

Bill No. 107  
2013

By-law No. A.- \_\_\_\_\_

A By-law to approve the Ontario Funding Agreement for the enhancement of the London and Middlesex Immigration Portal with Her Majesty the Queen in Right of Ontario as represented by the Minister of Citizenship and Immigration; and to authorize the Mayor and the City Clerk to execute the Agreement.

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 8 provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable it to govern its affairs as it considers appropriate and to enhance its ability to respond to municipal issues;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: 5. Economic, social and environmental well-being of the municipality; 7. Services and things that the municipality is authorized to provide under subsection (1);

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 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;

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

1. The agreement to be entered into between The Corporation of the City of London and Her Majesty the Queen in Right of Ontario, for the provision of the Ontario Funding Agreement for the enhancement of the London and Middlesex Immigration Portal, attached as Schedule "1" to this By-law, is approved.
2. The Mayor and the City Clerk are authorized to execute the agreement approved under section 1 above.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council on March 5, 2013.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First reading - March 5, 2013  
Second reading - March 5, 2013  
Third reading - March 5, 2013

Schedule 1.

**ONTARIO FUNDING AGREEMENT  
Grant File # 2013-02-1-9550139**

**THIS AGREEMENT** made as of February 4, 2013

**B E T W E E N :**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by the  
Minister of Citizenship and Immigration**

(the "Province")

- and -

**THE CORPORATION OF THE CITY OF LONDON**

(the "Recipient")

**WHEREAS** the Recipient is carrying-out the Project (as defined in Schedule "A");

**AND WHEREAS** the Province wishes to provide funding to the Recipient for the purpose of assisting with the Project;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the parties agree as follows:

This 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

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. There are no other agreements, understandings, representations, warranties, collateral agreements or conditions affecting this Agreement except as expressed or anticipated in it.

**IN WITNESS WHEREOF**, the Province and the Recipient have respectively executed and delivered this Agreement as of the date set out above.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as  
represented by the Minister of Citizenship and Immigration**

by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Alice Young  
Position: Director, Immigration Policy Branch  
  
Authorized Signing Officer

**THE CORPORATION OF THE CITY OF LONDON**

by:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Joe Fontana  
Position: Mayor, City of London

I/we have authority to bind the Recipient

\_\_\_\_\_  
Name: Catharine Saunders  
Position: Clerk, City of London

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

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**1.0 Definitions**

1.1 When used in this Agreement, the following terms will have the meanings ascribed to them below:

- (a) **"Additional Funding Requirements"** means the requirements referred to in paragraph 3.3(b) and as specified in Schedule "B";
- (b) **"Additional Provisions"** means the terms and conditions referred to in section 10.1 and as specified in Schedule "B";
- (c) **"Agreement"** means this agreement (including the cover and execution pages and all of the schedules) entered into between the Province and the Recipient and any instrument amending this agreement;
- (d) **"Budget"** means the Project budget set out in Schedule "D";
- (e) **"Claims"** means any and all liability, loss, costs, damages and expenses (including legal fees), causes of action, actions, claims, demands, lawsuits or other proceedings;
- (f) **"Expiration Date"** means the date on which this Agreement will expire and is the date set out in Schedule "B";
- (g) **"Fiscal Year"** means:
  - (i) in the case of the first Fiscal Year, the period commencing on the date of this Agreement and ending on first day that is March 31 following the date of this Agreement; and
  - (ii) in the case of Fiscal Years after the first Fiscal Year, the period commencing on the date that is April 1 following the end of the previous Fiscal Year and ending on the following March 31;
- (h) **"Funding"** means the funds provided to the Recipient by the Province pursuant to this Agreement and will be payable in lawful money of Canada;
- (i) **"Maximum Funding"** means the maximum amount of the Funding to be provided as set out in Schedule "B";
- (j) **"Project"** means the project described in Schedule "C".

**2.0 Term of Agreement**

2.1 The term of this Agreement will commence on the date set out on the first page of this Agreement and will expire on the Expiration Date unless terminated earlier pursuant to Article 16.0, 17.0 or 29.0.

**3.0 Funding**

3.1 The Province will provide Funding up to the Maximum Funding to the Recipient for the purpose of completing the Project.

3.2 The Province will disburse the Funding according to the schedule provided in Schedule "B".

3.3 Despite sections 3.1 and 3.2, the Province:

- (a) may adjust the amount of Funding to be provided to the Recipient in any Fiscal Year based upon the Province's assessment of the reports provided to the Province pursuant to Article 11.0;
- (b) will not provide any Funding to the Recipient until the insurance requirements described in Article 14.0 have been met and any Additional Funding Requirements have been met; and
- (c) shall not provide Funding instalments unless it is satisfied with the progress of the Project.

