for the Products during the Term, unless: (i) Section 4.10 (Market Competitive Pricing) applies, in which case the Supplier shall offer the applicable Product at the lower price for the remainder of the Term; or (ii) the Supplier offers a Product to any Customer at a lower Rate at any time during the Term, in which case the lower Rate shall become the maximum Rate for such Product for the remainder of the Term.

The minimum discounts for Products may be increased during the Term in accordance with the pricing methodology set out in the RFB. For certainty, any amendment to the minimum discount shall be to provide an increased discount to the Ministry and not to decrease the minimum discount.

(ii) Services

The price for Services specified by the Supplier in its Bid shall be the maximum price for the Services during the Term.

The minimum discounts for Services may be increased during the Term in accordance with the pricing methodology set out in the RFB. For certainty, any amendment to the minimum discount shall be to provide an increased discount to Customers and not to decrease the minimum discount.

(c) Overpayment

If the Ministry determines that the Ministry has paid the Supplier for Products or Services at prices and fees that are higher than the Rates, the amount of the overpayment shall be deemed to be an amount owing by the Supplier to the Ministry and, in addition to any other remedy available to the Ministry, the Ministry may, at its discretion, exercise its right of set-off under **Section 4.4** (Hold Back or Set Off) in respect of the overpayment.

## 4.2 Invoices

Each invoice issued by the Supplier for any Deliverables shall be: itemized; supported by all applicable substantiating documents; and detailed with respect to the Deliverables for which the invoice is provided with all applicable information. Harmonized Sales Tax (HST) shall be shown separately on each invoice. The Supplier shall provide complete, accurate invoices with all substantiating documentation. The Ministry may dispute invoices if insufficient billing details or insufficient substantiating documentation are provided by the Supplier and payments by the Ministry under such invoices are not due and owing until the Supplier has provided the necessary corrective action and the invoices are approved by the Ministry. The Supplier shall not invoice the Ministry for any Products or Services delivered in any previous OPS fiscal year and the Ministry shall not be responsible to pay



for any Products or Services received but not billed in any previous fiscal year. The only exception will be those charges for Products or Services due to Orders submitted between March 19<sup>th</sup> and March 31<sup>st</sup> may be billed in the following OPS fiscal year if so requested by the Ministry.

#### **4.3 Default Billing and Payment Process**

Unless the Parties expressly set out an alternative billing and payment process in a SOW, the following process shall govern:

- (a) the Supplier shall provide the Ministry with a monthly billing statement no later than ten (10) Business Days after the end of each month and that billing statement shall include at minimum: (i) the reference number assigned to the Agreement by the Ministry; (ii) a description of the Deliverables provided for the relevant month; and (iii) HST should be identified separately;
- (b) the Ministry will approve or reject the billing statement within fifteen (15) Business Days of receipt of the statement and in the event that the Ministry rejects the billing statement, it will so advise the Supplier promptly in writing and the Supplier shall provide additional information as required by the Ministry to substantiate the billing statement;
- (c) each billing statement is subject to the approval of the Ministry before any payment is released and payment will be made within sixty (60) calendar days of such approval except where the Ministry disputes its obligation to pay in which case payment will be deferred until the dispute is resolved; and
- (d) the Ministry may make payments under the Agreement by way of Direct Deposit and the Supplier shall accept and process any such payments in accordance with the Direct Deposit Protocols or a Procurement Card and the Supplier shall accept and process any such payments in accordance with Procurement Card Protocols;

and any clause set out above that is not expressly replaced in **Schedule 1** or a SOW with an alternative provision shall remain in full force and effect.

#### **4.4 Hold Back or Set Off**

Upon prior notice, the Ministry will be entitled to set-off any amounts that may be owing to the Ministry by the Supplier from time to time (including any amounts for which the Supplier may be required to compensate the Ministry under any provision of this Agreement and any amounts for which the Supplier is required to provide the Ministry or with any Service Credits) against any amounts owing to the Supplier by the Ministry pursuant to the Agreement. The Ministry will be entitled to deduct from the monthly payment, any amounts on account of Service Credits to which the Ministry is entitled, and which have accrued for the previous monthly period in accordance with the provisions of the Agreement. The Ministry may hold back payment of any amount owed to the Supplier by the Ministry if, in the opinion of the Ministry, acting reasonably, the Supplier has failed to comply with any



requirements of the Agreement.

#### **4.5 No Expenses or Additional Charges**

There shall be no other charges payable by the Ministry under the Agreement to the Supplier other than the Rates established under the Agreement.

#### **4.6 Payment of Taxes and Duties**

Unless otherwise stated, the Supplier shall pay all applicable taxes, including the HST and excise taxes incurred by or on the Supplier's behalf with respect to the Agreement.

This Section shall survive the termination or expiry of the Agreement.

#### **4.7 Withholding Tax**

The Ministry shall withhold any applicable withholding tax from amounts due and owing to the Supplier under the Agreement and shall remit it to the appropriate government in accordance with applicable tax laws.

This Section shall survive the termination or expiry of the Agreement.

#### **4.8 Interest on Overdue Amounts**

If a payment is in arrears through no fault of the Supplier or the Supplier's Personnel, the interest charged by the Supplier, if any, for any late payment is subject to required approvals under the *Financial Administration Act*, R.S.O. 1990, CHAPTER F.12 and shall not exceed the pre-judgement interest rate established under Section 127(2) of the *Courts of Justices Act*, R.S.O. 1990, c. C43, in effect on the date that the payment went into arrears.

#### **4.9 Document Retention and Audit**

- (a) For seven (7) years after the Expiry Date or any date of termination of the Agreement, the Supplier shall maintain all necessary records to substantiate (i) all charges and payments under the Agreement and (ii) that the Deliverables were provided in accordance with the Agreement and with the Requirements of Law.
- (b) During the Term, and for seven (7) years after the Term, the Supplier shall permit and assist the Ministry in conducting audits of the operations of the Supplier to verify (i) and (ii) above. The Ministry shall provide the Supplier with at least five (5) Business Days prior notice of its requirement for such audit. The Ministry may retain or appoint an internal or external auditor to conduct the audit. The audit rights set out in this Section shall not in any manner restrict the exercise of the authority of the Office of the Auditor General of Ontario or Corporate Security Branch of the Ministry to conduct an audit at any time. Other authorities of Ontario, pursuant to Requirements of Law, may exercise their responsibilities including the right to audit at any time. In each case, the Ministry or other authorities of Ontario shall be entitled, at the Supplier's cost, to obtain and to make copies of any records and to take extracts from the records for the purpose of carrying out the audit. The Supplier shall co-operate and shall cause the Supplier's Personnel to co-operate



with and extend all necessary support and information to facilitate the audit. The Supplier consents to the release of information including any confidential or proprietary information to the auditor or to any Person for purposes of verifying compliance by the Supplier with the Agreement including Orders.

- (c) Without limiting any other rights of the Ministry under the Agreement, the Ministry shall have the right to review or audit the contents of the Product Matrix at any time during the Term without notice. The Ministry may, at any time, review prices offered by the Supplier for Products and Services to ensure the Supplier's compliance with the Agreement and the Supplier shall provide any information requested by the Ministry in connection with such review. The Ministry may disclose pricing and other information of the Supplier whether or not confidential or proprietary, to third parties for purposes of audit, financing or to determine whether or not Ontario is receiving favorable pricing from the Supplier. The Ministry may engage third parties and use third party tools to verify compliance by the Supplier with the applicable Service request, Rental Agreement or Order and the Agreement.

This Section shall survive the termination or expiry of the Agreement.

#### **4.10 Market Competitive Pricing**

- (a) The Supplier represents and warrants to, and covenants with, the Ministry that for the Term of this Agreement, the Ministry shall receive Rates equal to the best prices available on the market for the Deliverables taking into account the status of the Ministry as a major customer providing a considerable volume of business to the Supplier (the "**Best Pricing**"). The Supplier shall review Best Pricing with the Ministry on an annual basis.
- (b) The Supplier shall comply with the pricing provisions in the Agreement.

#### **4.11 Travel, Meal and Accommodation Expenses**

The Ministry is not responsible or liable for any travel, meal or accommodation expenses incurred by the Supplier or the Supplier's Personnel in the provision of any Deliverables.

#### **4.12 Product and Service Matrix**

The Supplier shall supply a Product and Service Matrix at the times and in the form specified in **Schedule 1**.

### **FIDENTIALITY AND FIPPA**

#### **5.1 Definitions**

In the Agreement, the following terms shall have the following meanings:

**"Confidential Information"** of Ontario:

- (a) Includes, subject to paragraph (b) below of this definition, all or part of the following information: i) information of the OPS that is of a confidential nature, regardless of Personal Computing Devices & Services

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whether it is identified as confidential or not, and whether recorded or not, however fixed, stored, expressed or embodied, which comes to the knowledge, possession or control of the Supplier or the Supplier's Personnel, including OPS Data, all information to be transmitted, converted, recovered, stored or processed in relation to or on any network or computer system; (ii) any information of the OPS which is designated by Ontario from time to time, or which a reasonable person, having regard to the circumstances, would regard, as sensitive; (iii) information of third parties that the OPS is required to keep confidential; and (iv) Supplemental Confidential Information of Ontario.

(b) Does not include: (i) Confidential Information of the Supplier; (ii) information that has been published or that has otherwise entered the public domain without a breach of the Agreement or any agreement with respect to confidentiality between the Supplier and a third party; (iii) information that has been received in good faith by the Supplier from a third party having legitimate possession of the information disclosed and the right to make the disclosure; (iv) information that was already in the Supplier's possession or was known to the Supplier before its disclosure by Ontario, or before it was otherwise obtained by the Supplier in connection with the Agreement without any obligation of confidentiality attached; (v) information that has been disclosed by the Supplier with the prior written consent of the OPS without any obligation of confidentiality attached; and (vi) information that is independently developed by the Supplier without a breach of confidentiality under the Agreement or any other agreement.

**"Confidential Information"** of the Supplier:

Includes, subject to paragraph (b) below of this definition, all or any part of any information of the Supplier in connection with the Agreement which is of a confidential nature and which is designated by the Supplier in writing as confidential, any Supplemental Confidential Information of the Supplier and any information of third parties that the Supplier is required to keep confidential.

Does not include: (i) Confidential Information of Ontario; (ii) information that has been published or that has otherwise entered the public domain without a breach of the Agreement, or any agreement with respect to confidentiality between Ontario and a third party; (iii) information that has been received in good faith by Ontario from a third party having legitimate possession of the information disclosed and the right to make the disclosure; (iv) information that was already in the possession of the Ministry or a Client or was known to the Ministry or a Client before its disclosure by the Supplier, or before it was otherwise obtained by the Ministry or a Client in connection with the Agreement without any obligation of confidentiality attached; (v) information that has been disclosed by the Ministry or a Client with the prior written consent of the Supplier without any obligation of confidentiality attached; and (iv) information that is independently developed by the Ministry or a Client without a breach of confidentiality under the Agreement or any other agreement.

**"Permitted Use"** means the use by one Party (the using Party) of the Confidential Information of the other Party in connection with the using Party's rights, duties and obligations under the Agreement and where applicable, the rights, duties and obligations that continue after expiry or termination of the Agreement.



**“Supplemental Confidential Information”** means any information in writing or electronic form received from or belonging to a Party which is marked or identified as confidential or proprietary, or any other oral or visual information identified as confidential at the time of disclosure which is summarised in writing by a Party and provided to the other Party in written form promptly after the oral or visual disclosure.

## 5.2 Receiving Party’s Obligations

The Party receiving Confidential Information (the “Receiving Party”) undertakes and agrees with the Party disclosing the Confidential Information (the “Disclosing Party”):

- (a) To use the Disclosing Party’s Confidential Information only for the Permitted Use and not to copy or disclose the same to third parties except for the Permitted Use during the Term and where applicable, following termination of the Agreement or the applicable Order, as authorised by the Disclosing Party or as required by law. For clarity, the Supplier agrees that the Ministry is entitled to disclose any Confidential Information of the Supplier to members of the Executive Council, offices and officers of the Legislative Assembly or of the Ontario Legislature, and to their advisors, staff or personnel who have a need to know it and who are specifically authorized by the Ministry to receive such disclosure.
- (b) To maintain the secrecy of the Disclosing Party’s Confidential Information using the same means that it uses, or would reasonably be expected to use, to protect its own confidential information of a similar nature as the Disclosing Party’s Confidential Information;
- (c) Not to disclose any of the Disclosing Party’s Confidential Information to a third party (except as permitted under the Agreement) without the prior written consent of the Disclosing Party;
- (d) Not to disclose the Disclosing Party’s Confidential Information to the Receiving Party’s third-party consultants or vendors unless:
  - (i) the Receiving Party’s third-party consultants or vendors have a need to know the information for the purpose of providing services to the Receiving Party; and
  - (ii) the Receiving Party’s third party consultants or vendors have entered into a written agreement with the receiving Party pursuant to which the vendor or consultant has agreed in writing to maintain the confidentiality of and restrict the use of the Confidential Information pursuant to obligations at least as protective as those set out in this **Article 5**; and



- (e) To immediately notify and cause the Receiving Party's Personnel to immediately notify the Disclosing Party's Representative in the event of any breach or potential breach of the provisions of this **Article 5**.

### **5.3 Exception**

The Parties agree that the Disclosing Party is entitled to disclose any Confidential Information that is required to be disclosed by law, or by an order of a court or tribunal, so long as the Receiving Party provides the Disclosing Party with reasonable prior notice of the requirement in order to permit the Disclosing Party to interpose an objection or seek an appropriate order to prevent or limit the disclosure.

### **5.4 FIPPA Records and Compliance**

- (a) The Supplier acknowledges and agrees that FIPPA applies to and governs all Records and may require the disclosure of such Records to third parties.
- (b) The Supplier agrees:
  - (i) to keep Records secure;
  - (ii) to provide Records to the Ministry within seven (7) calendar days of being directed to do so by the Ministry for any reason including an access request or privacy issue;
  - (iii) not to access any Personal Information unless the Ministry determines, in its sole discretion, that access is permitted under FIPPA, as the case may be, and is necessary in order to provide the Deliverables;
  - (iv) not to directly or indirectly use, collect, disclose or destroy any Personal Information for any purposes that are not authorized by the Ministry;
  - (v) to ensure the security and integrity of Personal Information and keep it in a physically secure and separate location safe from loss, alteration, destruction or intermingling with other records and databases and to implement, use and maintain the most appropriate products, tools, measures and procedures to do so;
  - (vi) to restrict access to Personal Information to those of its directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors who have a need to know it for the purpose of providing the Deliverables and who have been specifically authorized by the Ministry to have such access for the purpose of providing the Deliverables;
  - (vii) to implement other specific security measures that in the discretion of the Ministry would improve the adequacy and effectiveness of the Supplier's measures to ensure the security and integrity of Personal Information and Records generally; and



- (viii) that any confidential information supplied to the Ministry may be disclosed by the Ministry or where it is obligated to do so under FIPPA, by an order of a court or tribunal or pursuant to a legal proceeding;

## **5.5 Prevalence over other Provisions**

The provisions of **Section 5.04** shall prevail over any inconsistent provisions in the Agreement.

## **5.6 Confidentiality and Promotion Restrictions**

Any publicity or publication related to the Agreement shall be at the sole discretion of the Ministry. The Ministry may, in its sole discretion, acknowledge the Deliverables provided by the Supplier in any such publicity or publication. The Supplier shall not make use of its association with the Ministry without the prior written consent of the Ministry. Without limiting the generality of this Section, the Supplier shall not, among other things, at any time directly or indirectly communicate with the media or the public in relation to the Agreement unless it has first obtained the express written authorization to do so from the Ministry.

## **5.7 Injunctive and Other Relief**

The Supplier acknowledges that breach of any provisions of this Article may cause irreparable harm to the Ministry or to any third-party to whom the Ministry owes a duty of confidence, and that the injury to the Ministry or to any third-party may be difficult to calculate and inadequately compensable in damages. The Supplier agrees that the Ministry is entitled to obtain injunctive relief (without proving any damage sustained by it or by any third-party) or any other remedy against any actual or potential breach of the provisions of this Article.

## **5.8 Survival**

This **Article 5** shall survive the termination or expiry of the Agreement.

# **ELECTUAL PROPERTY**

## **6.1 OPS Assets**

Subject to **Section 6.5**, the Parties acknowledge that as between Ontario and the Supplier, Ontario is the sole owner of all right, title and interest (including all Intellectual Property Rights) in and to all OPS Assets. To the extent, if any, that the Supplier is granted any right to access or use any of the OPS Assets pursuant to the Agreement, such right will be for the sole purpose of enabling the Supplier to perform any obligations under this Agreement and shall be subject to all provisions of the Agreement.

## **6.2 No Use of Ontario Government Insignia**

The Supplier shall not use any trademark, official mark, insignia or logo of Ontario except where required to provide the Deliverables and only if it has received the prior written permission of the Ministry to do so.



### **6.3 Ownership of Newly Created Intellectual Property**

The Ministry shall be the sole owner of any Newly Created Intellectual Property including, but not limited to, materials in written hard copy or electronic form such as any study, log, analysis, report, proposal, statement of work, record or other document provided or arising in connection with any consulting, professional or expert services provided by the Supplier or the Supplier's Personnel pursuant to this Agreement. For certainty and without limiting the generality of the preceding sentence, any Deliverables arising from or in connection with the Image Development, Management and Maintenance Services provided by the Supplier or the Supplier's Personnel (including any image management design, specifications, base image, image master, associated guides, patch management, test patch media, automated packages, all processes and packages developed as part of the Services and all build, design, installation and quality assurance documentation) shall be Newly Created Intellectual Property for which the Ministry shall be the sole owner. The Supplier irrevocably assigns to and in favour of the Ministry and the Ministry accepts every right, title and interest in and to all Newly Created Intellectual Property in the Deliverables, immediately following the creation thereof, for all time and irrevocably waives in favour of the Ministry all Moral Rights including rights of integrity and to all Newly Created Intellectual Property in the Deliverables, immediately following the creation thereof, for all time. To the extent that any of the Deliverables include, in whole or in part, the Supplier's Pre-existing Intellectual Property, the Supplier grants to the Ministry, including each Customer, a licence to use that Supplier's Pre-existing Intellectual Property in the manner contemplated in this Article, the total consideration for which shall be payment of the Rates to the Supplier by the Ministry.

### **6.4 Presumption Governing Ownership**

The presumption governing the Agreement shall be that the Ministry shall be the sole owner of any Intellectual Property Rights in any form contained in any of the Newly Created Intellectual Property.

### **6.5 Ownership of Supplier's Pre-existing Intellectual Property**

The Ministry agrees that the Intellectual Property Rights in the Supplier's Pre-Existing Intellectual Property shall, as between the Ministry and the Supplier, be owned by the Supplier and its licensors.

### **6.6 Supplier's Grant of Licence**

(a) For those parts of the Deliverables that include any of the Supplier's Pre-existing Intellectual Property, other than the Software, the Supplier grants to the Ministry, including each Customer, a perpetual, world-wide, non-exclusive, irrevocable, transferable, royalty free, fully paid up right and licence: (a) to use, modify, reproduce and distribute, in any form, the Supplier's Pre-Existing Intellectual Property; and (b) to authorize other Persons, including agents, contractors or sub-contractors, to do any of the former on behalf of the Ministry or a Customer.



(b) For the Operating System software provided with a Product, the Supplier shall procure, as part of the fee paid for the Product, a perpetual, non-exclusive license to use the Operating System software under the terms of licence of the applicable vendor. All such licences for the Operating System software shall be for the benefit of the Ministry, including each Customer, and shall ensure that the Ministry, including each Customer, is licensed to use the Operating System software. During the Transition-in period, the Supplier shall provide the Ministry with a copy of the applicable vendor's licence terms for each type of Operating System software set out in Schedule 1 for review and approval by the Ministry. If the Ministry does not provide approval, the Ministry may choose not to submit an Order for any or all of the affected Product(s).

(c) If an Order includes the provision of Software, other than Operating System software, the Supplier shall install the Software on the Product(s), prior to delivery to the Customer, and grant to the Ministry, including each Customer, a non-exclusive, irrevocable, transferable, royalty-free, fully paid-up right and licence for an annual term, or three year term, as set out in the applicable Order, to: use and copy (on storage units or media for backup or other contingency purposes) the Software, together with all associated Documentation; and (ii) configure the Software in any manner in accordance with the requirements of the Ministry or a Customer in order to optimize the use of such Software, and to permit the exercise of any such rights by any other Person, including agents, advisors, consultants, contractors and subcontractors providing any products or services, from time to time, to the OPS. The Ministry's licence to use the Software includes the right to permit third parties to gain access to, use, operate, maintain and support, the Software.

(d) The rights of the Ministry pursuant to **Paragraph (c)** above are subject to the following conditions or restrictions:

- (i) the Ministry shall include on any copies of the Software all copyright notices, restricted rights legends, proprietary markings and the like substantially as they appear on the copy delivered by the Supplier to the Ministry;
- (ii) the Ministry shall not rent, lease, sell, sub-license or assign the Software, except as otherwise provided for in this Agreement;
- (iii) the Ministry shall not claim any property rights in the Software, including any related copyright, trademark, and patent rights therein, save and except for the right and licence specifically granted to the Ministry;
- (iv) the Ministry shall not copy, modify or merge copies of the Software except as provided for in this Agreement; and
- (v) the Ministry shall not reverse engineer, de-compile or disassemble the Software.

(e) Without limiting the generality of the foregoing, if the Ministry is licensed to use any parts of the Deliverables that are the Supplier's Pre-Existing Intellectual Property in Personal Computing Devices & Services

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conjunction with any operating system, the licence shall include the right of the Ministry, including each Customer, to use such Supplier's Pre-Existing Intellectual Property in conjunction with any other operating system without any fee or other charge being due to the Supplier regardless of whether the operating system was in existence or not in existence at the time the Supplier's Pre-Existing Intellectual Property was originally licensed to the Ministry.

(f) The applicable standard licensing terms of the Software set out in **Paragraph (c)** above shall apply to the installation, configuration, reproduction and use of the Software by the Ministry, including each Customer, provided such terms and conditions are not inconsistent with the provisions of this Agreement and do not impose additional costs or liability upon the Ministry. To the extent such terms and conditions are inconsistent with the provisions of this Agreement or impose additional costs or liability upon the Ministry ("Inconsistent Provisions"), then the Ministry will not be bound by the Inconsistent Provisions, regardless of whether they are contained in or on any web site, click-wrap licence or agreement, browse wrap licence or agreement, web wrap licence or agreement, shrink-wrap licence or agreement, standard form licence or agreement or any other licence or agreement delivered with or contained in or on any Software or other Deliverables, or any other software licence or agreement, express or implied, and regardless of any notification to the contrary and regardless of any action taken or not taken by the Ministry to indicate its acceptance of the Inconsistent Provisions as required under that web site, click-wrap licence or agreement, browse wrap licence or agreement, web wrap licence or agreement, shrink-wrap licence or agreement, standard form licence or agreement or any licence or agreement delivered with or contained in or on any Software or other Deliverables, or any other software licence or agreement.

#### **6.7 No Restrictive Material in Deliverables**

The Supplier shall not incorporate into any Deliverables anything that would inhibit the use of the Deliverables as required or permitted under the Agreement or that would prevent the Ministry from entering into any contract with any contractor other than the Supplier for the modification, further development of or other use of the Deliverables as required or permitted under the Agreement.

#### **6.8 Assurances Regarding Moral Rights**

At the request of the Ministry, at any time or from time to time, the Supplier shall execute and agrees to cause the Supplier's Personnel to execute an irrevocable written waiver of any Moral Rights or other rights of integrity in the applicable Deliverable(s) in favour of the Ministry and which waiver may be invoked without restriction by any person authorized by the Ministry to use the Deliverables. The Supplier shall deliver such written waiver(s) to the Ministry within ten (10) Business Days of the receipt of the request from the Ministry.



## **6.9 Copyright Notice**

The Supplier shall place a copyright notice on all recorded Deliverables it provides to the Ministry under the Agreement in the following form:

“© Queen’s Printer for Ontario, 2022”

## **6.10 Further Assurances Regarding Copyright**

At the request of the Ministry, at any time or from time to time, the Supplier shall execute and agrees to cause the Supplier’s Personnel to execute a written assignment of copyright in the applicable Deliverable(s) to the Ministry. The Supplier shall deliver such written assignment(s) to the Ministry within ten (10) Business Days of the receipt of the request from the Ministry. The Supplier shall assist the Ministry in preparing any Canadian copyright registration that the Ministry considers appropriate. The Supplier will obtain or execute any other document reasonably required by the Ministry to protect the Intellectual Property Rights of the Ministry.

## **6.11 Ministry May Prescribe Further Compliance**

The Ministry reserves the right to prescribe the specific manner in which the Supplier shall perform its obligations relating to this Article.

## **6.12 Survival**

This **Article 6**, including all rights and licenses granted to the Ministry prior to the termination or expiration of this Agreement, shall continue in full force and effect and shall survive the termination or expiry of the Agreement.

# **IMMUNITY, LIMITATION OF LIABILITY AND INSURANCE**

## **7.1 Intellectual Property Rights Indemnity**

Despite **Section 7.5** (Limitation of Liability), the Supplier shall indemnify and hold harmless the Indemnified Parties from and against all Losses and Proceedings, by whomever made, sustained, incurred, brought or prosecuted, for any actual or possible infringement, inducement of infringement, misappropriation or violation of any Intellectual Property Rights or infringement of any Moral Rights arising out of or in connection with:

- (a) the Deliverables (including the provision, use or disposal of the Deliverables) or the performance of the Services;
- (b) the failure of the Supplier or the Supplier’s Personnel to perform the Supplier’s obligations pursuant to Moral Rights waivers; or
- (c) the exercise of any rights, licences or permissions under the Agreement by any Indemnified Parties or by any persons authorized in or under the Agreement to exercise any such rights, licences or permissions.

If anything in subsection (a) or (c) above or resulting from the failure described in Personal Computing Devices & Services

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subsection (b) above is held, or is likely, in the reasonable opinion of the Ministry, to be held to constitute an infringement, inducement of infringement, misappropriation or violation of any Intellectual Property Rights or an infringement of any Moral Rights, or anything in subsection (a) or (c) above or resulting from the failure described in subsection (b) above is enjoined or threatened to be enjoined or held or threatened to be held improper by way of declaration, then without prejudice to any other rights and remedies as may be available to any of the Indemnified Parties under the Agreement, or at law or in equity, the Supplier shall also, at its expense, either:

- (i) obtain the rights, licences, permissions and waivers as are necessary so that such Deliverables, Services or exercise of rights, licences or permissions becomes non-infringing; or
- (ii) replace or modify the Deliverables or the Services so that the infringing portion no longer infringes (without any loss of quality or functionality) to the satisfaction of Ontario,

and shall make every reasonable effort to correct the situation with minimal effect upon the operations of the OPS. If neither of paragraphs (i) or (ii) above is reasonably available, the Ministry may terminate all or any part of the Agreement (including any or all Orders) and without prejudice to any other rights and remedies as may be available to any of the Indemnified Parties under the Agreement, or at law or in equity, the Supplier shall refund to the Ministry all amounts paid with respect to the Deliverables or anything supplied that infringes.

## **7.2 Confidentiality Indemnity**

Despite **Section 7.5** (Limitation of Liability), the Supplier shall indemnify and hold harmless the Indemnified Parties from and against all Losses and Proceedings, by whomever made, sustained, incurred, brought or prosecuted arising out of or in connection with a breach by the Supplier of its obligations under **Article 5** (Confidentiality and FIPPA).

## **7.3 [Intentionally Left Blank]**

## **7.4 General Indemnity**

In addition to **Section 7.1** (Intellectual Property Rights Indemnity) and **Section 7.2** (Confidentiality Indemnity) but subject to **Section 7.5** (Limitation of Liability), the Supplier shall indemnify and hold harmless the Indemnified Parties from and against all Losses and Proceedings, by whomever made, sustained, incurred, brought or prosecuted, arising out of, or in connection with anything done or omitted to be done by the Supplier, or the Supplier's Personnel, in the course of the performance of the Supplier's obligations under the Agreement or otherwise in connection with the Agreement.

## **7.5 Limitation of Liability**

The provisions of this Section shall apply regardless of the basis on which one Party is



entitled to claim damages from the other Party, including but not limited to: breach of contract or tort, including but not limited to, negligence.

Either Party shall be entitled to seek relief by way of an order (including an order for injunctive relief or specific performance) or declaration.

