

TO:	CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE JANUARY 24, 2016
FROM:	LYNNE LIVINGSTONE MANAGING DIRECTOR OF NEIGHBOURHOOD, CHILDREN & FIRE SERVICES
SUBJECT:	ONTARIO EARLY YEARS CHILD AND FAMILY CENTRES PLANNING AND TRANSFER PAYMENT AGREEMENT

RECOMMENDATION

That, on the recommendation of the Managing Director of Neighbourhood, Children & Fire Services, the attached proposed By-law (Schedule 1) **BE INTRODUCED** at the Municipal Council Meeting of January 31, 2017:

- a) **TO APPROVE** a Transfer Payment Agreement attached (Appendix A) between The Corporation of the City of London and Her Majesty the Queen in Right of Ontario (“the Province of Ontario”), for funding to support the planning process for local Ontario Early Years Child and Family Centres.
- 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 approved budget, and that do not increase the indebtedness of The Corporation of the City of London;
- c) **TO APPROVE** to the Mayor and City Clerk, the authority to execute the Agreement in (a) above.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

- Neighbourhood Family Centre London District Catholic School Board St .Francis Catholic Elementary School- March 16, 2016
- Neighbourhood Family Centre: Thames Valley District School Board: Northwest London New Public School - February 17, 2016
- Neighbourhood Family Centre: Thames Valley District School Board: Northeast London New Public School - February 17, 2016
- London’s Child and Youth Network: Family-Centred Service System Impact Assessment – December 15, 2015
- Child Care Information Update and 2015 Child Care Service Plan- April 21, 2015
- Child Care Funding Formula Update – April 8, 2013 (Established Child Care and Early Years Childhood Development Reserve Fund)
- Child and Youth Agenda II - “The Best for Our Children, Youth and Families II – The Next Three Years of London’s Child and Youth Agenda to 2015” – November 2012
- Dr. Charles Pascal Report: With our Best Future in Mind, Implementing Early Learning in Ontario – July 20, 2009

BACKGROUND

Purpose

The purpose of this report is to: summarize recent Ministry of Education announcements regarding Ontario Early Years Child and Family Centres (OEYCFCs); and, to present for consideration a new Transfer Payment Agreement (TPA) between the Corporation of the City of London and the Province of Ontario to provide funding to support the Corporation of the City of London in its planning role for early years services as Service System Manager under section 56 of *the Child Care and Early Years Act, 2014* (CCEYA).

Background

In 2013, the Provincial government released the Ontario Early Years Policy framework; this framework highlighted the Provincial vision for an early years system that is high quality, seamless, and accessible for Ontario children and families. The framework included a commitment to integrate four Family Support programs funded by the Province — Ontario Early Years Centres, Parenting and Family Literacy Centres, Child Care Resource Centres, and Better Beginnings Better Futures.

On February 19, 2016 at the Family Centre White Oaks in London, the Premier announced the Ontario government's plan for moving forward with the transformation of the four provincial Family Support programs; by 2018, the programs will be integrated into one approach called Ontario Early Years Child and Family Centres (OEYCFCs). The development of the OEYCFCs is intended to provide an integrated, cohesive system of services and supports to children ages 0-6 and their families. All OEYCFCs will be guided by a Provincial framework, a common identity, and a new funding approach.

Under section 56 of the CCEYA, the Corporation of the City of London has the responsibility for early years and child care planning. As Service System Manager for London and the County of Middlesex, The Corporation of the City of London will be responsible for managing the implementation of OEYCFCs and integrated planning for child care and early years services. The planning guidelines for early years has been outlined for Service System Managers in the Ministry of Education's "Ontario Early Years Child and Family Centres: Planning Guidelines for Service System Managers" document which was released in July, 2016.

In a memo dated May 9, 2016 to Service System Managers, the Province identified that regulations under the CCEYA will be phased in, and that Service System Managers will be required to submit a Council approved plan for child care to the Ministry of Education in January 2019 which includes a plan for the provision of early years programs and services.

The Corporation of the City of London will have the flexibility to determine how early years services are delivered and by whom, through local service planning with existing early years program providers, school boards and key stakeholders. Given the nature of this project, it is difficult to be more specific about implementation details at this time. As the Service System Manager, the Corporation of the City of London has a duty to cooperate with the Ministry of Education on child care and early years planning. As new information becomes available Civic Administration will inform Council.

In 2017, the Ministry of Education is providing one-time funding to support planning development and a needs assessments for OEYCFCs and integrated early years programs and services.

