

## Schedule 1- Standard Terms and Conditions

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## Article 1-INTERPRETATION

### 1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

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

**“Business Day”** means any working day, Monday to Friday inclusive, but excluding statutory holidays and other days on which the City has elected to be closed for business.

**“City Representation”** is as set out in Schedule 1 (Schedule of Deliverables, Fees and Specific Provisions);

**“City Confidential Information”** means all information of the City that is of a confidential nature, including all confidential information in the custody or control of the City, regardless of whether it is identified as confidential or not, and whether recorded or not, and however fixed, stored, expressed or embodied, which comes into the knowledge, possession or control of the Supplier in connection with the Contract. For greater certainty, City Confidential information shall: (a) include (i) all new information derived at any time from any such information whether created by the City, the Supplier to the City or any third-party; (ii) all information (including Personal information) that the City is obliged or has the discretion, not to disclose under the provincial or federal legislation or otherwise at law; but (b) not include information that: (i) the Supplier can demonstrate to have been rightfully obtained by the supplier, without any obligation of confidence, from a third-party who had the right to transfer or disclose, free of any obligation to transfer it to the Supplier free of any obligation of confidence; (iii) the Supplier can demonstrate to have been rightfully known to or in the possession of the Supplier at the time of disclosure, free of any obligation of confidence when disclosed; or (iv) is independently developed by the Supplier; but the exclusions in this subparagraph shall in no way limit the meaning of Personal Information or the obligations attaching thereto under the Contract or at law;

**“Conflict of Interest”** includes, but is not limited to any situation or circumstance where (a) in relation to the procurement process, the Supplier had an unfair advantage or engaged in conduct, directly or indirectly, may have given it an unfair advantage, including but not limited to (i) having access to information that is confidential to the City and not available to the other bidders or proponents; (ii) communicating with any person with a view to influencing preferred treatment in the procurement process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive procurement process; or (b) in relation to the performance of the Contract, the Supplier’s other commitments, relationships or financial interests (c) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (d) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

**“Deliverables”** means everything developed for or provided to the City in the course of performing under the contract or agreed to be provided to the City under the Contract by the Supplier or its directors, officers, employee, agents, partners, affiliates, volunteers or subcontractors, as further defined but not limited by, Schedule 1, including but not limited to any goods or services or any and all Intellectual Property and any and all concepts, techniques, ideas, information, documentation and other materials, however recorded, developed or provided;

**“Effective Date”** is as set out in Schedule 1 (Schedule of Deliverables, Fees and Specific Provisions);

**“Fees”** means the applicable price, in Canadian funds, to be charged for the applicable Deliverables, as set out Schedule 1 (Schedule of Deliverables, Fees and Specific Provisions);

**“FOIP”** means the Freedom of Information and Protection of Privacy Act, Revised Statutes of Ontario version July 8 2020;

**“Indemnified Parties”** means the City and the City’s directors, officers, agents, employees and volunteers;

**“Industry Standards”** include but are not limited to 9a) the provision of any and all labour, supplies, equipment and other goods or services that are necessary and can reasonable be understood or inferred to be included with the scope of the contract or customarily furnished by Person providing Deliverables of the type provided hereunder in similar situations in Canada and; (b) adherence to commonly accepted norms of ethical business practices, which shall included the Supplier establishing t, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than normal value to any person acting on behalf of or employed by the City;

**“Intellectual Property”** means any intellectual, industrial or other proprietary right of any type in any form protected under the laws of Canada, any foreign country, or any political subdivision of any country, including, without limitation, any intellectual, industrial or proprietary rights protected or protectable by legislation by common law or at equity;

**“Newly Created Intellectual Property”** means any Intellectual Property created by the Supplier in the course of performance of its obligations under the Contract;

**“Person”** if the context allows, includes any individuals, persons, firms, partnerships or corporations or any combination thereof;

**“Personal Information”** means recorded information, about an identifiable individual or that may identify an individual;

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding;

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

**“Requirements of the Law”** mean all applicable requirements, laws, statues, codes, acts, ordinances orders, decrees, injunctions, rules, by-laws, regulations, official plans, permits, licences, authorizations, directions, and agreements, with all Authorities that now or at any time, hereafter may be applicable to either the Contract or the Deliverables or any part of them;

**“Supplier”** is as set out in Schedule 1 (Schedule of Deliverables, Fees and Specific Provisions);

**“Supplier Intellectual Property”** means any intellectual Property owned by the Supplier prior to its performance under the Contract or created by the Supplier during the Term of the Contract independently of the performance of its obligations under the Contract;

**“Term”** is as set out in Schedule 1 (Schedule of Deliverables, Fees, and Specific Provisions); and

**“Third-Party Intellectual Property”** means any Intellectual Property owned by a party other than the City or the Supplier.