**4.0 Project**

- 4.1 The Recipient will carry out the Project and will do so in compliance with the description set out in Schedule "C" and all federal, provincial or municipal laws or regulations, or any orders, rules or by-laws related to any aspect of the Project. The Province is not responsible in any way for the carrying out of the Project.
- 4.2 The Recipient will not make any changes to the Project without the prior written consent of the Province.
- 4.3 The Recipient will carry out the Project in accordance with the timelines provided in Schedule "C".
- 4.4 If the Project involves the creation of intellectual property, the Recipient agrees that the Province may from time to time direct the Recipient to grant to one or more third parties a gratuitous, non-commercial license to reproduce all or part of such intellectual property.

## **5.0 Budget**

- 5.1 The Recipient will only use the Funding for the purpose of carrying out the Project and will expend those funds only in accordance with the Budget.
- 5.2 The Recipient will not make any changes to the Budget (including re-allocating any part of the Funding to a different Fiscal Year) without the prior written consent of the Province.

## **6.0 Holding of Funding**

- 6.1 Until it is used in accordance with this Agreement, the Funding will be placed in an account that:
- (a) resides at a Canadian financial institution; and
  - (b) is in the name of the Recipient.
- 6.2 If the Province flows the Funding to the Recipient prior to the Recipient's immediate need for the Funding the Recipient shall place the Funding in an interest bearing account.
- 6.3 If the Recipient earns any interest on the Funding:
- (a) the Province may deduct the interest amount from any further Funding instalments; and/or
  - (b) the Recipient shall pay any interest to the Province as directed by the Province.

## **7.0 Tendering for Goods and Services and Disposal of Assets**

- 7.1 The Recipient will manage the Project wisely and prudently achieving value for money. The Recipient will acquire all supplies, equipment and services, including any advertising-related services, purchased with the Funding through an appropriate competitive process. Where the purchase price exceeds \$5,000, the Recipient will, at a minimum, obtain at least three written quotes unless:
- (a) the expertise the Recipient is purchasing is specialised and is not readily available; or
  - (b) it is unreasonable for the Recipient to obtain three (3) written quotes because the Recipient has already researched the market for another similar purchase and knows the market.
- 7.2 The Recipient will not without the Province's prior written consent sell, lease or otherwise dispose of any assets purchased with the Funding, the purchase price of which exceeds \$1,000.

## **8.0 Conflict of Interest**

- 8.1 The Recipient will carry out the Project and use the Funding in a manner that no person associated with the Project in any capacity will have a potential or actual conflict of interest.
- 8.2 For these purposes, a conflict of interest includes a situation in which a person associated with the Project or any member of his or her family is able to benefit financially from his or her involvement in the Project. Nothing in this Article prevents the Recipient from reimbursing its volunteers for their reasonable out of pocket expenses incurred in connection with the Project.
- 8.3 The Recipient will disclose to the Province without delay any situation that may be reasonably interpreted as either an actual or potential conflict of interest.

## **9.0 Representations, Warranties and Governance**

- 9.1 The Recipient represents warrants and covenants that:

- (a) it is, and shall continue to be for the term of this Agreement, a validly existing legal entity with full power to fulfill its obligations under this Agreement;
- (b) it has the experience and expertise necessary to carry out the Project; and
- (c) all information (including information relating to any eligibility requirements for Funding) the Recipient provided to the Province in support of its request for funding was true and complete at the time the Recipient provided it, and shall continue to be true and complete for the term of this Agreement, in every respect except as set out to the contrary in this Agreement.

9.2 The Recipient represents and warrants that:

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

9.3 The Recipient represents, warrants and covenants that it has

- (a) established, and shall maintain for the period during which this Agreement is in effect, by-laws or other legally necessary instruments to:
  - (i) establish decision-making mechanisms;
  - (ii) provide for the prudent and effective management of the Funding;
  - (iii) establish procedures to enable the successful completion of the Project; and
  - (iv) establish procedures to enable the preparation and delivery of all reports required pursuant to Article 11.0.

9.4 Upon request, the Recipient shall provide the Province with proof of the matters referred to in this Article.

## **10.0 Further Conditions**

10.1 The Recipient will comply with any Additional Provisions.

10.2 The Recipient acknowledges that the Province may impose further terms and conditions on the use of the Funding which it considers appropriate for the proper expenditure and management of the Funding and the carrying out and completion of the Project.

