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<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY and PROTECTIVE SERVICES COMMITTEE MEETING ON June 15, 2015</b>
<b>FROM:</b>	<b>LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES</b>
<b>SUBJECT:</b>	<b>PURCHASE OF SERVICE AGREEMENT WITH INVESTING IN CHILDREN</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director of Neighbourhood, Children and Fire Services, the attached proposed Bylaw (Schedule A) **BE INTRODUCED** at the Municipal Council meeting of June 24, 2015

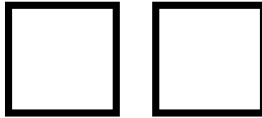
- a) **TO APPROVE** a Purchase of Service Agreement (Appendix A) between The Corporation of the City of London and Investing in Children Inc., 205 Oxford St. E., Suite 206 London, ON, N6A 5G6 for Project Management, Coordination and Development Services for the implementation of strategies developed by the implementation/working groups of the Child and Youth Network for a period of twelve months with an option to renew for a maximum of two one-year terms;
- b) **TO DELEGATE** to the Managing Director of Neighbourhood, Children and Fire Services the authority to authorize and approve such further and other documents that may be required in furtherance of the Agreement, and that do not require additional funding or are provided for in the City's current budget, and that do not increase the indebtedness of The Corporation of the City of London;
- c) **TO DELEGATE** to the Managing Director of Neighbourhood, Children and Fire Services the authority to execute the Agreement in (a) above.

It is noted that:

- This Purchase of Service Agreement is directly linked to the Strengthening Our Community strategy included in the City's Strategic Plan to support the health and well-being of all children, youth and families in London. This Purchase of Service Agreement provides for the continuation of the administrative "backbone" functions necessary to allow the initiatives identified in the Child and Youth Agenda to be managed, coordinated and delivered; and that
- Funding to support this Purchase of Service Agreement was approved in the 2015 budget as a component of the implementation of the Child and Youth Agenda.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- London's Child and Youth Network 2014 Progress Report and Child and Youth Network Impact Assessment Update – Feb 18, 2015
- "The Best for Our Children, Youth and Families II – The Next Three Years of London's Child and Youth Agenda to 2015" - Nov 12, 2012
- Purchase of Service Agreement with Investing in Children – June 19, 2012



## BACKGROUND

### London's Child and Youth Network

London's Child and Youth Network (CYN) was established in 2007 when a collection of like-minded organizations came together to talk about how to improve outcomes for children, youth and families in our community. The need for collective action was compelling:

- 1 in every 5 children born in London was living in poverty
- More than 1 in 4 were not ready to learn in grade 1
- More than 1 in 5 did not graduate from high school
- 1 in 4 was overweight or obese
- Families were saying the service system wasn't working for them

Driven to improve these statistics, organizations created London's Child and Youth Network, a collaborative network guided by the long-term, shared vision of: *"Happy, healthy children and youth today; caring, creative, responsible adults tomorrow."* Today, the Child and Youth Network has grown to include over 170 organizations and over 500 individuals working together using a "collective impact" approach to improve outcomes for Londoners.

London's Child and Youth Agenda is the CYN's shared multi-year action plan to achieve the vision and improve outcomes for children, youth and families. The Child and Youth Agenda has four strategic priority areas of focus:

- Ending Poverty;
- Making Literacy a Way of Life;
- Leading the Nation in Increasing Healthy Eating and Healthy Physical Activity; and
- Creating a Family Centred Service System.

### Purchase of Service Agreement with Investing in Children

At its session held on May 4, 2009, Municipal Council passed By-law A.-6352-154 *"A by-law to authorize and approve a Purchase of Service Agreement between The Corporation of the City of London and Investing in Children Inc.; and to authorize the Mayor and Clerk to execute the agreement"*. Through this agreement, Investing in Children Inc. was contracted to act in the capacity of Service Provider to provide the project management and development services for the implementation of the Child and Youth Agenda strategies. As Service Provider, Investing in Children Inc. hired three staff to work on behalf of the Child and Youth Network under the leadership and direction of the co-chairs of the CYN Implementation Teams.

At its session held on June 9, 2010, Municipal Council approved amendments to the original one-year agreement to allow for two one-year renewal periods; to delegate authority to the General Manager of Community Services to execute the renewals; to include insurance and indemnification clauses and to make other amendments relating to renewal notice period and the permitted amount of annual increase.