- (a) Circumstances may arise where Ontario is entitled to claim damages from the Supplier for the heads of claim listed below in clauses (i) to (vii) of this Section.
  - (i) All damages arising from any Losses and Proceedings in connection with Intellectual Property Rights infringement and a breach of the Representations and Warranties provided by the Supplier in **Section 10.1(m), (n), (o) and (p)**;
  - (ii) All damages arising from any Losses and Proceedings in connection with third party bodily injury (including death), personal injury, property damage;
  - (iii) All damages arising from any Losses and Proceedings in connection with breach of confidentiality as set out in **Article 5** (Confidentiality and FIPPA);
  - (iv) All amounts paid to the Supplier under the Agreement for Deliverables for which the Supplier is in default or the use or operation of which is impaired or otherwise affected by the default;
  - (v) Reasonable costs of the OPS to obtain any products or services in replacement of any Deliverables for which the Supplier is in default or the use or operation of which is impaired or otherwise affected by the default;
  - (vi) Reasonable costs of the OPS to continue operations until any replacement products or services required to be provided under clause (v) above are available for use;
  - (vii) All damages arising from any default or breach of the Agreement by the Supplier not covered by clauses (i) to (vi) above of this Section or as a result of any other cause of action that may be asserted by Ontario against the Supplier.
- (b) Circumstances may arise where the Supplier is entitled to claim damages from Ontario. In each such instance, if Ontario is found liable, Ontario will be responsible only for direct damages arising from any default or breach of the Agreement subject to the provisions of **Section 7.5(c)(ii)** below.
- (c) Limitation of Liability

Notwithstanding any other provision of this Section, the amount of damages for



which either Party is liable to the other Party for any claim arising out of or in connection with the Agreement shall not exceed:

- (i) in the case of a claim by Ontario against the Supplier, other than a claim referred to in clauses (i) and (iii) of **Section 7.5(a)** above, a total aggregate of fifty million dollars (**\$50,000,000.00**) over the Term of the Agreement or thereafter in connection with claims under the Agreement. Subject to the aggregate limit of liability set out above, there shall be no limit on the number of claims that Ontario may bring against the Supplier; and
- (ii) in the case of any claim brought by the Supplier (on its own behalf or on behalf of the Supplier's Personnel including any Subcontractor or supplier) against Ontario, a total aggregate of fifty million dollars (**\$50,000,000.00**) over the Term of the Agreement or thereafter in connection with claims under the Agreement. Subject to the aggregate limit of liability set out above, there shall be no limit on the number of claims that the Supplier may bring on its own behalf or on behalf of the Supplier's Personnel including any Subcontractor or supplier against Ontario.

For greater certainty,

- (I) there shall be no limit on the amount of damages for which the Supplier may be liable to Ontario under clauses (i) and (iii) of **Section 7.5(a)** above;
- (II) the limits of liability set out herein are the maximum amounts that Ontario is entitled to claim against the Supplier and the Supplier's Personnel collectively, and the maximum amounts that the Supplier is entitled to claim on its own behalf and on behalf of all of the Supplier's Personnel collectively from Ontario and any Customer that obtains Deliverables pursuant to the Agreement; and
- (III) Neither Party is liable to the other for any consequential, indirect, incidental, or special damages, including lost profits or lost opportunity costs arising out of or in connection with the Agreement, but this exclusion shall not apply to damages arising in connection with all Losses and Proceedings referred to in clauses (i), (ii) and (iii) above of this **Section 7.5(a)**.

## 7.6 Supplier's Insurance

The Supplier hereby agrees to put in effect and maintain insurance for the Term, at its own cost and expense, with insurers having a secure A.M. Best rating of B + or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person in the business of the Supplier would maintain including, but not limited to, the following:

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- (a) commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than five million dollars (\$5,000,000.00) per occurrence, not less than five million dollars (\$5,000,000.00) products and completed operations aggregate. The policy is to include the following:
- the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Supplier's obligations under, or otherwise in connection with, the Agreement;
  - contractual liability coverage;
  - cross-liability clause;
  - employers liability coverage (or compliance with the paragraph below entitled "Proof of W.S.I.A. Coverage" is required);
  - 30 day written notice of cancellation, termination or material change;
  - tenants legal liability coverage (if applicable and with applicable sub-limits);
  - non-owned automobile coverage with blanket contractual coverage for hired automobiles.
- (b) errors and omissions liability insurance, insuring liability for errors and omissions in the performance or failure to perform the Services contemplated in the Agreement, in the amount of not less than five million dollars (\$5,000,000.00) per claim and in the annual aggregate.

## **7.7 Proof of Insurance**

The Supplier shall provide the Ministry with proof of the insurance required by the Agreement in the form of valid certificates of insurance that reference the Agreement and confirm the required coverage, before the Effective Date of the Agreement by the Ministry, and renewal replacements on or before the expiry of any such insurance. A copy of each insurance policy shall be provided to the Ministry. The Supplier shall ensure that each of its Subcontractors obtains all the necessary and appropriate insurance that a prudent person in the business of the Subcontractor would maintain and that the Indemnified Parties are named as additional insureds with respect to any liability arising in the course of performance of the Subcontractor's obligations under the subcontract for the provision of the Deliverables.

## **7.8 Proof of W.S.I.A. Coverage**

If the Supplier is subject to the Workplace Safety and Insurance, incomplete Act ("WSIA"),

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it shall submit a valid clearance certificate of WSIA coverage to the Ministry prior to the Effective Date of the Agreement by the Ministry. In addition, the Supplier shall, from time to time at the request of the Ministry, provide additional WSIA clearance certificates. The Supplier covenants and agrees to pay when due, and to ensure that each of its Subcontractors pays when due, all amounts required to be paid by it and its Subcontractors, from time to time during the Term, under the WSIA, failing which the Ministry shall have the right, in addition to and not in substitution for any other right it may have pursuant to the Agreement or otherwise at law or in equity, to pay to the Workplace Safety and Insurance Board any amount due pursuant to the WSIA and unpaid by the Supplier or its Subcontractors and to deduct such amount from any amount due and owing from time to time to the Supplier pursuant to the Agreement together with all costs incurred by the Ministry in connection therewith.

### **7.9 Supplier's Participation in Proceedings**

The Supplier shall, at its expense, to the extent requested by the Ministry, participate in or conduct the defence of any Proceeding against any Indemnified Parties referred to in this Article and any negotiations for their settlement. The Ministry may elect to participate in or conduct the defence of any such Proceeding by notifying the Supplier in writing of such election without prejudice to any other rights or remedies of the Ministry under the Agreement, Agreement, at law or in equity. Each Party participating in the defence shall do so by actively participating with the other's counsel. The Supplier shall enter into no settlement unless it has obtained the prior written approval of the Ministry. If the Supplier is requested by the Ministry to participate in or conduct the defence of any such Proceeding, the Ministry agrees to co-operate with and assist the Supplier to the fullest extent possible in the Proceeding and any related settlement negotiations. If the Ministry conducts the defence of any such Proceeding, the Supplier agrees to co-operate with and assist the Ministry to the fullest extent possible in the Proceeding and any related settlement negotiations.

### **7.10 Liabilities of the Supplier**

The liabilities and obligations of the Supplier under the Agreement shall not be restricted to any amounts set forth in **Section 7.6** and such insurance amounts provided for therein shall not be construed so as to relieve or limit the liability of the Supplier in excess of such coverage and shall not preclude the Indemnified Parties from taking such other actions as are available under any provision of the Agreement or otherwise at law or in equity.

### **7.11 Survival**

This **Article 7** shall survive the termination or expiry of the Agreement.



## MINATION, EXPIRY AND EXTENSION

### 8.1 Immediate Termination of Agreement and Orders

The following events constitute material and substantive breach of the Agreement and are cause for termination. The Ministry may immediately terminate the Agreement, in whole or in part, including any or all Orders upon giving notice to the Supplier where:

- (a) the Supplier is adjudged bankrupt, makes a general assignment for the benefit of its creditors or a receiver is appointed on account of the Supplier's insolvency;
- (b) the Supplier breaches any provision in **Article 5** (Confidentiality and FIPPA) of the Agreement;
- (c) the Supplier breaches the Conflict of Interest Section in **Article 2** (Nature of Relationship Between Ministry and Supplier) of the Agreement;
- (d) the Supplier, prior to or after executing the Agreement, makes a misrepresentation or omission or provides inaccurate or incomplete information to the Ministry;
- (e) if any of the representations and warranties of the Supplier as set out in the Agreement are inaccurate or untrue;
- (f) the Supplier undergoes a change in control which adversely affects the Supplier's ability to satisfy some or all of its obligations and covenants under the Agreement;
- (g) the Supplier subcontracts or assigns part or all of the Deliverables or assigns the Agreement without first obtaining the written approval of the Ministry;
- (h) the Supplier has failed to meet five or more Performance Measures within any one month or has repeatedly failed to meet the same Performance Measure for five consecutive months; or
- (i) the Supplier's acts or omissions constitute a failure to perform any obligation or a default of any provision of the Agreement which failure or default does not come within the provisions of clauses (a) – (h) of this **Section 8.1**;

and the above rights of termination are in addition to all other rights of termination available at law, or events of termination by operation of law.

### 8.2 Dispute Resolution by Rectification Notice

Notwithstanding **Section 8.1**, where the Supplier fails to comply with any of its obligations under the Agreement, the Ministry may issue a rectification notice to the Supplier setting out the manner and time frame for rectification. Within seven (7) Business Days of receipt of that notice, the Supplier shall either: (a) comply with that rectification notice; or (b) provide a rectification plan satisfactory to the Ministry. If the Supplier fails to either comply with that rectification notice or provide a satisfactory rectification plan, the Ministry may



immediately terminate the Agreement, in whole or in part, including any or all Orders. Where the Supplier has been given a prior rectification notice, the second subsequent non-compliance by the Supplier with the same obligation shall allow the Ministry in its sole discretion to immediately terminate the Agreement, in whole or in part, including any or all Orders. Where the Supplier has been given two (2) or in the sole discretion of the Ministry, more notices under this **Section 8.2**, the Ministry, upon giving a third or subsequent such notice, whether such notices relate to the same default or to separate occurrences may, at its option, elect for the notice of termination to be effective immediately or at such other time as the Ministry may, in its discretion, specify.

#### **8.3 Termination on Notice**

The Ministry reserves the right to terminate the Agreement, in whole or in part, including any or all Orders, without cause, and without any cost, penalty, obligation or liability upon thirty (30) days prior written notice to the Supplier.

#### **8.4 Termination for Non-Appropriation**

If the Agreement or any Order extends into a Fiscal Year subsequent to its Effective Date, continuation of the Agreement or Order is conditional upon an appropriation of moneys by the Legislature of Ontario (the “Legislature”) sufficient to satisfy payments due under the Agreement or Order. In the event that such moneys are not available as a result of: (i) non-appropriation by the Legislature for the Fiscal Year in which payment becomes due; and (ii) the payment being neither charged nor chargeable to an appropriation of the Legislature for a previous Fiscal Year, the Ministry may terminate the Agreement, including any or all Orders, upon giving notice to the Supplier. Termination shall become effective on the date of the beginning of the first Fiscal Year for which funds have not been appropriated.

#### **8.5 Supplier’s Obligations on Termination (including Expiry) of an Order**

On termination (including expiry) of an Order, the Supplier shall, in addition to its other obligations under the Order and the Agreement and at law:

- (a) at the request of the Ministry, provide the Ministry with any completed or partially completed Deliverables under the Order;
- (b) provide the Ministry with a report detailing: (i) the current state of the provision of Deliverables by the Supplier at the date of termination of the Order; and (ii) any other information requested by the Ministry pertaining to the provision of the Deliverables;
- (c) as may be required by the Ministry, either (i) immediately refund any pre-paid amounts paid by the Ministry prorated to the effective date of termination or, (ii) continue to provide any pre-paid warranty and other pre-paid Services in accordance with the provisions of the Agreement for such period as determined by



- the Ministry in which case, all applicable provisions of the Agreement shall survive and continue to apply in accordance with the Agreement;
- (d) execute such documentation as may be required by the Ministry to give effect to the termination of the Order;
  - (e) comply with any other instructions provided by the Ministry, including but not limited to instructions for facilitating the transfer of its obligations to another Person; and
  - (f) comply with all obligations in connection with Warranty and other applicable Services that survive termination of the Order.

This Section shall survive the termination or expiry of the Agreement.

#### **8.6 Supplier's Obligation Upon Termination (including Expiry) of the Agreement**

Commencing upon any notice of termination of the Agreement or within one month of the Expiry Date, the Supplier shall, upon request by the Ministry, provide the Transition Out Services. In addition to its other obligations under the Agreement and at law, on termination (including expiry) of the Agreement, the Supplier shall:

- (a) at the request of the Ministry, provide the Ministry with any completed or partially completed Deliverables under the Agreement;
- (b) provide the Ministry with a report detailing: (i) the current state of the provision of Deliverables by the Supplier under each Order at the date of termination; and (ii) any other information requested by the Ministry pertaining to the provision of the Deliverables and performance of the Agreement;
- (c) at the request of the Ministry, immediately refund any pre-paid amounts paid by the Ministry prorated to the effective date of termination;
- (d) execute such documentation as may be required by the Ministry to give effect to the termination of the Agreement and each Order;
- (e) comply with any other instructions provided by the Ministry, including but not limited to instructions for facilitating the transfer of its obligations to another Person; and
- (f) comply with all obligations in connection with Warranty and other applicable Services that survive termination of the Agreement for the duration of the outstanding warranty period.

This Section shall survive the termination or expiry of the Agreement.



## **8.7 Payment Upon Termination**

On termination of an Order or the Agreement, the Ministry shall only be responsible for the payment of the Deliverables provided in accordance with the Order or Agreement up to and including the effective date of any termination. Termination shall not relieve the Supplier of its warranties and other responsibilities relating to the Deliverables performed or money paid. In addition to its other rights of hold back or set off, the Ministry may hold back payment or set off against any payments owed if the Supplier fails to comply with its obligations on termination.

## **8.8 Termination in Addition to Other Rights**

The express rights of termination in the Agreement are in addition to and shall in no way limit any rights or remedies of the Ministry under the Agreement, at law or in equity. The termination rights under this **Article 8** may be exercised (a) by the Ministry for the purposes of terminating one or more Orders; or (b) by the Ministry for the purposes of terminating the Agreement, which shall have the effect of terminating any one or more Orders as determined by the Ministry.

## **8.9 Expiry and Extension of Agreement and Survival of Orders**

- (a) **Agreement:** The Agreement shall expire on the original Expiry Date, unless the Ministry exercises its option to extend the Agreement by up to two (2) extensions of up to one (1) year each, such extension to be upon the same terms, conditions and covenants contained in the Agreement, including the Rates unless the Supplier offers lower Rates for the Products and Services. The option to renew may be exercised by the Ministry based on the lower Rates for Products and Services offered by the Supplier in year three (3) of the Term for the first extension and year four (4) for the second extension. The option shall be exercisable by the Ministry giving written notice to the Supplier not less than thirty (30) days prior to the original Expiry Date or end of the first extension. The notice shall set forth the precise duration of the extension.
- (b) **Orders:** The term of any Order issued or executed prior to the end of the Term of the Agreement may continue beyond the Term of the Agreement, for the term specified in the particular Order. For certainty, if any Warranty Service for a Product continues beyond the Term of the Agreement, the Order under which the Warranty Service was ordered shall be deemed to extend beyond the Term of the Agreement for the term of the Warranty Service. The provisions of the Agreement shall survive the expiry of the Term of the Agreement for the purposes of any such Orders. Any provision of the Agreement that survives the expiry or termination of the Agreement shall continue to apply and survive the expiry or termination of each Order.

# **ARTICLE 9 – NON-OPS ENTITIES**

## **9.1 Non-OPS Entity Agreements**

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The Ministry is entering into this Agreement solely for the benefit of the OPS. Any Person that is not part of the OPS (including any Non-OPS Entities) that wish to procure any products or services that are the same as or similar to the Deliverables will be required to enter into their own agreements with the Supplier. The form of that separate agreement between a Non-OPS Entity and the Supplier is solely at the discretion of the Supplier and Non-OPS Entity. The Ministry makes no representation or warranty that any other Person (including any Non-OPS Entity) will enter into any such agreement, and the Ministry will have no obligation or liability to the Supplier under any such agreement.

## **9.2 Ontario Not Liable for Supplier's Relationship with Non-OPS Entities**

The Supplier acknowledges and agrees as follows:

- (a) Where the Supplier receives a request from any Non-OPS Entity to supply products and/or services that are the same or similar as the Deliverables, the Supplier shall use commercially reasonable efforts to negotiate the Supplier/Non-OPS Agreement based on the same or similar terms (including price and the length of the term) as this Agreement;
- (b) Ontario does not endorse, recommend or approve the suitability of: (i) any Non-OPS Entity as a customer of the Supplier; and (ii) the terms and conditions of this Agreement (or any Order under this Agreement) as a basis for, in whole or in part, any Non-OPS Entity Agreement or any other resulting or related relationships or agreements between the Supplier and any Non-OPS Entity. The Supplier is solely responsible for conducting its own independent assessment (including obtaining its own professional advice as may be necessary and appropriate in the Supplier's specific circumstances) to determine the suitability of the above;
- (c) Ontario makes no representation, assurance, warranty, or guarantee: (i) that any Non-OPS Entities will acquire products or services from or consider the products or services of the Supplier; or (ii) of the value or volume of products or services that may or will be ordered, if any, by any or all Non-OPS Entities;
- (d) Ontario will not, in respect of any Supplier/Non-OPS Agreement or any resulting or related relationships or agreements between the Supplier and any Non-OPS Entity: (i) be or be deemed to be a party to, or a guarantor of any obligations or liability of any party under, any Supplier/Non-OPS Agreements or any such relationships or agreements; or (ii) be responsible or liable to the Supplier or any third party for any costs, obligations, liabilities or covenants of the Non-OPS Entity, and nothing in any agreement between the Supplier and any Non-OPS Entity shall have the effect of imposing or resulting in the imposition of any costs, obligations, liabilities or covenants on Ontario;
- (e) The Supplier shall not, in relation to or under any Supplier/Non-OPS Entity Agreement or under any resulting or related relationships or agreements between



- the Supplier and any Non-OPS Entity , bring any Proceedings against Ontario or any of its Personnel or any Indemnified Party as a result of: (i) any act, error or omission of the parties to the Supplier/Non-OPS Entity Agreement; or (ii) any act, error or omission of Ontario or any of its Personnel;
- (f) The Supplier is solely responsible for its own contract administration with each Non-OPS Entity and shall not direct any issues that may arise with any Non-OPS Entity to Ontario;
  - (g) For the purposes of any Supplier/Non-OPS Entity Agreement, the Supplier acknowledges that Non-OPS Entities have no power or authority to bind Ontario or to assume or create any obligation or responsibility, express or implied, on behalf of Ontario; and,
  - (h) Despite any provision in this Agreement to the contrary, the Supplier shall be responsible for any and all Losses suffered by any Indemnified Party arising out of or in connection with any Supplier/Non-OPS Entity Agreement or any breach by the Supplier of this Article entitled “Non-OPS Entities”.

### **9.3 Disclosure of Information**

- (a) The Ministry may, from time to time and at its sole discretion, inform any or all Non-OPS Entities of: (i) the Supplier’s status as a Supplier of record; (ii) the Products and Services of the Supplier that are available to Ontario under this Agreement; and (iii) the Supplier’s obligation under this **Article 9**. In addition, the Ministry and any OPS Entity may disclose, and the Supplier consents to the disclosure, to Non-OPS Entities of this Agreement or any part of it (including pricing), as amended. For the purposes of the disclosure under this Section, the Supplier agrees that neither this Agreement or any part of it is considered Confidential Information of the Supplier and no notice to or further consent of the Supplier is required prior to disclosure to any Non-OPS Entity.
- (b) If the Supplier is requested by a Non-OPS Entity to do so, the Supplier shall provide to that Non-OPS Entity the following documents and information: (i) the RFB and other related procurement documents that were publicly issued; and (ii) the Supplier’s Bid in response to the RFB, but only to the extent that it does not include Confidential Information of Ontario.
- (c) The Supplier agrees to provide to the Ministry, at the Ministry’s request, data and information regarding Non-OPS Entity access to and acquisition of products and services that are the same as or similar to the Deliverables set out under this Agreement from the Supplier pursuant to a Supplier/Non-OPS Entity Agreement.
- (d) The Supplier consents to the Ministry receiving data and information from a Non-OPS Entity of such Non-OPS Entity’s request for access to and acquisition of products and services from the Supplier.



## ARTICLE 10 - REPRESENTATIONS AND WARRANTIES

The Supplier makes the following representations, warranties and covenants as of the commencement of the Term and continuing thereafter and acknowledges that Ontario is relying upon such representations, warranties and covenants.

### **10.1 Representations and Warranties of the Supplier**

- (a) It is a corporation duly incorporated or a partnership or sole proprietorship duly registered and validly existing under the laws of its jurisdiction of incorporation or registration and has all necessary corporate power and authority to carry on its business
- (b) It has full power, legal right and authority to authorize the creation, execution, delivery and performance of the Agreement. It has or will, prior to the commencement of the Term, obtain, maintain, and, as applicable, renew all necessary permits, licenses and approvals necessary in connection with the Agreement.
- (c) It shall include in any agreements made with the Supplier's Personnel (including the Supplier's Subcontractors) such terms and conditions that are reasonably necessary to cause such Personnel to comply with any obligations under this Agreement applicable to such Personnel, and the Ministry will not be a party to such agreements or be bound by any obligations to the Supplier's Personnel under such agreements;
- (d) The Supplier is a resident of Canada within the meaning of the Income Tax Act (Canada). If the Supplier is not a resident of Canada within the meaning of the Income Tax Act (Canada), the Supplier shall clearly indicate in its invoices that it is not a resident of Canada within the meaning of the Income Tax Act (Canada) and that it may be subject to withholding tax.
- (e) There are no Proceedings that individually or in the aggregate could result in any material adverse effect on the business, properties, or assets, or the condition, financial or otherwise, of the Supplier or in any impairment of the Supplier's ability to perform its obligations and covenants under the Agreement.
- (f) All statements, promises and representations set out in the Bid or in the Agreement are accurate and complete and the Supplier is not aware of any facts or circumstances that would render any such statement, promise or representation inaccurate or incomplete.
- (g) The Supplier will be responsible, accountable and liable for all acts and omissions of the Supplier's Personnel in connection with the Agreement as if such acts and omissions were those of the Supplier.



- (h) The Supplier hereby represents and warrants that it shall fulfil its obligations and covenants and that the Deliverables shall be provided fully, diligently and expeditiously in a professional, competent, safe, prudent and timely manner by persons qualified and skilled in their occupations and furthermore that all Deliverables will be provided in accordance with: (a) the Agreement; (b) Requirements of Law; and (c) Industry Standards provided the Industry Standards are not inconsistent with (a) and (b). If any of the Deliverables, in the opinion of the Ministry, are inadequately provided or require corrections, the Supplier shall forthwith make the necessary corrections at its own expense as specified by the Ministry in a rectification notice. The Supplier shall ensure that at all times there shall be a sufficient number of persons (including all relevant grades of supervisory staff) with the requisite level of skill and experience engaged in the performance of the obligations and provision of Deliverables in accordance with the Agreement.
- (i) The Supplier shall ensure that any of the Supplier's Personnel who are granted access to OPS premises or OPS Assets, including any OPS systems, databases or networks will not exercise such access for any purpose other than and only to the extent necessary for compliance by the Supplier with its obligations under the Agreement. Further, the Supplier shall ensure that the Supplier and the Supplier's Personnel, at their cost, comply with all security requirements, including any identification that the OPS may stipulate during the Term of the Agreement.
- (j) The Supplier or the Supplier's Personnel have not taken and will not take any action in collusion or collaboration with any Person including any Person that has submitted or participated in submitting a Bid in response to the RFB that could be reasonably expected to result in any increase in the price payable by the Ministry or a Customer for any Deliverables or that would otherwise be reasonably expected to adversely affect the rights or interests of the Indemnified Parties in connection with the Agreement.
- (k) The Supplier shall not disrupt or interfere with the OPS' day-to-day operations and business in the course of providing the Deliverables under the Agreement. The Supplier shall develop and implement a Business Continuity Plan that includes such contingency measures and disaster recovery plans as are necessary to provide the Deliverables without delay, disruption or deterioration in the performance of its obligations in connection with the Agreement. The Business Continuity Plan shall include the immediate implementation of measures acceptable to the Ministry to remedy any breach, failure or delay with respect to any Deliverables to be provided by or on behalf of the Supplier hereunder, and where necessary, provide additional or alternative Products or Services that meet or exceed the requirements set out in the Agreement but at no additional cost and without adversely impacting the rights, licences and privileges of the Ministry and Customers under the Agreement.



- (l) The Supplier agrees to warrant and assume responsibility for each Product that it sells or rents to the Customer under this Agreement. The Supplier is responsible for the warranty and maintenance of all Products furnished through this Agreement, including providing warranty and maintenance call numbers; accept, process, and respond to those calls; and be liable for and pay for all warranty and maintenance activities. In general, the Supplier warrants that:
1. Each Product shall conform to the specific technical information published in the Manufacturer's product manuals or data sheets.
  2. Each Product will operate according to and meet the relevant Specifications and the requirements of the Agreement, including the mandatory specifications provided in the RFB.
  3. Each Product has been properly designed, manufactured and suitable for its intended use.
  4. Each Product is free of defects in material and workmanship, problems or failures.
  5. Warranty documents for Products shall be delivered to the Ministry with the Products. If the warranty for any Product is breached, the Supplier will remedy such warranty breach in accordance with the applicable Warranty Service ordered for or included with that Product.
- (m) The Supplier has obtained or will obtain all necessary rights and authority to convey good and marketable title and to grant any rights, licences and permissions (including rights, licences and permissions to all the Supplier's Pre-existing Intellectual Property) as specified in the Agreement, free and clear of any encumbrances. The signing of the Agreement by the Supplier, the provision of the Deliverables and the use of the Deliverable as contemplated in the RFB, the Agreement and Order shall not infringe or induce the infringement or misappropriation of the Intellectual Property Rights of any third party nor breach, infringe, violate or contravene any third party rights or licences in the course of the performance by the Supplier of any of its covenants and obligations under the Agreement. The Supplier further represents and warrants that it has all of the necessary rights and permission to license directly to the Ministry, including Customers, the Supplier's Pre-existing Intellectual Property on the terms set out in the Agreement, and that it has obtained assurances with respect to all the Supplier's Pre-existing Intellectual Property that any Moral Rights including rights of integrity associated therewith have been waived.



- (n) The Supplier has not entered into, or is bound by, any arrangement which would in any way restrict the Ministry's or a Customer's ability to exercise the Intellectual Property Rights, licences or permissions granted under the Agreement.
- (o) All Software and software media when provided to the Ministry or a Customer as part of any Deliverables, or when used by the Supplier in the provision of any Services, shall be free of any Malicious Code or defect which would limit or restrict the use of any Deliverable by the Ministry or a Customer, impair the quality and timely delivery of any Deliverable by the Supplier or restrict or prevent the Ministry or a Customer from obtaining replacement Deliverables from any Person.
- (p) All the features and functions of the Deliverables provided hereunder shall be maintained and supported to the Specifications set out in the Agreement, during the Warranty Period.
- (q) The Supplier shall make available for purchase or rental by the Ministry and Customers the most current version of a Product (including the most recent releases and applicable service packs of any software included in the definition of Hardware) generally available at the time of the purchase based on the Rates established under the Agreement.
- (r) The Documentation supplied with the Products shall contain a complete and accurate description thereof, and is a complete and accurate guide to the operation of the Products, and shall be updated from time to time during the Warranty Period and during the period the Ministry or Customer is obtaining maintenance and support Services, so as to remain complete and accurate and reflect all changes made to the Products during that period.
- (s) Notwithstanding any agreement or arrangement between the Supplier and any third party prohibiting or limiting the Supplier from providing the representations and warranties and indemnities set out in the Agreement with respect to the Deliverables provided by the Supplier to the OPS, the Supplier shall continue to be bound by all of the representations and warranties and indemnities set out in the Agreement.
- (t) The Supplier will perform its covenants and obligations under the Agreement in accordance with all Requirements of Law, including the *Freedom of Information and Protection of Privacy Act* and the *Ontarians with Disabilities Act, 2001*.

This Section shall survive the termination or expiry of the Agreement.