Funding Expectations

To be eligible for the one-time OEYCFCs planning funding, the Corporation of the City of London must be prepared to complete the following planning activities in 2017:

- Build capacity to determine community needs, identify prospective service locations, service providers, and program offerings;
- Develop local service system plans for child and family centres; and,
- Establish local service contracts and/or purchase of service agreements to prepare for program implementation by January 2018.

The OEYCFCs planning funds provided by the Province through the TPA will further support London as a Service System Manager to align provincially-mandated planning with the existing local planning initiatives for early years services for children and families. Local planning initiatives are being organized through Middlesex County's Middlesex Children's Services Network and through London's Child and Youth Network, via the Family-Centred Service System.

Risks and Particulars of the Transfer Payment Agreement

It is noted that the Transfer Payment Agreement contains the following indemnity clause (Article 11.1, "Indemnification", page 9) stating:

"The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or

otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Province.”

In the opinion of Corporate Insurance/Risk Management, the indemnity clause should not prevent the Corporation from moving forward with final approval of this agreement, as the potential benefit of the funds outweigh the associated risk from the indemnity clause.

The Corporation of the City of London will mitigate risks associated with this transfer payment agreement by using the optimum level of oversight, control and discipline enabling us to manage risk in changing environments and help provide the proper level of assessment to ensure that the planning outcomes meet our objectives. This will be done using clearly defined expectations of the objectives, functions, eligibility criteria, and recipient obligations for all planning projects that are supported by this transfer payment agreement. Recipients receiving funding from the Corporation of the City of London to support OEYCFCs planning will have governance structures and accountability processes in place to properly administer and manage public funds and to provide the services for which transfer payments are made.

The Managing Director of Neighbourhood, Children and Fire Services, or designate, will be administering the contract for the Corporation of the City of London.

Conclusion

The OEYCFCs planning funds support the Corporation of the City of London’s mandated role as Service System Manager in planning for child care and early years.

Civic Administration believes these benefits outweigh any risks associated with elements of the Transfer of Payment Agreement the City is being asked to sign in order to initiate the flow of funds.

FINANCIAL IMPACT

The planning funds, totalling \$131,579, can only be used to cover expenses incurred during the 2017 calendar year. These funds cannot be used for the delivery of child and family programs, including program staff salaries, benefits, or accommodation costs.

There will be reporting requirements associated with receipt of Ontario Early Years Child and Family Centre planning funding. Consultations with Finance indicate this can be accomplished within existing resources.

PREPARED BY:	REVIEWED BY:
JOSH ARCHER MANAGER I, POLICY AND STRATEGIC ISSUES, CHILDREN’S SERVICES	TREVOR FOWLER MANAGER III, CHILDREN’S SERVICES NEIGHBOURHOOD, CHILDREN & FIRE SERVICES
RECOMMENDED BY:	
LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN & FIRE SERVICES	

- C. Kyle Murray, Senior Financial Business Administrator
 Lynn Marshall, Solicitor II
 Jason Wills, Manager III, Risk Management

SCHEDULE 1

Bill No
2017

By-law No

A By-law to authorize and approve a Transfer of Payment Agreement between The Corporation of the City of London and “Her Majesty the Queen in Right of Ontario (“the Province of Ontario”)” respecting Ontario Early Year Child and Family Centre 2017 Planning Grant funding.

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 section 10 of the *Municipal Act, 2001* provides that (1) a municipality may provide any service or thing that the municipality considers necessary or desirable for the public, and (2) that a municipality may pass by-laws respecting: 5. Economic, social and environmental well-being of the municipality; 6. Health, safety and well-being of persons; 7. Services and things the municipality is authorized to provide under subsection (1); 8. Protection of persons and property;

AND WHEREAS section 22 of the *Municipal Act, 2001* provides that a municipality may provide a system that it would otherwise not have power to provide within the municipality, if it does so in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

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 Transfer of Payment Agreement (TPA) to be entered into between The Corporation of the City of London and Her Majesty the Queen in Right of Ontario (“the Province of Ontario”) attached as Appendix A to this by-law, respecting Ontario Early Years Child and Family Centre 2017 Planning Grant funding is hereby authorized and approved.
2. The Mayor and City Clerk are authorized to execute the TPA agreement approved under section 1 of this by-law.
3. The Managing Director, Neighbourhood, Children 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 Transfer of Payment 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

, 2017

Matt Brown
Mayor

Catharine Saunders
City Clerk

First reading
Second reading -
Third reading -

APPENDIX A

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the 1st day of January, 2017 (the “Effective Date”)

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of
Education (the “Province”)

- and -

The Corporation of the City of London (the “Recipient”)

BACKGROUND

The Recipient intends to carry out the Project.