At the end of the initial three year term, at its session held on June 19, 2012, Municipal Council approved a new Purchase of Service Agreement for a one-year term with two one-year renewal periods. This Purchase of Service Agreement authorized Investing in Children Inc. to continue to act in the capacity of Service Provider for the implementation of strategic priorities identified in the Child and Youth Agenda. This new agreement included additional coordination responsibilities for the Service Provider and delegated authority to execute the agreement to the Director of Neighbourhood and Children's Services. An upset limit of \$350,000 was established for this agreement, with the actual amount to be finalized annually between the Director of Neighbourhood and Children's Services and Investing in Children Inc. In the current 2014-2015 agreement year, the fee for service to be paid to Investing in Children for administration and staffing resources for up to 4 people is estimated at \$326,615.

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The current agreement with Investing in Children Inc. expires on June 26, 2015. Civic Administration and Investing in Children Inc. would like to continue the existing Purchase of Service Agreement. Investing in Children Inc. is currently paid a fee for service for costs of administration and staffing resources for up to four people. It is proposed to establish an upset amount of \$375,000, with the actual amount to be paid to be finalized annually between the Managing Director, Neighbourhood, Children and Fire Services and Investing in Children Inc.

It should be noted that Civic Administration has built into the Purchase of Service Agreement a number of conditions that are meant to mitigate any potential risk to the corporation regarding the nature of the relationship between the City and individuals providing services pursuant to the agreement.

<b>FINANCIAL IMPACT</b>
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The 2015 City of London operating budget included approval of \$1.1 million to fund the ongoing implementation of the Child and Youth Agenda. The cost of the Purchase of Service Agreement with Investing in Children Inc. for administration and staffing is included within this approved budget. The cost increases for subsequent renewals will be absorbed within the current Neighbourhood, Children and Fire Services Budget.

<b>PREPARED BY:</b>	
<b>TREVOR FOWLER                  CHILDREN'S SERVICES                  NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>	
<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>IAN GIBB                  CHILDREN'S SERVICES                  NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>	<b>LYNNE LIVINGSTONE                  MANAGING DIRECTOR                  NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>

C. Anna Lisa Barbon, Director, Financial Services



**SCHEDULE A**

Bill No  
2015

By-law No

A By-law to authorize and approve a Purchase of Service Agreement between The Corporation of the City of London and Investing in Children Inc"; and to authorize the Director, Neighbourhood & Children's Services to execute the 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 sections 9 and 10 and 23.1 through 23.5 of the *Municipal Act, 2001* authorize a municipality to delegate its powers and duties under this or any other Act to a person or body;

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

1. The Purchase of Service Agreement to be entered into between The Corporation of the City of London and Investing in Children Inc., attached as Appendix A to this by-law, respecting project management and development services for the Child and Youth Agenda, is hereby authorized and approved.
2. The Managing Director, Neighbourhood, Children and Fire Services is authorized to execute the agreement authorized and approved under section 1 of this by-law.
3. The Managing Director, Neighbourhood, Children's and Fire Services is delegated the authority to authorize and approve such further and other documents, including agreements, that may be required in furtherance of the Purchase of Service Agreement authorized and approved under section 1 of this by-law and that are consistent with the requirements contained in the agreement and that do not require additional funding or are provided for in the City's current budget, and that do not increase the indebtedness of The Corporation of the City of London.
4. This by-law shall come into force and effect on the day it is passed.

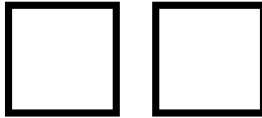
PASSED in Open Council

, 2015

Matt Brown  
Mayor

Catharine Saunders  
City Clerk

First reading  
Second reading -  
Third reading -



**APPENDIX A**

**PURCHASE OF SERVICE AGREEMENT  
PROJECT MANAGEMENT, COORDINATION AND DEVELOPMENT SERVICES  
FOR THE CHILD AND YOUTH NETWORK**

**THIS AGREEMENT**, dated the \_\_\_ day of \_\_\_ 2015, with effect as of the \_\_\_ day of \_\_\_ 2015

BETWEEN:

**INVESTING IN CHILDREN INC.**  
(hereinafter referred to as the "Service Provider")

AND

**THE CORPORATION OF THE CITY OF LONDON**  
(hereinafter referred to as the "City")

WHEREAS THE City has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority, pursuant to the provisions of Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended;