## **10.2 Specific Warranties**

The following warranties apply to the Deliverables (including any Software and technology included in the Deliverables), that contain any open source software or technology

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licensed under an open source licence:

- (i) That the applicable items of open source software or technology and the applicable open source licences are fully disclosed to the Ministry in a list to be provided to the Ministry; but in any event, any open source software provided as part of the Deliverables shall be at the Supplier's risk.
- (ii) That any use by Ontario of the open source components of the Deliverables will not adversely impact the rights and interests in Ontario's proprietary technology (for example, loss of ownership rights due to the viral nature of the open source software license requirements);
- (iii) That the use of any open source software provided with, or embedded in, the Deliverables by the Supplier shall not create, or purport to create, obligations on Ontario to grant license or usage rights with respect to any source code or object code belonging to Ontario outside of this Agreement;
- (iv) That any open source software used in the Deliverables or in the provision of any of the Services will not subject Ontario to all or part of the license obligations relating to any open source software;
- (v) That the Supplier has or will have the right to license, sub-license, distribute, support and issue any new releases of any open source software or other technology that is a component of, or embedded within the Deliverables or used by the Supplier or to provide the Services;
- (vi) Where the Deliverables include any open source software, a warranty that the scope of the licence(s) for the identified open source software or technology is no less than the scope of the license for the Deliverable being delivered to Ontario, in which the open source software or technology (or any components thereof) have been incorporated;
- (viii) Where the Deliverables include any open source software, a warranty that there are no additional or more onerous restrictions included in the licence(s) for the open source software than the restrictions included in the license for any remaining components of the Deliverable in which the open source software (or any components thereof) have been incorporated.

This Section shall survive the termination or expiry of the Agreement.

## **VERNANCE**

### **11.1 Governance Structure**

The Ministry intends, as at the Effective Date, to establish, but is not obligated under the Agreement to establish, a governance structure comprised of the following:

1. Desktop Supplier Management Office constituted by representatives of the Ministry from within ITS;

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2. Governance Committee; and
3. committees internal to the OPS to address issues related to, among other things: architecture, security, operations and/or transition, service level metrics and dispute resolution.

The Supplier agrees that, if the Ministry chooses not to implement a governance structure or not to establish the Desktop Supplier Management Office or any committee or committees, the Ministry's decision shall not reduce, affect or otherwise act as a waiver by the Ministry of any of the obligations of the Supplier under the Agreement, nor shall it be considered a breach by the Ministry of the Agreement.

#### **11.2 Business and Management Processes and Risk Mitigation Strategies**

The Supplier agrees that the Ministry has the sole right to determine, establish and require the implementation of all business and management processes and risk mitigation strategies applicable to or related to the Agreement. These processes and strategies include processes and strategies designed to ensure the supply of Deliverables to Customers in accordance with the terms of the Agreement.

#### **11.3 Desktop Supplier Management Office**

The Ministry, in its sole discretion, may at any time establish an internal Desktop Supplier Management Office to, among other things: (a) manage Supplier performance; (b) administer the Agreement; and (c) provide support to the Governance Committee and such other committees as it, in its sole discretion, determines necessary.

#### **11.4 Committees**

##### **(a) Establishment of Committees**

The Ministry, in its sole discretion, may at any time and from time to time establish a committee or committees in relation to any matter under or in relation to the Agreement. These committees may or may not include representatives of the Supplier and third parties. All committees will be chaired by a Chair appointed by the Ministry. The committees may include the Governance Committee.

The Governance Committee will provide executive direction, approvals and oversight. The Governance Committee will also review issues relating to scope such as the introduction of new Services and new Products. The Governance Committee will be chaired by the Corporate Chief Information Officer or his or her designate and at the discretion of the Chair, the participants may include:

1. selected executive representatives from the business/program areas of the OPS;
2. an ex-officio representative of the industry or applicable Manufacturer;
3. not more than two ex-officio representatives of the Supplier under the Agreement;



4. financial, technical or legal representatives, as required; and
5. such other participants as the Chair or designate may determine necessary or desirable.

(b) Committee Processes and Procedures

The Chair of a committee may, at its discretion, vary the representation of participants at any time (including the number of Supplier representatives and the seniority and experience of these representatives), determine frequency of meetings, quorum, agendas and such administrative matters as may arise.

(c) Supplier Participation in Committees

(i) Assignment of Supplier Representatives

The Supplier will assign representative(s) to participate at the required level in all committees where Supplier representation is requested by the Ministry. The Supplier shall supply representatives to attend and participate at committee meetings at no charge to the Ministry. The Supplier's representative must have the appropriate knowledge, skills and expertise necessary to participate in and to meet the objectives of the committee and the authority to bind the Supplier to any decision or commitment made by that representative.

(ii) Confidentiality

Without limiting the provisions set out in **Article 5** (Confidentiality and FIPPA), the Supplier agrees that the Supplier and its representative(s) will maintain as confidential all matters and information disclosed arising out of or in connection with the Supplier's participation in a committee.

(iii) Ex-Officio

The Supplier's representative(s) on a committee shall participate in the capacity of an ex-officio member. For certainty, an ex-officio member will have no voting powers and may be excluded from all or part of any meeting by the Chair or his or her designate.

## 11.5 Escalation Process for Dispute Resolution

(a) Escalation Process

The Supplier shall institute and maintain internal to its organization and require the Supplier's Personnel to institute and maintain internal to each of their respective organizations, an escalation process such that any default by the Supplier or the Supplier's Personnel including failure to meet a Service Level is brought to the attention of the Supplier's senior management and such other individuals in the Supplier's organization as is necessary to provide appropriate reports to the Ministry Representative as required in the Agreement.



Subject to **subsection 11.5(b)**, in the event of any Dispute, the Parties shall attempt to resolve the Dispute promptly by negotiation in the manner set out in this Section 11.5 by notifying the other party in writing of the Dispute.

1. Initial Step: Operations Level

If a Party provides written notice to the other Party of a Dispute, the following representatives will attempt to resolve the Dispute, and will initially meet (in person or by telephone) for that purpose within ten (10) Business Days of the written notice:

Ministry: Sr. Manager, Desktop Services Branch

Supplier: Account Executive

2. Second Step: Management Level

If the Parties are unable to resolve the Dispute within ten (10) Business Days after the first meeting described in paragraph 1 above (or such longer period as may be mutually agreed upon), the representatives set out in paragraph 1 above will refer the matter to the following executive-level representatives, who will initially meet (in person or by telephone) to attempt to resolve the dispute or disagreement within twenty (20) Business Days after the initial meeting described in paragraph 1 above:

Ministry: Director, Desktop Services Branch

Supplier: Director of Sales, Public Sector

3. Third Step: Executive Level

If the Parties are unable to resolve the Dispute within twenty (20) Business Days after the first meeting described in paragraph 1 above (or such longer period as may be mutually agreed upon), the representatives set out in paragraph 1 above will refer the matter to the following executive-level representatives, who will initially meet (in person or by telephone) to attempt to resolve the dispute or disagreement within thirty (30) Business Days after the initial meeting described in paragraph 1 above:

Ministry: Chief Information Officer, Infrastructure Technology Services

Supplier: Vice President and General Manager

4. Fourth Step: Senior Executive Level

If the Parties are unable to resolve a Dispute within thirty (30) Business Days after the first meeting described in paragraph 2 above (or such longer period as may be mutually agreed upon), the representatives set out in paragraph 2 above will refer the matter to the following senior executive-level representatives, who will initially meet (in person or by telephone) to attempt



to resolve the dispute or disagreement within forty (40) Business Days after the initial meeting described in paragraph 1 above:

Ministry: Corporate Chief Information Officer, Ministry of Government and Consumer Services

Supplier: President and CEO

If the senior executive-level representatives of the Parties are unable to resolve the Dispute within forty (40) Business Days after their initial meeting (or such longer time as may be agreed), the provisions of **Article 12** (Arbitration) shall apply.

- (b) Exclusions to Escalation Process - Despite the escalation process described in subsection (a) above:
  - (i) the Ministry shall have the right, at its sole discretion, to have a Dispute escalated at any time to any level described in **subsection 11.5(a)** above; and
  - (ii) the Parties are not obligated to follow the escalation procedure set out in **subsection 11.5(a)** and may pursue its legal rights immediately where a Dispute is in respect of: (1) any claim involving third parties; or (2) intellectual property and breach of confidentiality claims, whether initiated by third parties or by the Parties to the Agreement.

## 11.6 Continued Provision of Deliverables

Subject to the terms of the Agreement, unless requested or otherwise agreed by the Ministry to do so in writing, the Supplier shall not under any circumstances stop or suspend its performance under the Agreement pending the resolution of any Dispute. At any time prior to the resolution of a Dispute hereunder, the Ministry may provide a written direction to the Supplier as to the manner in which to proceed while the resolution of the Dispute is pending and the Supplier shall proceed as directed.

## BITRATION

### 12.1 Jurisdiction and Scope

- (a) If a Dispute cannot be resolved in accordance with the terms set out in **Article 11**, a Dispute shall be submitted to arbitration ("Arbitration"). The rules governing Arbitration are set out below.
- (b) The Arbitration shall be governed by the **Arbitration Act, 1991** (Ontario).
- (c) Each of the Parties expressly acknowledges and agrees that:



- (i) it shall not apply to the courts of Ontario or any other jurisdiction to attempt to enjoin, delay, impede or otherwise interfere with or limit the scope of the Arbitration or the powers of the arbitral tribunal;
- (ii) the award of the arbitral tribunal shall be final and binding on the Parties and there shall be no appeal therefrom of whatsoever nature or kind to any court, tribunal or other authority, except as set out below; and
- (iii) the award of the arbitral tribunal may be entered and enforced by any court in any jurisdiction having jurisdiction over the Parties and/or the subject matter of the award and/or the properties or assets of either of the Parties as set out in the *Arbitration Act, 1991* (Ontario);

provided, however, that the foregoing shall not prevent either Party from applying to the courts of Ontario for a determination with respect to any matter or challenge provided for in the ***Arbitration Act, 1991*** (Ontario).

- (d) The arbitral tribunal has the jurisdiction to deal with all matters arising out of or relating to this Agreement, or the breach, termination or validity thereof including, without limitation, the jurisdiction:
  - (i) to determine any question of law, including equity arising in the Arbitration;
  - (ii) to determine any question of fact including questions of good faith, dishonesty or fraud arising in the Arbitration;
  - (iii) to order any Party to furnish such further details of that Party's case, as to fact or law, as it may require;
  - (iv) to require or permit the Parties to give evidence under oath or solemn affirmation;
  - (v) to order the Parties or either of them to make interim payments towards the costs of the Arbitration; and
  - (vi) to award interest on any sum and to any date at such rates as it determines to be appropriate.
- (e) Unless the Parties shall at any time otherwise agree in writing, the arbitral tribunal shall have the power, on the application of either of the Parties or of its own motion (but in either case only after hearing or receiving any representations from the Parties concerned which it determines in its discretion to be appropriate):
  - (i) to allow other parties to be joined in the Arbitration with their express consent, and make a single final award determining all disputes between them;
  - (ii) to allow any Party, upon such terms (as to costs and otherwise) as it shall determine, to amend its Claim, Defence, Reply, Counter-Claim or Defence to Counter-Claim;



- (iii) to extend or abbreviate any time limits;
- (iv) to direct the Parties to exchange written statements, whether or not verified by oath or affirmation, of the evidence of witnesses, and direct which of the makers of such statements are to attend before it for oral examinations;
- (v) to determine what witnesses (if any) are to attend before it, and the order and manner (including cross-examination, as recognised under the laws of Ontario) in which, and by whom, they are to be orally examined;
- (vi) to conduct such further or other inquiries as may appear to it to be necessary or expedient;
- (vii) to order the Parties to make any property or thing available for its inspection or inspection by the other Party and inspect it in their presence;
- (viii) to order the Parties to produce to it, and to each other for inspection, and to supply copies of, any documents or classes of documents in their respective possession, control or power which it determines to be relevant;
- (ix) to order the preservation, storage or other disposal of any documents, devices, equipment or thing under the control of any of the Parties relevant to the Dispute before it; and
- (x) to make interim orders for security for costs for any Party's own costs, and to secure all or part of any amount in dispute in the Arbitration.

## **12.2 Applicable Law, Language and Place of Arbitration**

- (a) The law governing the Arbitration shall be the laws of the Province of Ontario and the applicable laws of Canada.
- (b) The language of the Arbitration shall be English.
- (c) The place of the Arbitration shall be the City of Toronto, Ontario, Canada.

## **12.3 Appointment of Arbitral Tribunal**

- (a) The arbitral tribunal shall be composed of one arbitrator.
- (b) Arbitration commences when a Party (the "Applicant") serves a notice on the other Party (the "Respondent") demanding arbitration, identifying the Dispute and nominating an arbitrator.
- (c) Within fifteen (15) days of the receipt by Respondent of the notice, the Respondent may, by notice to the Applicant, concur in the appointment of the proposed arbitrator or may disagree with the nomination of the proposed arbitrator, and failing the delivery of such notice by the Respondent, the Respondent shall be



deemed to have concurred in the appointment of the proposed arbitrator nominated by the Applicant.

- (d) If the Respondent disagrees with the nomination of the proposed arbitrator pursuant to paragraph (c) above, then, within fifteen (15) days of delivery of the Respondent's notice to that effect, the Respondent and the Applicant shall agree on the individual to be appointed as the arbitrator, failing which the arbitrator may be appointed by a Judge of the Superior Court of Justice on the application of either the Applicant or the Respondent, on notice to the other. Upon such appointment, such individual shall act as the sole Arbitrator and shall constitute the arbitral tribunal.
- (e) Any decision of the arbitral tribunal shall be rendered in writing and shall contain a recital of the facts upon which the decision is made and the reasons thereof. Otherwise, the decision including the award shall conform with the requirements set out in the *Arbitration Act, 1991* (Ontario).
- (f) The arbitral tribunal will determine the procedure to be followed in the arbitration, in accordance with the *Arbitration Act, 1991*.

#### **12.4 Meetings and Hearings**

- (a) The arbitral tribunal shall appoint the time, date and place of meetings and the Hearing in the Arbitration and will give all the parties adequate notice of these. The place of all proceedings in the Arbitration shall be as set out in **Section 12.2** and all proceedings shall take place there.
- (b) All proceedings and the rendering of the award will be in private and the parties shall ensure that the conduct of the arbitration, the information disclosed by the parties in the course of the arbitration and the terms of the award shall be kept confidential, subject to an order of a court or tribunal or the Requirements of Law.

#### **12.5 Miscellaneous**

- (a) All written statements and responses thereto and other notices, requests and demands, required or permitted hereunder, shall be in writing.
- (b) The Arbitrator shall be paid his or her normal professional fees for his or her time and attendance in dealing with a Dispute, which fees, unless otherwise directed by the Arbitral Tribunal, shall be paid equally by the Applicant and the Respondent.
- (c) Unless the Parties otherwise permit, time is of the essence of the Arbitration.

### **Article 13 – OPEN DATA**

#### **13.1 Publication of Data**

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It is Ontario's intention, in accordance with the Open Data Directive and as part of its commitment to open data, to publish and allow the public to use:

- (i) procurement contract data, including the name of the Supplier and total contract value; and,
- (ii) data created or collected as an output of a contract, except where Ontario chooses not to publish the data in accordance with the Open Data Directive, such as for privacy, confidentiality, security, legal or commercially sensitive reasons.

## **ARTICLE 14 - OCCUPATIONAL HEALTH AND SAFETY ACT**

- (a) The Supplier must ensure that any subcontractor hired by the Supplier works in accordance with the Occupational Health and Safety Act R.S.O. 1990, CHAPTER O.1 (OHSA) and its regulations and any applicable Ontario Public Service (OPS) and site-specific health and safety requirements. The Supplier acknowledges that it is the Employer of the subcontractor. The Supplier shall include in any of its agreements with its subcontractors, the ability to terminate the subcontractor for non-compliance with OHSA or its regulations, with the rules and policies of the Supplier or for failing to protect the safety of its workers.
- (b) The Ministry may stop the work where the Supplier fails to comply with OHSA or its regulations and an immediate danger to worker health and safety is observed. Failure or refusal by the Supplier to correct the observed violation, or willful or repeated non-compliance may, subject to **Article 8 – Termination, Expiry and Extension**, result in termination of the Contract.

## **SIGNATURE PAGE TO FOLLOW**



IN WITNESS WHEREOF the Parties hereto have executed the Agreement effective as of the date first above written.

**Her Majesty the Queen in right of Ontario, as  
represented by the Minister of Government and  
Consumer Services**

Signature: \_\_\_\_\_

Name: Mohammad Qureshi

Title: Corporate Chief Information Officer

Date of Signature: May 4, 2022

**COMPUCOM CANADA CO.**

Signature:  DocuSigned by:  
John M. Slattery  
C18DB01CD2D2403...

Name: John M. Slattery

Title: CEO

Date of Signature: April 22, 2022

I have authority to bind the Supplier



## **Schedule 1 - Schedule of Deliverables, Rates and Supplementary Provisions**

The Request for Bids, including any Addenda issued by the Ministry and the Bid shall form part of this Schedule 1.

(The RFB, including all addenda, is hereby attached to and forms part of Schedule 1 – see attached)



## **RATES AND PRICES**

(The Supplier's Rate Bid Form  
is hereby attached to and forms part of Schedule 1)



## **Schedule 2 – Definitions**

Unless the context otherwise specifies or requires, for the purposes of this Agreement, including the Schedules hereto, the following terms shall have the meanings set forth below. For clarity, unless otherwise indicated in this Schedule 2, a reference to any Article or Section means the Article or Section of the main body of the Agreement. In addition, all references to a particular Section or Schedule, or to any Part or Attachment of the RFB, shall be deemed to mean a reference to that Section, Schedule, Part or Attachment, as the case may be, as amended from time to time in accordance with the Agreement.

“Accessibility” is a general term which is used to describe the degree of ease that something (e.g., device, service, and environment) can be used and enjoyed by persons with a disability. The term implies conscious planning, design and/or effort to ensure it is barrier-free to persons with a disability, and by extension, usable and practical for the general population as well.

“Accessible” means that which can be easily reached or obtained; a facility that can be easily entered; posing no obstacles to persons with a disability.

“Accessory” has the same meaning as “Peripheral”.

“Activation Date” means the commencement date for placing orders for Products and Services by Customers with the Supplier following the completion of Transition-In in accordance with the requirements of the Agreement.

“Active Directory (AD)” is a Microsoft product that consists of several software services that run on Windows Server to manage permissions and access to networked resources. The main service in Active Directory is Domain Services (AD DS), which stores directory information and handles the interaction of the user with the domain.

“Ad-Hoc Services” has the meaning set out in Section 13 – Ad-Hoc Services of Attachment 9 – Service Requirements.

“Advanced Exchange Warranty” has the meaning set out in Section 8 – Warranty Services of Attachment 9 – Service Requirements.

“Agreement” means the aggregate of: (a) the main body of the Agreement; (b) Schedule 1, Schedule of Deliverables, Rates and Supplementary Provisions including Part 1 - the RFB and all of its Attachments and Part 2 -the Bid, including any clarifications provided by the Supplier and accepted by the Ministry; (c) Schedule 2 (Definitions), and any other schedule attached as of the Effective Date; (d) any Orders issued by the Ministry and any Statements of Work entered into between the Ministry and the Supplier; and (e) all amendments made in accordance with the Agreement.



“Alternate Work Location” means a location within the Province of Ontario that is not an OPS Site and includes home/residential addresses.

“API” or “Application Program Interface” is a set of subroutine definitions, protocols, and tools for building application software. In general terms, it is a set of clearly defined methods of communication between various software components.

“Applicant” means the Party that commences the Arbitration.

“Arbitral Tribunal” means the Sole Arbitrator.

“Arbitration” means the process for dispute resolution as described in **Article 12** (Arbitration).

“Arbitration Act, 1991 (Ontario)” means the Arbitration Act, 1991, S.O. 1991, Chapter 17, as amended.

“Asset Management” means the set of Supplier’s business practices that combines financial, inventory and contractual functions to optimize spending and support lifecycle management and strategic decision-making within the IT environment.

“Asset Tag” means a durable adhesive sticker/label that meets the Ministry requirements, which identifies the asset information, to be affixed to all of the Products listed in the Product Categories or any Non-Standard Products ordered by the Ministry and it must be affixed by the Supplier prior to shipment.

“Assistive Technologies” refers to any product, piece of equipment, or product system, that is used to increase, maintain, or improve functional capabilities of individuals with injuries or disabilities.

“Authority” means any government authority, agency, body or department, whether federal, provincial or municipal, having or claiming jurisdiction over the Agreement; and “Authorities” mean all such authorities, agencies, bodies and departments.

“Authorized Reseller” means any Person that on or after the Effective Date is authorized by a Manufacturer or any of its affiliates to market, advertise, sell, lease, rent, service, distribute or otherwise offer licensed Products.

“B2B” or “Business to Business” refers to a situation where one business makes a commercial transaction with another. This typically occurs when a business is sourcing materials for their production process.

“Best Practices” means strategies, processes or techniques that have been shown through application, experience, practice or knowledge to deliver consistent, high-quality results or

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superior performance, and includes the continuous improvement and innovation that sustain these practices and contribute to best value to the OPS.

“Bidder” means the legal entity that submits a Bid in response to this RFB.

“Bid” means all documentation submitted by a Bidder in response to the RFB.

“BIOS” means Basic Input/Output System.

“Break/Fix Replacement Service” has the meaning set out in Section 10 – Break/Fix Replacement Service of Attachment 9 – Service Requirements.

“Business Continuity Plans” mean the documents created, updated and implemented by the Supplier that describe how the Supplier will ensure continuity of its operations and its commitment and ability to provide the Deliverables to the OPS during the Term, including during an event of Force Majeure or other emergency, disaster or disruption.

“Business Day” means any working day, Monday to Friday inclusive, but excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day which the Ministry has elected to be closed for business. A day, unless otherwise specified as a Business Day, means a calendar day.

“Business Hours” mean Monday to Friday 8:00 a.m. to 6:00 p.m. local time to the Site.

“Capacity Management” means processes aimed at providing the necessary systems capacity to deliver the Services in accordance with the agreed Service Level Metrics and the other provisions of this Agreement.

“Chair” means the Ministry representative that chairs a committee established by the Ministry under **Section 11.4**.

“Change” means a modification to a CI in the Production environment including:

- a) Hardware and software Components;
- b) Production support documentation; and
- c) Configuration management data relating to any of (a) and (b) above.

“Change Coordinator” means individual who has the roles and responsibilities set out in GO-ITS 35.0 Enterprise Change Management Standard.



“Change Management” means processes associated with the management of Changes, as further described in Attachment 10.

“Change Manager” means the individual who has the roles and responsibilities set out in GO-ITS 35.0 Enterprise Change Management Standard.

“Change Freeze’ means a Change Restriction but does not include an exemption process for allowable activities for the specified period of time to resolve high priority Incidents.

“Change Restriction” means the restriction to changes to the information technology infrastructure environment, both technology and/or support components for a specified period of time, which includes an exemption process to implement changes during the restriction period.

“Claim” means an Applicant’s written statement concerning a Dispute setting forth, with particularity, its position with respect to the Dispute and the material facts upon which it intends to rely.

“Class B” refers to unintentional radiators - devices for which the purpose is not to produce radio waves, but which do anyway, such as computers. Class B is a subpart to Federal Communications Commission (FCC) regulation title 47 and refers to any device that is marketed for use in the home, office, or a residential area by the customer. Class B devices can require either verification, certification, or self-declaration depending on the type of Product.

“Client” has the same meaning as “OPS Entity”.

“Cluster” means one of the organizational entities that may be revised from time to time by the Ministry in its sole discretion for managing Information & Information Technology (“I&IT”) across the business programs of the OPS. There are currently eight (8) Clusters, and a Cluster may include a number of ministries, related agencies and officers of the Legislative Assembly and their respective offices.

“Cluster Change Advisory Board” or “CAB” means a Cluster committee whose duties include approving Changes affecting the Cluster.

“CMOS” refers to memory on a computer motherboard that stores the Basic Input/Output System (BIOS) settings.

“Commercial Envelope” means Section 3 of the RFB, as set out on the Ontario Tenders Portal eTendering System.

“Commercial Response” means all quoted pricing for the Deliverables as found in the Bidder’s response to the Commercial Envelope and any related attachments.

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“Company Level Check” is a security screening check, which requires checks to be conducted on all Directors and Officers of the company, regardless of whether they will have direct involvement in the work associated with the procurement which was deemed to require security screening. In order to be issued a company level clearance, all Directors and Officers of the company and the Company Security Officer (CSO) must consent to security screening and obtain clearances. Company-level screening checks are conducted only where the security risk assessment indicates the necessity.

“Company Security Officer” is a person who holds that standing in the Contractor Security Screening Program. A Company Security Officer (or CSO) plays an administrative role in the security screening process on behalf of his or her company and must hold a valid security clearance issued by Contractor Security Screening (CSS), Supply Chain Ontario (SCO), Ministry of Government and Consumer Services (MGCS) prior to performing that role. The CSO is responsible for the verification of identity for workers requiring screening for contracted work, where required.

“Components” means the integral physical parts that, when connected to a computing device, make up the Product and, in the case of a computer, includes the memory, motherboard, and power supply.

“Confidential Information” of Ontario has the meaning set out in Section 5.1.

“Confidential Information” of the Supplier has the meaning set out in Section 5.1.

“Configuration Item” or “CI” means any component that needs to be managed in order to deliver Services set out in Attachment 9.

“Configuration Centre” means a secured location where the Supplier shall operate and perform the obligations specified for the configuration of Products as set out in this RFB. This location must be located within the province of Ontario.

“Configuration Management” means the processes used to maintain an accurate and complete description of the network which are aimed at profiling and managing the Deliverables and providing the resulting information to the various other processes associated with providing the Deliverables and with administering Changes to the Deliverables, as further described in Attachment 10 – Service Management Requirements.

“Configuration Management Database” or “CMDB” means an independent or segregated database established, maintained and updated by the Supplier throughout the Term to contain all the information and data arising out of or in connection with the Contract including Configuration Items that are required to be collected and kept current, with full access to the



OPS as specified in the Contract and includes the contents of any databases required to be maintained by the Supplier in connection with the Contract.

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFB process, the Bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having or having access to information in the preparation of its Bid that is confidential to Her Majesty the Queen in right of Ontario and not available to other Bidders ; (ii) communicating with any person with a view to influencing preferred treatment in the RFB process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFB process and render that process non-competitive and unfair; or
- (b) in relation to the performance of its contractual obligations in an OPS contract, the Supplier’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

“Contract” has the same meaning as “Agreement”.

“Contract Manager” has the meaning set out in Section 1.3.19 – Governance of Attachment 1.

“Contract Year” means:

- (i) The period of time commencing on the Effective Date and ending on the last day of the twelfth (12th) calendar month thereafter; and
- (ii) Each subsequent period of twelve (12) consecutive calendar months.

“Corporate Change Advisory Board” or “CCAB” means a Government committee whose duties include approving infrastructure Changes affecting more than one (1) Cluster.

“Corporate Infrastructure Hosting Services (CIHS)” refers to the Enterprise platform used to deliver hosted services to the Ontario Public Service. The CIHS platform consists of, but is not limited to, Microsoft and Unix servers hosting domain controllers, domain name services, file and print servers, and web services.

“Counter-Claim” means a Respondent’s written statement concerning one or more additional Disputes setting forth, with particularity, the additional Dispute or Disputes for the Arbitral Tribunal to decide.

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“Credit Check” is a security screening check based on results provided by a Canadian credit bureau to determine if an individual has any adverse credit information. As part of this check, information collected may include credit score and any relevant bankruptcies, legal proceedings, collection actions and court orders. Information obtained as part of the search will only be used for the purpose of assessing an individual’s clearance status.

“Criminal Record and Judicial Matters Check (CRJMC)” is a search through the Canadian Police Information Centre (CPIC) maintained by the Royal Canadian Mounted Police (RCMP) and a search through provincial and municipal police databases, using an individual’s name and date of birth, for information relating to the offence provisions of federal legislation including the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) and the Youth Criminal Justice Act (Canada). The search will include records of previous convictions, convictions for which a pardon has been granted (where disclosure is authorized under the Criminal Records Act (Canada)), findings of guilt under the Youth Criminal Justice Act (Canada), findings of guilt that have resulted in absolute or conditional discharges (disclosed within one (1) and three (3) years respectively, any outstanding charges and related information (e.g., an arrest warrant), as well as court orders (excludes mental health related orders and family court restraining orders). The RCMP may require verification of identity through fingerprint comparison before the information can be released.