The Province wishes to provide Funds to the Recipient for the Project.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the “Parties”) agree as follows:

ENTIRE AGREEMENT

This agreement (the “Agreement”), including:

- Schedule “A” - General Terms and Conditions
- Schedule “B” - Project Specific Information and Additional Provisions
- Schedule “C” - Project Description and Timelines
- Schedule “D” - Budget
- Schedule “E” - Payment Plan
- Schedule “F” - Reporting, and
- any amending agreement entered into as provided for below,

constitutes the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

COUNTERPARTS

The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

AMENDING THE AGREEMENT

The Agreement may only be amended by a written agreement duly executed by the Parties.

ACKNOWLEDGEMENT

The Recipient:

- (a) acknowledges that it has read and understands the provisions contained in the entire Agreement; and
- (b) agrees to be bound by the terms and conditions contained in the entire Agreement.

IN WITNESS WHEREOF, the Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as
represented by the Minister of Education**

by:

Date Name:
Title:

Authorized Signing Officer

The Corporation of the City of London

by:

Date Name:
Title:

by:

Date Name:
Title:

I/We have authority to bind the Recipient.

SCHEDULE “A” GENERAL TERMS AND CONDITIONS

1.0 INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“**Additional Provisions**” means the terms and conditions referred to in section 9.1 and as specified in Schedule “B”.

“**BPSAA**” means the *Broader Public Sector Accountability Act, 2010* (Ontario).

“**Budget**” means the budget attached to the Agreement as Schedule “D”.

“**Business Day**” means any working day, Monday to Friday inclusive, 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 on which the Province has elected to be closed for business.

“**Event of Default**” has the meaning ascribed to it in section 15.1.

“**Expiration Date**” means the date on which this Agreement will expire and is the date set out in Schedule “B”.

“**Funding Year**” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“**Funds**” means the money the Province provides to the Recipient pursuant to the Agreement.

“**Indemnified Parties**” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

“**Maximum Funds**” means the maximum amount the Province will provide the Recipient under the Agreement as set out in Schedule “B”.

“**Notice**” means any communication given or required to be given pursuant to the Agreement.

“**Notice Period**” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“**Party**” means either the Province or the Recipient.

“**Project**” means the undertaking described in Schedule “C”.

“**PSSDA**” means the *Public Sector Salary Disclosure Act, 1996* (Ontario).

“**Reports**” means the reports described in Schedule “F”.

“**Timelines**” means the Project schedule set out in Schedule “C”.

2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete for the term of the Agreement.

2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

2.3 Governance. The Recipient represents, warrants and covenants that it has, and will maintain, in writing for the period during which the Agreement is in effect:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to ensure the ongoing effective functioning of the Recipient;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient, in a timely manner, to identify risks to the completion of the Project, and strategies to address the identified risks;
- (g) procedures to enable the preparation and delivery of all Reports required pursuant to Article 7.0; and
- (h) procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under the Agreement.

2.4 Supporting Documentation. Upon request, the Recipient will provide the Province with proof of the matters referred to in this Article 2.0.

3.0 TERM OF THE AGREEMENT

3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiration Date unless terminated earlier pursuant to Article 13.0, Article 14.0 or Article 15.0.

4.0 FUNDS AND CARRYING OUT THE PROJECT

4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the Payment Plan attached to the Agreement as Schedule "E"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

4.2 Limitation on Payment of Funds. Despite section 4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 12.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to section 7.1; and
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
 - (ii) terminate the Agreement pursuant to section 14.1.

4.3 Use of Funds and Project. The Recipient will:

- (a) carry out the Project in accordance with the terms and conditions of the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget; and
- (d) not use the Funds to cover any specific cost that has or will be funded or reimbursed by any third party, including other ministries, agencies and organizations of the Government of Ontario.

4.4 Province's Role Limited to Providing Funds. For greater clarity, the Province's role under the Agreement is limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project.

4.5 No Changes. The Recipient will not make any changes to the Project, the Timelines, or the Budget without the prior written consent of the Province.