AND WHEREAS the City wishes to secure an organization to provide project management, coordination, and development services in the form of three (3) full time equivalent Child and Youth Network Project Managers and one (1) full time equivalent Child and Youth Network Project Coordinator;

AND WHEREAS the Service Provider has agreed to provide these services pursuant to the terms and conditions set out herein;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants contained in the Agreement, the parties agree as follows:

**1.0 TERM:**

1.1 Term of Agreement

This Agreement shall commence \_\_\_\_\_ and end \_\_\_\_\_ unless terminated earlier by the City or Service Provider pursuant to the termination provisions in this Agreement.

1.2 Renewal

This Agreement shall automatically renew for a further on year term, up to a maximum of two one-year renewals of the term, subject to the termination provisions in this Agreement.

1.3 Termination

The City may, for any reason, without liability, cost or penalty, terminate this Agreement by providing 30 days' prior written notice to the Service Provider. Upon the City providing such written notice, the Service Provider shall perform no further Services nor incur any disbursements other than those reasonably necessary to close out its Services.

The Service Provider may, for any reason, without liability, cost or penalty, terminate this Agreement with 90 days' prior written notice to the City.

**2.0 CONSIDERATION:**

2.1 The City shall pay the Service Provider within the upset limit of \$375,000 for the term of this Agreement with the funds released on a quarterly basis in four equal payments. The amount of Consideration may be increased cumulatively by 2% per renewal period up to the maximum of \$375,000 for the term in the sole discretion of the Managing Director, Neighbourhood, Children and Fire Services (the "Director").



2.2 In the event of termination, the City shall only be obligated to pay the Service Provider for those Services completed and disbursements incurred up to the date of termination, and the Service Provider shall accept such payment in full satisfaction for all Services performed.

**3.0 OBLIGATIONS OF THE SERVICE PROVIDER:**

3.1 Services to be Provided:

The Service Provider shall contract project management, coordination and development services for the implementation of strategies developed by the Implementation/Working groups of the Child and Youth Network (the "Services"). The Service Provider has advised the City that the Service Provider intends to hire four (4) fulltime equivalent positions for such Services.

3.2 The Service Provider understands that its focus shall be on the implementation of initiatives developed by London's Child and Youth Network members, in line with the priorities and strategies laid out in *The Best for Our Children, Youth and Families: The Next Three Years of London's Child and Youth Agenda to 2015*, it being noted that detailed implementation plans for these initiatives for 2015 to 2019 are still in development at the time of this Agreement. The Service Provider acknowledges it has a copy of *The Best for Our Children, Youth and Families: The Next Three Years of London's Child and Youth Agenda to 2015* and confirms it will work with the next iteration of the Child and Youth Agenda when it is finalized.

3.3 The Service Provider shall ensure that there is compliance with all reasonable directions of the co-chairs of the Child and Youth Network Implementation Teams for: Ending Poverty; Literacy; Healthy Eating and Healthy Physical Activity; and Family Centred Service System.

3.4 The Service Provider shall ensure that the Services are provided in a competent and professional manner and the Service Provider shall comply with all reasonable directions and requests of the City.

3.5 The Service Provider shall require each of its employees and agents who work under this agreement to conduct themselves in a professional manner and in accordance with all City rules, policies and procedures applicable to independent contractors while on the City's premises and/or workplaces, including ensuring that their conduct is in compliance with the Corporation's Workplace Harassment Discrimination/Prevention Policy and Complaints Procedure, Workplace Violence Prevention Policy, Use of Technology Policy and Code of Conduct for Employees.

**4.0 OBLIGATIONS OF THE CITY:**

4.1 Services to be Provided:

The City shall allow the Service Provider use of office space at 151 Dundas Street, or at another suitable location as determined solely at the City's discretion, for the four (4) full time equivalent positions for the duration of the employment contract with the Service Provider or the duration of the Agreement, whichever comes first.

4.2 The City agrees to supply, at its sole cost and expense, all equipment, materials and supplies necessary to perform the services to be provided by the Service Provider under this Agreement.