“Customer” means any Client and, where the context admits, includes End Users.

“Data Storage Media” means the media used for the electronic storage of recorded information.

“Defence” means a Respondent’s written response to a Claim setting forth, with particularity, its position on the Dispute and the material facts upon which it intends to rely.

“Deliverables” means everything including Products and Services developed for or provided to the Ministry and Customers in the course of performing under the Agreement or agreed to be provided to the Ministry and any Customer under the Agreement by the Supplier or the Supplier’s Personnel as further defined but not limited by Schedule 1 in the Agreement, including but not limited to any goods or services or any and all Intellectual Property Rights and any and all concepts, techniques, ideas, information, documentation and other materials, however recorded, developed or provided.

“Desktop Software Packaging” means the various processes used to deliver the Services as set out in Section 16 of Attachment 9 – Service Requirements.

“Direct Deposit” means the electronic transfer of funds by the Client to the financial institution identified by the Supplier, in accordance with the Direct Deposit Protocols.



"Direct Deposit Protocols" means the protocols set out at [Doing Business with Ontario](#), which may be amended from time to time as required by Ontario.

"Director, Desktop Services" has the meaning as set out in Article 11 of the Agreement.

"Disaster Recovery Plan" or "DRP" means the plan prepared by the Supplier setting out how it will recover from disaster situations in order to continue to provide the Services.

"Dispute" means any dispute between the Ministry and the Supplier with respect to any matter under the Agreement.

"Documentation" means documents, whether in printed or electronic form, including installation guides, instructional materials, layouts, maintenance materials, manuals, system documentation, training materials, and user guides, and includes all developments and modifications to the above.

"Driver's Record Check" is conducted where driving is a requirement for the contract where a valid driver's licence is required. It involves a check of provincial databases for information regarding driving history using the individual's driver licence number. This check provides a three, five- or ten-year history of Highway Traffic Act and Criminal Code of Canada convictions and any current suspensions, along with the driver's current listed address and licence status.

"Effective Date" means the date on which the Agreement takes effect, as set out at the start of the Agreement.

"Electronic Bridge" means the electronic interface, put in place by the Supplier in accordance with the requirements set out in the Agreement, between the Supplier's ITSM Toolset and the OPS ITSM Toolset.

"Emergency" means a situation that calls for immediate action, assistance or relief (as determined by the Customer).

"Encryption" means the transformation of data via cryptography into a form unreadable by anyone not in possession of the required Data Storage Media.

"End User(s)" means the employees, agents or other representatives of the Ministry and any Client who is authorized to use any of the Products provided by the Supplier.

"End Point Management System" refers to a policy-based software solution that provides ability to manage and control computing devices connected to a corporate network. Managed elements may include Operating Systems, software applications, policy settings, and update protocols.

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“Enterprise Business Grade Products” mean Products that meet all of the following requirements:

- Provide platform stability and consistency
- Provide at least 18-month product lifecycles
- Support localization for multiple languages and regions
- Have embedded, hardware-assisted management and security features
- Provide multigenerational replacement parts availability
- Indicate clear identification of generations
- Offer multi-year warranties
- Include formalized problem escalation processes and technical certification programs.

“Enterprise Service Management” or “eSM” means the various processes relating to the management of the Services required to be implemented and followed by the Supplier pursuant to the Agreement, including the various processes described in Attachment 10.

“EPEAT” or “Electronic Product Environmental Assessment Tool” means an on-line tool to assist purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes. EPEAT is managed by the Green Electronics Council (GEC). GEC's EPEAT website hosts the database of EPEAT-registered Products. EPEAT-registered computer desktops, laptops, and monitors must meet an environmental performance standard for electronic Products - IEEE 1680- 2006.

“ERD” is the Employee Relations Division in the Ministry.

“ex-officio” means that the individual will attend meetings of any applicable committee, as set out in **Article 11** as and when requested to do so by the Chair of the committee or designate. The ex-officio member will have no voting powers and may be excluded from all or part of any meeting by the Chair or designate. Ex-officio members shall be subject to such conditions, including confidentiality, as may be required by the Chair or designate or by the Agreement.

“Expiry Date” means May 15, 2025 or, if the original term is extended, the final date of the extended term.

“External Network Access” means direct access into the Ontario Public Service network to facilitate communications with OPS servers.

“FIPPA” means the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, as amended.

“Fiscal Year” means the period running from April 1 in one calendar year to, and including, March 31 in the next calendar year.

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“FRU” or “Field Replaceable Unit” means a part that an authorized Supplier/Manufacturer repair technician is responsible for installing at the Customer Site.

“GO-ITS” means the Government of Ontario Information & Technology Standards, the official publications concerning the standards, guidelines, technical reports and preferred practices adopted by the Information Technology Standards Council as provided to the Supplier by the Ministry.

“Google Chrome” refers to the cross-platform web browser created and developed by Google.

“Hardware” means all existing OPS products including desktops, notebooks, tablets, monitors, peripherals including but not limited to keyboard and mice, and accessories and all the equipment intended for the processing, input, output, storage, manipulation, communication, transmission and retrieval of information (including any attachments and power supplies), all software (Operating System software or other software) that is an integral part to the operation of the Hardware, all processors, peripherals (keyboards, mice, etc.) and all related documentation (including user manuals, system manuals, operating manuals and specifications).

“Hardware Removal Services” has the meaning set out in Section 11 – Hardware Removal Service of Attachment 9 – Service Requirements.

“Hearing” shall have the meaning ascribed to such term in **Section 12.4**.

“High Impact” has the meaning set forth in GO-ITS 44 ITSM Terminology Reference Model.

“Image” means the Ministry approved base layer [what is a “base layer”?] consisting of Operating System, enterprise applications, and configuration settings to be applied to a computer prior to delivery to the End User.

“Image Development and Maintenance Manager” has the meaning set out in Section 1.3.19 – Governance of Attachment 1.

“Image Development and Management Service” has the meaning set out in Section 4 – Image Development and Management Service of Attachment 9 – Service Requirements.

“Impact” has the meaning set forth in GO-ITS 44 ITSM Terminology Reference Model.

“Incident” means an event that disrupts the proper performance or operation of any Hardware, Product or Service and that impacts the Customer or End User.

“Incident Acknowledge” has the meaning ascribed to it in Attachment 10.



“Incident Classification” means the process of assessing an Incident, the assignment of appropriate severity levels and the identification of any affected Configuration Items.

“Incident Management” means the processes associated with the management of Incidents, as further described in Attachment 10 – Service Management.

“Incident Resolution” has the meaning ascribed to it in Attachment 10.

“Indemnified Parties” means each of the following and their directors, officers, advisors, agents, appointees, and employees: Ontario, the members of the Executive Council of Ontario and Clients.

“Industry Standards” include, but are not limited to (a) the provision of any and all labour, supplies, Hardware and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Agreement or customarily furnished by Persons providing Deliverables of the type provided hereunder in similar situations in Ontario and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, measures to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by Her Majesty the Queen in right of Ontario.

“Information Technology Infrastructure Library” or “ITIL” consists of a set of books developed by the United Kingdom’s Office of Government Commerce (OGC). The books describe an integrated, process-based, best practice framework for managing IT services.

“Installation Services” has the meaning set out in Section 6 – Installation Service of Attachment 9 – Service Requirements.

“Infrastructure Technology Services” or “ITS” means the IT division of the Ministry.

“Intellectual Property Rights” means any intellectual or industrial property rights protected or protectable under the laws of Canada, any foreign country, or any political subdivision of any country and includes Moral Rights.

“ITSM” means the Information Technology Service Management framework for the delivery, support and management of IT Services for the OPS.

“ITSM Toolset” means an application or set of applications that has many features that facilitate and support recording and processing of IT Service Management processes and the related tasks. Unless otherwise stated, “ITSM Toolset” refers to the Ministry’s ITSM Toolset.



“Java Runtime” is a component of the Oracle Java platform which converts machine independent code to run on the host computing device.

“Known Error” means a Problem that has a documented root cause, workaround or resolution.

“Large Ontario Cities” means the following: Barrie, Greater Toronto and Hamilton Area\* (GTHA), Guelph, Kingston, Kitchener, London, North Bay, Orillia, Ottawa, Peterborough, St. Catharines, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins, Waterloo, and Windsor.

\*Per Ontario Ministry of Natural Resources (2012) Greater Toronto and Hamilton Area (GTHA) Boundary definition.

“LAN” means Local Area Network

“Losses” means all liabilities, losses, costs, damages and expenses (including legal, expert and consulting fees).

“Major Incident” is a Priority 1 Incident, as defined in more detail in GO-ITS 37 Enterprise Incident Management Process.

“Major Incident Protocols” means the protocols set out in the GO-ITS 37 Enterprise Incident Management Process.

“Malicious Code” means any computer code or software containing components embedded with security risks or designed to enable cyber attacks, harmful or hidden programs or data designed to adversely affect, disrupt, disable, damage or shut down the use or operation of any hardware, mobile devices, firmware, software, communications system or network, including without limitation, malware, spyware, worms, time bombs, logic bombs, trap doors, Trojan Horses, drop dead devices, time locks and viruses and any code that would:

- (i) limit or restrict the use of any Deliverable by the OPS;
- (ii) impair the quality and timely delivery of any Deliverables by the Supplier; or
- (iii) restrict or prevent the OPS from obtaining replacement services from any Person.

“Manufacturer” means a company that, as its primary business function, designs, assembles, owns the trademark/patent and markets computer equipment including the Products to be supplied under the Agreement and that has signed the Manufacturer’s Undertaking, if required pursuant to the RFB, attached as Attachment 12.

“Manufacturer Canadian Listed Price” means the Product price that is listed on the Manufacturer’s website, in Canadian dollars.

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“Media Retention” or “MR” means the removal of the Data Storage Media from a Product and permanently leaving the Data Storage Media in the end users possession in order to ensure maximum data security as set out in more detail within Attachment 9 – Service Requirements;

“MGCS” means the Ministry of Government and Consumer Services.

“Microsoft Autopilot” means Microsoft’s collection of technologies used to set up and pre-configure new computers/laptops/notebooks/tablets, in order to ready them for productive use.

“Microsoft Deployment Toolkit” or “MDT” means the software toolkit used to automate the installation process for Microsoft Windows Operating System, including pre and post installation configuration steps providing automation to the installation process.

“Microsoft Edge” refers to the cross-platform web browser created and developed by Microsoft.

“Minister” means the Minister of Government and Consumer Services.

“Ministry” means the Ministry of Government and Consumer Services.

“Ministry Address” means the address set out under the definition of “Ministry Representative”.

“Ministry Designate” means the Ministry representative for matters relating to the Services as specified within Attachment 9 – Service Requirements.

“Ministry Representative” mean the representative for all matters relating to the OPS in connection with the Agreement unless otherwise specified by the Ministry Representative:

### **Ministry Representative**

Name: Zelko Holjevac

Title: Director, Desktop Services

Address: 222 Jarvis Street, 3<sup>rd</sup> Floor Toronto, ON M7A 0B6

Telephone Number: 647-962-4491

E-Mail Address: zelko.holjevac@ontario.ca

### **Back-up**

Name: Justin Leus

Title: Senior Manager, Vendor Management Services

Address: 222 Jarvis Street, 3rd Floor Toronto, ON M7A 0B6

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Telephone Number: 416-371-5621

E-Mail Address: justin.leus@ontario.ca

“Moral Rights” has the same meaning as in the Copyright Act (Canada) and applies to comparable rights in applicable jurisdictions.

“.NET” is a Microsoft software framework for the development and implementation of different types of computer applications.

“Net New” means the procurement of Products that are not for Product Renewal purposes.

“Newly Created Intellectual Property” means any intellectual property created by the Supplier during the performance of its obligations under the Agreement.

“Non-Business Hours” means Saturday, Sunday and/or Statutory Holidays and any hours that are outside of Business Hours.

“Non-OPS Entity” means

- (i) Provincial agencies and any other organizations that have an active Memorandum of Understanding or similar agreement with an Ontario ministry, for whom the oversight ministry does not assume legal liability in connection with procurement-related contracts executed by the provincial agency/organization.
- (ii) Office of the Legislative Assembly of Ontario
- (iii) Independent Offices of the Legislative Assembly
- (iv) Ontario municipalities
- (v) Corporations, non-share or whose shareholders are exclusively municipalities, that have a parent municipality in Ontario and to whom the municipality has delegated authority to deliver services on its behalf.
- (vi) Ontario public hospitals
- (vii) Ontario school boards
- (viii) Ontario public universities
- (ix) Ontario public colleges
- (x) Ontario children’s aid societies

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(xi) Every non-share capital corporation controlled by one or more designated broader public sector organizations that exists solely or primarily for the purpose of purchasing goods or services for the designated broader public sector organization or organizations.

(xii) Non-share capital corporations that have an active transfer payment agreement with an Ontario ministry and that have not been assessed as “high risk” in the ministry’s transfer payment risk assessment,

but excludes any OPS Entity.

“Non-Standard Product” means a product supplied by the Supplier other than a Product proposed in response to this RFB but excludes a Replacement Product.

“OEM” means Original Equipment Manufacturer.

“OEM Warranty” means the warranty provided by the Manufacturer for its Products.

“Off-Warranty Service” has the meaning set out in Section 9 – Off-Warranty Service of Attachment 9 – Service Requirements.

“On-site” means the Supplier must perform and fulfill a Service Request or resolve an Incident at the Customer’s site.

“Ontario” means Her Majesty the Queen in right of Ontario.

“Ontario Public Service” or “OPS” means the entities listed under the heading “OPS Clients” at the following link:

[https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/Operational\\_Guidelines-ENG/\\$FILE/Operational\\_Guidelines-ENG.pdf](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/Operational_Guidelines-ENG/$FILE/Operational_Guidelines-ENG.pdf).

“Ontario Rules” has the meaning set out in **Section 3.9** of the Agreement.

“OPS Assets” means all tangible and intangible assets of any kind, including equipment, software, systems, networks, documentation and data, belonging to the OPS, including the Ministry and any Customer; and includes all rights, licenses or interests of the OPS in any such assets that are owned by any third party; without limiting the foregoing, the OPS Assets include all of the Confidential Information of Ontario (including the OPS Data).

“OPS Data” means all data and information, including Personal Information, in any form, that relate to or belong to the Ministry and any Client, including (i) any data relating to the operations, facilities, customers, personnel, assets and programs of the OPS; and (ii) all of the Personal Computing Devices & Services

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information and data that the Supplier is required to collect and maintain as set out in Schedule 1; for purposes of the Agreement, all OPS Data will be deemed to form part of the OPS Assets.

“OPS Entity” means (i) Ministries; (ii) Minister’s offices; (iii) Cabinet Office; (iv) Office of the Premier; and (v) Provincial agencies and any other organizations that have an active Memorandum of Understanding or similar agreement with an Ontario ministry, for whom the oversight ministry assumes legal liability in connection with procurement-related contracts executed by the provincial agency/organization. The list of entities may be amended from time to time at the sole discretion of MGCS.

“OPS Software” means proprietary software owned by or licensed to Ontario.

“Operating System” or “OS” means system software that manages computer hardware, software resources, and allows other programs to function.

“Order” means a request from the Ministry for the provision of a Product(s) or Service(s), including a Service Request, set out in Attachment 9 – Service Requirements and, where the context admits, references to an Order include a Statement of Work entered into between the Ministry and the Supplier.

“Other Security Screening Checks” means higher level checks that may be required when the duties or tasks establish a risk level greater than can be addressed through a CRJMC, Driver’s Record or Out of Country check. Other security screening checks which may be conducted in addition to the CRJMC are those included in the Police Record Checks Reform Act, out of scope of the Act or permitted by regulatory exemption to the Act. Checks are determined on the basis of a ministry risk assessment.

“Out-of-Country Driver’s Record Check (US and/or International)” Driver’s record check is conducted where driving is a requirement for the contract where a valid driver’s licence is required. When the individual has lived outside Canada for more than six (6) months consecutively within the last five (5) years, an out of country driver records check from the jurisdiction(s) in which they have resided is required. This check includes information such as current suspensions, along with the driver’s current listed address and licence status.

“Out-of-Country Police Certificate (US and/or International)” is a summary of an individual’s criminal record or a declaration of the absence of any criminal record from a law enforcement agency in another country outside of Canada. Police certificates are different in each state/country and may be called police clearance certificates, good conduct certificates, judicial record extracts, etc. Where an individual has lived outside of Canada for more than six (6) months consecutively within the last five (5) years, an out-of-country police certificate from the jurisdiction(s) in which they have resided is required.



“OTP” and “Ontario Tenders Portal eTendering System” means Ontario’s electronic tendering system currently hosted by Jaggaer.

“Party” means the Supplier, on one hand, and the Ministry, on the other hand; and “Parties” mean both of them.

“Patches” means Ministry-authorized updates to Operating System software or firmware.

“Performance Measurement” means the provision of an end-to-end management information system to support IT Service Management best practices based on the ITIL Best Practice framework.

“Performance Measures” mean the Service Levels set out in the RFB used to measure the performance of the Supplier under the Agreement.

“Peripheral” means a device that is connected to a computing device, but not an integral part of it, which expands the capabilities but does not form part of the core computer architecture, for example mice and keyboards.

“Person” as the context allows, includes an individual, person, company, partnership, corporation, unincorporated association, government or government agency, authority or entity howsoever designated or constituted and includes successor organizations or any combination thereof.

“Personal Information” has the meaning given to it in the FIPPA, which as at the Effective Date, means recorded information about an identifiable individual or that may identify an individual.

“Personal Computing Devices and Services” or “PCDS” means those Services, Products and Documentation described in this RFB that are to be made available or to be provided by or through the Supplier to the Ministry pursuant to the Agreement.

“Police Record Checks Reform Act (PRCRA)” means the Police Record Checks Reform Act, 2015, S.O. 2015, c. 30 as amended.

“Preferred Bidder” means the Bidder who has the highest cumulative score at the conclusion of the evaluation process set out in the Qualification Envelope of this RFB.

“Premium Warranty” has the meaning set out in Attachment 9 – Service Requirements.

“Priority” has the meaning ascribed in GO-ITS 44 ITSM Terminology Reference Model.

“Problem” means an unknown cause of one or more (potential or occurring) Incidents.



“Problem Management” is the means whereby critical, chronic or long-term Problems as determined by the Ministry, which may be temporarily resolved through work-around solutions, are completely resolved through analysis (impact analysis, root cause analysis) and development and implementation of long-term solutions based on that analysis. Problem management may include the preparation of reports during and/or upon completion of the resolution process to document impacts, causes and potential or implemented solutions.

“Proceeding” means any cause of action, action, claim, demand, lawsuit, or other proceeding.

“Product Category” means one of the categories of Products identified in Attachment 3 – Deliverables, Section 1.3.1.

“Product and Service Matrix” means the listing of all Products and Services, detailing specifications for each of the Products and Services, including: pricing, applicable discounts, and schedules for ‘End of Life’ for each of the Product Types.

“Product Type” means one of the specific Products required within a Product Category (as specified in Attachment 1 – Deliverables, Section 1.3.1).

“Products” means the following physical devices and components to be provided by the Supplier in accordance with the Agreement: (i) computers, including Desktops, Mobiles, Ultra Mobile Detachable, Ultra Mobile Convertible and Rugged Mobiles; (ii) Monitors; (iii) Peripherals and (iv) any other product set out in the Bid; and, where applicable, all references to “Product” will be deemed to include any Operating System software, including Apple OS and Chrome OS, embedded in or that is required for the effective use and operation of the applicable Product.

“Purchase Card” means the corporate charge card(s) used by the Ministry, as may be changed from time to time.

“Purchase Card Protocols” means the manner in which the Supplier is required to process any payments under the Agreement that the Ministry elects to make by way of Procurement Card, which shall include the requirement to: (a) collect the authorized employee's name, the abbreviated Ministry name, the expiry date, the GST exemption number and the employee's authorization; (b) contact the financial institution identified on the Procurement Card each time the Procurement Card is used for payment; (c) receive payment from the financial institution named on the Procurement Card once that institution authorizes payment; and (d) bear the cost of any and all charges relating to the use of the Procurement Card, including the financial institution's charges for payment through the Procurement Card.

“Purchase Order” means a written request submitted by the Ministry to the Supplier, signed by an authorized representative of the Ministry, pursuant to and in accordance with the Agreement,



for any of the Deliverables, or for a material addition, deletion or other change to the Deliverables requested pursuant to a previous Purchase Order.

“Qualification Envelope” means Section 1 of the RFB as set out on the Ontario Tenders Portal eTendering System.

“Qualification Response” means the Bidder’s response to the Qualification Envelope, any related attachments and includes, but is not limited to, the Form of Offer.

“Rate” means the maximum, all inclusive price, from the Effective Date of the Agreement to be charged for the applicable Deliverables, as follows:

- (a) in respect of a Service, the maximum price, in Canadian funds, as specified in the Bid to be charged for the applicable Service, or such lower amount as may be provided in accordance with the Agreement; and
- (b) in respect of any Product, the maximum price, in Canadian funds, that is the lower of:
  - (i) the price published as the Manufacturer Canadian Listed Price on the applicable Manufacturer’s website to which the percentage discount is applied as set out in the Agreement Schedule 1, as amended by a higher percentage discount, if any, set out in the Supplier’s bid or Manufacturer’s Undertaking;
  - (ii) a favourable price (lower than the discounted list price) for each of the Manufacturer’s Products within each of the Categories that the Manufacturer may offer as set out in the Agreement Schedule 1, as amended by a favourable lower price, if any, set out in the Supplier’s bid or Manufacturer’s Undertaking;

which maximum price represents the maximum amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties; (b) all labour, material and administration costs; (c) all travel, carriage, shipping, freight and delivery costs; (d) all insurance costs; (e) all other overhead including any fees or other charges required by law; and (f) the cost of any warranty specified in the RFB as the minimum requirement for a given Product, the cost of any documentation to be provided with the Product and any costs of certifying that a Product or Service is ready for use by the OPS.

“Record”, for the purposes of the Agreement, means any recorded information, including any Personal Information, in any form: (a) provided by the Ministry to the Supplier, or provided by the Supplier to the Ministry, for the purposes of the Agreement; or (b) created by the Supplier in the performance of the Agreement.



“Redeployment Service” has the meaning set out in Section 12 – Redeployment Service of Attachment 9 – Service Requirements.

“Release Management” means the end-to-end management of introducing new services or solutions into the OPS’ production environment.

“Renewal” means the scheduled replacement of Products based on the Ministry’s lifecycle conducted as a project.

“Renewal Coordination” has the meaning of Section 7 – Renewal Coordination Service of Attachment 9 – Service Requirements.

“Rental Service” has the meaning set out in Section 14 – Rental Service of Attachment 9 – Service Requirements.

“Replacement Product” means all Hardware and Product Types including Accessories and Peripherals that are currently marketed by the Manufacturer that is of equal or greater performance capabilities and feature configuration and is the same brand as the Product that it is intended to replace unless the Ministry agrees to accept an alternate manufacturer.

“Reply” means an Applicant’s written reply to a Defence, setting forth, with particularity, its response, if any, to the Defence.

“Request for Bids” or “RFB” means the Request for Bids Tender 14952 dated, September 13, 2021, for Personal Computing Devices and Services (PCDS) issued by the Ministry and includes all Attachments, Schedule and addenda thereto.

“Requirements of Law” means the requirements of all applicable laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, and regulations that at any time may be applicable to either the Agreement or the Deliverables or any part of them.

“Respondent” means the Party responding to a Complaint brought by the Applicant.

“REStful” or (REpresentational State Transfer) web services provide interoperability between computer systems on the Internet. REST-compliant web services allow the requesting systems to access and manipulate textual representations of web resources by using a uniform and predefined set of stateless operations.

“Restoration Time” means the period between the time when a Service failure is logged through the creation of an Incident ticket and the time when Service Availability is resumed minus Pending State.



“Return Material Authorization” or “RMA” means an authorization number provided by the Supplier upon request of the Ministry when the Ministry returns a Product.

“RFB Closing Date and Time” means the Bid submission date and time as set out in the RFB and as may be amended from time to time in accordance with the terms of the RFB.

“RFB Contact” means the person listed in Part 1 – Qualification Envelope Section 1.1.8 – Procurement Details.

“RFC”, in the context of Change Management, means a Request for Change.

“Rules” means the rules applicable to Arbitration as set out in the Agreement Article 12

“Sanitize” means a process that makes data permanently inaccessible, and in the context of this RFB, refers to techniques intended to make data permanently inaccessible on Data Storage Media.

“Sanitization Certificate” means a certificate which is produced by the Supplier that confirms that the sanitization of the Data Storage Media was successfully completed.

“Security Screening Check” is the process conducted by the Supplier to gather information on designated persons for submission to the Ministry in order to obtain a Security Clearance and includes all the following:

1. A written declaration by an individual disclosing any unresolved charges and previous convictions under the offence provisions of federal statutes, including but not limited to the Criminal Code (Canada), for which a pardon under the Criminal Records Act (Canada) has not been granted
2. A Criminal Record Check and Judicial Matters Check
3. Other checks if determined necessary on the basis of an approved contract risk assessment.

“Security Clearance” means a decision made by CSS, SCO following receipt of the Security Screening Check documents that will permit the person being cleared to engage in the performance of the services.

“Service Credits” means the amount of money that the Ministry is entitled to deduct from the monthly payments or other payments payable to the Supplier under the Agreement.

“Services” means all of the services to be provided by the Supplier to the Ministry or a Customer under the Agreement.



"Service Asset and Configuration Management" or "SACM" has the meaning set out in Attachment 10 to this RFB, and includes the establishment of an authoritative Configuration Management Database to support ITS services, and ensures that control processes and procedures are implemented to maintain the integrity of critical operational information.

"Service Catalogue" means the detailed listing of Services described in Attachment 9 and associated pricing, Service descriptions, Service Levels and related information which is to be provided by the Supplier electronically to the Ministry or posted to a web portal.

"Service Centre" has the meaning ascribed to it in GO-ITS 44 ITSM Technology Reference Model, as referred to in Attachment 10.

"Service Delivery Manager" has the meaning set out in Section 1.3.19 – Governance of Attachment 1.

"Service Improvement Plan" or "SIP" is a formal Plan to provide guidelines as to when and in which form improvements to a Process or IT Service are to be implemented.

"Service Levels" means the performance metrics used to measure the performance of the Supplier and the Services as set out in Attachment 9 – Service Requirements.

"Service Level Management" or "SLM" means the processes associated with the identification, definition and documentation of Service Levels and implementation and management of the Services to the Service Levels.

"Service Management" means the various processes used to deliver the Services as set out in Attachment 10 – Service Management.

"Service Order Management" or "SOM" is an office within ITS Service Management that processes and coordinates standard Service Requests (moves, adds, and changes) for ITS Infrastructure Services.

"Service Request" or "SR" means a request for Service fulfillment as per the Services described in Attachment 9 – Service Requirements including Warranty and Off-Warranty Services.

"Service Request Management" means the end-to-end management of Service Requests.

"Service Window" means a time frame in which a service or activity is to take place.

"Site" means a specific Customer location.

"Situation Manager" has the meaning and roles and responsibilities set out in GO-ITS 37.0 Incident Management Standard.

Personal Computing Devices & Services

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RFB Agreement #14952



“Software” means machine-readable object code instructions that are preloaded by the Supplier on Hardware and Products at no additional cost. The term “Software” applies to all parts of software and documentation, including new releases, updates, and modifications of software.

“Software Media” means the electromagnetic or other media in which the Software is contained, recorded or fixed and includes disks and tape.

“Specifications” means the requirements, specifications, functions or features (including without limitation all mandatory technical specifications for Deliverables as set out in the RFB, as well as all rated requirements that the Supplier indicated in its Bid that it or its Products and Services are capable of providing or performing or will provide or will perform) to be provided as set forth in the Agreement or such other document as is incorporated by reference, and where not inconsistent with the Agreement, as set out in any document accompanying such Deliverable.

“Standards” means the documented technological requirements, attributes or characteristics and related criteria as set out in the RFB.

“Standard Warranty” has the meaning set out in Attachment 9 – Service Requirements.

“Statement of Work” means a document to be made between the Ministry and the Vendor in accordance with the Agreement] for Ad Hoc Services.

“Steady State” has the meaning as set out in section 2.2 of Attachment 10.