## **11.0 Reporting, Accounting and Review**

11.1 The Recipient will submit to the Province:

- (a) progress reports as required by Schedule "B";
- (b) a final report upon completion of the Project; and
- (c) such other reports as the Province may require from time to time.

11.2 The Recipient will deliver all reports in a form satisfactory to the Province.

11.3 Each report referred to in paragraphs 11.1(a) and (b) will include the following items:

- (a) details of how the Province's support has been acknowledged in accordance with Article 15.0;
- (b) an unaudited statement which accounts for Project revenue and expenditures;
- (c) an indication of whether the objectives of the Project are being / were met;
- (d) a description of how the success of the Project is being / was measured;
- (e) a description of the level of community participation and response;
- (f) in the case of the final report, an audited financial statement which accounts for Project revenue and expenditures, if audited statements are normally prepared by the Recipient; otherwise, a review engagement report which accounts for Project revenue and expenditures prepared by an accredited accountant external to the Recipient; and
- (g) any other details that may be requested by the Province.

11.4 The Recipient:

- (a) will keep and maintain all financial records, invoices and other financially-related documents relating to the Funding or otherwise to the Project in a manner consistent with generally accepted accounting principles and clerical practices;
- (b) will maintain such records and keep them available for review or investigation by the Province for a period of seven (7) years from the date of the expiry or termination of this Agreement; and
- (c) will maintain all non-financial documents and records relating to the Funding or otherwise to the Project, including any records it receives about the people it serves, in a confidential manner consistent with all applicable law.

- 11.5 The Province or its authorized representatives may, upon twenty-four (24) hours' notice to the Recipient and during normal business hours:
- (a) enter upon the Recipient's premises to review the status and manner of operation of the Project;
  - (b) inspect and copy any financial records, invoices and other financially-related documents in the possession or under the control of the Recipient which relate to the Funding or otherwise to the Project;
  - (c) inspect and copy non-financial records in the possession or under the control of the Recipient which relate to the Funding or otherwise to the Project, except that, where such records relate to a third party served by the Project, the Province will obtain the consent of the third person before inspecting or copying such records; and
  - (d) conduct a full or partial audit or investigation of the Recipient in respect of the Project.
- 11.6 The Recipient will cooperate with the Province in respect of the exercise of the Province's rights set out in section 11.5, and the Recipient will provide any information in respect of the Funding or the Project that the Province may reasonably request.
- 11.7 The purposes for which the Province may exercise its rights under this Article include:
- (a) determining for what items and purposes the Recipient expended the Funding;
  - (b) determining whether and to what extent the Recipient expended the Funding with due regard to economy and efficiency; and
  - (c) determining whether the Recipient completed the Project effectively and in accordance with the terms of this Agreement.
- 11.8 For greater clarity, 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).

## **12.0 Limitation of Liability**

- 12.1 The Province, its officers, employees and agents will not be liable to the Recipient, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors for Claims howsoever caused that arise out of or are in any way related to the Project or this Agreement.

## **13.0 Indemnity**

- 13.1 The Recipient will indemnify and hold harmless the Province from and against any and all Claims, by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, in any way based upon, occasioned by or attributable to anything done or omitted to be done by the Recipient, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors in the course of carrying out the Project under, or otherwise in connection with, this Agreement. The Recipient further agrees to indemnify and hold harmless the Province for any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organisation, including, without limitation, the Province, claimed or resulting from such Claims.

## **14.0 Insurance**

- 14.1 The Recipient hereby agrees to put in effect and maintain insurance for the term of this 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 insurance that is appropriate for a prudent person in the business of the Recipient would maintain including, but not limited to, the following:
- (a) commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy is to include the following clauses:
    - (i) the Province as an additional insured with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, this Agreement;
    - (ii) cross-liability clause;

- (iii) contractual liability coverage; and
- (iv) thirty (30) day written notice of cancellation, termination or material change.

14.2 Before beginning the Project, the Recipient will provide the Province with a valid Certificate of Insurance that references the Project and confirms the above requirements. The Recipient will provide the Province with a copy of the policy and any renewal replacement certificates as may be necessary.

## **15.0 Credit**

15.1 The Recipient:

- (a) will acknowledge, in a format approved by the Province, the support of the Province in all materials related to the Project;
- (b) will advise the Province in writing of any public communication, interview, media event, report or presentation that is expected to refer to the Project and provide the opportunity for the Province to be present where appropriate. The Recipient will provide the Province with a minimum of ten (10) business days prior written notice of such events, or as soon as the Recipient is aware of such events;
- (c) will not make any public announcement, news release, advertising or other form of publicity regarding the Funding until permission to do so is received from the Province; and
- (d) where applicable, will include a statement in any materials related to the Project that the views expressed in such materials are the views of the Recipient and do not necessarily reflect those of the Province.