## **ARTICLE 2-GENERAL PROVISIONS**

### **2.01 No Indemnities from the City**

Notwithstanding anything else in the Contract, any expressed or implied reference to the City providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of the City, whether at the time of entering into the Contract or at any time during the Term, shall be void and of no legal effect.

### **2.02 Entire Contract**

The Contract embodies the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral oral or otherwise with respect to the Provisions of the Deliverables, existing between the parties at the Effective Date of the Contract.

### **2.03 Severability**

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

### **2.04 Failure to Enforce Not a Waiver**

Any failure by the City to insist in one or more instances upon strict performance by the Supplier of any of the terms or conditions of the Contract shall not be construed as a waiver by the City of its right to require strict performance of any such terms or conditions, and the obligations of the Supplier with respect to such performance shall continue in full force and effect.

### **2.05 Changes by Written Amendment Only**

Any changes to the Contract shall be by written amendment signed by the parties. No change shall be effective or shall be carried out in the absence of such an amendment. Any such written changes shall be included in the definition of the Contract.

### **2.06 Force Majeure**

Neither Party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond their reasonable control. The parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Contract would have put in place contingency plans to either materially mitigate or negate the effects of the event. Without limiting the generality of the foregoing, the parties agree that

force majeure events shall include natural disasters and acts of war, insurrection and terrorism but shall not include shortages or delays relating to supplies or services. If a party seeks to excuse itself from its obligations under this Contract due to a force majeure event., that party shall immediately notify the other party of the delay or non-performance, the reason for such delay or non performance and the anticipated period of delay of non performance. If the anticipated or actual delay or non-performance exceeds fifteen (15) Business Days, the other party may immediately terminate the Contract by giving notice of the termination and such termination shall be in addition to the other rights and remedies of the terminating party under the Contract, at law or inequity.

**2.07 Notices by Prescribed Means**

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

**2.08 Governing Law**

The Contract shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

**ARTICLE 3 – RELATIONSHIP BETWEEN CITY AND SUPPLIER**

**3.01 Supplier's Power to Contract**

The Supplier represents and warrants that it has the full right and power to enter into Contract and there is no agreement with any other Person which would in any way interfere with the rights of the City under this Contract.

**3.02 Representatives May Bind the Parties**

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

**3.03 Supplier not a Partner, Agent or Employee**

The Supplier shall have no power or authority to bind the City or to assume or create any obligation or responsibility, express or implied, on behalf of the City. The Supplier shall not hold itself out as an agent, partner or employee of the City. Nothing in this Contract shall have the effect of creating an employment, partnership or agency relationship between the City and the Supplier (or any of the Supplier's directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors).

**3.04 Non-Exclusive Contract, Work Volumes**

The Supplier acknowledges that is providing the Deliverables to the City on a non-exclusive basis. The City makes no representation regarding the volume of goods and services required under the Contract. The City reserves the right to contract with other parties for the same or similar goods and services as those provided by the Supplier and reserves the right to obtain the same or similar goods and services internally.

**3.05 Responsibility of the Supplier**

The Supplier agrees that it is liable for the acts and omissions of its directors, officers, employees, agents, partners, affiliates, volunteers and subcontractors. This paragraph is in addition to any and all of the Supplier's liabilities under the Contract and under the general application of law. The Supplier shall advise the individuals and entities of their obligations under the Contract and shall ensure their compliance with the applicable terms of the Contract. In addition to any other liabilities of the Supplier pursuant to the Contract or otherwise at law or in equity, the Supplier shall be liable for all damages, costs, expenses, losses, claims or actions of the above-mentioned individuals and entities. This paragraph shall survive the termination or expiry of this Contract.

**3.06 No Subcontracting or Assignment**

The Supplier shall not subcontract or assign the whole or any part of the Contract or any monies due under it without prior written consent of the City. Such consent shall be in the sole discretion of the City and subject to the terms and conditions that may be imposed by the City. Without limiting the generality of the conditions which the City may require prior to consenting to the Supplier's use of a subcontractor, every contract entered into by the Supplier with a subcontractor shall not adopt all of the terms and conditions of this Contract as far as applicable to those parts of the Deliverables provided by the subcontractor. Nothing contained in this Contract shall create a contractual relationship between any subcontractor or its directors, officers, employees or agents.