“Subcontractor” means any contractor of the Supplier or any of its subcontractors at any tier of subcontracting.

“Supplemental Confidential Information” has the meaning set out in the Agreement **Section 5.1**.

“Supplier Address” and “Supplier Representative” mean:

Supplier Representative

Name: Manju.Chikkahanumaiah

Title: Account Executive

Telephone Number: 416-569-9936

E-Mail Address: Manju.Chikkahanumaiah@compucom.com

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Supplier

Name: Gurmit Sandhu

Title: Contract Manager

Telephone Number: 416-294-4793

Facsimile number:

E-Mail Address: gurmit.sandhu@compucom.com

“Supplier” and “Successful Bidder” mean the Preferred Bidder who executes the Agreement with the Ministry pursuant to this RFB.

“Supplier’s Pre-existing Intellectual Property” means software or other intellectual property incorporated into or that forms part of the Deliverables that was in existence prior to the commencement of the Agreement or that has been or will be created other than in connection with the performance by the Supplier of any obligations under the Agreement. For greater certainty, the Supplier’s Pre-existing IP may include certain software or other intellectual property created by any third party and licensed to the Supplier.

“Supplier(’s) Personnel” includes the Supplier’s directors, officers, partners, agents, employees, advisors, independent contractors and Subcontractors, and includes employees, agents and other representatives of Subcontractors.

“Term” means the period of time from the Effective Date first above written up to and including the earlier of: (i) the Expiry Date or (ii) the date of termination of the Agreement in accordance with its terms.

“Total Evaluated Price” means the amount indicated in the Pricing Rollup worksheet in Attachment 6 – Rate Bid Form as “total evaluated price”, which amount is determined based on information submitted by a Bidder in Attachment 6 – Rate Bid Form.

“Transition-In” shall have the meaning ascribed to such term in the Agreement Schedule 1, Part 1.

“Transition-In Plan” shall have the meaning ascribed to such term in the Agreement Schedule 1, Part 1.

“Transition Out” shall have the meaning ascribed to such term in the Agreement Schedule 1, Part 1.

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RFB Agreement #14952



“USB” means Universal Serial Bus and is an industry standard that establishes specifications for cables and connectors and protocols for connection, communication and power supply between computers, peripherals and other computers.

“User Caused Damage” means physical damage to a Product which was not caused by defective materials or manufacture or normal wear and tear.

“VLAN” means Virtual Local Area Network.

“Vulnerable Sector Check (VSC)” means all information disclosed in a Criminal Records and Judicial Matters Check. Every criminal offence with which the individual has been charged that resulted in a finding of not criminally responsible on account of mental disorder (disclosure prohibited if the request is made more than five years after the date of the finding or if the individual received an absolute discharge); and any non-conviction information authorized for exceptional disclosure in accordance with section 10 of the Police Records Check Reform Act, 2015.

“Warranty Period” means means the applicable period specified in Section 8 – Warranty Services of Attachment 9 – Service Requirements, during which the Supplier is required to provide Warranty Services with respect to any applicable Deliverables.

“Warranty Services” has the meaning set out in Section 8 – Warranty Services of Attachment 9 – Service Requirements.

“WSIA” means the Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sch. A., as amended or replaced from time to time.

“XML” means Extensible Markup Language.

“XML bridge” has the same meaning as “Electronic Bridge.



### Schedule 3 – Schedule of Assignment of Copyright

Pursuant to the Article of the Agreement entitled Intellectual Property, this form shall be executed by the Supplier in the manner contemplated by the Agreement where the Deliverables include Intellectual Property Rights.

#### ASSIGNMENT OF COPYRIGHT

THIS ASSIGNMENT made in triplicate as of [\*Insert date].

In consideration of the Ministry entering into the Agreement for [\*\*insert description] dated [\*insert date of Agreement] the undersigned agreed to assign and now does assign and transfer unto the Ministry all of its right, title and interest in and to the copyright in Canada and internationally of the original work(s) entitled “[\*\*at the time of execution of the assignment, specific Deliverable to be inserted]” for the remainder of the unexpired term of the copyright.

IN WITNESS WHEREOF the undersigned has executed this Assignment of Copyright as of the date written above.

COMPUCOM CANADA CO.

Signature:

I have authority to bind the Supplier

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_



## Schedule 4 – Schedule of Waiver of Moral Rights

Pursuant to the Article of the Agreement entitled Intellectual Property, this form shall be executed by the Supplier in the manner contemplated by the Agreement where the Deliverables include Intellectual Property Rights.

### WAIVER OF MORAL RIGHTS

THIS WAIVER OF MORAL RIGHTS made in triplicate as of [\*insert date].

I, [\*\* insert legal name of the individual], an author of any or all of the Deliverables as defined in the Agreement for [insert description], dated [\*\* insert date\*\*] between COMPUCOM CANADA CO. and Her Majesty the Queen in right of Ontario as represented by the Minister of Government and Consumer Services.

("the Ministry"), hereby expressly, irrevocably and without restriction, waive in favour of the Ministry, all Moral Rights with respect to the Deliverables and this waiver may be invoked without restriction by any person authorized by the Ministry to use the Deliverables.

In this Waiver of Moral Rights, "Moral Rights" has the same meaning as in the Copyright Act, R.S.C. 1985, c. C-42, as amended or replaced from time to time and includes comparable rights in applicable jurisdictions. IN WITNESS WHEREOF I have executed this Waiver of Moral Rights as of the date written above.

[Instructions: Insert legal name of individual]

Signature:

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Name:

---

Date:

---



## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

**From:** Anna Lisa Barbon, Deputy City Manager, Finance Supports

**Subject:** Cemetery Assumption  
Scottsville Cemetery and North Street United Church Cemetery

**Date:** February 21, 2023

### Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, on the advice of the Director, Realty Services, with respect to two cemeteries known as the Scottsville Cemetery and the North Street United Church Cemetery, in the City of London, County of Middlesex, the following actions be taken

- a) the subject cemetery property located at 5190 Colonel Talbot Road, shown as Property Number One on Appendix A, known as the Scottsville Cemetery, **BE ASSUMED** by The Corporation of the City of London;
- b) the subject cemetery property located at 5825 Colonel Talbot Road, shown as Property Number Two on Appendix B, known as the North Street United Church Cemetery, **BE ASSUMED** by The Corporation of the City of London; and
- c) that all administrative acts **BE APPROVED** to allow for the assumption of each of the two subject properties, inclusive of a future land transfer, on an amicable basis as prescribed by legislation informed by the Bereavement Authority of Ontario (BAO).

### Executive Summary

The Corporation of the City of London operates one active cemetery and administers a number of other pioneer, or inactive, cemetery sites.

The governing legislation associated with cemeteries sites is the Funeral, Burial and Cremation Services Act, 2002. Ontario Regulation 30/11, Section 101.1, provides for circumstances that could see a cemetery abandoned and “upon declaration the cemetery and all assets shall be deeded to the local municipality”:

*(7) When an order declaring that a cemetery is abandoned is registered in the appropriate land registry office, the local municipality within whose geographic boundaries the land of the cemetery is located, or the Crown if there is no such local municipality, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator had. 2006, c. 34, Sched. D, s. 68.*

There are currently two identified cemetery sites that are no longer being supported by the current and/or former cemetery boards with assumption being sought out from The Corporation of the City of London.

### Linkage to the Corporate Strategic Plan

Municipal Council's 2019-2023 Strategic Plan identifies “Leading in Public Service” and “Building a Sustainable City” as strategic areas of focus.

Leading in Public Service

- Maintaining London's finances in a transparent well-planned manner to balance

- equity and affordability over the long term
- The assumption of additional active or inactive cemetery sites requires resourcing in the form of administration

## Building a Sustainable City

- Maintain or increase current levels of service
- The assumption of additional active or inactive cemetery sites ultimately supports local users of the cemetery

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

None.

#### 1.2 Summary

The cemetery located at 5190 Colonel Talbot Road is known as the Scottsville Cemetery. The property is approximately 1.33 acres and legally described as Part Lot 64 ETR London/Westminster held in ownership by the Trustees of the Public Meeting House and Burying Ground of the Township of Westminster.

The cemetery located at 5825 Colonel Talbot Road is known as the North Street United Church Cemetery. The property is approximately 1.52 acres and legally described as Part Lot 60 WTR London/Westminster held in ownership by the Trustees of the North Street Congregation of the United Church of Canada.

#### 1.3 Salient Property Details

##### Subject Property One – 5190 Colonel Talbot Road – Scottsville Cemetery

Approximate Area:	1.33 acres
Shape:	Rectangular
Topography:	Generally flat with topography with sloping towards the southerly approach to the property with headstones placed throughout the majority of the site
Zoning:	OS3
Official Plan	Rural Neighbourhood
Current Use:	Cemetery

##### Subject Property Two – 5825 Colonel Talbot Road – North Street United Church Cemetery

Approximate Area:	1.52 acres
Shape:	Rectangular
Topography:	Generally flat with topography with a few prominent headstones placed in a single portion of the property
Zoning:	OS3
Official Plan	Rural Neighbourhood
Current Use:	Cemetery

## 2.0 Discussion

### Subject Property One – Scottsville Cemetery

The board associated with this cemetery approached the municipality initially a number of years ago requesting that the cemetery and its operations be assumed by the City of London (City). Anecdotally, the care and maintenance funds associated with the cemetery were not being properly maintained and there was a lack of funds available to continue to maintain the cemetery. On this basis, the maintenance of the cemetery was assumed by the City which entailed regular lawn maintenance. This was originally intended to be a short term solution while transfer and/or abandonment was pursued. The assumption to date has not yet been completed and the cemetery board continued to operate the site until recently with maintenance support being provided by the City.

In late 2022 consultation with the Bereavement Authority of Ontario (BAO) was completed to determine how best to assume the cemetery, understanding that by way of legislation should a cemetery site become abandoned then it is assumed by the municipality. It is the preference of the BAO that the cemetery be assumed amicably instead of formally through the legislative abandonment process.

The following process details were provided by the BAO representative:

*A Board may submit to the BAO a letter requesting the transfer of the cemetery to a municipality (or other Licensed entity) along with a letter (or this can be incorporated into the same letter) authorizing the transfer. We would also require the most up to date survey map depicting the burials. The municipality would submit a letter accepting responsibility of the cemetery. This documentation would be forwarded to the Financial Compliance team who would facilitate a transfer of any available Care and Maintenance funds to the municipality. Once completed the cemetery would be officially transferred to the municipality. A letter of transfer would be issued and the municipality would have 60 days to register the transfer with the local Land Registry Office. A copy of the new Land Registry abstract would be required to be filed with the BAO.*

The letter of request has been received from the representative of the cemetery board and the site map has also been provided. This report and associated recommendation will serve as the letter authorizing the transfer.

This cemetery has a low number of potential right holders that may seek future interments.

### Subject Property Two – North Street United Church Cemetery

The second subject site was brought to the attention of Realty Services by the BAO in the context of potential abandonment. Realty Services engaged in a discussion with representatives of the North Street Congregation of the United Church and were recently advised of the following without having prior consultation:

At the November 26, 2022 meeting of the Executive of Antler River Watershed Regional Council, the following was passed:

*MOTION by Richard Auckland/Louise Hall that the Antler River Watershed Regional Council Executive:*

- 1) authorizes the transfer of the North Street United Church Cemetery to the City of London;*
  - 2) appoints the President, Treasurer, and Executive Minister to act as Trustees for the same; and,*
  - 3) agrees to cover any legal costs involved.*
- CARRIED*

This cemetery site is inactive.

This report and associated recommendation will serve as the letter authorizing the transfer.

### **3.0 Benefits to the City**

The benefits include ensuring that cemetery sites continue to be appropriately maintained and managed in support of rights holders and those already interred in the cemetery.

### **4.0 Financial Impact**

The cost implications are not yet fully understood but should be minor in nature. Cemetery maintenance costs have for the most part been absorbed in current approved base operating budgets within Realty Services to support maintenance for the existing owned cemeteries. Depending on the amount of activity and the accounting of any care and maintenance trust accounts to be transferred to the City, there may be a future need to increase base budgets to support continued cemetery operations. The demand in this area is growing with additional sites such as those noted in this report being assumed by the municipality, which required personnel support to ensure appropriate service levels are provided, along with maintaining legislative requirements such as annual filings and trust accounts. It is more desirable for a Board and the local municipality to come to an amicable agreement for transfer of the cemetery to the municipality as any legal fees for abandonment would be borne by the municipality.

## **Conclusion**

Assumption of the two cemetery sites detailed in this report is recommended to ensure the ongoing maintenance and administration is properly observed in perpetuity as the respective board members and/or representatives are no longer able or willing to do so.

A Location Map of subject property one is shown as Appendix A.

A Location Map of subject property two is shown as Appendix B.

**Prepared by:** **Bryan Baar, Manager II, Realty Services**

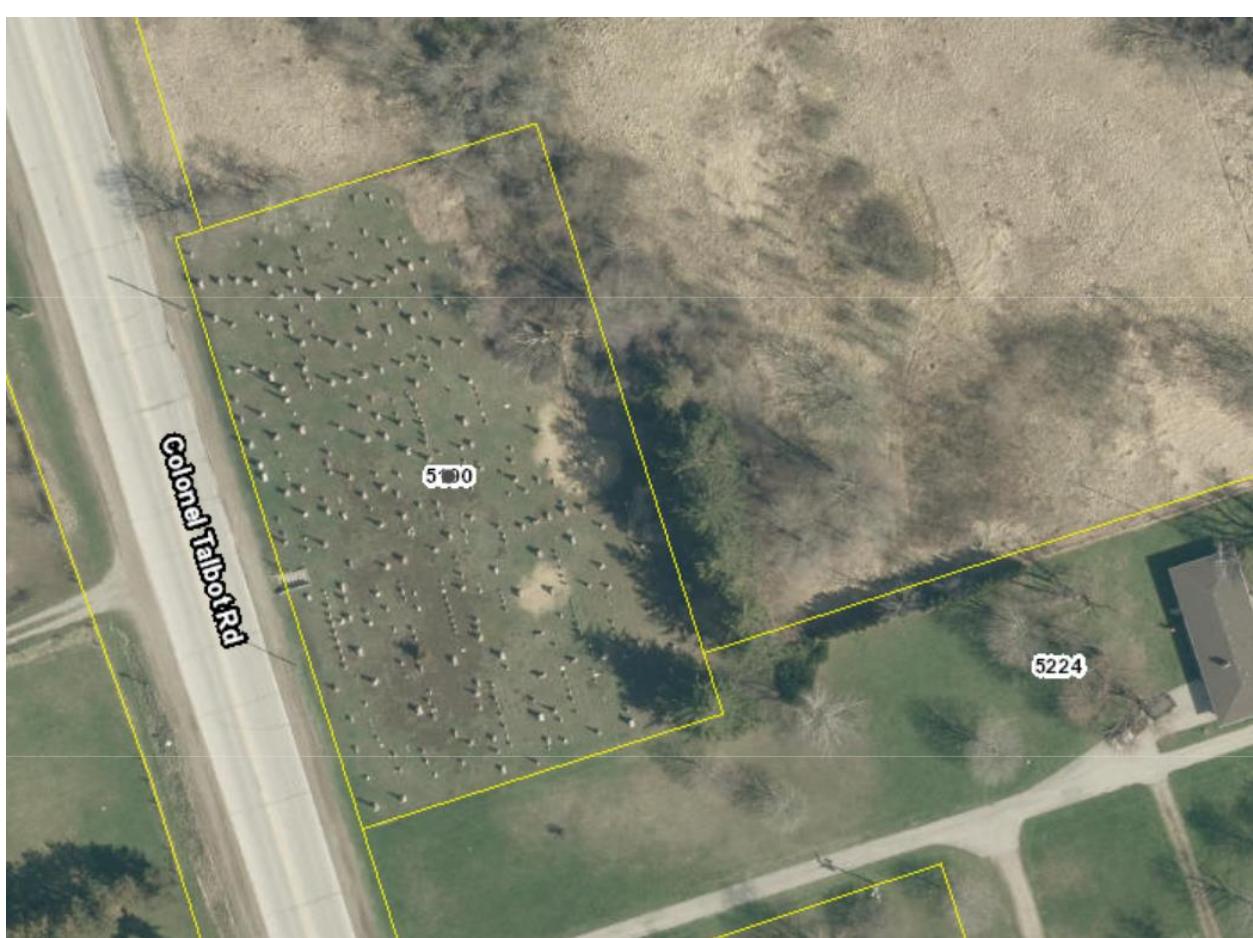
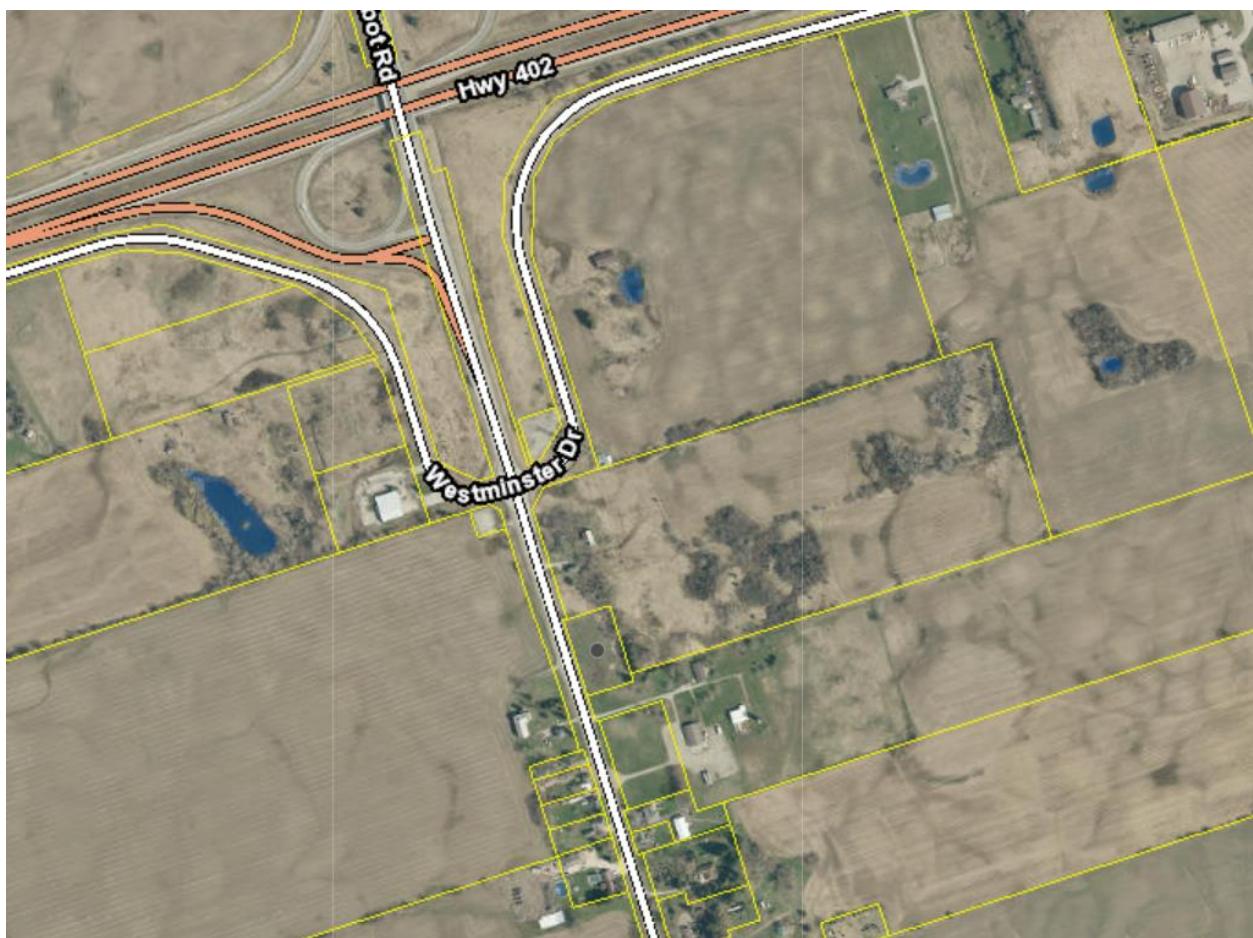
**Submitted by:** **Bill Warner, AACI, Papp, Director, Realty Services**

**Recommended by:** **Anna Lisa Barbon, CPA, CGA, Deputy City Manager,  
Finance Supports**

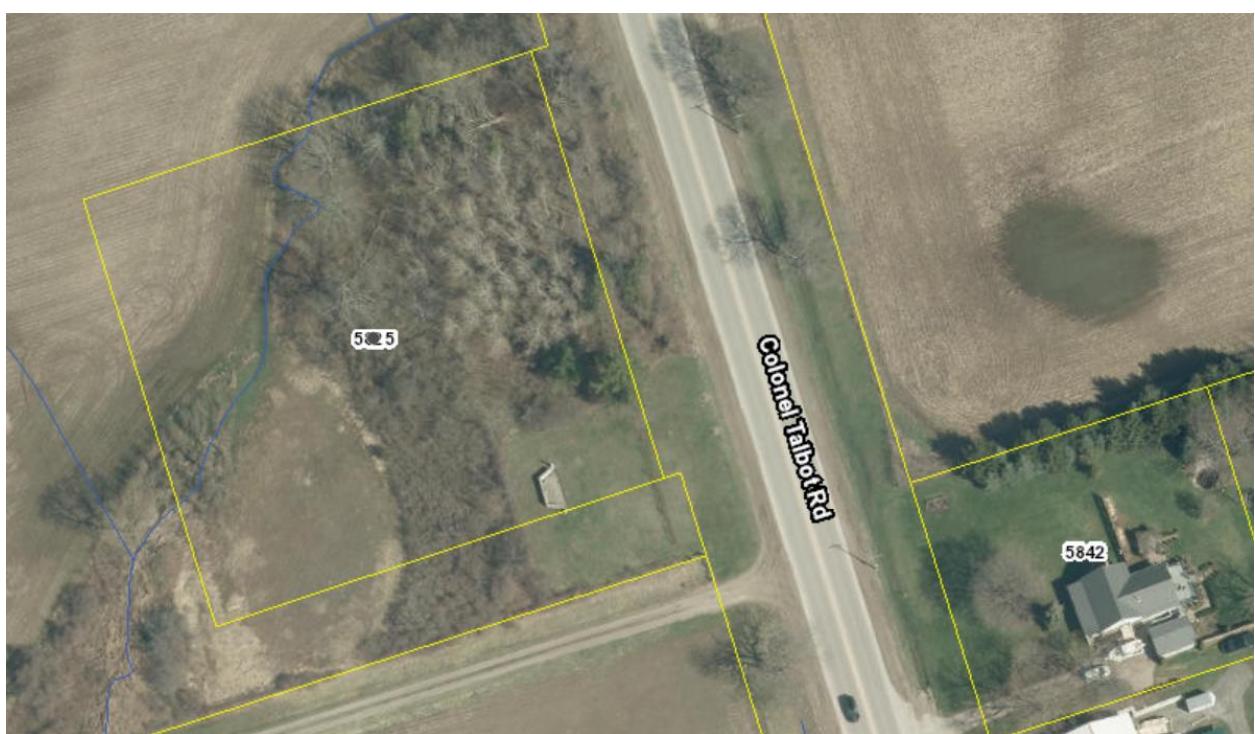
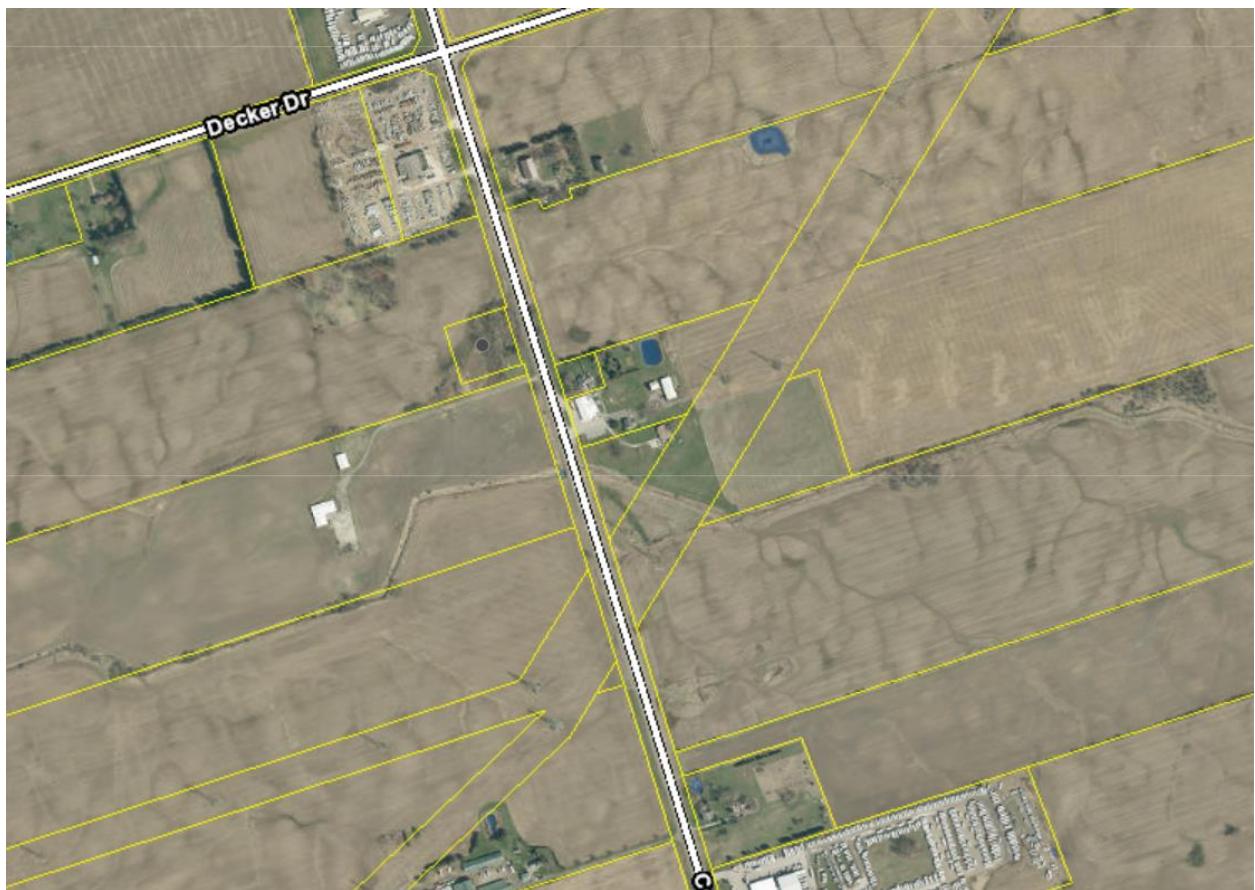
cc: Gary Irwin, Division Manager and Chief Surveyor, Geomatics  
Sachit Tatavarti, Solicitor

February 8, 2023

## Appendix A Location Map – Subject Property One



## Appendix B Location Map - Subject Property Two



## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

**From:** Anna Lisa Barbon, Deputy City Manager, Finance Supports

**Subject:** Licence Amending Agreement  
Heritage London Foundation - Elsie Perrin Williams Estate 101-137 Windermere Road

**Date:** February 21, 2023

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, on the advice of the Director, Realty Services, with respect to the Licence Amending Agreement between The Corporation of the City of London and Heritage London Foundation (HLF), for the licenced use of the City owned lands known municipally as 101-137 Windermere Road, also known as the Elsie Perrin Williams Estate hereafter referred to as "Windermere", the following action **BE TAKEN**:

- a) APPROVE the Licence Amending Agreement (the "Licence"), attached as Appendix A between The Corporation of the City of London and Heritage London Foundation.

## Executive Summary

The current Licence Agreement grants to Heritage London Foundation (HLF) an exclusive licence to use and occupy Windermere as a historic building that is primarily available to (but not limited to) heritage and environmental groups for the rental of office and meeting space and to use for administrative assistance. On occasion it is also available for rent to the public for social events, weddings and business meetings.

For the purposes of operating Windermere, HLF has the right to use and to access and to permit other persons to use and to access the building commonly known as the "Estate House" and the adjacent cleared areas, including but not limited to, the parking lot, gazebo, entrance way and the grounds surrounding the Estate House except the Cottage located at the main entrance ("the Cottage").

The current agreement includes the following provision: "Upon mutual consent of the parties, the use of the Cottage by HLF may be the subject of future amendments to this agreement."