## **16.0 Termination for Convenience**

16.1 The Province may terminate this Agreement at any time, for any reason, upon giving at least thirty (30) days' notice to the Recipient.

## **17.0 Termination and Corrective Action**

17.1 The Province may terminate this Agreement immediately upon giving notice to the Recipient if:

- (a) in the opinion of the Province:
  - (i) the Recipient has knowingly provided false or misleading information regarding its funding request or in any other communication with the Province;
  - (ii) the Recipient breaches any provision of this Agreement;
  - (iii) the Recipient is unable to complete the Project or is likely to discontinue it; or
  - (iv) it is not reasonable for any reason for the Recipient to complete the Project;
- (b) the nature of the Recipient's business, or its corporate status, changes so that it no longer meets any applicable eligibility requirements under which the Province is providing the Funding;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or is petitioned into bankruptcy, or files for the appointment of a receiver; or
- (d) the Recipient ceases to carry on business.

17.2 If the Province considers that it is appropriate to allow the Recipient the opportunity to remedy a breach of this Agreement, the Province may give the Recipient an opportunity to remedy the breach by giving the Recipient written notice:

- (a) of the particulars of the breach;
- (b) of the period of time within which the Recipient is required to remedy the breach; and
- (c) that the Province will terminate this Agreement:
  - (i) at the end of the notice period provided for in the notice if the Recipient fails to remedy the breach within the time specified in the notice; or
  - (ii) prior to the end of the notice period provided for in the notice if it becomes apparent to the Province that the Recipient cannot completely remedy the breach within that time or such further period of time as the Province considers reasonable, or the Recipient is not proceeding to remedy the breach in a way that is satisfactory to the Province.

17.3 If the Province has provided the Recipient with an opportunity to remedy the breach, and



- (a) the Recipient does not remedy the breach within the time period specified in the notice;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the breach within the time specified in the notice or such further period of time as the Province considers reasonable; or
- (c) the Recipient is not proceeding to remedy the breach in a way that is satisfactory to the Province,

the Province may immediately terminate this Agreement by giving notice of termination to the Recipient.

17.4 Despite the Province's right to terminate this Agreement pursuant to section 17.1, the Province may, in addition to and in the alternative to section 17.2, choose not to terminate this Agreement and may take whatever corrective action it considers necessary and appropriate, including suspending Funding for such period as the Province determines, to ensure the successful completion of the Project in accordance with this Agreement.

17.5 The effective date of any termination under this Article will be the last day of the notice period, the last day of any subsequent notice period or immediately, which ever applies.

## **18.0 Funding Upon Termination**

18.1 Upon termination of this Agreement pursuant to either Article 16.0 or 29.0, the Province may:

- (a) cancel all further Funding instalments; and/or
- (b) demand the repayment of any Funding (including any interest) remaining in the possession or under the control of the Recipient;

and the Province will determine the Recipient's reasonable costs to terminate the Project (if such action is necessary) and allow the Recipient to set-off such costs against the amount owing by the Recipient to the Province. In no event will the Province be responsible for any amount by which the costs exceed the amount owing.

18.2 Upon termination of this Agreement pursuant to Article 17.0, the Province may:

- (a) cancel all further Funding instalments; and/or
- (b) demand the repayment of the Funding in whole or in part (including any interest), or an amount equal thereto.

## **19.0 Recipient's Repayment of Funds**

19.1 If the Province demands the payment by the Recipient of any Funding or interest on the Funding pursuant to this Agreement, the amount demanded will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately unless the Province directs otherwise.

19.2 The Province may charge the Recipient interest on any amount owing by the Recipient at the then current interest rate charged by the province of Ontario on accounts receivable.

19.3 The Recipient will pay the amount demanded by cheque payable to the Minister of Finance, Ontario.

19.4 The Recipient agrees that any part of the Funding which has not been used or accounted for by the Recipient by the time this Agreement expires or is terminated will be used only for the purposes agreed upon by the Province or will be returned to the Province immediately on the written request of the Province.

## **20.0 Notices**

20.1 Any notice or communication required or permitted to be given under this Agreement will be:

- (a) in writing;
- (b) delivered personally or by pre-paid courier, or sent by facsimile, certified or registered mail

or postage pre-paid mail with receipt notification requested; and

- (c) addressed to the other party as provided in Schedule "B" or as either party will later designate to the other in writing.