4.6 Interest Bearing Account. If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

- 4.7 Interest.** If the Recipient earns any interest on the Funds, the Province may:
- (a) deduct an amount equal to the interest from any further instalments of Funds; or
 - (b) demand from the Recipient the repayment of an amount equal to the interest.
- 4.8 Maximum Funds.** The Recipient acknowledges that the Funds available to it pursuant to the Agreement will not exceed the Maximum Funds.
- 4.9 Rebates, Credits and Refunds.** The Recipient acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the actual costs to the Recipient, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.
- 4.10 Funding, Not Procurement.** For greater clarity, the Recipient acknowledges that:
- (a) it is receiving funding from the Province for the Project and is not providing goods or services to the Province; and
 - (b) the funding the Province is providing under the Agreement is funding for the purposes of the PSSDA.
- 5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**
- 5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:
- (a) do so through a process that promotes the best value for money; and
 - (b) comply with the BPSAA, including any procurement directive issued thereunder, to the extent applicable.
- 5.2 Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.
- 6.0 CONFLICT OF INTEREST**
- 6.1 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.
- 6.2 Conflict of Interest Includes.** For the purposes of this Article, a conflict of interest includes any circumstances where:
- (a) the Recipient; or
 - (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds, or both.
- 6.3 Disclosure to Province.** The Recipient will:
- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
 - (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

7.0 REPORTING, ACCOUNTING AND REVIEW

7.1 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section 19.1, all Reports in accordance with the timelines and content requirements set out in Schedule "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section 19.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

7.2 Record Maintenance. The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

7.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section 7.2;
- (b) remove any copies made pursuant to section 7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

7.4 Disclosure. To assist in respect of the rights set out in section 7.3, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province, and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

7.5 No Control of Records. No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

7.6 Auditor General. For greater certainty, the Province's rights under this Article are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

8.0 COMMUNICATIONS REQUIREMENTS

8.1 Acknowledge Support. Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province in a form and manner as directed by the Province.

8.2 Publication. The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

9.0 FURTHER CONDITIONS

9.1 **Additional Provisions.** The Recipient will comply with any Additional Provisions. In the event of a conflict or inconsistency between any of the requirements of the Additional Provisions and any requirements of this Schedule "A", the Additional Provisions will prevail.

10.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

10.1 **FIPPA.** The Recipient acknowledges that the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

11.0 INDEMNITY

11.1 **Indemnification.** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Province.

11.2 **Recipient's Participation.** The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

11.3 **Province's Election.** The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of Province under the Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.

11.4 **Settlement Authority.** The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

11.5 **Recipient's Co-operation.** If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province to the fullest extent possible in the proceedings and any related settlement negotiations

12.0 INSURANCE

12.1 **Recipient's Insurance.** The Recipient represents and warrants that it has, and will maintain for the term of the Agreement, 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 carrying out a project similar to the Project would maintain, including 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 the amount set out in Schedule "B" per occurrence. The policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

12.2 Proof of Insurance. The Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section 12.1. Upon the request of the Province, the Recipient will make available to the Province a copy of each insurance policy.

13.0 TERMINATION ON NOTICE

13.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least 30 days' Notice to the Recipient.

13.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section 13.1, the Province may take one or more of the following actions:

- (a) cancel all further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b); and
 - (ii) subject to section 4.8, provide Funds to the Recipient to cover such costs.

14.0 TERMINATION WHERE NO APPROPRIATION

14.1 Termination Where No Appropriation. If, as provided for in section 4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

14.2 Consequences of Termination Where No Appropriation. If the Province terminates the Agreement pursuant to section 14.1, the Province may take one or more of the following actions:

- (a) cancel all further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section 14.2(b).

14.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section 14.2(c) exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

15.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

15.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) Provide, in accordance with section 7.1, Reports or such other reports as may have been requested pursuant to section 7.1(b);

- (b) the Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

15.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel all further instalments of Funds;
- (f) demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand the repayment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

15.3 Opportunity to Remedy. If, in accordance with section 15.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

15.4 Recipient not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 15.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 15.2(a), (c), (d), (e), (f), (g), (h) and (i).

15.5 When Termination Effective. Termination under this Article will take effect as set out in the Notice.

16.0 FUNDS AT THE END OF A FUNDING YEAR

16.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article 15.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand the return of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

17.0 FUNDS UPON EXPIRY

17.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

18.0 REPAYMENT

18.1 Repayment of Overpayment. If at any time during the term of the Agreement the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

18.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise.

18.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

18.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section 19.1.

