

TO:	CHAIR AND MEMBERS COMMUNITY and PROTECTIVE SERVICES COMMITTEE MEETING ON DECEMBER 13, 2016
FROM:	LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES
SUBJECT:	RENEWING AN AGREEMENT WITH SOUTH LONDON NEIGHBOURHOOD RESOURCE CENTRE FOR USE OF SPACE FOR SOCIAL AND COMMUNITY PROGRAMS AT SOUTH LONDON COMMUNITY CENTRE

RECOMMENDATION

That, on the recommendation of the Managing Director of Neighbourhood, Children and Fire Services, the attached proposed by-law (Appendix A) **BE INTRODUCED** at the Municipal Council Meeting on December 19th, 2016 to approve the attached licence agreement (Appendix B) to provide space in the South London Community Centre (SLCC) to the South London Neighbourhood Resource Centre (SLNRC) for the purpose of delivering social and community programs in the South London area.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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May, 2009. Licence Agreement – South London Neighbourhood Resource Centre

BACKGROUND

PURPOSE

This report recommends the updating and renewal of a long standing licence agreement with South London Neighbourhood Resource Centre allowing it continued and updated use of space in South London Community Centre (SLCC) to provide community, recreation, and social programming for residents of south London. The updated agreement renews the former licence agreement (which has expired) and reflects proposed use of some newly added and/or renovated space made available through the recent South London Community Centre redevelopment project completed in 2015.

This agreements helps implement the following strategies from the Strategic Plan of the City of London 2015-2019

- Support neighbourhood driven activities and decision making
- Support all Londoners to feel engaged and involved in our community.

What is the South London Neighbourhood Resource Centre?

The South London Neighbourhood Resource Centre (SLNRC) is one of several Resource Centres in London serving various neighbourhoods by responding to identified local needs. SLNRC began providing services in South London under the administration of Community Council of White Oaks in 1987, and then became incorporated as its own entity in 2000. Throughout this long history, SLNRC has continued to offer programs and services for all ages including family and parental support groups, Well Baby Clinics, Emergency Food Services,

Women’s Workshops, cooking groups, Friday Soup (supportive program for adults and seniors), parent involved play groups, summer youth day camps, a youth centre, seniors programming, and a variety of activity based clubs.

South London Neighbourhood Centre enjoys funding from the City of London and United Way, as well as other granting organizations to support its community programming.

Why is this relationship important?

The programming of SLNRC contributes significantly to engaging and supporting residents of south London in community life. The programming is designed to introduce neighbours to neighbours in addition to providing valuable services to a broad cross section of residents including (isolated) seniors, young families (including young single parents), teens, and adults. Programs seek to serve the very diverse south London community and also take care to complement the services of other organizations operating within South London Community Centre – including London Public Library, City of London Spectrum programming, and City of London Social Services – as well as other services in the local community – including the nearby Family Centre of White Oaks. SLNRC also works closely with Community Council of White Oaks and City of London to promote community building events in the area including a strongly attended annual Canada Day celebration.

The SLNRC directly provides social and recreation programs and also works with partners (e.g. Middlesex-London Health Unit) to provide clinics and health consultations as well as special events celebrating cultural diversity.

In addition to providing services valued by local residents, a number of the programs and activities relieve the City from having to directly provide these, thereby saving potential operational support costs.

In 2015 South London Neighbourhood Resource Centre drew 109,843 visits to its various activities and consistently enjoys praise from local residents for its programs and services. These are indications of the value of SLNRC programs and services.

Why this Agreement?

This recommended agreement provides licenced access (some exclusive and some non-exclusive) to spaces in South London Community Centre at a nominal fee (\$2.00) to allow the Resource Centre to continue to provide its valuable and complementary programs and services. These spaces include dedicated administrative office space and priority access during certain times on certain days to programming and programming support spaces such as the “teen room”, gymnasium, kitchen and parent-child centre.

The most recent licence agreement has expired and requires renewal. Further, the recent redevelopment project has required the redefining of exclusive and non-exclusive use spaces, which needed to be reflected in an updated agreement.

FINANCIAL IMPACT

There are no financial implications for the current operational budget of SLCC as a result of this agreement. The license fee paid by SLNRC for use of the SLCC space for the purpose of delivering social and community programs has traditionally been, and is proposed to continue being, a nominal amount.