20.2 All notices will be effective:

- (a) at the time the delivery is made if the notice is delivered personally, by pre-paid courier or by facsimile; or
- (b) three (3) days after the day the notice was deposited in the mail if the notice is sent by certified, registered or postage prepaid mail, unless the day the notice is effective falls on a day when the Province is normally closed for business, in which case the notice will not be effective until the next day that is a day when the Province is normally open for business.

## **21.0 Severability of Provisions**

21.1 The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement and any invalid or unenforceable provision will be deemed to be severed.

## **22.0 Amendment and Waiver**

22.1 No amendment of or addition to this Agreement will be valid unless it is in writing and signed by each party.

22.2 A waiver of any failure to comply with any term of this Agreement will be in writing and signed by the party providing the waiver. 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 The parties are and will at all times remain independent of each other and are not and will not represent themselves to be the agent, joint venturer, partner or employee of the other. No representations will be made or acts taken by either party which could establish or imply any apparent relationship of agency, joint venture, partnership or employment and neither party will be bound in any manner whatsoever by any agreements, warranties or representations made by the other party to any other person nor with respect to any other action of the other party.

## **24.0 Assignment of Agreement or Funding**

24.1 The Recipient will not assign this Agreement or the Funding or any part thereof without the prior written consent of the Province, which consent may be unreasonably and arbitrarily withheld.

24.2 This Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and permitted assigns.

## **25.0 Governing Law**

25.1 This Agreement and the rights, obligations and relations of the parties to this Agreement will be governed by and construed in accordance with the laws of the province of Ontario. The parties irrevocably attorn and submit to the exclusive jurisdiction of the courts of the province of Ontario and all courts competent to hear appeals therefrom.

## **26.0 Further Assurances and Consents**

26.1 The parties agree to do or cause to be done all acts or things necessary to implement and carry into effect this Agreement to its full extent.

26.2 The Recipient acknowledges that the Province may impose conditions on any consent it provides pursuant to this Agreement.

## **27.0 Circumstances Beyond the Control of Either Party**

27.1 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 Province and the Recipient 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.

## **28.0 Survival**

28.1 Upon the expiration or termination of this Agreement, the provisions in Articles 6.0 (Holding of Funding), 11.0 (Reporting, Accounting and Review), 12.0 (Limitation of Liability), 13.0 (Indemnity), 15.0 (Credit), 18.0 (Funding upon Termination), 19.0 (Recipient's Repayment of Funds), 28.0 (Survival), 32.0 (FIPPA) and sections 4.4 and 7.2 will survive.

## **29.0 Appropriation**

29.1 Despite any other provision of this Agreement, any payment by the Province under this Agreement is subject to there being an appropriation for the Fiscal Year in which the payment is to be made and there being funds available. Furthermore, should the Province's funds be reduced or otherwise become unavailable by non-appropriation by the Legislative Assembly of Ontario, the Province may (1) reduce the amount of the Funding and/or (2) in accordance with section 18.1 terminate this Agreement immediately upon giving notice to the Recipient.

## **30.0 Interpretative Value of Agreement Documents**

30.1 In the event of any of conflict or inconsistency between any of the Schedules to this Agreement, Schedule "A" will prevail over any of the other Schedules.

30.2 The division of this Agreement into schedules, articles, sections, clauses, paragraphs and the insertion of headings are for the convenience of reference only and will not affect the construction or interpretation of this Agreement.

## **31.0 Counterparts**

31.1 This 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. This Agreement will be considered fully executed when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart. This Agreement may be executed and delivered by facsimile signatures and will be binding on all parties as if executed by original signature and delivered personally.

## **32.0 Freedom of Information and Protection of Privacy Act (FIPPA)**

32.1 The Recipient acknowledges that the Province is bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F. 31, as amended from time to time, and that any information provided to the Province in connection with this Agreement is subject to disclosure in accordance with the requirements of that Act.

32.2 The Recipient acknowledges that the Province may make public the name and business address of the Recipient, the amount of the Funding and the purpose for which the Funding has been provided.

## **33.0 Time of Essence**

33.1 Time will be of the essence in all respects. No extension of or waiver pursuant to this Agreement will operate as a waiver of this provision.