18.5 Failure to Repay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to repay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

19.0 NOTICE

19.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as set out in Schedule "B", or as either Party later designates to the other by Notice.

19.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one Business Day after the Notice is delivered.

19.3 Postal Disruption. Despite section 19.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) the Party giving Notice will provide Notice by email, personal delivery or by fax.

20.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

20.1 Consent. When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

21.0 SEVERABILITY OF PROVISIONS

21.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

22.0 WAIVER

22.1 Waivers in Writing. If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 19.0. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

23.0 INDEPENDENT PARTIES

23.1 Parties Independent. The Recipient acknowledges that it is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

24.0 ASSIGNMENT OF AGREEMENT OR FUNDS

24.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement.

24.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

25.0 GOVERNING LAW

25.1 Governing Law. The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

26.0 FURTHER ASSURANCES

26.1 Agreement into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

27.0 JOINT AND SEVERAL LIABILITY

27.1 Joint and Several Liability. Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

28.0 RIGHTS AND REMEDIES CUMULATIVE

28.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

29.0 ACKNOWLEDGEMENT OF OTHER LEGISLATION AND DIRECTIVES

29.1 Recipient Acknowledges. The Recipient:

- (a) acknowledges that by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the BPSAA, the PSSDA, and the *Auditor General Act*(Ontario);
- (b) acknowledges that Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the BPSAA; and
- (c) will comply with any such legislation, including directives issued thereunder, to the extent applicable.

30.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

30.1 Other Agreements. If the Recipient:

- (a) has failed to comply (a "Failure") with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies;
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

31.0 SURVIVAL

31.1 Survival. The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0 and any other applicable definitions, section 4.2(d), 4.7, section 5.2, section 7.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), sections 7.2, 7.3, 7.47.4, 7.5, 7.6, Article 8.0, Article 11.0, section 13.2, sections 14.2 and 14.3, sections 15.1, 15.2(d), (e), (f), (g) and (h), Article 17.0, Article 18.0, Article 19.0, Article 21.0, section 24.2, Article 25.0, Article 27.0, Article 28.0, Article 29.0, Article 30.0, and Article 31.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$131,579
Expiration Date	December 31, 2017
Insurance	\$ 2,000,000
Amount for the purposes of section 5.2 of Schedule "A"	\$ 500,000
Contact information for the purposes of Notice to the Province	<p>Early Years Implementation Branch, Ministry of Education 900 Bay Street, Mowat Block, 24th Floor Toronto, ON, M7A 1L2</p> <p>Attention: Julia Danos, Director</p> <p>Fax: 416-314-7836</p> <p>Email: elib@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>The Corporation of the City of London 151 Dundas Street, 3rd Floor, P.O. Box 5045 London, Ontario N6A 4L6</p> <p>Attention: Lynne Livingstone</p> <p>Fax: 519-661-5930</p> <p>Email: llivings@london.ca</p>

SCHEDULE "C"

PROJECT DESCRIPTION AND TIMELINES

Project Description

The province currently funds four child and family programs including Ontario Early Years Centres, Parenting and Family Literacy Centres, Child Care Resource Centres, Better Beginnings Better Futures programs, which have provided beneficial programs and services to families for many years. We also know that in some communities there is limited public awareness of available programs, access barriers, shifting demographics and a lack of consistency in what is available to families across Ontario.

In 2013, the government released the Ontario Early Years Policy Framework that highlighted the province's vision for Ontario's children and families to be well supported by an early years system that is high quality, seamless, and accessible for children and their families. The framework included a commitment to integrate the four existing child and family programs to create a cohesive system of services and supports for children ages 0-6 and their families.

In alignment with this commitment, in February 2016 the government announced its intention to integrate and transform ministry-funded child and family programs to establish Ontario Early Years Child and Family Centres by 2018. These centres are to be guided by a provincial framework, a common identity and a new funding approach. Programs and services will be managed locally by Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) as part of their existing responsibility for the service system management of child care and other human services.

Planning for the implementation of Ontario Early Years Child and Family Centres will require broad community engagement, detailed analysis, and collaboration with multiple partners. To support this work, the Ministry of Education is providing a one-time planning allocation for eligible expenses spent in the 2017 calendar year to:

- Build capacity to determine community needs, identify prospective service locations, service providers, and program offerings;
- Develop local service system plans for child and family centres; and
- Establish local service contracts and/or purchase of service agreements to prepare for program implementation by January 2018.