HLF is seeking the use of the Cottage which is the subject of this report in the context of a Licence Amending Agreement along with other minor amendments.

## Linkage to the Corporate Strategic Plan

Municipal Council's 2019-2023 Strategic Plan identifies "Strengthening our Community" and "Building a Sustainable City" as strategic areas of focus.

The City of London's Strategic Plan encourages the City to work with its partners to achieve its objectives of Strengthening our Community and Building a Sustainable City.

The City's partnership with the Heritage London Foundation to operate Windermere is an example of how it is achieving these objectives. The agreement between the City and the Foundation allows Windermere to be used and accessed by the public, heritage

and environmental groups and other organizations for meetings, social events and business meetings, while also preserving the historic building. This agreement is helping to maintain and improve the quality of life in London, while also providing economic benefits to the City.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

Community and Protective Services Committee - May 7, 1992 - Grosvenor Lodge

Community Protective Services – October 31, 1997 – Renewal of Agreement with Heritage London Foundation –Operating of Elsie Perrin Williams Estate

Board of Control – January 31, 2007 – Renewal of Licensing Agreements for the Management of the Elsie Perrin Williams Estate and Grosvenor Lodge

Corporate Services Committee – February 4, 2014 – Licence Agreement Renewal for the Management of The Elsie Perrin Williams Estate

Corporate Service Committee, November 21, 2017 – Licence Agreement renewal for the Management of Elsie Perrin Williams Estate

### 2.0 Discussion and Considerations

#### Background

The Heritage London Foundation (HLF) has been in a contractual relationship with the City for a number of years with respect to the management of this municipally owned heritage property.

In her will, Elsie P. Williams bequeathed her country residence, "Windermere", and its household furniture and effects to the Corporation of the City of London upon her passing in 1934.

The first formal contract for the management of the Elsie Perrin Williams Estate property at 101 Windermere Road was in February 1984. Since that time, this agreement has been renewed on three year terms. The most recent executed agreement was renewed in January 2023 for a three year term with the expiry date to the end of December 2025.

The Heritage London Foundation is a non-profit organization and any revenues in excess of expenses are used for various upgrades to the Elsie Perrin Williams Estate. Building and grounds maintenance have been provided through the City of London Facilities and Planning Divisions.

The Elsie Perrin Williams Estate includes a heritage house and extensive grounds. The mandate of the Heritage London Foundation with respect to this property is to operate this facility with the following objectives:

- to assist in the restoration, renovation and development of the unique and historical estate, including the parklands;
- to encourage public awareness, support and enjoyment of the estate in keeping with the spirit of Elsie Perrin Williams' original bequest;

- to create greater public awareness of our natural and historical heritage and of its significance for the citizens of London.

The estate house, under the management of the Heritage London Foundation staff, is used for small conferences, weddings and private parties.

### **Licence Amending Agreement**

For the purposes of operating Windermere, HLF has the right to use and to access and to permit other persons to use and to access the building commonly known as the “Estate House” and the adjacent cleared areas, including but not limited to, the parking lot, gazebo, entrance way and the grounds surrounding the Estate House except the Cottage located at the main entrance (“the Cottage”).

The Licence Amending Agreement now includes a provision granting HLF use of the Cottage through a Licence Amending Agreement. This is the primary reason for the amending agreement. Inclusion of the Cottage, which is currently vacant, is recommended to ensure this Heritage asset continues to receive the care and attention required to maintain it. There are no other identified municipal needs for the Cottage.

There were two other minor administrative changes detailed in the Licence Amending Agreement as requested by HLF.

1. Section 3.3 of the License shall be deleted in its entirety and replaced with the following:

*For the purposes of operating Windermere, the Licensee has the right to use and to access, and to permit other persons to use and to access the building commonly known as the “Estate House”, and the adjacent cleared areas, including, but not limited to, the parking lot, the gazebo, the entrance way, and the grounds surrounding the Estate House. As of January 1, 2023, any reference to the Windermere site will also mean to include the Gatehouse (Cottage) building at the entrance to the Estate grounds.*

2. Section 3.12 of the Licence shall be deleted in its entirety and replaced with the following:

*Should the Licensee cease to exist or the agreement is terminated, all assets generated from operations at Windermere, including the reserve fund and improvements of the Licensee with respect thereto, will become property of the City to be used to improve Windermere.*

### **Conclusion**

In conclusion, the current Licence Agreement grants Heritage London Foundation (HLF) an exclusive licence to use and occupy Windermere for a variety of purposes, including for office and meeting space for heritage and environmental groups, social events, weddings, and business meetings. HLF also has access to the “Estate House” and the adjacent cleared areas, including the parking lot, gazebo, entrance way and the grounds surrounding the Estate House. HLF has also been granted use of the Cottage through a Licence Amending Agreement.

In the opinion of the Civic Administration, in regular contact with HLF management, the relationship between the City and HLF with respect to the management of the property, has worked well since the original agreements were arranged. HLF staff have proven adept at working with the City to maintain the facility and promoting it to the community. In doing so, the arrangement has eased the demand on City resources and allowed for the retention of highly important heritage assets.

It is therefore recommended that the Licence Agreement between the City and HLF, as amended, be modified as detailed in the Licence Amending Agreement.

It should be noted that there is a termination clause in the agreement that either party may, upon not less than one hundred and eighty (180) days written notice, terminate this agreement for any reason.

The form of agreement has been approved by the City Solicitor's Office.

**Prepared by:** **Bryan Baar, Manager II, Realty Services**

**Submitted By:** **Bill Warner, AACI, Papp, Director, Realty Services**

**Recommended by:** **Anna Lisa Barbon, CPA, CGA, Deputy City Manager,  
Finance Supports**

**February 10, 2023**

**File No. LIC-92**

## Appendix A – Licence Amending Agreement

### LICENSE AMENDING AGREEMENT

THIS AMENDMENT AGREEMENT is made in triplicate this 1st day of February, 2023.

BETWEEN:

THE CORPORATION OF THE CITY OF LONDON

(Hereinafter referred to as the "City")

- and -

HERITAGE LONDON FOUNDATION (HLF)

(Hereinafter referred to as the "Licensee")

WHEREAS:

- A. By an agreement dated December 9, 2022 (the "Licence") between the City and Licensee, the City granted the Licensee a licence to use certain parcels of land as more particularly described in Schedule "A" of the Licence (collectively, "Windermere") for specified purposes and for a term of three (3) years expiring on December 31<sup>st</sup>, 2025, with an option to renew for an additional three (3) year term;
- B. As a result of further discussions, the parties have agreed to amend the Licence as hereinafter set forth;

NOW THEREFORE, in consideration of the representations, warranties, covenants, and agreements contained herein and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each party), the parties agree as follows:

1. The parties hereby acknowledge, confirm, and agree that the foregoing recitals are true in substance and in fact.
2. Section 3.3 of the License shall be deleted in its entirety and replaced with the following:

*For the purposes of operating Windermere, the Licensee has the right to use and to access, and to permit other persons to use and to access the building commonly known as the "Estate House", and the adjacent cleared areas, including, but not limited to, the parking lot, the gazebo, the entrance way, and the grounds surrounding the Estate House. As of January 1, 2023, any reference to the Windermere site will also mean to include the Gatehouse (Cottage) building at the entrance to the Estate grounds.*

3. Section 3.12 of the Licence shall be deleted in its entirety and replaced with the following:

*Should the Licensee cease to exist or the agreement is terminated, all assets generated from operations at Windermere, including the reserve fund and improvements of the Licensee with respect thereto, will become property of the City to be used to improve Windermere.*

4. Section 7.2 of the Licence shall be deleted in its entirety .
5. The Licensee represents and warrants that it has the right, full power and authority to agree to amend the Licence as provided in this Licence Amending Agreement.
6. The terms, covenants and conditions of the License remain unchanged and in full force and effect, except as modified by this Licence Amending Agreement. All capitalized terms and expressions when used in this Licence Amending Agreement have the same meaning as they have in the Licence unless a contrary intention is expressed herein.
7. This Licence Renewal and Amending Agreement shall enure to the benefit of and be binding upon the parties hereto, the successors and assigns of the City and the permitted successors and permitted assigns of the Licensee.

WITNESS my hand and seal at London, Ontario this 1st day of February, 2023.

IN WITNESS WHEREOF the Licensee has affixed its corporate seal, attested by the hands of its daily authorized officers this 1st day of February, 2023.

Witness:

THE HERITAGE LONDON FOUNDATION

Signature: 

Name: Michael Wojtak

Title: President, Board of Directors

I/We Have the Authority to Bind the Corporation

IN WITNESS WHEREOF The Corporation of the City of London has hereunto caused to be affixed its Corporate Seal attested by the hands of its proper signing officers pursuant to the authority contained in By-law No. \_\_\_\_\_ of the Council of The Corporation of the City of London passed the \_\_\_\_\_ day of \_\_\_\_\_

THE CORPORATION OF THE CITY OF LONDON

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Josh Morgan, Mayor

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Michael Shulthess, City Clerk

## APPENDIX

Bill No.

By-law No.

A by-law to authorize and approve a Licence Amending Agreement between Heritage London Foundation and the City, covering the licenced use of the City owned property at 101-137 Windermere Road, in the City of London, and to authorize the Mayor and the City Clerk to execute the Agreement.

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS it is deemed expedient for The Corporation of the City of London (the "City") to enter into a Licence Amending Agreement with Heritage London Foundation (the "Agreement");

AND WHEREAS it is appropriate to authorize the Mayor and the City Clerk to execute the Agreement on behalf of the City;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The Agreement attached as Schedule "A" to this by-law, being a Lease Amending Agreement between the City and Heritage London Foundation, is hereby authorized and approved.
2. The Mayor and the City Clerk are hereby authorized to execute the Lease Amending Agreement authorized and approved under Section 1 of this by-law.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on

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Josh Morgan  
Mayor

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Michael Schulthess  
City Clerk

First Reading -  
Second Reading -  
Third Reading -

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

**From:** Anna Lisa Barbon, Deputy City Manager, Finance Supports

**Subject:** Single Source Procurement SS-2023-031: Cognos Modernization Phase Two

**Date:** February 21, 2023

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, and with the concurrence of the Director, Information Technology Services, Enterprise Supports the following actions **BE TAKEN** with respect to the Cognos Modernization Phase Two:

- a) The single proposal submitted by Newcomp Analytics, 161 Bay St Suite 2700, Toronto, ON M5J 2S1, for Cognos Modernization for a total cost of \$554,640 (excluding taxes) **BE ACCEPTED** in accordance with section 14.4 (e) of the Procurement of Goods and Services Policy;
- b) that the funding for this procurement **BE APPROVED** as set out in the Source of Financing Report attached, hereto, as Appendix A;
- c) subject to approval of a) above, the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract;
- d) the approval and authorization provided for in a) above, **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a Purchase Order, or contract record relating to the subject matter of this approval; and
- e) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to the actions set out in a) above.

## Executive Summary

The purpose of this report is to seek approval from Municipal Council to award the second phase of Cognos Modernization of the Corporation's Cognos financial reporting platform to Newcomp Analytics in accordance with section 14.4.(e) of the Procurement of Goods and Services Policy. The second phase of the project will include the migration of all the remaining reports and related technology from the legacy version of Cognos to Cognos 11x.

## Linkage to the Corporate Strategic Plan 2019 - 2023

The Cognos Modernization supports the Corporation in its Strategic Area of Focus of Leading in Public Service.

Modernizing our Cognos financial reporting platform also supports multiple strategies outlined in the Strategic Plan 2019-2023, including:

- Improve public accountability and transparency in decision making: Increase access to information to support community decision making,
- Increase the use of technology to improve service delivery: Continue to maintain, build and enhance a high-performing and secure computing environment,
- Enhance the ability to respond to new and emerging technologies and best practices: Deliver and maintain innovative digital solutions to increase efficiency and effectiveness across the Corporation, and,

- Maintain London's finances in a transparent and well-planned manner to balance equity and affordability over the long term.

## **Analysis**

### **1.0 Background Information**

#### **1.1 Previous Reports Related to this Matter**

Corporate Services Committee, October 19, 2020, Agenda Item 2.1, RFP 20-37 Cognos Modernization Irregular Result

### **2.0 Discussions and Considerations**

#### **2.1 Cognos Modernization**

Cognos is the main financial reporting solution for the City of London and it has a large cross service area user distribution, with more than 900 active reports and approximately 500 internal users. The Cognos financial reporting platform is essential to the delivery of Corporation wide financial management, multi-year budgeting and resource management.

The Corporation is currently operating two Cognos environments following the successful completion of the first phase of Cognos Modernization. A new Cognos 11x environment was launched to users and where more than 100 critical reports have been migrated and are currently in-use since August 2021. Part of the phase one project was to revalidate the necessity of reports. As part of phase two, a legacy Cognos environment with approximately 300 reports requires migration. Phase two will focus on the migration of Payroll, People Services, Inventory, Purchasing, Fleet, Facilities and Parking reports. The licensing arrangement for the legacy Cognos version expires at the end of 2023.

This project includes one-time implementation costs for:

- System configuration;
- Migration planning;
- Report migration;
- Technical support;
- Project management and documentation; and
- Post-go live support.

#### **2.2 Procurement Process**

On July 14, 2020, the Purchasing Office issued a formal Request for Proposal (RFP20-37) for the Cognos Modernization on the Corporation's Bids and Tenders website to source a qualified and experienced proponent to complete this work. System design and configuration, migration planning, finance reporting suite migration, licensing, training, technical support, project management, and post-go live were all attributes of this endeavor.

When the RFP closed, only one (1) compliant submission was received resulting in section 19.4 of the Procurement of Goods and Services Policy being followed. Since the proponent (Newcomp Analytics) met the Corporation's requirements, noting that the specifications of a competitive bid could not be met by two (2) or more suppliers, Civic Administration recommended that the proposal be awarded to Newcomp Analytics as an Irregular Result, consistent with section 8.10 of the Procurement of Goods and Services Policy. This recommendation was approved by City Council on October 27, 2020.

Following the award, Newcomp Analytics assisted the Corporation to successfully complete the first phase of the Cognos Modernization project. The upgraded environment and migrated reports went live in August of 2021. The project completed within the expected timeframe, cost and met the required deliverables.

For this project, being phase two Cognos Modernization, a Single Source approach is being recommended. Single Source means that there is more than one source of supply in the open

market, but only one source is recommended due to predetermined and approved specifications as listed in section 14.4 of the Procurement of Goods and Services Policy:

- e. The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience;

Through the completion of the first phase, Newcomp has demonstrated the skills and expertise necessary to assist the Corporation with the proposed phase two. Newcomp has special knowledge of the Corporation's upgraded Cognos platform as they were responsible for designing and configuring the system currently in-use by City staff. This is an important benefit because Newcomp will require less time, resources and City staff support prior to beginning the phase two report migration.

## 2.3 Cognos Legacy Risk

The implementation of a modernized Cognos environment reflects the strategy to enhance decision making through data, reporting and analytics while ensuring critical vendor support is maintained. The legacy version of Cognos is reaching end of life and challenges are being encountered when seeking to meet the needs of end users. Remaining on an unsupported application increases the risk that the Corporation could lose access to its reporting system and the corporate information it contains. In addition, the Corporation faces an increasing risk of security threats and difficulty in responding to service disruptions should the application not be supported. Therefore, it is highly desirable to upgrade the remainder of the Cognos financial reporting platform prior to it becoming unsupported.

Other municipalities that are currently using Cognos Analytics 11x include the Region of York and the Municipality of Durham.

Pending approval from Municipal Council, this project will be completed in partnership with Newcomp Analytics, ITS, Finance, and other key Service Area staff.

## 3.0 Financial Impact/Considerations

The Cognos Modernization project was identified and approved in the 2020-2023 Multi-Year Budget. The total project cost includes the proposal from Newcomp Analytics for \$554,640 (excluding H.S.T.).

Ongoing software licensing costs will be funded through the ITS operating budget.

The Source of Financing for this project is attached as Appendix 'A'.

## Conclusion

Newcomp Analytics was awarded the contract for the first phase of Cognos Modernization through a formal RFP process and then assisted the Corporation with a successful implementation of Cognos 11x. Based on Newcomp's considerable experience with the Corporation's reporting requirements, staff and technical environment, a single source award to Newcomp Analytics is being recommended.

<b>Prepared by:</b>	Brendan Pakish, Senior Manager, Enterprise Applications, Reporting and Analytics, Enterprise Supports
<b>Submitted by:</b>	Darren Hack, Manager, Financial Systems, Finance Supports
<b>Concurred by:</b>	Ian Collins, Director, Financial Services, Finance Supports
<b>Recommended by:</b>	Mat Daley, Director, Information Technology Services, Enterprise Supports
c.	Anna Lisa Barbon, Deputy City Manager, Finance Supports
	Steve Mollon, Senior Manager, Purchasing and Supply Operations, Finance Supports
	Tanja Kueneman, Financial Business Administrator, Finance Supports

## Appendix "A"

#23034

February 21, 2023  
(Award Contract)

Chair and Members  
Corporate Services Committee

RE: Single Source Procurement SS-2023-031: Cognos Modernization Phase Two  
(Subledger CP230007)

Capital Project IT3010 - Application, Data, Information and Process  
Newcomp Analytics - \$554,640.00 (excluding HST)

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### Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Finance Supports, the detailed source of financing is:

Estimated Expenditures	Approved Budget	Committed To Date	This Submission	Balance for Future Work
Engineering	444,529	436,668	0	7,861
Communication Costs	3,491,977	2,110,853	564,401	816,723
<b>Total Expenditures</b>	<b>3,936,506</b>	<b>2,547,521</b>	<b>564,401</b>	<b>824,584</b>

### Sources of Financing

Capital Levy	877,924	877,924	0	0
Drawdown from Technology Renewal Reserve Fund	3,058,582	1,669,597	564,401	824,584
<b>Total Financing</b>	<b>\$3,936,506</b>	<b>\$2,547,521</b>	<b>\$564,401</b>	<b>\$824,584</b>

### Financial Note:

Contract Price	<b>IT3010B</b>
	\$554,640
Add: HST @13%	72,103
	<hr/>
Total Contract Price Including Taxes	626,743
Less: HST Rebate	-62,342
	<hr/>
Net Contract Price	\$564,401

Note 1: Ongoing software licensing costs will be funded through the ITS operating budget.

  
\_\_\_\_\_  
Jason Davies  
Manager of Financial Planning & Policy  
lp

## **Report to Corporate Services Committee**

**To:** **Chair and Members  
Corporate Services Committee**  
**From:** **Anna Lisa Barbon, Deputy City Manager, Finance Supports**  
**Subject:** **2023 Tax Policy Expectations**  
**Date:** **February 21, 2023**

## **Recommendation**

That, on the recommendation of the Deputy City Manager, Finance Supports, that this report BE RECEIVED for information.

## **Executive Summary**

The 2023 Tax Policy and future Tax Policy for the City of London will be shaped by decisions made in 2022 by the Province. Property tax decisions for 2023 include maintaining the same education rates, eliminating new construction classes, making tax ratio flexibility permanent, and intentions to reduce the current property tax burden on multi-residential apartment buildings. Traditionally, the impact of re-assessment has informed tax policy. However, due to the pandemic, provincial reassessment has been delayed, with no confirmation as to when the reassessment will occur.

## **Linkage to the Corporate Strategic Plan**

Council's 2019 to 2023 Strategic Plan for the City of London identifies "Leading in Public Services" as a strategic area of focus. The information contained in this report would assist in developing tax policy to align with Council priorities of the Strategic Plan. The expected result is to maintain London's finances in a transparent and well-planned manner to balance equity and affordability over the long term. The tax policy achieves this result by focusing on equity within and between property tax classes and examining alternatives in a transparent manner.

## **Analysis**

### **1.0 Background Information**

#### **1.1 Previous Reports Related to this Matter**

Corporate Services Committee, February 18, 2020, Consent Item 2.5, Future Tax Policy – Possible Directions

Corporate Services Committee, July 26, 2021, Consent Item 2.1, Optional Small Business Subclass Summary and Analysis

Corporate Services Committee, March 28, 2022, Consent Item 2.3, Year 2022 Tax Policy

Corporate Services Committee, January 30, 2023, Consent Item 2.3, Assessment Growth for 2023, Changes in Taxable Phase-Values, and Shifts in Taxation as a Result of Reassessments

#### **1.2 Tax Policy Guiding Principles**

Tax Policy looks at how the municipality chooses to allocate the amount of property taxes to be collected for municipal purposes as set out in the tax levy approved by Municipal Council through the budget process. To use an analogy, the tax levy identified as part of budget approval determines the size of the pie, and tax policy determines the size of each

piece of pie according to class. In most years, assessment changes alter the size of each piece and tax ratios are adjusted to achieve the optimal size for each class. In the absence of reassessment, the pieces for each class are the same as the previous year.

The collection of property taxes, Tax Collection, is set out in Part X of the Municipal Act, 2001, which is highly prescriptive. For example, Section 343 (2), prescribes what the contents of a tax bill will contain.

The guiding principles for the City of London's Tax Policy in past years have been equity, economic development, transparency, and administrative efficiency.

The tax policy follows the equity principle by focusing on equity and fairness within and between property tax classes.

The tax policy is an effective tool as it can help ensure the City has a competitive property tax system which can impact business retention and the diversification of economic development.

Tax policy achieves transparency when decisions and alternatives are examined in an open and public manner.

When considering any change to the property tax system, such as an optional property tax class, it is important to ensure administrative efficiency can be maintained.

### **1.3 Rules Governing Municipal Taxation**

Legislatively, municipal property tax is governed and informed by the *Municipal Act, 2001*, the Assessment Act, and various Ontario Regulations.

The *Municipal Act, 2001*, Section 308(4) dictates that a single-tier municipality shall pass a by-law in each year to establish the tax ratios for that year for the municipality. The Section also includes specific rules for ratios including the ability of the Minister of Finance to make regulations which prescribe allowable ranges for tax ratios, transition ratios to be used for a newly adopted property class, and municipal levy restriction thresholds.

The Assessment Act establishes, in Section 14 (1) that the assessment corporation (Municipal Property Assessment Corporation) shall prepare an assessment roll for each municipality and prescribes the information required for each property, including the assessed value. The assessment totals provided in the assessment roll are multiplied by the tax ratios to calculate the weighted assessment. Finally, the weighted assessment along with the budgeted tax levy are used to calculate the municipal property tax rates for all property classes. The attached presentation Appendix A which provides a summary of property tax process and resulting tax policy impacts has been provided as a reference tool.

### **1.4 Explanation of Terms**

#### **a. Tax Ratios**

Tax ratios compare the tax rate for municipal purposes in a particular property class to the residential class. The ratio for the residential class is deemed to be 1.00. A tax ratio of 1.91 for the commercial class would therefore indicate a municipal tax rate 1.91 times the residential municipal tax rate. (Education tax rates are set by the Province and are not dependent on tax ratios approved by municipal councils.)

#### **b. Provincial Thresholds for Tax Ratios**

Beginning in the year 2001, the Province established threshold tax ratios for three property classes - commercial, industrial, and multi-residential. At the time, the Province indicated that these threshold ratios represented the Provincial average in each class. Under provisions of the Municipal Act and related regulations, municipalities were not

permitted for the year 2001 or subsequent years to impose a general municipal levy increase on a property class which had a ratio exceeding the Provincial threshold or average. Beginning in 2004, this restriction was modified somewhat to permit levy increases at half the residential rate in property classes with tax ratios above Provincial thresholds. The Province has permitted this flexibility every year since 2004. The general principle however continues that property tax increases cannot be spread evenly over all property classes if any tax ratio exceeds the provincial thresholds.

### c. Provincial Targets/Allowable Ranges

The allowable ranges for tax ratios are set out in Ontario Regulation 386/98. These were theoretically the long-term targets for tax ratios set by the Ontario government during the major property tax reform in Ontario which began in 1998. The concept of tax reform was that municipalities could not move their tax ratios away from these targets/ranges. They would only be allowed to move their ratios towards these targets/ranges.

Provided a municipality maintains its tax ratios below the provincial thresholds and above the provincial targets/allowable ranges, the provincial legislation does not require any levy restriction on any non-residential class. London's non-residential tax ratios are all below provincial thresholds and above the "provincial targets/allowable ranges". As can be seen on Appendix B, virtually all municipalities in Ontario [with population greater than 100,000] have tax ratios that, like London, are above the "provincial targets/allowable ranges".

### d. London's Tax Ratios in Comparison to Provincial Thresholds

None of the property classes in the City of London have tax ratios that are above the Provincial thresholds. The only property class in London that was ever above the Provincial threshold was the industrial class. Council moved the industrial ratio down to the threshold for 2001 taxation. At the time of reassessments beginning in 2006 through 2022, Council has maintained the policy of not permitting tax ratios in any property class to exceed Provincial thresholds. As a result, no property classes are limited to increases at half of the residential rate increase.

Appendix B, attached, summarizes the tax ratios for municipalities with populations greater than 100,000 included in the 2022 Municipal Study prepared by BMA Management Consulting Inc. London has a commercial tax ratio that is above the median for the group by 2.2% and 7.0% above the average. The multi-residential ratio is below the median by 8.3% and below the average by 2.1%. The industrial tax ratio is below the median by 13.4% and below the average by 17.2%.

For 2022, the only cities to reduce ratios in the multi-residential, commercial, and industrial classes had ratios above the provincial thresholds in those classes.

The tax ratios in effect for the year 2022 and their proximity to the Provincial thresholds or averages established in 2001, as well as the Provincial targets or allowable ranges can be summarized as follows:

	<b>City of London 2022 Tax Ratio</b>	<b>Provincial Threshold/Average (O.Reg. 73/03)</b>	<b>Provincial Targets/Allowable Ranges (O.Reg. 386/98)</b>
Commercial	1.910000	1.98	0.6 to 1.1
Industrial	1.910000	2.63	0.6 to 1.1
Multi-Residential	1.711880	2.00	1.0 to 1.1
Pipeline	1.713000	N/A	0.6 to 0.7
Farm	0.102820	N/A	N/A
Residential	1.000000	N/A	N/A
New Multi-Residential	1.000000	N/A	1.0 to 1.1

Appendix C attached, provides comparative information on how different municipalities tax the various major property classes. The information from Appendix C comes from the 2022 BMA Municipal Study and includes municipalities with populations greater than

100,000. The last column of Appendix C is a theoretical calculation that shows the tax increase that would be required in the residential property class in each municipality if all property classes had a tax ratio of 1. The Appendix indicates that the theoretical adjustment for the City of London would be close to the middle of the group without giving special weighting to Toronto to reflect its much larger size. Appendix C indicates that the City of London's tax ratios are in the average range and not unusual when compared to other major centres in the Province.

## **2.0 Discussion and Considerations**

### **2.1 Adjusting Tax Ratios**

Modifying tax ratios for one property class will have an impact on the amount of property taxes paid by other classes. For example, if the multi-residential property class ratio is modified; up or down, the offset would be a change in the amount of property taxes paid by the other classes, primarily the residential class. If the multi-residential class ratio were to be reduced, residential, commercial and industrial class ratios would increase and these classes would pay more property taxes. The overall taxes collected by the municipality remains the same regardless of any adjustments to the tax ratios.

When determining the optimal tax ratios, it is important to understand the impact of reassessment and the resulting tax shifts between property classes. Flexibility is permitted by the province in the form of revenue neutral ratios to mitigate these tax shifts. Normally, ratios can only be adjusted towards the Allowable Ranges established by the province in Ontario Regulation 386/98 "Tax Matters – Allowable Ranges for Tax Ratios" but revenue neutral ratios allow non-residential ratios to be adjusted away from the allowable ranges. However, no ratios can be adjusted to be higher than the thresholds established in Ontario Regulation 73/03 "Tax Matters – Special Tax Rates and Limits."

Any adjustments to tax ratios will not impact education tax rates as these are set separately by the province.

### **2.2 Business Education Tax Rates**

Municipalities do not have a direct impact in setting education tax rates. Education Tax rates are set by the Province and provided to the Municipality historically in early spring. Municipalities have little control over the rates established. However, in April 2005, London City Council passed a resolution requesting that the Minister of Finance for the Province of Ontario "review the entire process for setting education property tax rates for business properties and that education tax rates for properties in the City of London be lowered to a level consistent with other municipalities in the Province".