CONCLUSION

Renewal of this agreement will allow South London Neighbourhood Resource Centre continued and expanded use of operational space in the South London Community Centre in which to continue providing exceptional social and community programs and services to Londoners.

Neighbourhood, Children and Fire Services would like to acknowledge the assistance and concurrence of Realty Services in the preparation of this agreement and report.

PREPARED BY:	
CHRIS GREEN SUPERVISOR WEST AREA RECREATION SERVICES	
SUBMITTED BY	RECOMMENDED BY:
TONY KYLE MANAGER III WEST AREA RECREATION SERVICES	LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN & FIRE SERVICES

- c
- Dave Munteer, Solicitor II

Kyle Murray - Senior Financial Business Administrator

Jason Wills - Manager III, Risk Management

APPENDIX “A”

Bill No.

By-law No.

A by-law to authorize and approve a Licence Agreement between The Corporation of the City of London and South London Neighbourhood Resource Centre, for the use of a portion of the South London Community Centre located at 1119 Jalna Boulevard, in the City of London, for the purpose of delivering social and community programs in the South London area, 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 Agreement with South London Neighbourhood Resource Centre (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 Licence Agreement between the City and South London Neighbourhood Resource Centre is hereby authorized and approved.
2. The Mayor and the City Clerk are hereby authorized to execute the 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 December 19, 2016.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First Reading - December 19, 2016
Second Reading – December 19, 2016
Third Reading – December 19, 2016

Appendix B

LICENCE AGREEMENT

THIS AGREEMENT is made between:

THE CORPORATION OF THE CITY OF LONDON (the “City”)

and

SOUTH LONDON NEIGHBOURHOOD RESOURCE CENTRE (the “Licencee”)

WHEREAS the City owns the property located at 1119 Jalna Boulevard, in the City of London, in the County of Middlesex, upon which is located the South London Community Centre (“Centre”);

AND WHEREAS the Licencee is a not for profit charitable organization that offers programs and services for newborns to seniors including specialized early years services for high risk families, youth services, volunteer services, adults and seniors programs, basic needs and advocacy including an emergency baby and food cupboard, community engagement initiatives, and through a collective community development approach provides co-ordination of multiple agencies service delivery in the South London Community Centre;

AND WHEREAS the City considers it in the interests of the municipality to provide support to the Licencee and its programs as it provides services that benefit the community;

AND WHEREAS the Licencee has requested permission to use portions of the Centre including **Front Office Space, Director’s Office, Finance Office Mail/Copy Room, Kitchen, Gymnasium, Food Cupboard, Front-Entrance Counter, Pre-school Room, ESL Rooms, Parent Child Centre, Teen Room, Boardroom, Multipurpose room, Language Rooms, and common areas including washrooms**, more particularly outlined in orange and green on the sketch attached hereto as **Schedule “A”**, (“Premises”), for the purpose of providing community identified programs and services that respond to the needs in the area;

THEREFORE IN CONSIDERATION of the premises and other good and valuable consideration the parties agree as follows:

1. Licence:

- 1.1 The City grants to the Licencee the licence to use the Premises pursuant to the terms and conditions contained in this Agreement.

The Licencee shall have the exclusive use of the Director’s Office, Finance Office, and six (6) work stations in the work areas off of the front lobby for staff use. Subject to availability, the Licencee may request more workstations through the permission of the City and the additional work stations may be assigned by the City.

The Licencee shall have non-exclusive use of the Kitchen, Gymnasium, Front-Entrance Counter, Wakefield Room(s), Gemmel Room, Boardroom, Parent Child Room, Youth Room, Interview Office, Mail/Copy Room, and Multipurpose room from 8:30 a.m. to 4:00 p.m., Monday to Friday.

Extended Use Rooms:

The Licencee shall have non-exclusive use of the Parent-Child Centre and Teen Room, and Multipurpose Room from 8:30 a.m. to 9:00 p.m., Monday to Thursday, and 8:30am-5:00pm on Friday and Saturday. With the understanding that Sunday is not a usual day of business.