**34.0 Number and Gender**

34.1 This Agreement will be read with all changes in gender or number as required by the context.

**35.0 Joint and Several**

35.1 Where the Recipient is made up of two or more entities, each such entity will be jointly and severally liable (each completely and individually liable) to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

<b>PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS</b>	
<b>Maximum Funding</b>	\$110,000
<b>Funding Instalments</b>	Subject to subsection 3.3(b) of Schedule "A" of this Agreement, \$101,200 upon both parties signing the Agreement \$4,400 upon the Recipient's completion of the Interim Report \$4,400 upon the Province's approval of the Final Report
<b>Expiration Date</b>	March 31, 2014
<b>Address for notice if to the Province</b>	Stephanie Arnold Senior Program Consultant, Information and Portal (A) Immigration Policy Branch 400 University Avenue, 3rd Floor Toronto, Ontario M7A 2R9 Telephone: 416-327-8074 Fax: 416-326-1044
<b>Address for notice if to the Recipient</b>	Grant Hopcroft Director, Intergovernmental and Community Liaison City Hall, 11th Floor 300 Dufferin Avenue P O Box 5035 London, Ontario N6A 4L9 Tel.: 519-661-2500 Ext.0939 Fax: 519-661-5813
<b>Reporting</b>	Interim Report Due date: September 30, 2013  Final Report Due date: March 31, 2014
<b>Additional Funding Requirements</b>	The recipient may be required to submit performance indicators for the project, upon request of the Province.
<b>Additional Provisions</b>	Nil

## SCHEDULE "C" PROJECT DESCRIPTION AND TIMELINES

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### **Background and summary of rationale for funds**

The objective of this project is twofold: firstly, to help employers address labour market shortages in London through the attraction of immigrants; and secondly, to provide an improved focus on employment opportunities for newcomers at the local level. Both objectives will be met by creating a centralized access point to better connect employers and newcomers with information on all networks and initiatives relating to the labour market.

Demographics presented in Ontario's Immigration Strategy demonstrate that our labour force will begin to shrink by 2014 without further immigration, causing a significant negative impact on the economic and social well-being of the province. London is not immune to this phenomenon and is already experiencing skill shortages in the Information Technology sector and other skilled professions. At the same time, potential immigrants who are not aware that London is experiencing skill shortages may not consider it as a destination.

London has developed multiple projects and networks that focus in part or in whole on the labour market and newcomers. This project will highlight all of these initiatives and show their relevance for employer and newcomer jobseekers. In this way, it will inform London employers how skill shortages can be met through immigration, while advising newcomers and potential immigrants to London and Middlesex County of potential employment opportunities. These initiatives include among others, the London and Middlesex Immigrant Employment Council (LMIEC) and its various programs for employers, the Employer One Survey, Winning Immigrant Strategies for Entrepreneurship (WISE5), the Labour Market Information Knowledge System (LMIKS), the Employment Sub-council of the London & Middlesex Local Immigration Partnership (LMLIP), Londontechjobs.ca, HireOne and Skills International. We will also provide an improved focus on job opportunities for newcomers through the creation of new materials.

The project also includes a proposal to modernize the technology of the Immigration Portal by migrating it from FrontPage to SharePoint 2010.

### **Detailed activity and tasks**

Through its large variety of networks and initiatives, London and Middlesex County are well positioned to address labour market shortages through immigration.

We are proposing to create a common access point to all of these networks and initiatives to better connect employers and newcomers with information related to the labour market. We will create new landing pages for employers and job-seeking newcomers that link to the following activities:

- a) The **LMIEC**, a project of WIL Employment Connections, was launched in 2008 as a business-led organization with the purpose to connect local employers to Canadian newcomers and, in turn, strengthen our local economy. It highlights the current and impending skill shortage to London employers, makes a business case for hiring newcomers, and has a variety of programs to recruit international talent. With funding from the Ministry of Citizenship and Immigration, LMIEC has developed a Job Match Network to create a large talent pool of job-ready skilled immigrants who are matched to employer job orders in London and Middlesex County.
- b) In January, the Employer One Survey will take place. A project organized by the Elgin Middlesex Oxford Workforce Planning and Development Board and funded by the Ministry of Training, Colleges and Universities, this is an annual opportunity for employers to communicate their workforce needs. It is anticipated that the results of this survey will shed light on the sectors of labour shortages that employers face. This data will be invaluable to employers as they consider recruitment.
- c) **WISE5** was a research project, centred on 5 Ontario communities, including London, which designed recommendations to help immigrants succeed as entrepreneurs. While the research is now complete, various networks in London are pursuing the implementation of the recommendations. We will be profiling local newcomer success stories that focus on employment as well as entrepreneurship.
- d) The objectives of the **LMIKS** project are twofold: first, to develop a model for integrating various local economic data and labour market information within a community-based data consortium, and secondly to present a comprehensive and current overview of labour market information to provide a foundation for future labour market planning and decision making. The project will increase understanding of the local labour market situation, while articulating the labour market

information needs of various audiences. The first version of the information architecture will be launched by April 2013 with ongoing improvements throughout the year.