Over the next fifteen years, London City Council continued to be a strong advocate of business education tax rate equalization across Ontario, culminating with a motion passed May 8, 2019, requesting the Mayor Ed Holder "send a letter to the Minister of Finance, on behalf of City Council, requesting further clarification with respect to the long-term intention of the current government with respect to the business education property tax cuts that were temporarily frozen with the 2012 Provincial budget." The letter was sent from Mayor Ed Holder to the Minister of Finance on July 6, 2019.

The persistent advocacy of London City Council was rewarded when, as part of the 2020 Provincial Budget, the Province announced that business education tax rates across the Province will be reduced to 0.88% in 2021. This means that cities like London will no longer be at a disadvantage based on provincial education property tax policy. As a result, education tax rates for business properties were reduced in 2021. For business properties where building permits were applied for before March 22, 2007, the business education tax rate for 2021 decreased from 1.25% to 0.88%. For business properties where building permits were applied for after March 22, 2007, the business education tax rate for 2021 decreased from 0.98% to 0.88%. The majority of business properties in the City of London had building permits applied for before the March 22, 2007 date and were eligible to

receive the larger decrease. This rate reduction impacts both the commercial and industrial property classes. It is anticipated that, starting in 2021 and continuing in 2023, the reduction in Business Education Tax (BET) will save commercial and industrial businesses in London \$20.95 million annually.

In a letter to municipal treasurers on December 19, 2022, the Ministry of Finance confirmed that education property tax rates for 2023 will remain unchanged from the previous year as assessments continue to be based on the same valuation date used for 2022.

As a result of the reduction in high BET rates to 0.88% in 2021, tax rates on New Construction property classes are now the same as the main business property classes. To streamline administration of the property tax system, properties in these classes have been reclassified to their respective main property classes for the 2023 tax year.

The Ministry also confirmed that BET rates for properties where municipalities are permitted to retain the education portion of payments in lieu of taxes (PILS) will remain at the rates set for 2022. Despite the higher PIL BET rates, the federal government and Crown Corporations such as Canada Post, chose to pay the PILs using the lower BET rate in 2021 and 2022. In October 2021, a group of mayors, including City of London Mayor Ed Holder, contacted Ontario Minister of Finance Peter Bethlenfalvy and Federal Minister of Public Services and Procurement Filomena Tassi to request a joint meeting to discuss potential solutions. This request was not successful in finding a resolution. The Association of Municipalities of Ontario president, Jamie McGarvey, sent letters to the federal Minister of Public Services and Procurement in February and May of 2022 identifying an annual \$20 million shortfall in federal PILs to municipalities in Ontario.

This unresolved federal dispute presents many municipalities and property taxpayers with ongoing fiscal challenges for 2021, 2022, and beyond due to the decrease in federal PIL revenues. The annual impact to the City of London is approximately \$250,000. City staff have made a submission to the Dispute Advisory Panel contesting the decision of the federal government to pay the lower BET rate for 2021 and 2022. Currently the City has received a decision on Canada Post, where Canada Post will be paying the lower BET rate. However, there are still other federal PILs in London that the City is waiting for a decision.

### **2.3 Reassessment**

On March 25, 2020, the City was advised that the Province postponed reassessment which means that property assessment for the 2021 taxation year would continue to be based on the same valuation date that was in effect for the 2020 taxation year. That valuation date was January 1, 2016. As per the Assessment Growth for 2023, Changes in Taxable Phase-Values, and Shifts in Taxation as a Result of Reassessments reported to the Corporate Services Committee on January 30, 2023, based on information provided by the Municipal Property Assessment Corporation, no changes in total phase-in values for taxable properties will occur in 2023. In the letter sent from the Ministry of Finance outlining property decisions for 2023, no timeline for re-assessment was provided.

When reassessment does occur, tax shifts are likely to occur between property classes as not all property classes will have the same increase in assessed value. In the past, the province has annually approved Tax Ratio Flexibility for municipalities to avoid most tax shifts that occur as a result of equity changes although it was not guaranteed. The Tax Ratio Flexibility is a long-standing property tax policy that municipalities have come to expect. To provide certainty that this tax tool will continue to be available, the property tax decision letter received from the Ministry of Finance on December 19, 2022, confirmed that this flexibility is now permanent.

This flexibility is only available for property classes that have ratios below the Provincial thresholds referred to above. Knowing that this tax ratio flexibility, also known as revenue

neutral ratios, will be available going forward provides certainty that the City will be able to mitigate the effects of tax shifts when reassessment resumes.

## **2.4 Optional Small Business Property Subclass**

The optional small business subclass, introduced by the Province in 2021, gave municipalities the option to provide a property tax reduction to eligible small businesses. At the time the optional subclass was introduced, it was stated that the province will consider matching municipal tax reductions with education property tax reductions to provide further support for small businesses. As announced in the *2022 Ontario Economic Outlook and Fiscal Review*, the provincial government will now automatically match municipal property tax reductions within any municipality that adopts the subclass.

An Optional Small Business Subclass Summary and Analysis report was presented to the Corporate Services Committee July 26, 2021. The report provided analysis of the potential implementation of the small business subclass including:

- How the Small Business Property Subclass will be defined, and which properties would be eligible
- The implementation would not provide new revenue and would require a tax shift to other property tax classes
- Administration and implementation costs
- Timing of Regulation and update to MPAC data
- Community Engagement
- Discount rate to be used

The direction from the Corporate Services Committee was to take no further action regarding the optional small business subclass as this would result in additional costs while shifting the tax burden to other property taxpayers. This would be neither equitable to all property tax classes nor administratively efficient.

## **3.0 Key Issues**

### **3.1 Possible Directions identified in the Future Tax Policy report to the Corporate Services Committee on February 18, 2020**

In the above referenced report, four possible directions were identified. They were as follows:

1. Maintain tax ratios in the three main non-residential classes at their current levels.
2. Adjust ratios on an annual basis to mitigate assessment related tax increases in property classes (possibly giving priority to the multi-residential property class).
3. Reduce all the non-residential tax ratios in a gradual way (possibly giving priority to the multi-residential property class), and/or
4. Focus only on lowering the multi-residential tax ratio over a period of time.

Directions two (2) and three (3) above are not mutually exclusive, they could overlap in a gradual implementation and would normally be affected by the reassessment process.

Under normal circumstances, the property tax base of the entire Province is reassessed every four (4) years, and new market values are phased into the property tax system. This phasing in process, without any intervention in the form of tax ratio setting, results in shifts in taxation between property classes. The tax ratio rules, however, established by the Province, permit the setting of tax ratios to offset tax shifts within certain limits. These limits are maximum ratios that the Province sets for certain non-residential property classes. For 2023, the reassessment did not occur and thus, as noted in the Assessment Growth for 2023 report, assessment-based tax shifts have not materialized.

There will be no reassessment of property values until at least 2024. It is unknown what impact the new assessed values will have on the various property tax classes. If, for example, residential values increase significantly more than commercial and industrial

values, revenue neutral ratios, which are now permanent, may be required to reduce the impact of tax shifts between classes.

### **3.2 Tax Ratios – Multi-Residential Property Class**

Appendix B indicates the multi-residential ratio in the City of London is below the average and the median when compared to the other municipalities listed. In December 2016, the Provincial Ministry of Finance issued a letter indicating that the Province had concerns with respect to the taxation of multi-residential properties, and it was their intention to study the issue and consult with various stakeholders beginning early 2017. In the letter, the Province indicated its intention to restrict tax increases in the multi-residential property class in 2017, in any municipality where the 2017 tax ratio was greater than 2.0. London was not subject to this restriction since its tax ratio was below the 2.0 level. The same tax ratio restriction for the multi-residential property has been in place since 2018 and is in place for 2023.

In the property tax decision letter for 2023, the Ministry of Finance, referencing *Ontario's Housing Supply Action Plan 2022-2023*, emphasized that the provincial government has committed to consulting with municipalities on potential approaches to reduce the current property tax burden on multi-residential apartment buildings. This is similar to the approach used in 2016 which resulted in reducing the multi-residential ratio threshold to 2.0. A new round of consultation may trigger a further reduction to the multi-residential ratio threshold.

In 2017, the Province implemented a new multi-residential property class which has created a situation where multi-residential properties are being taxed on a long-term basis at very different levels based on nothing more than the date of construction. This would seem to contradict one of the basic principles of equity in the tax policy. All properties within the same property class should pay the same tax rate. The planned consultation by the province may address the current inequity in multi-residential properties. In response to anticipated reductions in the multi-residential ratio threshold, Council may wish to consider adopting a policy to adjust the tax ratio for the multi-residential property class to the new construction level gradually over an extended period of time. The justification for this approach would be to establish equity within the property class so that all properties would be subject to the same tax rate on their market value. The approach would need to be gradual to mitigate the effect on other property classes. This could be achieved by following directions two (2), three (3), or four (4) shown above.

In the most recent phase-in process that took place for the period of 2017 to 2020, equalizing municipal tax increases in the residential and multi-residential property classes has necessitated an annual reduction in the multi-residential tax ratio. Since the assessment in these classes was frozen starting in 2021, no reduction in the multi-residential tax ratio is required to achieve equalization in 2023.

### **3.3 Tax Ratios – Commercial and Industrial Classes**

Appendix B attached, summarizes the tax ratios for municipalities with populations greater than 100,000 included in the 2022 Municipal Study prepared by BMA Management Consulting Inc. Appendix B shows the tax ratios for the three main non-residential property classes – Commercial, Industrial, and Multi-residential. In 2015, the City of London achieved a long-term objective identified in September 2011 of lowering and equalizing the tax ratios in the main non-residential property classes. Over a four (4) year period, the City adjusted all the main non-residential tax ratios to a level of 1.95. The City gradually reduced the ratios for the commercial and industrial property classes from 2017 to 2020. As shown in Appendix B, the City of London arguably has a competitive advantage as both the multi-residential and industrial class ratios are below the provincial average and median.

The information in Appendix B shows that, in 2022, only four municipalities reduced the multi-residential, commercial, and/or industrial ratios. Toronto reduced all business class ratios, Hamilton reduced the multi-residential and industrial ratios, and Thunder Bay

reduced the commercial and industrial ratios. The ratios for the City of London are still lower and more competitive than each of the four municipalities that saw decreases in 2022.

For 2023, it is recommended that Commercial and Industrial tax ratios continue to be maintained at a uniform level. It would seem there is no reasonable justification for taxing industrial properties at higher rates than commercial properties, as was a past practice prior to 2015. The Province has accepted the validity of this position in the setting of education tax rates for commercial and industrial properties. Starting in 2017, the Province established equal education property tax rates for commercial and industrial properties and has continued this practice for the 2023 taxation year.

Lowering the commercial/industrial tax ratio could potentially provide greater flexibility at the time of a future reassessment where there may be a shift in taxation towards the residential property class. As identified in the 2023 tax decisions letter from the Ministry of Finance, tax ratio flexibility, in the form of revenue neutral ratios, is now permanent. This greatly reduces the risk of reducing non-residential ratios during a period of frozen assessment as we now know the ability to use revenue neutral ratios will be available in future years. Under current legislation, if the commercial tax ratio is increased beyond 1.98, a portion of the tax levy increase on the commercial property class is restricted and transferred to other property classes including residential. Where the tax ratio is below 1.98, the municipality would have flexibility to prevent tax shifts towards the residential class. The greater the tax ratio is below 1.98, the greater the flexibility for the municipality in future years. Enacting direction three (3) or four (4) shown above would result in a reduction to commercial and industrial ratios.

### **3.4 Tax Policy Ratio Setting Alternatives**

Incorporating decisions made by the Province that were communicated to the City in December along with the directions that were established in prior reports to Committee, Civic Administration would suggest that the 2023 Tax Policy be prepared based on equalizing the average municipal tax increase in residential, and multi residential classes with no changes in other tax ratios. As part of the 2023 Tax Policy, the following options will also be provided for Council consideration in the event that other objectives wish to be considered at that time:

- No changes to tax ratios, keeping tax ratios in 2023 the same as in 2022, along with the following alternative options:
- Equalize the average municipal tax increase in residential, multi residential classes and reducing the commercial/industrial tax ratios to 1.9000.
- Reduce commercial and industrial property class tax ratios to the median commercial rate of 1.87 while equalizing the average increases in residential and multi-residential
- Reduce only the multi-residential tax ratio to 1.5 and equalize the municipal increase in residential and all other classes.

Preparing the Tax Policy based on the equalization of the average municipal tax increase in residential, and multi residential classes, will ensure that the ratio gap and tax impact between residential and multi-residential classes will not increase. This approach maintains flexibility in the potential to move the commercial/industrial ratio up if required should the reassessment indicate a tax shift between business and residential, thereby ensuring that the property tax rate is the same for residential and multi-residential, while at the same time gradually reducing the multi-residential rate. Should Council agree with the suggested approach of equalizing the average municipal tax increase for residential and multi residential classes, a motion to support this would be appropriate to direct civic administration accordingly. Alternatively, if the Council wishes to pursue additional strategies to lower the tax ratios such as those of the multi-residential class, direction should be provided in the form of a motion.

## **Conclusion**

The Ministry of Finance, in a letter to municipal treasurers, identified property tax decisions for the 2023 taxation year. These decisions include maintaining the same education rates as 2022, eliminating new construction classes, making tax ratio flexibility permanent, and intentions to reduce the current property tax burden on multi-residential apartment buildings.

Looking ahead, the Tax Policy Report be presented to the Corporate Services Committee. The change to each property class will be calculated by applying the approved tax levy to the weighted assessment using current property tax ratios. Alternatives for tax ratio adjustments to be used for 2023 property taxation, which incorporate the decisions made by the province and the four directions identified in the Future Tax Policy report, will also be included in the report. Should Council agree with the suggested approach of equalizing the average municipal tax increase for residential and multi residential classes, a motion to support this would be appropriate.

**Prepared by:** **Joseph McMillan, Division Manager, Taxation and Revenue**

**Submitted by:** **Ian Collins, Director, Financial Services**

**Recommended by:** **Anna Lisa Barbon, Deputy City Manager, Finance Supports**



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## Appendix 'A'

# Tax Policy Expectations



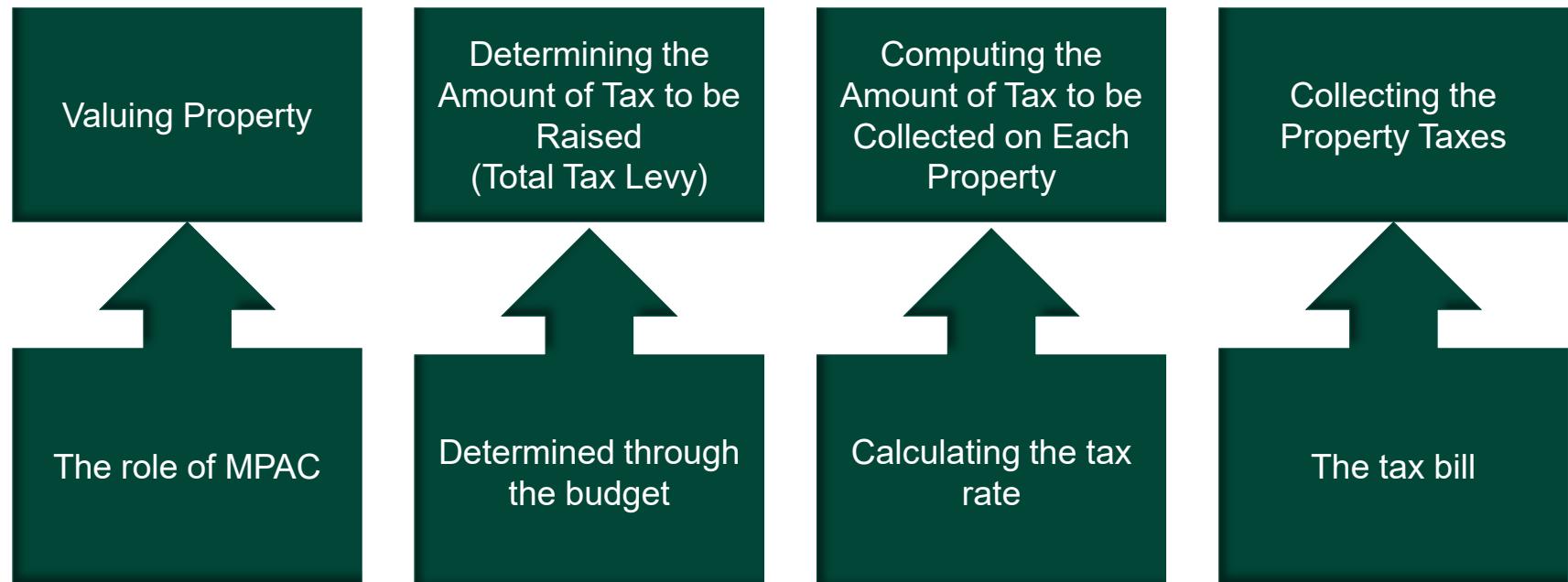
Corporate Services Committee

Tuesday February 21, 2023

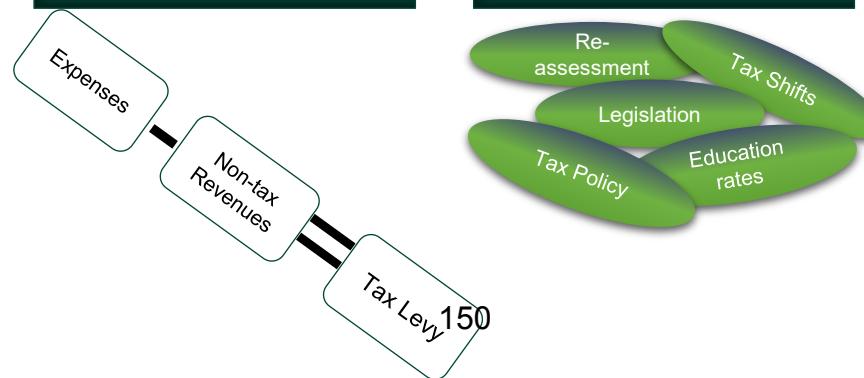


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# The Property Tax Process



MPAC determine the taxable assessment and the property class in accordance with the Assessment Act





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# Property Tax: Who Does What

**Assessment Policy:**

How Land is Valued

**Tax Policy:**

How burdens are calculated and distributed over the tax base

Ontario

**ARB**

Assessment Review Board  
(appeals)

**Municipality**

(local policy)

**MPAC**

Municipal Property Assessment  
Corporation  
(assessments)

**Taxpayer**



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# Two Parts to the Property Tax Bill

- Set by Province
- Uniform provincial residential, multi-residential, new multi-residential and farmland classes
- Commercial and industrial rates vary by municipality

Education  
Portion

Municipal  
Portion

Property Tax Bill



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# How the Municipal Portion is Calculated...

- Varies by class
- Policy “goal posts” set by Ontario
- Council sets local policy within those “goal posts”

Tax Rate

- Policy set by Ontario
- Assessments undertaken by MPAC
- Taxpayer may appeal to ARB

Assessed Value

Multiplied by

Municipal Portion of  
Property Tax Bill



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# Council Sets the Overall Budget

Budget

- Residential
- Multi-Residential
- New Multi-Residential
- Industrial
- Commercial
- Other specialty classes

Sets how much  
needs to be raised  
in total

Overall burden is  
divided among classes  
each year through the  
<sup>154</sup>  
Tax ratios

We are here to  
discuss the future  
relative ratios

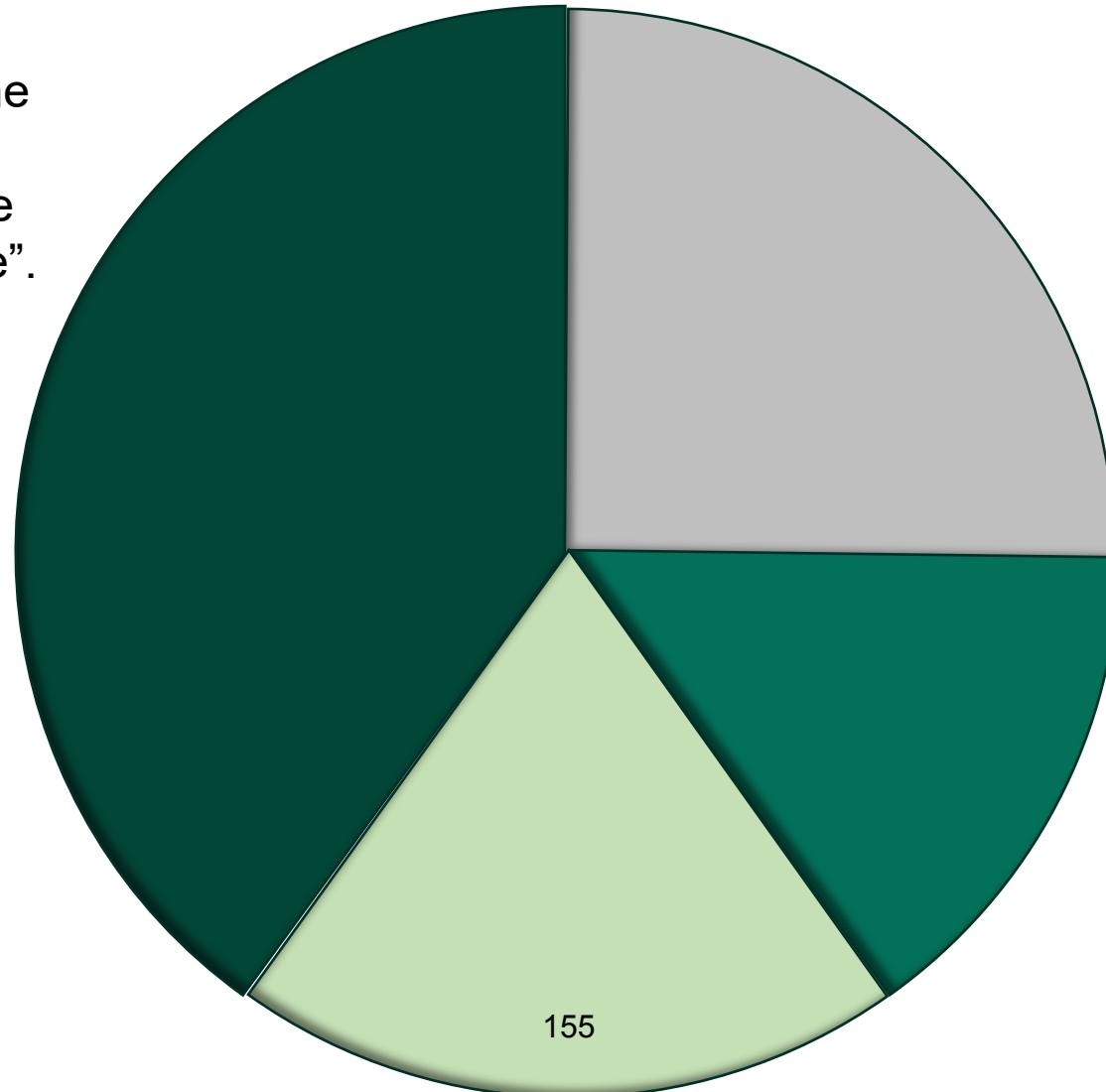
Shifts among classes are  
zero-sum:  
For one to go down,  
another must go up...





# Visualization Budget & Tax Policy

Budget sets the tax levy which determines the size of the “pie”.

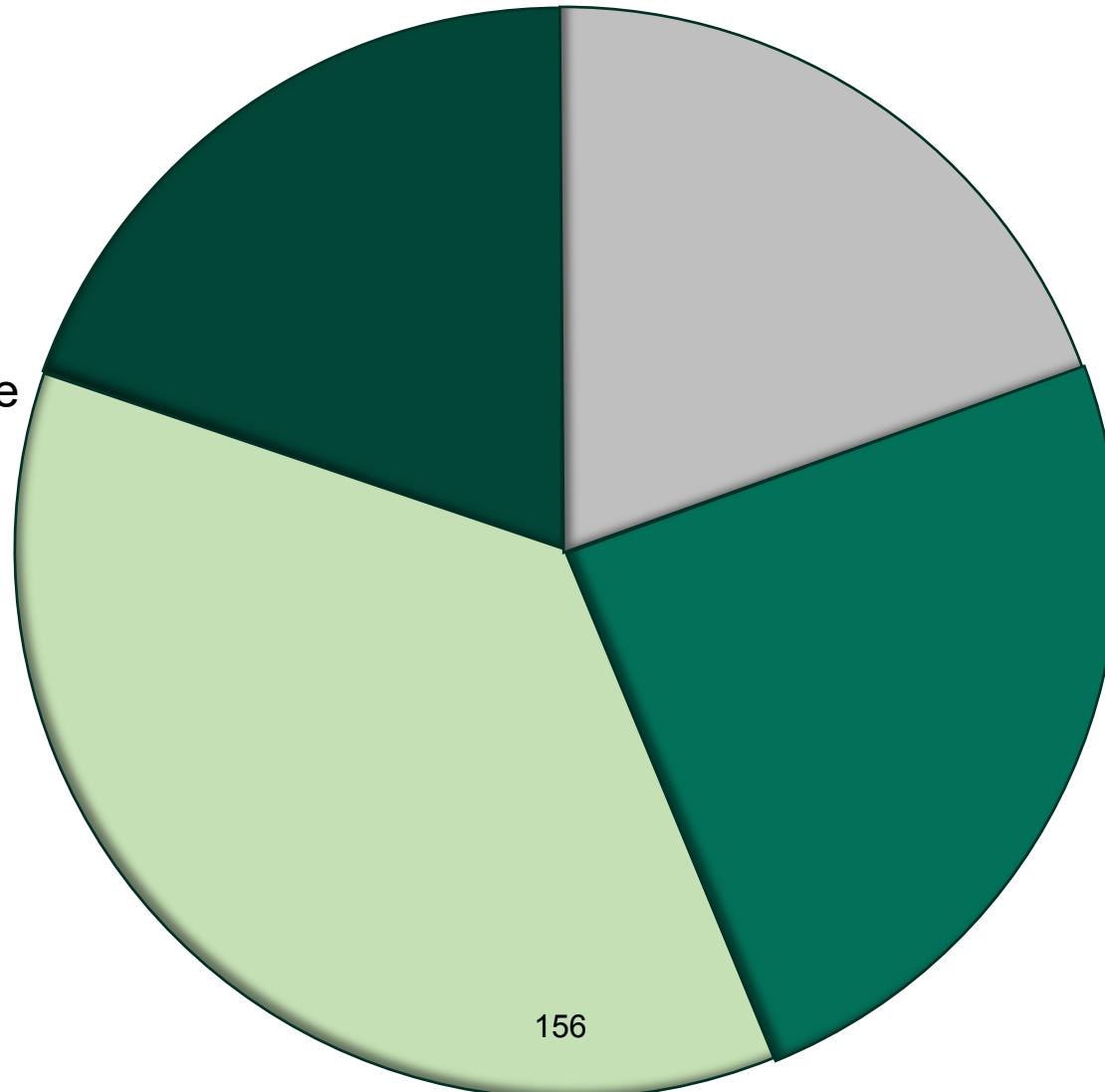




# Visualization Budget & Tax Policy

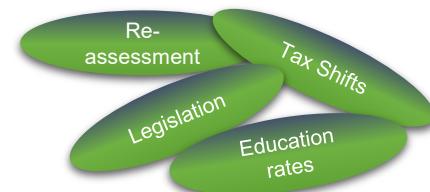
Tax Policy sets how the “pie” is divided up.

Regardless how the “pie” is divided, the same amount of taxes will need to be collected overall.



# Annual Tax Policy Review

- ❖ Property tax policy in the City of London has been guided by **four principles**:
  - Equity
  - Economic Development
  - Transparency and Public Acceptance
  - Administrative Efficiency
- ❖ A number of **variables** are required and factored into setting policy:
  - Impact of reassessment,
  - Municipal Tax Levy,
  - Education Tax Rates,
  - Provincial Regulations, and
  - Then the detailed calculations, taking in all the above.





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# Over the Years

Objective identified in Fall to lower and equalize tax ratios for multi res. & industrial to an equal level to commercial

Both multi-residential and industrial tax ratios reduced, with multi-residential equal to commercial

Municipal tax for residential & multi-residential increases were equalized. Achieved thru multi residential ratio reductions over 4 years.

2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022

Multi-residential tax ratio reduced

Vacancy rebate for commercial / industrial phased out.