- 1.2 The Licencee shall pay the City Two Dollars CDN (\$2.00) per annum as a licence fee payable to the City Treasurer on or before the 1st day of the term of the agreement, for each year of the agreement.
- 1.3 Notwithstanding the use granted by this licence, the Premises shall not be available on days during which the Centre has been closed by the City because of inclement weather or any other reason.

2. Term:

- 2.1 The term of this Licence Agreement shall be for five (5) years, commencing December 1, 2016, and terminating November 30, 2021, or terminating at such earlier date pursuant to section 10 of this Agreement.
- 2.2 This Agreement may be renewed for one further five-year term, at the mutual agreement of the parties provided the Licencee is not in default of any of the terms and conditions contained in this Agreement. If Licencee does not wish to renew this Agreement, a written notice must be provided a minimum of six (6) months prior to the expiration of the Term herein. The City's decision to renew shall be in its sole discretion. The Managing Director of Neighbourhood, Children and Fire Services is authorized to renew.

3. Obligations of the Licencee:

- 3.1 The Licencee shall be responsible for providing the office supplies including computer and printers for all the Office Space and all associated staff of the Licencee. The Licencee shall be responsible for maintaining all of their equipment within the Director's Office and designated work stations.
- 3.2 The Licencee shall be responsible for supplying all office furnishing necessary for its operations.
- 3.3 The Licencee shall be responsible for providing the photocopier and fax machine for use in the Mail/Copy Room and the City shall be permitted use of these two pieces of equipment provided the City provides its own paper.
- 3.4 The Licencee shall be permitted to use the existing amenities in the Kitchen, Gymnasium, Front-Entrance Counter, Parent-Child Room, and Multipurpose Room, Staff Room, Boardroom, Wakefield Rooms, Youth Room, Reflection Room, Atrium, and Gemmel Room. Changes to the permitted use is at discretion of the City of London.
- 3.5 The Licencee shall return City keys forthwith upon demand by the City. The Licencee shall forthwith provide the City with the names of any individuals who from time to time are in possession of the keys. The Licencee's Executive Director shall assume responsibility for all of the named key holders. The Licencee shall ensure that no duplicates of the keys are made. The Licencee shall ensure that only individuals for whom it is at law responsible have access to the keys. The Licencee shall notify the City forthwith of any lost keys, or if it becomes aware that duplicate keys have been made. Should the City be required to change any locks as a result of lost keys or duplicate keys being made, the cost of same shall be borne by the Licencee.
- 3.6 The Licencee agrees as follows:
- (a) to use the Centre and Premises only for the purpose set out in this Agreement;
 - (b) to maintain the appearance of the Premises in a neat, clean and well-kept manner;
 - (c) to ensure that no rubbish, refuse or objectionable material accumulates in or about the Premises;
 - (d) not to bring into the Centre or store on the Premises dangerous materials, including but not limited to flammable or explosive materials;
 - (e) To ensure:
 - (i) smoking is not permitted in the Centre or Premises in contravention of the City's smoking by-laws or Provincial law;
 - (ii) drinking of alcoholic beverages is not permitted in the Centre or Premises;
 - (iii) that vehicles will be parked at the Centre only in designated parking areas, only when centre usage is low and parking places are available;
 - (f) to comply with all Federal and Provincial Legislation, Rules, Regulations and Municipal By-laws. The Licencee further agrees to comply with all tariffs and charges as dictated by the Rules and Regulations of the Society of Composers, Authors and Music Publishers of Canada and ReSound;
 - (g) the complete care, custody and control of the Centre and Premises, except for the Director's Office, shall at all times remain with the City through its management, supervisory, custodial and maintenance employees, excluding contents owned by the Licencee or its members, invitees, or persons for whom it is at law responsible; and,
 - (h) to ensure that any of its employees or volunteers who will be on the Premises, are provided with the City's Workplace Harassment/Discrimination Prevention Policy

and Complaint Procedure.