**3.07 Duty to Disclose Change of Control**

In the event that the Supplier undergoes a change in control, the Supplier shall immediately disclose such change in control to the City and shall comply with any terms and conditions subsequently prescribed by the City resulting from the disclosure.

**3.08 Conflict of Interest**

The supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) disclose to the City without delay any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the City to resolve any Conflict of Interest. In addition to all other contractual right or rights available at law or in equity, the City may immediately terminate the Contract upon giving notice to the Supplier where : (a) the Supplier fails to disclose an actual or potential Conflict of Interest; (b) the Supplier fails to comply with any requirements prescribed by the City to resolve a Conflict of Interest; or (c) the Supplier's Conflict of Interest cannot be resolved to the satisfaction of the City. This paragraph shall survive any termination or expiry of this Contract.

**3.09 Contract Binding**

The Contract can be enforced by and is binding upon the parties and their successors, executors, administration and their permitted assigns.

**ARTICLE 4 - PERFORMANCE BY SUPPLIER**

**4.01 Commencement of Performance**

The Supplier shall commence performance upon receipt of the written instruction from the City.

**4.02 Deliverables Warranty**

The Supplier hereby represents and warrants that the Deliverables (i) shall be provided fully and diligently in a professional and competent manner by persons qualified and skilled in their occupations; and (ii) shall be free from defects in materials, workmanship and design suitable for the purposes intended, in

compliance with all applicable specifications and free from liens or encumbrances on title; and furthermore that all Deliverables shall be provided in accordance with: (a) the Contract; (b) Industry Standards; and (c) Requirements of Law. If any of the Deliverables, in the opinions of the City, are inadequately provided or require corrections, the Supplier shall forthwith make the necessary corrections as specified by the City in an rectification notice at its own expense.

**4.03 Health and Safety**

Without limiting the generality of section 4.02, the Supplier warrants and agrees that it has complied with and will comply with, and ensure that any subcontractors comply with, all applicable occupational health and safety laws and regulations in relation to the performance of the Supplier's obligation under the contract. The Supplier shall provide the City with evidence of the Supplier's compliance with this section upon request by the City.

**4.04 Notification by Supplier to the City**

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

**4.05 Shipment of Goods**

To the extent that the Deliverables include the shipment of goods to the City, all such goods shall be Delivered Duty Paid (DDP) (Incoterms 2010) to the City's place of business or such other location as may be specified in the Contract. No transportation or delivery charges of any kind, including, without limitation, packing, boxing, storage, cartage or customs brokerage charges, shall be paid by the City, unless specifically agreed by the City in writing. The Deliverables will be suitably packed in such a manner as will ensure their safe transportation undamaged to their destination. The Deliverables will remain at the risk of the Supplier until the Deliverables are received by the City. Receipt of the Deliverables at the City's location does not constitute acceptance of the Deliverables by the City. The Deliverables are subject to the City's inspection and acceptance within a reasonable period of time after delivery. If any of the Deliverables, in the opinion of the City, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the City in a rectification notice.

**4.06 Performance by Specified Individuals Only**

The Supplier agrees that to the extent that specific individuals are named in the Contract as being responsible for the provision of the Deliverables, only those individuals shall provide the Deliverables under the contract. The Supplier shall not replace or substitute any of the individuals named in the Contract without the prior written approval of the City, which may not arbitrarily or unreasonably be withheld. Should the Supplier require the substitution or replacement of any of the individuals named in the Contract, it is understood and agreed that any proposed replacement must possess similar or greater qualifications than the individual named in the Contract. The Supplier shall not claim Fees for any replacement individual greater than the Fees established under the Contract.

**4.07 Damage to Property**

The Supplier agrees that all property damages caused by the Company, its employee or Sub Contractors will be repaired at the sole expense of the Company, including all costs associated with the protection of and restoration of the property to its original state. All incidents of property damage will be brought to the attention of the Project manager immediately for investigation and resolution as necessary.

**4.08 Use and Access Restrictions**

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

**4.09 City Premises**

To the extent that the Deliverables are preformed on the City's premises, the Suppliers shall provide the Deliverables in an orderly manner with:

- (a) The utmost regard for the safety and welfare for workers and the public, taking all necessary safety precautions as required at law and by the City; and
- (b) The least possible interference or disturbance to occupants, members of the public, and normal use of the premises.