Industrial ratio equalized to multi-residential and commercial ratios

Equalization of Business Education Taxes for commercial / industrial



# Possible Future Directions

- ❖ **Maintain** tax ratios in the three main non-residential classes (multi residential, commercial, and industrial) at their current levels.
- ❖ **Reduce** all the non-residential tax ratios in a gradual way, possibly giving priority to the multi-residential property class.
- ❖ Focus only on **lowering** the multi-residential tax ratio over a period of time.
- ❖ Adjust ratios on an annual basis to **mitigate assessment related tax increases** in non-residential property classes possibly giving priority to the multi-residential property class.

	City of London 2022 Tax Ratio
Commercial	1.91000
Industrial	1.91000
Multi-Residential	1.711880
Pipeline	1.71300
Farm	0.102820
Residential	1.00000
New Multi-Residential	1.00000



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# Key Takeaways

- ❖ Annual setting of tax ratios and tax rates determines how the “tax pie” is divided between the property classes
- ❖ Tax policy has **long term** implications:
  - Once a ratio is reduced it can’t automatically be increased
  - can be positive or negative
  - may impact the achievement of Council’s strategies and goals



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# Next Steps

- ❖ Preliminary calculations have started since the Municipal Tax Levy was set on Tuesday February 14<sup>th</sup>.
  
- ❖ Tax Policy Report to be brought forward in early spring.

**APPENDIX 'B'**  
**TAX RATIOS FOR MUNICIPALITIES IN BMA STUDY WITH POPULATIONS  
OVER 100,000**

Municipality with > 100,000 Population in 2022 BMA Study	Multi-Residential Tax Ratio	Commercial Tax Ratio (Residual)	Industrial Tax Ratio (Residual)	Industrial Tax Ratio (Large)	Average of Large and Residual Industrial Tax Ratios
Barrie	1.0000	1.4331	1.5163	1.5163	1.5163
Brampton	1.7050	1.2971	1.4700	1.4700	1.4700
Durham	1.8665	1.4500	2.0235	2.0235	2.0235
Greater Sudbury	1.9650	1.9120	3.5905	4.1678	3.8792
Guelph	1.7863	1.8400	2.2048	2.2048	2.2048
Halton	2.0000	1.4565	2.0907	2.0907	2.0907
Hamilton	2.3594	1.9800	3.1985	3.7506	3.4746
Kingston	1.7000	1.9800	2.6300	2.6300	2.6300
London	1.7119	1.9100	1.9100	1.9100	1.9100
Mississauga	1.2656	1.5170	1.6150	1.6150	1.6150
Niagara	1.9700	1.7349	2.6300	2.6300	2.6300
Ottawa	1.3961	1.8692	2.5408	2.1819	2.3614
Thunder Bay	2.0000	2.0420	2.3708	2.8500	2.6104
Toronto	2.0499	2.6374	2.5857	2.5857	2.5857
Waterloo	1.9500	1.9500	1.9500	1.9500	1.9500
Windsor	2.0000	2.0140	2.3158	2.9381	2.6270
York	1.0000	1.3321	1.6432	1.6432	1.6432
Average	1.7486	1.7856			2.3072
Median	1.8665	1.8692			2.2048
Minimum	1.0000	1.2971			1.4700
Maximum	2.3594	2.6374			3.8792
Provincial Threshold	2.0000	1.9800	2.6300	2.6300	2.6300
London Compared to Median	-8.3%	2.2%			-13.4%
London Compared to Average	-2.1%	7.0%			-17.2%
Change in group averages since 2006	-22.38%	-5.83%			-10.14%

Decreases in ratios  
Increases in ratios



**APPENDIX 'C'**  
**SHIFT IN TAX BURDEN - UNWEIGHTED TO WEIGHTED RESIDENTIAL ASSESSMENT FOR MUNICIPALITIES IN BMA STUDY WITH POPULATIONS OVER 100,000**

Municipality with > 100,000 Population in 2022 BMA Study	Residential Unweighted Assessment	Residential Weighted Assessment	% Change	Implied Adjustment to Residential Taxes
Toronto	74.5%	54.7%	-19.8%	36.2%
Thunder Bay	79.5%	65.3%	-14.2%	21.7%
Greater Sudbury	79.1%	64.1%	-15.0%	23.4%
Windsor	75.5%	60.0%	-15.5%	25.8%
Cambridge	75.4%	62.0%	-13.4%	21.6%
Kingston	73.7%	61.4%	-12.3%	20.0%
Waterloo	74.7%	62.8%	-11.9%	18.9%
Guelph	78.9%	66.8%	-12.1%	18.1%
Hamilton	81.9%	69.7%	-12.2%	17.5%
Kitchener	79.0%	67.0%	-12.0%	17.9%
Ottawa	75.3%	64.3%	-11.0%	17.1%
St. Catherines	79.6%	69.1%	-10.5%	15.2%
<b>London</b>	<b>80.5%</b>	<b>70.1%</b>	<b>-10.4%</b>	<b>14.8%</b>
Burlington	79.8%	71.2%	-8.6%	12.1%
Mississauga	73.5%	65.1%	-8.4%	12.9%
Oshawa	80.8%	72.8%	-8.0%	11.0%
Oakville	85.7%	79.1%	-6.6%	8.3%
Milton	82.8%	77.1%	-5.7%	7.4%
Barrie	76.9%	71.7%	-5.2%	7.3%
Whitby	86.9%	81.2%	-5.7%	7.0%
Vaughan	80.2%	74.9%	-5.3%	7.1%
Brampton	82.1%	77.3%	-4.8%	6.2%
Markham	86.5%	82.9%	-3.6%	4.3%
Average				15.3%
Median				15.2%
Maximum				36.2%
Minimum				4.3%
London Compared to Median				-2.4%
London Compared to Average				-3.1%

If all non-residential classes were at 1, residential taxes would increase by 14.8%

Residential unweighted assessment does not reflect any weighting of various classes with tax ratios.

Residential weighted assessment reflects the weighting of non-residential assessment with tax ratios

## **Report to Corporate Services Committee**

**To:** **Chair and Members**  
**Corporate Services Committee**  
**From:** **Lynne Livingstone – City Manager**  
**Subject:** **2023 Accessibility Compliance Report**  
**Date:** **February 21, 2023**

### **Recommendation**

That, on the recommendation of the City Manager the following Report **BE RECEIVED** for information purposes.

### **Executive Summary**

In December 2021, the City of London's 2021 Accessibility Compliance Report was submitted to the Ministry for Senior and Accessibility as required. At that time, all areas were in full compliance with the exception of web accessibility. At that time, we had five (5) applications left to remediate and one website to transition to accessible standards. It is a requirement of the Ministry that we now submit our 2023 Accessibility Compliance Report as we are now fully compliant. We have remediated all remaining applications and are ready to submit an updated compliance report.

Once this report is received by the Corporate Services Committee, an updated Accessibility Compliance Report can be submitted to the Ministry and the report is then made publicly available on the City's accessibility webpage.

### **1.0 Background Information**

Under the *Accessibility for Ontarians with Disabilities Act, 2005*, a compliance report is required to be submitted to the Accessibility Directorate of Ontario ('ADO') by a designated public sector organization, such as the City of London, every two years and the reports must be made available to the public.

The compliance report format is determined by the ADO and released to organizations in advance for review, certification, and submission by the deadline associated with each organization. The City of London's Accessibility Compliance Report was submitted in December 2021.

The purpose of this report is to provide Council with the 2023 Accessibility Compliance Report (Appendix A) which indicates that we are in compliance in all areas.

As noted in above, all applications and websites are now in full compliance with WCAG 2.0 AA.

**Prepared by:** **Melanie Stone, Accessibility, and Inclusion Advisor**  
**Submitted by:** **Rumina Morris, Director, Anti-Racism and Anti-Oppression**  
**Recommended by:** **Lynne Livingstone, City Manager**

Organization category Designated Public Sector

Number of employees range 50+

Filing organization legal name The Corporation of the City of London

Filing organization business number (BN9) 119420883

Fields marked with an asterisk (\*) are mandatory.

## B. Understand your accessibility requirements

Before you begin your report, you can learn about your accessibility requirements at [ontario.ca/accessibility](http://ontario.ca/accessibility)

Additional accessibility requirements apply if you are:

- [a library board](#)
- [a producer of education material \(e.g. textbooks\)](#)
- [an education institution \(e.g. school board, college, university or school\)](#)
- [a municipality](#)

If you are a municipality submitting this report, and submitting on behalf of local boards, please indicate which boards below.

## C. Accessibility compliance report certification

Section 15 of the *Accessibility for Ontarians with Disabilities Act, 2005* requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

**Note:** It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise the certifier will be the main contact.

**Certifier:** Someone who can legally bind the organization(s).

**Primary Contact:** The person who will be the main contact for accessibility issues.

### Acknowledgement

I certify that all the information is accurate and I have the authority to bind the organization \*

Certification date (yyyy-mm-dd) \* 2023-02-07

### Certifier information

Last name *	First name *		
Livingston	Lynne		
Position title *	Position title other *	Business phone number *	Extension
Other	City Manager	519-661-2489	7207

Email *	Alternate phone number	Extension	Fax number
llivings@london.ca			

### Primary contact for the organization(s)

Check if the primary contact is same as the certifier

Last name \*

Livingston

First name \*

Lynne

Position title \*

Other

Position title other \*

City Manager

Business phone number \*

519-661-2489

Extension

7207

Check here  
if TTY

Email *	Alternate phone number	Extension	Fax number
llivings@london.ca			

## D. Accessibility compliance report questions

### Instructions

Please answer each of the following compliance questions. Use the Comments box if you wish to comment on any response.

If you need help with a specific question, click the help links which will open in a new browser window. Use the link on the left to view the relevant AODA regulations and the link on the right to view relevant accessibility information resources.

### General

1. Has your organization created and implemented written policies on how to achieve accessibility by meeting all applicable accessibility requirements in the IASR? \*

Yes

No

[Read O. Reg. 191/11, s. 3 \(1\): Establishment of accessibility policies](#)

[Learn more about your requirements for question 1](#)

Comments for  
question 1

2. Has your organization established and implemented a multi-year accessibility plan? \*  
(If Yes, please answer additional questions)

Yes

No

[Read O. Reg. 191/11, s. 4 \(1\): Accessibility plans](#)

[Learn more about your requirements for question 2](#)

- 2.a. Does your organization have a website? \*  
(If Yes, please answer additional questions)

[Read O. Reg. 191/11, s. 4 \(1\): Accessibility plans](#)

Yes

No

[Learn more about your requirements for question 2.a](#)

Comments for  
question 2.a

- 2.a.i Is your organization's accessibility plan posted on your organization's website? \*

Yes

No

[Read O. Reg. 191/11, s. 4 \(1\): Accessibility plans](#)

[Learn more about your requirements for question 2.a.i](#)

Comments for  
question 2.a.i

2.a.ii Does your organization provide the accessibility plan in an accessible format when requested? \*

Yes  No

[Read O. Reg. 191/11, s. 4 \(1\): Accessibility plans](#)

[Learn more about your requirements for question 2.a.ii](#)

Comments for question 2.a.ii

2.b Does your organization update the accessibility plan at least once every 5 years? \*

Yes  No

[Read O. Reg. 191/11, s. 4 \(1\): Accessibility plans](#)

[Learn more about your requirements for question 2.b](#)

Comments for question 2.b

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3. Does your organization provide appropriate training on: \*

[Read O. Reg. 191/11, s. 7 \(1\): Training](#)

[Learn more about your requirements for question 3](#)

3.a. The AODA Integrated Accessibility Standards Regulation? \*

Yes  No

[Read O. Reg. 191/11, s. 7 \(1\): Training](#)

[Learn more about your requirements for question 3.a](#)

Comments for question 3.a

3.b The Human Rights Code as it pertains to people with disabilities? \*

Yes  No

[Read O. Reg. 191/11, s. 7 \(1\): Training](#)

[Learn more about your requirements for question 3.b](#)

Comments for question 3.b

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## Information and communications

4. Does your organization have a process for receiving and responding to feedback that is accessible to people with disabilities? \*

Yes  No

**Note:** This requirement is applicable regardless of whether customers are permitted on your premises

(If Yes, please answer an additional question)

[Read O. Reg. 191/11, s. 11 \(1\): Feedback](#)

[Learn more about your requirements for question 4](#)

4.a. Does your organization notify the public about the availability of accessible formats and communications supports with respect to the feedback process? \*

Yes  No

**Note:** This requirement is applicable regardless of whether customers are permitted on your premises. \*

[Read O. Reg. 191/11, s. 11 \(2\): Feedback](#)

[Learn more about your requirements for question 4.a](#)

5. Does your organization have one (or more) website(s) which it controls directly or indirectly ('controls' means that your organization is able to add, remove and/or modify content and functionality of the website)? \*  
(If Yes, please answer an additional question)

Yes     No

[Read O. Reg. 191/11, s. 14: Accessible websites and web content](#)

[Learn more about your requirements for question 5](#)

- 5.a. Do all your organization's internet websites conform to World Wide Web Consortium Web Content Accessibility Guidelines 2.0 Level AA (except for live captions and pre-recorded audio descriptions)? In the comments box, please list the complete names and addresses of your publicly available web content, including websites, social media pages, and apps. \*

[Read O. Reg. 191/11, s. 14: Accessible websites and web content](#)

[Learn more about your requirements for question 5.a](#)

Comments for question 5.a  
www.london.ca  
www.careers.london.ca  
<https://www.dundasplace.ca>  
<https://getinvolved.london.ca>  
<https://www.servicelondonbusiness.ca>  
<https://parking.london.ca/visitorpass/london>  
<https://www.movetolondonmiddlesex.ca>  
<https://london.ca/immigration>  
<https://apps.london.ca/marriagepublic>  
<https://pub-london.escribemeetings.com/>  
<https://london.ca/government/property-taxes-finance/property-tax-installment-look>  
<https://collection.museumlondon.ca>  
<https://cityoflondon.perfectmind.com/>  
<https://apps.london.ca/GENERATEFORM/DEFAULT.ASPX?FORM=FEEDBACKFORM>  
<https://maps.london.ca/renewlondon>  
<https://service.london.ca>  
<https://opendata.london.ca/>  
<https://apps.london.ca/ZoneFinder/>  
<https://extweb.london.ca/ltdriverinfo/>  
<https://apps.london.ca/PropertyInquiryMVC>  
<https://apps.london.ca/EPermitsMVC/>  
<https://apps.london.ca/MunicipalConsents/>  
<https://www.storybook.london.ca/>  
Social Media:  
<https://www.facebook.com/LondonCanada/>  
<https://www.instagram.com/cityoflondonont/>  
<https://www.twitter.com/CityofLdnont>

## Customer Service

6. Does your organization provide training about providing goods, services or facilities to persons with disabilities to the following? \*
- Staff and volunteers
  - People involved in developing accessibility policies
  - People providing goods, services or facilities on behalf of the organization
- (If Yes, please answer an additional question)
- [Read O. Reg. 191/11, s. 80.49: Training for staff, etc.](#) [Learn more about your requirements for question 6](#)
- 6.a. Does the training include all of the following: \*
- A review of the purposes of the AODA?
  - A review of the purposes of the Customer Service Standards?
  - How to interact and communicate with persons with various types of disability?
  - How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person?
  - How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods, services or facilities to a person with a disability?
  - What to do if a person with a particular type of disability is having difficulty accessing the provider's goods, services or facilities?
- [Read O. Reg. 191/11, s. 80.49: Training for staff, etc.](#) [Learn more about your requirements for question 6.a](#)
- Comments for  
question 6.a
- 
7. Does your organization provide information in an accessible format? \*  
( If Yes, please answer additional questions)
- [Read O. Reg. 191/11, s. 80.51 \(1\): Format of documents](#) [Learn more about your requirements for question 7](#)
- 7.a. Is the provision of information in accessible format done so in a timely manner that takes into account the individual's disability? \*
- [Read O. Reg. 191/11, s. 80.51 \(1\): Format of documents](#) [Learn more about your requirements for question 7.a](#)
- Comments for  
question 7.a
- 
- 7.b. Is the provision of information in accessible format at a cost no more than the regular cost charged to other persons? \*
- [Read O. Reg. 191/11, s. 80.51 \(1\): Format of documents](#) [Learn more about your requirements for question 7.b](#)
- Comments for  
question 7.b

8. Does your organization ever require a person with a disability to be accompanied by a support person when on your premises? \*  
(If Yes, please answer an additional question)

Yes  No

[Read O. Reg. 191/11, s. 80.47 \(5\): Use of service animals and support persons](#)

[Learn more about your requirements for question 8](#)

- 8.a. Does your organization do all of the following before requiring a person with a disability to be accompanied by a support person on your premises: \*
- Consult with the person with a disability?
  - Determine a support person is necessary to protect the health or safety of the person with a disability or others on premises?
  - Determine that there is no other way to protect the health or safety of the person with a disability or others on premises?

[191/11, s. 80.47 \(5\): Use of service animals and support persons](#)

[Learn more about your requirements for question 8.a](#)

Comments for  
question 8.a

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## Employment

9. Does your organization employ any persons with disabilities for whom you have provided individualized workplace emergency response information? \*  
(If Yes, please answer additional questions)

Yes  No

[Read O. Reg. 191/11, s. 27 \(1\): Workplace emergency response information](#)

[Learn more about your requirements for question 9](#)

- 9.a. Does your organization review the individualized workplace emergency response information for all of the following? \*
- When the employee moves to a different location in the organization?
  - When the employee's overall accommodation needs or plans are reviewed?
  - When your organization reviews its general emergency policies?

[Read O. Reg. 191/11, s. 27 \(4\): Workplace emergency response information](#)

[Learn more about your requirements for question 9.a](#)

Comments for  
question 9.a

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9.b. Do any of the employees for whom your organization has provided individualized workplace emergency response information require assistance? \*

(If Yes, please answer additional questions)

Yes  No

[Read O. Reg. 191/11, s. 27 \(2\): Workplace emergency response information](#)

[Learn more about your requirements for question 9.b](#)

Comments for  
question 9.b

9.b.i Has your organization, with the employee's consent, provided the workplace emergency response information to the person designated to provide assistance to the employee? \*

Yes  No

[Read O. Reg. 191/11, s. 27 \(2\): Workplace emergency response information](#)

[Learn more about your requirements for question 9.b.i](#)

Comments for  
question 9.b.i

9.b.ii Was the individualized workplace emergency response information provided as soon as practicable after your organization became aware of the need for accommodation due to the employee's disability? \*

Yes  No

[Read O. Reg. 191/11, s. 27 \(3\): Workplace emergency response information](#)

[Learn more about your requirements for question 9.b.ii](#)

Comments for  
question 9.b.ii

## Design of public spaces

10. Since January 1, 2017, has your organization constructed new or redeveloped any of the following items? \*

- Outdoor public use eating areas
- Outdoor play space
- Off-street parking
- Service counter
- Fixed queuing guides
- Waiting areas

(If Yes, please answer additional questions)

Yes  No

[Read O. Reg. 191/11 Part IV.1: Design of public spaces standards](#)

[Learn more about your requirements for question 10](#)

10.a. Where applicable, do the newly constructed or redeveloped items meet the general requirements as outlined in the Design of Public Spaces Standards? \*

Yes

No

[Read O. Reg. 191/11 Part IV.1: Design of public spaces standards](#)

[Learn more about your requirements for question 10.a](#)

Comments for  
question 10.a

10.b. Does your organization's multi-year accessibility plan include procedures for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements are not in working order? \*

Yes

No

[Read O. Reg. 191/11, s. 80.44: Maintenance of accessible elements](#) [Learn more about your requirements for question 10.b](#)

Comments for  
question 10.b

## AODA

11. Is your organization a municipality with population of 10,000 or more? \*  
(If Yes, please answer additional questions)

Yes

No

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29: Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 11](#)

11.a. Has your organization established an accessibility advisory committee as described in Section 29 of the AODA? \*  
(If yes, please answer additional questions)

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29: Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 11.a](#)

Comments for  
question 11.a

11.a.i Is the majority of members in the committee persons with disabilities? \*

Yes

No

[Read Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, s. 29: Municipal Accessibility Advisory Committees](#)

[Learn more about your requirements for question 11.a.i](#)

Comments for  
question 11.a.i

11.a.ii Has the committee provided advice to council about site plans and drawings (as described in Section 41 of the *Planning Act*) as well as advice on the requirements and implementation of accessibility standards? \*

Yes       No

[Read Accessibility for Ontarians with Disabilities Act, 2005.](#)

[Learn more about your requirements for question 11.a.ii](#)

[S.O. 2005, c. 11, s. 29: Municipal Accessibility Advisory Committees](#)

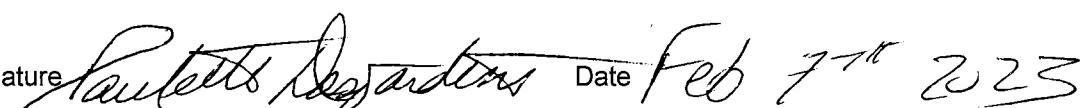
Comments for  
question 11.a.ii

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## Proclamation Request Form

Requests for the issuance of proclamations are governed by Council Policy (excerpted below). Requests must be received at least six (6) weeks in advance of the requested issuance date and may be emailed to the City Clerk at ClerksApprovalRequests@london.ca or mailed to City Hall, P.O. Box 5035 LONDON, ON, N6A 4L9.

### Request details

Name of Organization	Carrefour Communautaire Francophone de London
Date Proclamation Required	March 20 <sup>th</sup>
Proclamation Name	International Francophonie Day
Proclamation Type (day, week or month)	Day
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)	Francophone language and culture
Requester Name	Paulette Desjardins
Requester Telephone Number	519-673-1977 poste/ext. 3808
Requester Email Address	<a href="mailto:direction@ccflondon.ca">direction@ccflondon.ca</a> / <a href="mailto:maria.banuelos@ccflondon.ca">maria.banuelos@ccflondon.ca</a> (Cc)
Requester Address	920 Huron St. London ON N5Y 4K4
Provide details of your Organization's Connection to London	
As a unifying organisation, the CCFL's role is to promote the synergies and engagement of its members and partners to respond to the evolving needs of the francophone community of London, and to ensure its full potential in all aspects of life in French in London, ON. Our organization has several partnerships with the City of London, such as members in different committees.	
Required Supporting Documents	
<ul style="list-style-type: none"><li>Detail information on the Organization: <a href="http://www.ccflondon.ca">www.ccflondon.ca</a></li><li>Detail information on the Event : <a href="https://www.francophonie.org/">https://www.francophonie.org/</a></li><li>Confirmation of authorization from the Organization to submit the request</li></ul>	
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws	
Signature	 Date Feb 7 <sup>th</sup> 2023
NOTICE OF COLLECTION OF PERSONAL INFORMATION	
Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25 and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>	

## Proclamation Request Form

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### Request details

Name of Organization	Conscious Planet
Date Proclamation Required	21 <sup>st</sup> March
Proclamation Name	Save Soil Day
Proclamation Type (day, week, or month)	Day
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)	Public Awareness Campaign
Requester Name	Pratimaben Tandel
Requester Telephone Number	
Requester Email Address	
Requester Address	N5Y2N5, London, ON
Provide details of your Organization's Connection to London	
Soil is a global issue. Save soil is a Movement launched by Sadhguru, to prevent it from extinction. Since the start of this movement, residents of London & volunteers of conscious planet have been actively engaging with people of London city to spread awareness of soil extinction. participating in various events with booth, distributing flyers, organizing a walk for Save Soil on World Soil Day.	
Required Supporting Documents <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>	
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws	
Signature: Pratimaben Tandel	Date: 02/16/2023
<b>NOTICE OF COLLECTION OF PERSONAL INFORMATION</b>	
Personal information collected on this form is collected under the authority of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> and may also be used for purposes related to the Issuance of Proclamations Policy and Proclamation Request Form. Questions about this collection should be addressed to the City Clerk, 3rd floor, City Hall, 300 Dufferin Ave., London, ON N6A 4L9. Tel: 519-661-2489, ext. 4937, email: <a href="mailto:csaunder@london.ca">csaunder@london.ca</a>	

Dear Josh,

Good Morning.

I would like to congratulate you for being 65<sup>th</sup> Mayor of London Ontario and thank you for your dedication and constant effort for the betterment of our city. My name is Pratima, and I am a resident of London, Ontario and also a volunteer for the Save Soil movement. I am reaching out to you requesting a proclamation for the Save Soil movement.

"Conscious Planet-Save Soil" is a global movement launched by Sadhguru to save soil from extinction, and bring the necessary policies to address the catastrophic issue facing humanity. This movement has garnered support from global leaders including Marc Benioff, Jane Goodall, His Holiness the Dalai Lama and institutions such as the United Nations Convention to Combat Desertification, the World Economic Forum and many more

I have attached a cover letter , with more information on this movement along with a draft of the proclamation requested.I have also attached the highlights of the event we had in London to spread awareness of Save Soil.

If you require more information,you can also visit [savesoil.org](http://savesoil.org).In addition,you can also check #savesoil, #savesoiltoronto, #savesoilwalks on social media to know the nature of our activities.If you have any question, We, Save Soil Volunteers would appreciate an opportunity to talk & provide a presentation on the Save soil Movement.

Thank you.

With Joy,  
Pratima  
Earth Buddy  
Save Soil Volunteer

Save Soil Coordinator  
Name :Cavita Sharma



Date: 02-16-2023

Dear Josh,

Subject: Conscious Planet -Save Soil

"Conscious Planet – Save Soil" is a unique global movement, uniting world leaders, visionaries, influencers and 4 billion citizens behind a common purpose – to Save Soil. This movement is a joint initiative of Conscious Planet, Inc. (CP) and Isha Foundation in partnership with the United Nations Convention to Combat Desertification (UNCCD) and other leading institutions such as UN Environment Program (UNEP), International Union for Conservation of Nature (IUCN), and the World Food Program (WFP).

Lack of organic content turns soil into sand, leading to food crisis, water scarcity, loss of biodiversity, climate change, loss of livelihood, conflict, and migration. In 2020, the UNCCD predicted that by 2050, if current practices continue, 90% of Earth's soil could be degraded. Food production could fall further to 40% by 2045.

The proposed solution is to aim for at least 3-6% organic content in the soil (based on soil type, climate, and agricultural practices) by bringing the land under shade from vegetation and enriching the soil through plant litter and animal waste.

Towards this, we are reaching out to Mayors across Canada and seeking their support in bringing more awareness about soil issues in their community. This historic movement launched on March 21st, 2022, in London, UK by its founder, Sadhguru - a global leader and visionary, whose work has touched the lives of millions worldwide. Hence, we are requesting to proclaim March 21st as Save Soil Day in London Ontario. Recently city of Markham has become first Canadian city to proclaim 21<sup>st</sup> March as Save Soil Day.

Since February 2022, Conscious Planet has been active in London and nearby cities for awareness of soil degradation at various types of events over the year. Such as Holi-the festival of colours, Spring tree & compost giveaway with Reforest London & Wormery, Gathering on the Green, The EarthFest at Victoria Park, Vaisakhi in London, Eco market by Rare in Cambridge, London's Children Festival, Walkathon in Toronto, Guelph Organic conference at University of Guelph and we also had a Save Soil walk on World Soil Day on 4<sup>th</sup> December 2022 in London. Moreover, all city centers across Canada have been organizing Save Soil Walk once in every month.

You can also visit our website [savesoil.org](http://savesoil.org) for more information. To check the nature of our awareness activities, you can also check out #savesoil #savesoiltoronto #savesoilwalks on social media.

Thank you!

With Joy,

Pratima

Save Soil Volunteer





# *World Soil Day*

*December 04,  
2022*







## Proclamation Request Form

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### Request details

Name of Organization  DIACAC	
Date Proclamation Required  March 31, 2023	
Proclamation Name  Trans Day of Visibility	
Proclamation Type (day, week or month)  Friday, Mar 31, 2023	
Category (public awareness campaigns), (charitable fundraising campaigns), (arts and cultural celebrations)  Public Awareness + DEI + Social Equity	
Requester Name  Ryan O'Hagan	
Requester Telephone Number	
Requester Email Address	
Requester Address  London Ont, N5X3A4	
Provide details of your Organization's Connection to London  Advisory Committee With the City of London; I'll also be working with other people and orgs in London	
Required Supporting Documents <ul style="list-style-type: none"><li>• Detail information on the Organization</li><li>• Detail information on the Event</li><li>• Confirmation of authorization from the Organization to submit the request</li></ul>	
The undersigned confirms that I am the Official Representative of the Organization requesting the Proclamation and that by signing this Application, I acknowledge and agree that my organization complies with all City of London's Policies and By-laws	
Signature 	Date  Feb 16, 2023
NOTICE OF COLLECTION OF PERSONAL INFORMATION	
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