- e) The **Employment sub-council of the LMLIP** is working on a number of activities to ensure that newcomers have access to appropriate employment support services, working with local educational institutions to offer programs that will benefit job-seeking immigrants, and engaging community partners through the LMIEC's mentorship program. This work will be highlighted as an example of local activities that are encouraging connections between job-seeking newcomers and support services in London.
- f) **Londontechjobs.ca** is a campaign that profiles London's growing Information and Communications Technologies (ICT) sector. There is strong competition in Ontario for the talent pool required to raise the profile of the ICT sector. Londontechjobs.ca was created to raise the profile of London's ICT sector and job opportunities. The London Economic Development Corporation (LEDC) has leveraged the website to increase the successful recruitment of IT talent in London and region. The Immigration Portal will connect to this site as a way to highlight IT opportunities for potential newcomers to London and Middlesex.
- g) **Hireone** is a campaign to promote and celebrate local job growth. It provides encouragement and resources to local businesses that will allow them to create the necessary capacity to hire one additional employee. These resources include information about available government programs, training programs to prepare individuals to move easily into new job situations and enable employers to connect with a wide array of local services.
- h) **Skills International** ([www.skillsinternational.ca](http://www.skillsinternational.ca)), funded through Citizenship and Immigration's Job Search Workshop Network Ontario and the Foreign Credentials Recognition Office, is an example of a tool for both employers and newcomers that unites pre-screened, internationally educated professionals with employers who need their skills. Skills International is based in London, at WIL Employment Connections.

Through the Canadian Immigration Integration Program (CIIP), Skills International receives over 300 referrals a month for foreign skilled workers who have been approved for immigration to Canada and will be arriving in the next 4 to 6 months. We propose to partner with Skills International to stream an automated RSS feed of London job postings from the Skills International database. This would give London employers customized access to newcomers who are pre-approved for immigration to London while giving newcomers access to local job postings. Skills International would provide a direct link on the Immigration Portal to apply to Skills International and a chat button that would connect both newcomers and employers to a live person to address their questions.

The RSS feed would be a way to assist both employers and newcomer job seekers in the pre-arrival stage and drive more users to the Immigration Portal while making use of existing project tools provided by the federal government. If implemented, this would be a low-cost pilot project that Skills International is willing to take to other municipalities across Ontario.

We will also create links for employers on the various avenues through the Federal and Provincial governments that they can pursue to attract immigrants: job-seekers, investors, and students.

The London Middlesex Immigrant Employment Council newsletters produced over the last year have been extremely popular with job seekers. We propose to add four to six additional newsletters on a variety of themes of direct interest to the immigrant job seeker in London.

Finally, we will be profiling local newcomers who have been successful in finding employment or in starting their own businesses. These stories will consist of photographs of newcomers and brief statements on their success in finding work or starting a business in London. These success stories would be available on the Immigration Portal and linked to all of London's related networks.

### **Migration of Immigration Portal from FrontPage to SharePoint**

Along with the City of London web site ([london.ca](http://london.ca)), the London-Middlesex immigration portal ([www.immigration.london.ca](http://www.immigration.london.ca) and [www.immigration.middlesex.ca](http://www.immigration.middlesex.ca)) was built on the technology known as FrontPage. This technology is not currently supported by the vendor. Due to the nature of this technology, often City of London website experienced reliability issues. To address all these issues and to leverage web technology for information and transactional services, citizen engagement, the City of London embarked on a project to modernize its website using SharePoint technology 2010.

As part of this modernization, other websites hosted and supported by the City of London, Information Technology Services will be migrated to this new technology platform. London-Middlesex immigration portal is one of the sites to be migrated. This work would involve the following tasks:

- Develop a new content management system (CMS) using SharePoint 2010 so that accurate information could be updated easily
- Migrate existing contents to the new web portal

**Project Timeline**

<b>Project Component</b>	<b>Activity</b>	<b>Timeline</b>	<b>Lead</b>	<b>Deliverable</b>
Landing page and links	Define content	March 15, 2013	Project Manager in consultation with Steering Committee	Terms of Reference
	Consult with partners, create links, photos, write landing page	June 30, 2013	Consultant	Web Content for Landing page and links
Skills International Feed	Define content and process	June 30, 2013	Project Manager in consultation with Steering Committee	Template
	Finalize content and RSS feed	September 30, 2013	Project Manager	Access to Skills International job feed for newcomers and employers
Success Stories	Define themes	April 30, 2013	Project Manager in consultation with Steering Committee	Terms of Reference
	Find, contact and select success stories	September 30, 2013	Consultant	Selection of newcomers
	Photograph, interview newcomers and write success stories	December 30, 2013	Consultant	Final stories on portal
Job Seeker Newsletters	Define themes	February 28, 2013	Project Manager	Themes for newsletters
	Provide 4-6 newsletters	February 2014	LMIEC	Newsletters available on the site.
Immigration Portal Modernization: Migrate to SharePoint	Define Terms of reference	February 2014	Project Manager with support from City Technology Services Division	Request for Quotes
	Hire Consulting Company	March 2014	Project Manager with support from City Technology Services Division	Selection of Consultant
	Migration of Immigration Portal to Sharepoint	June 2014	Consulting Company	Modernized Portal