The Supplier will ensure the City's premises are kept clean during and after providing the Deliverables and, upon completion will remove its materials, waste products and debris.

**4.10 Change Requests**

The City may, in writing, request changes to the Contract, which may include altering, adding to, or deleting any of the Deliverables. The Supplier shall comply with all reasonable City change requests and the performance of such request shall be in accordance with the terms and conditions of the Contract. If this supplier is unable to comply with the change request, it shall promptly notify the City and provide reasons for such non-compliance. In any event, any such change request shall not be effective until a written amendment reflecting the change has been executed by the parties.

**4.11 Pricing for Requested Changes**

Where a City change request includes an increase in the scope of the previously contemplated Deliverables, the City shall set out, in its request, the proposed prices for the contemplated changes. Where the Fees in effect at the time of the change request (a) include pricing for the particular type of goods or services contemplated in the change request, the Supplier shall not unreasonably refuse to provide those goods or services at prices consistent with those Fees; or (b) are silent to the applicable price for the particular goods or services contemplated in the change request, the price shall be negotiated between the City and the Supplier within a reasonable period of time and in any event, such change request shall not become effective until a written amendment reflecting the change has been executed by the parties.

**4.12 Time**

Time is of the essence.

**4.13 Rights, Remedies and Obligations Not Limited**

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

**ARTICLE 5 – PAYMENT FOR PREFORMANCE AND AUDIT**

**5.01 Payment According to Contract Fees**

The City shall, subject to the Supplier's compliance with the provisions of the Contract, pay the Supplier for the Deliverables provided at the Fees established under the contract.

**5.02 Hold Back or Set Off**



The City may hold back payment or set off against payment if, in the opinion of the City acting reasonably, the Supplier has failed to comply with any requirements in the Contract.

**5.03 No Expenses or Additional Charges**

There shall be no other charges payable by the City under the Contract to the Supplier other than the Fees established under the Contract.

**5.04 Payment of Taxes and Duties**

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

**5.05 Withholding Tax**

The City shall withhold any applicable withholding tax from amounts due and owing to the Supplier under the contract and shall remit it to the appropriate government in accordance with applicable tax laws. This paragraph shall survive any termination or expiry of the Contract.

**5.06 Interest on Late Payment**

If a payment is in arrears through no fault of the Supplier, the interest charged by the Supplier, if any, for any late payment shall not exceed the Bank of Canada's prime rate, in effect on the date that the payment went into arrears.

**5.07 Document Retention and Audit**

For seven (7) years after the Expiry Date or any date of termination of the Contract, the Supplier shall maintain all necessary records to substantiate (a) all changes and payments under the Contract and (b) that the Deliverables were provided in accordance with the Contract and with Requirements of the Law. During the Term, and for seven (7) years after the Term, the Supplier shall permit and assist the City in conducting audits of the operations of the Supplier to verify (a) and (b) above. The City shall provide the supplier with at least ten (10) Business Days prior notice of its requirement for such audit. The Supplier's obligations under this paragraph shall survive any termination or expiry of the Contract.

**ARTICLE 6 – CONFIDENTIALITY**

**6.01 Confidentiality and Promotion Restrictions**

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

**6.02 City Confidential Information**

During the following Term, the Supplier shall: (a) keep all City Confidential Information confidential and secure; (b) limit the disclosure of City Confidential Information to only those of its directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors who have a need to know it for the purpose of providing the Deliverables and who have been specifically authorized to have such disclosure; (c) not directly or indirectly disclose, destroy, exploit or use any City Confidential Information (except for the purpose of providing the Deliverables, or except if required by order of a court tribunal), without first obtaining: (i) the written consent of the City and (ii) in respect of any City Confidential Information about any third-party, the written consent of such third-party; (d) provide City Confidential Information to the

City on demand; and (e) return all City Confidential Information to the City before the end of the Term, with no copy or portion kept by the Supplier.

**6.03 Restrictions on Copying**

The Supplier shall not copy any City Confidential Information, in whole or in part, unless copying is essential for the provision of the Deliverables. On each copy made by the Supplier, the Supplier must reproduce all notices which appear on the original.

**6.04 Notice of Breach**

The Supplier shall notify the City promptly upon the discovery of loss, unauthorized disclosure, unauthorized access or unauthorized use of City Confidential Information.