4. Obligations of the City:

- 4.1 The City shall have City Staff on site from 7:00 a.m. to 3:00 p.m., Monday to Friday. The City shall ensure that a City Staff is present for all City programs and private rentals. The City Staff will be responsible for all set-ups and take downs.
- 4.2 The City shall provide training to the Licensee on emergency procedures such as fire evacuation, and reporting procedures regarding injuries, property damage and theft.
- 4.3 The City shall be responsible for all custodial services associated with the Premises.
- 4.4 The City shall be responsible for providing water, hydro and heat for the licenced area.
- 4.5 The City agrees as follows:
 - (a) to keep the sidewalks and parking areas at the Centre clean and reasonably free of ice and snow;
 - (b) to clean and maintain the Centre and the entrance to the Centre;
 - (c) to keep the Premises in a good state of repair, notwithstanding that the City's obligation to repair shall not extend to any repairs, damages, injuries or maintenance which arises from or results from the wilful or negligent act or omission of the Licencee or its agents or of those for whom it is at law responsible.

5. General Provisions:

- 5.1 The Licencee accepts the Lands and Premises in their condition as of the date of this Agreement and shall not call upon the City to do or pay for any work or supply any equipment to make the Lands and Premises more suitable for the proposed use by the Licencee.
- 5.2 The City may inspect the Centre and Premises to ensure compliance with the terms of this Agreement and any Federal or Provincial Legislation, Regulations or Municipal By-laws.
- 5.3 The City shall not be responsible for any damage or theft to vehicles parked in the parking areas. The City shall not be responsible for any loss or damage to the Licencee's equipment or property, or property of persons for whom the Licencee is at law responsible.

6. Use of Premises for Events and Programs

- 6.1 Annually the City and the Licencee will agree on an approved program plan, (the "Plan") that will be delivered by the Licencee. If no Plan is approved, the previous year's Plan will be utilized, with any modifications, as determined by the City.
- 6.2 The Licencee shall have access to the Centre on a Friday night, or Saturday occasionally for approved community events and services only if the exact dates are set out in the Plan. The Licencee shall book the entire Centre for those evenings to avoid conflicts between functions.
- 6.3 As set out in the Plan, the City may at its discretion provide the Licencee with free program space outside the time noted in paragraph 7.2 above.
- 6.4 Subcontracting of program and services or sub-licensing of space to meet the agreed upon Plan can only be done with the prior written consent of the City.
- 6.5 All subcontracted programs of the Licencee are to be considered the responsibility of the Executive Director.

7. Insurance and Indemnification:

7.1 Insurance

- (a) Throughout the term of this agreement, the City agrees to obtain and maintain at its own expense general liability insurance for legal liability arising out of bodily injury, including death, or property damage covering its ownership, maintenance and activities on the Centre in an amount of not less than five million (\$5,000,000.00) dollars subject to a deductible usual to a corporation of its size.
- (b) Throughout the term of this agreement, the Licencee shall obtain and maintain the coverage shown below and shall provide that the following insurance will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the date of cancellation or expiry:
 - (i) Third party general liability insurance covering all claims for negligence, nuisance, property damage and bodily injury, including death, arising out of the use of the Centre by the Licencee. Such policy shall include the City as an additional insured with respect to this Agreement and be in an amount not less than five million (\$5,000,000.00) dollars including personal injury liability, broad form property damage liability, contractual liability, owners' and contractors' protective liability, non-owned automobile liability, contingent employer's liability, and shall contain a severability of interests clause and cross-liability clauses.
 - (ii) Standard all-risk property insurance covering the property of the Licencee, including leasehold improvements, in an amount not less than the full replacement cost value with a deductible of no more than \$2,500.00; such policy shall include a waiver of subrogation in favour of the City;
- (c) The Licencee shall not do, omit to do, or permit to be done or omitted to be done on or at the Centre anything that may increase premiums or void coverage under the property insurance policies carried by the City on the Premises described in this agreement.
- (d) The insurance described in 8.1(b) above will not be cancelled or permitted to lapse unless the Licencee notifies the City in writing at least thirty (30) days prior to the date of cancellation or expiry. Evidence of such insurance shall be delivered to the City promptly at inception of this agreement and thereafter prior to the insurance renewal date.
- (e) Failure to satisfactorily meet these conditions relating to insurance shall be deemed a breach of this agreement.
- (f) The City reserves the right to request such higher limits of insurance or other types of policies appropriate to this agreement as the City may reasonably require from time to time.