4.3 The City will provide orientation to 151 Dundas Street, including evacuation and emergency procedures.

4.4 The City will provide Health & Safety Training as well as other relevant training on City of London policies and procedures that are consistent with legislative requirements for contractors in the workplace. The City may also choose to provide supplemental training at its discretion.



**5.0 RECORDS AND REPORTS**

5.1 Records

The Service Provider shall maintain and retain records and accounts pertaining to the services of the project management, coordination and development services.

The City shall have access, at all reasonable times and upon giving reasonable notice in writing to such records and accounts for the purposes of auditing or copying same.

5.2 Reports

The Service Provider shall have the project managers provide verbal and written activity reports to the City as required by the City and the Co-Chairs of the Child and Youth Network Implementation Teams.

**6.0 CONFIDENTIALITY**

6.1 In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the Service Provider shall hold confidential and shall not disclose or release to any person at any time during or following the term of this Agreement, except where required by law, any information or document without obtaining the written consent of the City and shall comply with the requirements regarding Personal Information and Confidentiality as contained in applicable legislation including the *Municipal Freedom of Information and Protection of Privacy Act*. No such information shall be used by the Service Provider on any other project without the prior written approval of the City.

6.2 The Service Provider shall provide a confidential draft copy of any report to the Director for approval and shall not distribute the report to any other person without first obtaining the prior written approval of the Director.

6.3 The Service Provider shall require each of its employees and agents, who work under this Agreement or who have access to confidential information of the City, to comply with the requirements of this Agreement with respect to confidentiality.

**7.0 INDEPENDENT CONTRACTOR**

The Service Provider acknowledges and agrees that this Agreement shall in no way be deemed or construed to be an Agreement of Employment. Specifically, the parties agree that it is not intended by this Agreement that the Service Provider nor any person employed by or associated with the Service Provider is an employee of, or has employment benefits of any kind with the City or is in any way entitled to employment benefits of any kind whatsoever from the City, including but not limited to under internal policies and programs of the City, statutory programs and coverages, whether under employment standards statutes, worker's compensation plans, employment insurance schemes, health plan contributions or otherwise all as may be amended from time to time ("Employment Benefits").

The Service Provider is acting as an independent contractor in the performance of this Agreement and shall not be deemed to be the employee, agent, partner of, or in joint venture with the City, and the Service Provider's officers, directors, employees and agents shall not be deemed to be the employees, agents, partners of, or in joint venture with the City.

**8.0 INSURANCE AND INDEMNITY**

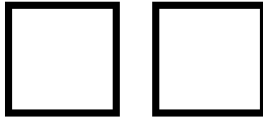
8.1 Throughout the term of this Agreement, the Service Provider shall maintain comprehensive general liability insurance on an occurrence basis for an amount of not less than Five Million Dollars (\$5,000,000) and shall include the City as an additional insured with respect to the Service Provider's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal liability, personal injury, broad form property damage, contractual liability, owners' and contractor's protective products and completed operations, contingent employers liability,



cross liability and severability of interest clauses. In addition, the Service Provider shall furnish the City with evidence of a blanket position insurance policy or equivalent fidelity bond in the amount of Twenty Five Thousand Dollars (\$25,000). The Service Provider shall submit a completed standard Insurance Certificate (Form #0788), and shall provide the City with a minimum of thirty days' notice in advance of cancellation of such insurance.