**6.05 Injunctive and Other Relief**

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

**6.06 Notice and Protective Order**

If the Supplier or any of its directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors become legally compelled to disclose any City Confidential Information, the Supplier will provide the City with prompt notice to that effect in order to allow the City to seek one or more protective orders or appropriate remedies to prevent or limit such disclosure, and it shall co-operate with the City and its legal counsel to the fullest extent. If such protective orders or other remedies are not obtained, the Supplier will disclose only that portion of City Confidential information which the Supplier is legally compelled to disclose, and the Supplier shall provide notice to each such recipient (in co-operation with legal counsel for the City) that such City Confidential Information is confidential and subject to non-disclosure on terms and conditions equal to those contained in the Contract, and, if possible, shall obtain each recipient's written agreement to receive and use such City Confidential Information subject to those terms and conditions.

**6.07 FOIP Records and Compliance**

The Supplier and the City acknowledge and agree that FOIP applies to and governs all Records and may require the disclosure of such Records to third parties. Furthermore, the Supplier agrees (a) to keep Records secure; (b) to provide Records to the City within seven (7) calendar days of being directed to do so by the City for any reason including an access request or privacy issue; (c) not to access any Personal Information unless the City determines, in its sole direction, that the access is permitted under FOIP and is necessary in order to provide the Deliverables; (d) not to directly or indirectly use, collect, disclose or destroy any Personal Information for any purposes that are not authorized by the City; (e) to ensure the security and integrity of Personal Information and keep it in a physically secure and separate location safe from loss, alteration, destruction or intermingling with other records and databases and to implement, use and maintain the most appropriate products, tools, measures and procedures to do so; (f) to restrict access to Personal Information to those of its directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors who have a need to know it for the purpose of providing the Deliverables and who have been specifically authorized by a City representative to have such access for the purpose of providing the Deliverables; (g) to implement other specific security measures that in the reasonable opinion of the City would improve the adequacy and effectiveness of the Supplier's measures to ensure

the security and integrity of Personal Information and Records generally; and (h) that any confidential information supplied to the City may be disclosed by the City where it is obligated to do so under FOIP, by an order of a court tribunal or pursuant to a legal proceeding and the provisions of this paragraph shall prevail over any inconsistent provisions in the Contract.

## **Article 7—Intellectual Property**

### **7.01 No Use of the City Insignia**

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

### **7.02 Ownership of Intellectual Property**

The City shall be the sole owner of any Newly Created Intellectual Property. The Supplier irrevocably assigns to an in favour of the City the City accepts every right, title, and interest in and to all Newly Created Intellectual Property in the Deliverables, immediately following the creation thereof, for all time and irrevocably waives in favour of the City all rights of integrity and other moral rights to all New Created Intellectual Property on the Deliverables immediately following the creation thereof, for all time. To the extent that any of the Deliverables included, in whole or in part, the Supplier's Intellectual Property, the Supplier grants to the City a licence to use that Supplier's Intellectual Property in the manner contemplated in this Article, the totals consideration for which shall be payment of the Fees to the Supplier by the City.

### **7.03 No Restrictive Material in Deliverables**

The Supplier shall not incorporate in any Deliverables anything that would restrict the right of the City to modify, further develop or otherwise use the Deliverables in any way that the City deems necessary or would prevent the City from entering into any contract with any contractor other than the Supplier for the modification, further development of or other use of the deliverables.

### **7.04 Third Party Intellectual Property**

The Supplier represents and warrants that the provision of the Deliverables shall not infringe or induce the infringement of any Third Party Intellectual Property rights. The Supplier further represents and warrants that has obtained assurances with the respect to any Supplier Intellectual Property and Third-Party Intellectual Property that any rights of integrity or any other moral rights associated therewith have been waived.

### **7.05 Survival**

The Obligations contained in this Article shall survive the termination or expiry of the Contract.

## **ARTICLE 8 – INDEMNITIES AND INSURANCE**

### **8.01 Supplier Indemnity**

The Supplier 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, (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including for breaches of confidentiality or privacy Intellectual Property rights or for third party bodily injury (including death), personal injury and property damage, in any way based upon, occasioned by or attributable or anything done or omitted to be done by the Supplier, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors in the course of performance of the Supplier's

obligations under, or otherwise in connection with, the Contract. The Supplier further agrees to indemnify and hold harmless the Indemnified Parties for any incidental, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including, without limitation, the City, claimed or resulting from such Claims. The obligations contained in this paragraph shall survive the termination or expiry of the Contract.