**Governance Model**

The project will be governed by the Operational Steering Committee for the Immigration Portal which is currently composed of representatives of the City of London (with staff from the City Manager’s



Department, Community Services Department, Technical Services Division), the County of Middlesex, the County of Middlesex Public Library, the London Public Library, the London Economic Development Corporation, the London Cross Cultural Learner Centre, WIL Employment Connections and Western University. This is the Committee which continues to monitor the administration of the Portal.

### **Sustainability**

The City of London contracts with the London Cross Cultural Learner Centre (CCLC) on an annual basis to administer and update of the Immigration Portal. General direction on the content of the Portal is provided by the Operational Steering Committee and day-to-day work is overseen by the City of London project manager. Once created, we anticipate that edits to the landing page will be simple to make and included within the regular work of the CCLC and project manager.

Costs for the Skills International RSS London job feed are up front and once established, the feed will require no on-going expense. Should other municipalities choose to be involved in this, expenses would be minimal and limited to the creation of a page and linking with the municipality's information technology department.

### **Measuring Success**

Success of the project will be measured in three ways:

- a) An increased number of partners involved with the London and Middlesex Immigration Portal, either as members on Steering Committee or as informal partners.
- b) The demand by employers for information related to hiring newcomers or by job-seeking newcomers for information on working in London and Middlesex. Ongoing measures of evaluation are in place to track the usage of the site. The London Cross Cultural Learner Centre, which has been contracted to serve as administrator, provides regular reports to the Steering Committee through the Project Manager on the requests for linking to the site, enquiries received through the Ask a Question feature, and the number and nature of visits to the site (collected through Google Analytics). These same measures will be applied to this project. While many of these measures will not be seen prior to the end of this agreement, the City of London will endeavour to provide the Ministry of Citizenship and Immigration with relevant statistics.
- c) Over 2013-14 and beyond, an increased number of international job-seekers who find work in London and Middlesex. Again, this information will not be available within the scope of this project; however we will continue to track these figures.

**SCHEDULE "D"**  
**BUDGET**

<b>Task</b>	<b>Details</b>	<b>Budget</b>
Write landing page and develop links	<ul style="list-style-type: none"> <li>• Hire consultant to conduct Research, Consultations with partners, Writing, and integration with other new elements</li> <li>• Hire Photographer</li> </ul>	\$14,500
Skills International job feed	<ul style="list-style-type: none"> <li>• Hiring of consultant to develop webpage for Skills International;</li> <li>• Create an RSS feed of the desired job postings in Skills International and expose it through a URL</li> <li>• Develop a script/code snippet that will consume the RSS feed and populate a table in a backend database on the immigration portal.</li> <li>• Develop a script/code snippet that will delete and remove outdated and older postings.</li> <li>• Work with City of London IT department to get access to the database (or have them run our SQL script) and then execute script on a daily/weekly or hourly schedule.</li> <li>• Create a web page that will read from the above database and display the job postings.</li> <li>• Work with the City of London IT team to get the page integrated into the immigration portal.</li> </ul>	\$10,000
Job seeker newsletters	<ul style="list-style-type: none"> <li>• Hiring of consultant to research, write and provide photographs for 8 newsletters for job seekers</li> </ul>	\$16,500
Success Stories	<ul style="list-style-type: none"> <li>• Hiring of Consultants to research, Write and provide photographs/ Video clips of newcomers who have been successful in job seeking or entrepreneurship</li> </ul>	\$15,000
Migration of website	<ul style="list-style-type: none"> <li>• Develop a new content management system (CMS) using SharePoint 2010 so that accurate information could be updated easily</li> <li>• Migrate existing contents to the new web portal</li> </ul>	\$45,000
Audit (if required)	<ul style="list-style-type: none"> <li>• External audit</li> </ul>	\$3,000
<b>Subtotal</b>		<b>\$104,000</b>
<b>Administration</b>		<b>\$6,000</b>
<b>Total</b>		<b>\$110,000</b>