- 8.2 The City reserves the right to request such higher limits of insurance or other types of policies appropriate to this Agreement as it may reasonably require.
- 8.3 Failure to satisfactorily meet these conditions relating to insurance shall be deemed a breach of this Agreement.
- 8.4 The Service Provider undertakes and agrees to defend and indemnify the City and hold the City harmless, at the Service Provider's sole expense, from and against all claims, demands, suits, losses, costs, damages and expenses that the City may sustain or incur by reason of:
  - 8.4.1 any breach of this Agreement by any of the Service Provider, the Service Provider's employees or persons for whom the Service Provider is at law responsible;
  - 8.4.2 any loss or misuse of funds held by the Service Provider as described in this Agreement;
  - 8.4.3 the acts or omissions of the Service Provider, the Service Provider's employees or any person for whom the Service Provider is at law responsible in performing Services or otherwise carrying on the Service Provider's business, including any damage to any and all persons or property, whether deliberate, accidental or through negligence, and all tickets, fines or penalties;
  - 8.4.4 any claim or finding that any of the Service Provider, the Service Provider's employees or persons for whom the Service Provider is at law responsible are employees of, or are in any employment relationship with, the City or are entitled to any Employment Benefits of any kind; or
  - 8.4.5 any liability on the part of the City, under the *Income Tax Act (Canada)* or any other statute (including, without limitation, any Employment Benefits statute), to make contributions, withhold or remit any monies or make any deductions from payments, or to pay any related interest or penalties, by virtue of any of the following being considered to be an employee of the City: the Service Provider, the Service Provider's employees or others for whom the Service Provider is at law responsible in connection with the performance of services hereunder or otherwise in connection with the Service Provider's business.
- 9.0 INTELLECTUAL PROPERTY**
- 9.1 Where the Service Provider develops a work or a product under this Agreement, the Service Provider hereby assigns to the City, and confirms that the Service Provider has assigned all, and not less than all, of its right, title and interest throughout the world, including reversionary interests and rights of renewal and other rights, in and to the copyright and all other rights in the work and in the product including the right to create derivative works which modify or alter the work and the product in any manner whatsoever.
- 9.2 Where the Service Provider develops a work or a product under this Agreement, the Service Provider hereby waives the whole of its moral rights in the work and in the product.
- 9.3 Where the Service Provider develops a work or a product under this Agreement, the Service Provider;





- (a) represents and warrants that the use of the work or product does not violate any copyright or infringe third party intellectual property rights;
- (b) covenants that the use of the work or product will not violate any copyright or infringe third party intellectual property rights;
- (c) agrees to indemnify the City of any liability, injury or damage, including legal costs or expenses incurred by the City as a result of any breach or alleged breach of a term, warranty, representation or covenant in this Agreement by the Service Provider;
- (d) agrees that the indemnities herein set forth shall survive in perpetuity; and
- (e) agrees not to institute any action against the City on the grounds that the use of the work or product constitutes an infringement of its moral rights.

**10.0 NOTICE**

10.1 Any notice, report, direction, request or other documentation required or permitted to be given to either party hereto shall be in writing and shall be given by personal service or by mailing by registered mail, with postage thereon fully prepaid, in a sealed envelope, to be addressed as follows:

If for the Service Provider:  
To: Investing In Children Inc.  
205 Oxford St. E, Suite 206  
London, ON, N6A 5G6

If for the City:  
To: The Corporation of the City of London  
Attn: Manager, Children's Services  
Market Tower  
151 Dundas Street, P.O. Box 5045  
London, ON N6A 4L6

Either party may by notice in writing advise of a new address for notice, which shall then be used by the party to whom it is addressed.

Any notice, report, direction, request or other document delivered personally in accordance herewith shall be deemed to have been received when given to the addressee on the day of delivery. Any notice, report, direction, request or other document mailed as aforesaid shall be deemed to have been received by and given to the addressee on the second (2nd) business day following the date of mailing, provided that for such purposes no day during which there shall be a strike or other occurrence which shall interfere with normal mail service shall be considered a business day.

**11.0 GENERAL**

- 11.1 The Service Provider agrees that during the term of this Agreement it will provide its Services on a non-exclusive basis.
- 11.2 It is acknowledged by the City that this is not an exclusive Agreement with the Service Provider and that the Service Provider and its employees provide or may provide similar services to other companies.
- 11.3 Governing Law  
This Agreement shall be governed and interpreted in accordance with the laws of Ontario and Canada applicable to this agreement, and shall be treated in all respects as an Ontario contract. The Service Provider and the City specifically submit to the exclusive jurisdiction of the courts of Ontario and Canada.
- 11.4 Survival  
The provisions relating to liability, indemnity and confidentiality requirements shall survive termination or expiry of this Agreement for a period of seven (7) years from the date of the termination of this Agreement.
- 11.5 Execution  
The Service Provider acknowledges that it has read this Agreement, understands and agrees to be bound by its terms and conditions.

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**IN WITNESS WHEREOF** the parties have caused to be executed, this Agreement;  
**SIGNED, SEALED AND DELIVERED**

**THE CORPORATION OF THE CITY OF  
LONDON**

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Lynne Livingstone  
Managing Director, Neighbourhood, Children and  
Fire Services

**INVESTING IN CHILDREN, INC.**

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Per: Name:  
Title:

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Per: Name:  
Title:

I / We have authority to bind the corporation.