#### 8.02 **Insurance**

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

(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 **\$2,000,000** per occurrence and including products and completed operations liability the policy is to include the following:

- The City as and additional insured with respect to liability arising in the course of performance of the Supplier's obligations under, or otherwise in connection with, the Contract
- Contractual liability coverage
- Cross-liability and severability of interest's clause
- Employer's liability coverage
- 30 day written notice of cancellation, termination, or material charge
- Tenant's legal liability coverage (if applicable and with suitable sub-limits)
- Non-owned automobile coverage with blanket contractual coverage for hired automobiles

The insurance limit as specified for commercial general liability may be met by utilizing any combination of primary or umbrella liability insurance policies.

(b) automobile liability with:

- Limit of liability not less than \$2,000,000
- Coverage for all vehicles owned, leased, or rented

The insurance limit as specified for automobile liability may be met by utilizing any combination of primary or umbrella liability insurance policies.

(c) Umbrella liability insurance, if utilized, shall be excess of the commercial general liability, automobile liability, and employer's liability policies listed. This coverage shall follow from over the underlying primary policies

#### 8.03 **Proof of Insurance**

The Supplier shall provide the City with proof of the insurance required by this Contract in the form of valid certificates of insurance that reference this Contract and confirm the required coverage. The Supplier shall provide the City with renewal replacements on or before the expiry of any such insurance. Upon the request of the City, a copy of each insurance policy shall be made available to it. The Supplier shall ensure that each of its subcontractors obtains all the necessary and appropriate insurance that a prudent person in the business of the subcontractor would maintain and that the City and Indemnified Parties are named as additional insured with respect to and liability arising in the course of performance of the subcontractor's obligations under the subcontract for the provision of the Deliverables.

#### 8.04 **Workers Safety and Insurance**

The Supplier warrants and agrees that it has complied and will comply with all applicable workplace safety and insurance laws and regulations and, if the supplier is subject to the Workers' Compensation Act, will provide proof of valid coverage by means of a current Workers' Compensation Board clearance letter to the City upon request. The Supplier covenants and agrees to pay when due, and to ensure that each of its subcontractors pays when due, all amounts required to be paid by it and its subcontractors under the Workers' Compensation Act during the Term. The Supplier further agrees to indemnify the City for any and all liability, loss, costs, damages, and expenses (including legal fees) or other charges in connection with the Supplier's failure to comply with any applicable workplace safety and insurance laws or related to the Suppliers status with the Workers Compensation Board.

## **ARTICLE 9 – TERMINATION, SUSPENSION, EXPIRY AND EXTENSION**

### **9.01 Immediate Termination of Contract**

The City may immediately terminate the Contract upon giving notice to the Supplier where (a) the Supplier is adjudged bankrupt, makes a general assignment for the benefit of its creditors or a receiver is appointed on account of the Supplier's insolvency; (b) the Supplier breaches any provision in Article 6 (Confidentiality); (c) the Supplier breaches the Conflict of Interest paragraph in Article 3 (Nature of Relationship Between City and Supplier); (d) The Supplier, prior to or after entering into the Contract makes a material misrepresentation or omission or provides materially inaccurate information to the City; (e) the Supplier undergoes a change in control which adversely affects the Supplier's ability to satisfy some or all of its obligations under the Contract; (f) the Supplier subcontracts for the provision of part or all of the Deliverables or assigns the Contract without first obtaining the written approval of the City; or (g) the Supplier's acts or omissions constitute a substantial failure of performance and above rights of termination are in addition to all other rights of termination available of law, or events of termination by operation of law.

### **9.02 Rectification Notice**

Subject to the above paragraph, where the Supplier fails to comply with any of its obligations under the Contract, the City may issue a rectification notice to the Supplier setting out the manner and timeframe for rectification. Within seven (7) Business Days of receipt of that notice, the Supplier shall either: (a) comply with that rectification notice; or (b) provide a rectification plan satisfactory to the City. If the Supplier fails to either comply with that rectification notice or provide a satisfactory rectification plan, the City may immediately terminate the Contract. Where the Supplier has been given a prior rectification notice, the same subsequent type of non-compliance by the Supplier shall allow the City to immediately terminate the Contract.

### **9.03 Alternative Dispute Resolution**

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this Agreement or related to this Agreement ("Dispute") using the dispute resolution procedures set out here.