7.2 Indemnification

The Licencee agrees to protect, defend, indemnify and save the City harmless from and against all liability, loss, claims, demands, actions, proceedings, fines or penalties, including any costs and expenses incurred by the City thereby, including reasonable legal fees, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with this licence as a result of any act or omission of the Licencee or the group represented by or affiliated with the Licencee or their members, officers, employees, agents or contractors, invitees, or other persons for whom the Licencee is at law responsible.

8. **Status of Licencee:**

- 8.1 The Licencee acknowledges and agrees 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 Licencee, nor any person employed by or associated with the Licencee is an employee of, or has an employment relationship of any kind with the City or is in any way entitled to employment benefits of any kind whatsoever from the City whether under internal policies and programs of the City, the *Income Tax Act*, R.S.C. 1985 c.1 (1st Supp); the *Canada Pension Act*, R.S.C. 1985, c.C-8; the *Employment Insurance Act*, S.O. 1996,c.23; the *Workplace Safety and Insurance Act*, 1997 S.O. 1997, c.26 (Schedule "A"); the *Occupational Health and Safety Act*, R.S.O. 1990, c.o.1; the *Pay Equity Act*, R. S. O. 1990, c.P.7; the *Health Insurance Act*, R.S.O. 1990, c.H.6; or any other employment related legislation, all as may be amended from time to time, or otherwise.

- 8.2 Notwithstanding paragraph 8.1 above, it is the sole and exclusive responsibility of the Licencee to make its own determination as to its status under the Acts referred to above and, in particular, to comply with the provisions of any of the aforesaid Acts, and to make any payments required thereunder.
- 8.3 The Licencee shall operate independently of the City and is not the agent or servant of the City for any purpose.

9. Termination:

Termination by the City

- 9.1 If the Licencee defaults in performing any of its obligations under this Agreement, the City may terminate the licence granted under this Agreement immediately. Any waiver by the City of any breach by the Licencee of any provisions of this Agreement shall be without prejudice to the exercise by the City of all or any of its rights or remedies in respect of any continuance or repetition of such breach.
- 9.2 Unless otherwise provided for in this Agreement, the City may terminate this Agreement without liability by providing notice in writing thirty (30) calendar days prior to the date of such termination.
- 9.3 In the event of termination of this agreement, the City shall have no further obligations to the Licencee.

Termination by the Licencee

- 9.4 The Licencee may terminate this Agreement upon ninety (90) days' written notice for any reason.

10. Notice:

- 10.1 Any notice required to be given to the City or the Licencee under this Agreement shall be sufficiently given if delivered personally or by courier, transmitted by fax, or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery if delivered personally, by courier or by fax, or in the case of mailing, three (3) business days after it was delivered to the post office.

City's Address

City Clerk
The Corporation of the City of London
300 Dufferin Avenue
P.O. Box 5035
LONDON, ON N6A 4L9

Licencee's Address

Executive Director
South London Neighbourhood
Resource Centre
1119 Jalna Boulevard
LONDON, ON N6E 3B3

11. Circumstances Beyond the Control of Either Party

- 11.1 Neither party will be responsible for damage caused by delay or failure to perform under the terms of this Agreement resulting from matters beyond the control of the City and the Licencee including strike, lockout or any other action arising from a labour dispute, fire, flood, act of God, war, riot or other civil insurrection, lawful act of public authority, or delay or default caused by a common carrier which cannot be reasonably foreseen or provided against.

12. Execution:

- 12.1 The Licencee acknowledges that it has read this agreement, understands it and agrees to be bound by its terms and conditions. Further the Licencee agrees that it is the complete and exclusive statement of the agreement between the parties, which supersedes all proposals or prior agreement, oral or written, and all other communications between the parties relating to the subject-matter of this Agreement.

IN WITNESS WHEREOF the Licencee has affixed its corporate seal, attested by the hands of

its duly authorized officers.

**SOUTH LONDON NEIGHBOURHOOD
RESOURCE CENTRE**

Date

Per (Signature): _____

Print Name: _____

Print Title: _____

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 Mayor and Clerk,

THE CORPORATION OF THE CITY OF LONDON

Date

Matt Brown, Mayor

Date

Catharine Saunders, City Clerk

Premises