The planning investment outlined in this transfer payment agreement is being provided in addition to the new resources being transferred to CMSMs/DSSABs for data analysis services beginning in January 2017. Combined, these resources will support communities as they prepare for program implementation and broader early years system integration.

For complete details about the service requirements and planning expectations related to implementing Ontario Early Years Child and Family Centres by 2018, please refer to the *Ontario Early Years Child and Family Centres: Planning Guidelines for Service System Managers* at: <https://efis.fma.csc.gov.on.ca/faab/Memos/CC2016/OEYCFC%20Planning%20Guidelines,%20July%202016.pdf>

Timelines

The planning investment can be used to cover expenses incurred during the 2017 calendar year. Funds cannot be carried over into future years. CMSMs/DSSABs will be provided with funds for planning and administrative costs incurred in future years as part of the new funding approach for Ontario Early Years Child and Family Centres, which will be implemented in January 2018.

The 2017 planning investment will be flowed in monthly installments, in alignment with the approach used for existing child care and family support program funding.

SCHEDULE “D” BUDGET

2017 Calendar Year Allocation

ORGANIZATION NAME	
Ontario Early Years Child and Family Centres 2017 Planning Allocation	\$131,579

Eligible Expenses

The allocation provided is for expenses incurred in 2017 that will support planning and administrative activities associated with planning for the implementation of Ontario Early Years Child and Family Centres. Eligible expenses include:

- Staffing* and event costs to conduct community consultations (including early years partners, parents and caregivers);
- Professional development or staffing* to analyze relevant program and demographic data;
- Internal or external costs directly associated with developing local service plans by May 2017, and refining these plans following discussions with Ministry of Education staff;
- Costs incurred to establish new service contracts/purchase of service agreements with school boards and/or third party agencies for the delivery of services in 2018 and beyond;
- Capacity building to prepare early years partners and internal staff for the implementation of the new mandatory core services and the use of *How Does Learning Happen? Ontario’s Pedagogy for the Early Years* in child and family centres;
- General office expenses required to support initial planning activities; and
- Other relevant costs related to planning for the implementation of Ontario Early Years Child and Family Centres, as approved by the Ministry of Education.

*Staffing can refer to either internal staffing or the purchase of external professional services to conduct relevant planning activities related to Ontario Early Years Child and Family Centres.

CMSMs/DSSABs must direct any questions they may have about eligible expenses to their Early Years Implementation Branch Child Care Advisor.

Ineligible Expenses

Funding is only intended to support the immediate planning activities associated with Ontario Early Years Child and Family Centres. This is an enveloped allocation and cannot be used towards costs related to child care, other human services, or any other areas of local interest.

In addition, funds cannot be used for the delivery of child and family programs, including program staff salaries, benefits or accommodation costs.

SCHEDULE “E” PAYMENT PLAN

In alignment with the approach used for the flow of funds for child care and family support programs, monthly cash flow percentages will be based upon the total 2017 maximum funds divided by 12 months:

Payment Month*	Maximum Funds
January	8.3%
February	8.3%
March	8.4%
April	8.3%
May	8.3%
June	8.4%
July	8.3%
August	8.3%
September	8.4%
October	8.3%
November	8.3%
December	8.4%

*Payments will begin following the receipt of the Transfer Payment Agreement, in accordance with existing Ministry timelines.

The Province automatically adjusts entitlement and the resulting cash flow to reflect forecasted or actual under-spending that is reported in financial submissions.

SCHEDULE “F” REPORTING

Financial Reporting

CMSMs/DSSABs are required to report on expenses incurred between January 1, 2017 and December 31, 2017 through EFIS by May 31, 2018*. Reporting categories include:

- Eligible expense category (e.g., staffing)
- Associated planning activity (e.g., community consultation)
- Period cost was incurred (e.g., full year or July-August 2017)
- Intended outcome(s)
- Expenditure

The Recipient must provide the following submissions to the Province as per the following cycle:

Submission Type	Due Date
Signed Transfer Payment Agreement	February 28, 2017
Financial Statements	May 31, 2018*

*To align with the reporting schedule for funding provided to CMSMs/DSSABs for child care and child and family programs.

In addition to the EFIS reporting described above, CMSMs/DSSABs are required to include information about 2017 planning expenditures as part of the audited financial statement submitted to the Ministry for child care and child and family program funding for the 2017 calendar year.

The Ministry reserves the right to request additional information as required to verify the eligibility of expenses, as described in this agreement.