- (a) The parties will make reasonable efforts to resolve any Dispute by amicable negotiations between the City's Project Manager and the Supplier's representative and will provide frank, candid and timely disclosure of all relevant facts, information, and documents to facilitate negotiations.
- (b) If no resolution is reached after the negotiations between the City's Project Manager and the Supplier's representative, negotiations will be elevated to Chief Administrative Officer at the City and the Supplier's management representative who has the authority to make decisions to resolve disputes.
- (c) If no resolution is reached after the negotiations between the Chief Administrative Officer and the Supplier's management representative, negotiations will be elevated to the City Manager and the Supplier's management representative.

- (d) If all or any portion of a Dispute cannot be resolved under the process outlined in subparagraphs (a) through (c) above, by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within seven days of delivery of the notice, the parties will mutually appoint a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be the central offices of the City. Each party will equally bear the costs of the mediator and other out of pocket costs, and each party will bear its own costs of participating in the mediation.
- (e) If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

**9.04 Termination on Notice**

There are no implied obligations in this Contract.

This contract may be terminated for convenience by the City at any time by giving forty-eight (48) hours written notice of termination for convenience to the Supplier.

Termination for convenience is at the City's sole and unfettered discretion. The City does not require any reason or justification, including but not limited to good faith, policy re-direction, or cause, for invoking the termination or convenience cause.

The effective date of the termination for convenience shall be set out in the Notice of Termination for Convenience.

The Supplier's rights to consideration shall be limited to payment for services performed and not previously paid for up to the effective date as set out in the Notice of Termination for Convenience. The Supplier specifically agrees that the Notice of Termination for convenience and consideration set forth in this clause constitutes reasonable, fair and equitable notice and compensation for damages, if any, which may be suffered by the Supplier as a result of the termination for convenience of this Contract.

In the event this Contract is terminated for convenience, the Supplier shall perform the services required by this Contract, up to and including the effective date set out in the Notice of Termination for Convenience and shall, upon request, provide the City with a written report on the services rendered to the time of termination for convenience. Except for any such report, the Supplier shall not perform any further services subsequent to the effective date set out in the Notice of Termination for Convenience.

**9.05 Supplier's Obligations on Termination**

On termination of the Contract, the Supplier shall, in addition to its other obligations under the Contract and at law (a) at the request of the City, provide the City with any completed or partially completed Deliverables; (b) provide the City with a report detailing: (i) the current state of the provision of Deliverables by the Supplier at the date of termination; and (ii) any other information requested by the City pertaining to the provision of the Deliverables and performance of the Contract; (c) execute such documentation as may be required by the City to give effect to the termination of the Contract; and (d) comply with any other instructions provided by the City, including but not limited to instructions for facilitating the transfer of its obligations to another Person. This paragraph shall survive any termination of the Contract.

**9.06 Supplier's Payment Upon Termination**

On termination of the Contract, the City shall only be responsible for the payment of the Deliverables provided under the Contract up to and including the effective date of any termination. Termination shall not relieve the Supplier of its warranties and other responsibilities relating to the Deliverables performed

or money paid. In addition to its other rights of hold back or set off, the City may hold back payment or set off against any payments owed if the Supplier fails to comply with its obligation on termination.

**9.07 Termination in Addition to the Other Rights**

The express rights of termination in the Contract are in addition to and shall in no way limit any rights or remedies of the City under the contract, at law or in equity.

**9.08 Suspension of Contract**

The City may at any time and at its sole discretion suspend the Deliverables for a specified or unspecified time by written notice to the Supplier. The City shall pay all fees due to the Supplier accrued to the time of suspension, payment of all other fees may at the City's discretion be suspended.

Upon receiving notice of suspension, the Supplier shall immediately suspend all operations. The City shall not be responsible to pay any fees incurred by the Supplier during the period of any suspension unless the Supplier satisfies the City, before incurring any such fees, of the necessity for the same and provides the City with such documentation as may be required by the City in support of the claim for fees.

**9.09 Expiry and Extension of Contract**

The Contract shall expire on the original Expiry Date, unless the City exercise its option to extend the Contract. Any extensions will be upon the same terms (including the Fees in effect at the time of extension), conditions and covenants contained in the Contract or revised terms at the City's discretion. The option shall be exercisable by the City giving notice to the Supplier not less than thirty (30) days prior to the original Expiry Date. The notice shall set forth the precise duration of the extension.