

Service Contract Agreement

THIS AGREEMENT MADE AS OF THE 3<sup>rd</sup> DAY OF FEBRUARY 2003

BETWEEN

**THE HERRINGTON GROUP**  
*(hereinafter referred to as THG)*

**OF THE FIRST PART**

**-And-**

**The Joint Accessibility Advisory Committee of the Town of Lincoln,  
the Township of West Lincoln, the Town of Niagara-on-the-Lake,  
the Town of Pelham, the Town of Grimsby, the City of Thorold**  
*(hereinafter referred to as the Municipality)*

**OF THE SECOND PART**

THIS agreement witnesses that in consideration of the mutual covenants and agreements contained herein, and of other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant and agree with each other as follows:

**ARTICLE 1 – PROVISION OF SERVICES**

- 1.01 THE MUNICIPALITY hereby retains THG to perform the services outlined in Article 3 of this Agreement "the Services".
- 1.02 Subject to the terms and conditions herewith THG agrees to provide and THE MUNICIPALITY agrees to pay THG for "the Services".
- 1.03 THG agrees to work diligently and faithfully to perform and complete the Services or any segments thereof, as described in this agreement, in a good and workmanlike manner within the same time period outlined in Article 4 of this Agreement. In providing the Services THG shall at all times conduct itself in full compliance with all applicable statutes, laws, and regulations governing its occupation, profession, trade, craft or business from work locations utilized by THG in providing "the Services" to THE MUNICIPALITY.

**ARTICLE 2 – CONTRACT PRICE AND PAYMENT**

- 2.01 The amount payable by THE MUNICIPALITY to THG for THG's provision of "the Services" shall be FORTY FIVE THOUSAND DOLLARS (\$45,000) Canadian funds, plus applicable Goods and Services Tax.
- 2.02 Payment will be made to THG in monthly instalments payable by **invoice** the first day of the month during the period of this contract in the sum of Three Thousand Seven Hundred and Fifty Dollars (\$3,750.00) plus applicable G.S.T. according to the contract period outlined in Article 4.
- 2.03 In the event that THG completes all duties and tasks contracted before the contract deadline, THE MUNICIPALITY will ensure the full fee amount contracted for, and/or remaining owing, is paid in full to THG.
- 2.04 THE MUNICIPALITY will also pay THG, SUPPLY AND LOGISTICAL COSTS relating to the coordination and implementation of the ODA Compliance Project to a maximum as follows:

Postage/Printing/Office Supplies - \$1,500  
Transportation - \$8,700  
Attendant Services - \$600  
ASL Interpreter – \$500

## Community Consultations - \$750

THG, in order to be reimbursed for supply and logistical costs will submit a detailed expense claim form to THE MUNICIPALITY, as required. The claim form must include original receipts.

### ARTICLE 3 – SERVICES TO BE PERFORMED

3.01 THG shall perform the services as identified in the "Proposal to Coordinate Ontarians with Disabilities Act Compliance " dated December 20, 2002 attached to and forming part of this agreement. "the services being generally described as:

Coordinating, performing and documenting the JAAC's Compliance with the Ontarians with Disabilities Act as detailed in THG's "Proposal to Coordinate Compliance with the Ontarians with Disabilities Act"(including all appendices) submitted to the JAAC December 20, 2002, and approved by the committee which includes but is not limited to:

- i. The establishment of the JAAC, including citizens with and without disabilities ensuring the committee fully complies with consumer representation requirements
- ii. Establish with the JAAC the Access Plan priorities to be reviewed and documented through this project
- iii. Conduct all needed literature and departmental reviews (historical, past initiatives and departmental), while ensuring consistent consumer direction and community consultation
- iv. Draft the JAAC Accessibility Plan(s) for Councils approval
- v. Submit approved JAAC Accessibility Plan(s) to the Ontario Accessibility Directorate

3.02 THE MUNICIPALITY shall provide payment to THG of all costs, disbursements and expenditures associated with and incidental to the services performed by THG as outlined in paragraph 3.01 and agreed to in the "Proposal to Coordinate ODA Compliance – Submitted to JAAC December 20, 2002".

3.03 THE MUNICIPALITY shall make every reasonable effort to provide, during the contract period access and assistance in gathering relevant information and contacts deemed necessary by THG at its own discretion, for the purposes of preparation for, administration associated with, and handling the logistics associated with implementing the ODA Compliance Project.

### ARTICLE 4 – TIME FOR PERFORMANCE OF SERVICES

4.01 The parties agree that all Services to be performed by THG shall begin upon acceptance of this agreement and be completed no later than 12 months from date of commencement.

4.02 Despite Section 4.01 it is understood and agreed that a substantive draft of a "Master Accessibility Plan" is required by the MUNICIPALITY to ensure compliance with prescriptive deadlines of the Province of Ontario.

### ARTICLE 5 - REPRESENTATIONS AND WARRANTIES

5.01 THE MUNICIPALITY represents and warrants to, and covenants with, THG that:

- i. THG is the sole provider of Services and THE MUNICIPALITY has not subcontracted or hired, and will not subcontract or hire, any persons to aid in the Services without the prior consent of THG;
- ii. THE MUNICIPALITY has full power and authority to execute this Agreement and to perform obligations hereunder, and THG is not party to any agreement with, and has not other understanding with, any other person that would

prevent THG from entering into this Agreement or performing THG 's obligations hereunder;

- iii. The corporate design created by it pursuant to this Agreement shall be entirely original and no part thereof will violate or infringe upon any trademark, copyright, or any other right or rights whatsoever of any third party.

5.02 THG represents and warrants to, and covenants with the MUNICIPALITY, that:

- i. THG has full power and authority to execute this Agreement and to perform obligations hereunder, and
- ii. THG is not party to any agreement with, and has no other understanding with, any other person that would prevent THG from entering into this Agreement or performing the THG's obligations hereunder; and
- iii. All work product developed by THG arising from this agreement is and shall become property of the MUNICIPALITY and shall not be utilized by THG for any purpose without authorization from the MUNICIPALITY.

#### **ARTICLE 6 – INDEMNIFICATION AND RISK OF LOSS**

6.01 THE MUNICIPALITY hereby indemnifies and holds harmless THG and its successors and assigns their officers, directors, agents, employees and lawyers against any loss, cost, liability, claim or expense, including lawyer's fees, suffered or incurred by them, directly or indirectly,

- i. To the extent that the foregoing are not the result of a breach of any provision of this Agreement or the negligent acts or omissions of THG, its agents, servants and/or employees; and
- ii. In relation to any personal injuries or property damage as a result of, or arising out of, the coordination and completion of the ODA Compliance Project

6.02 Except for any loss or damage sustained by THE MUNICIPALITY as a direct result of THG's breach of this Agreement or failure to perform any of the Services, THE MUNICIPALITY hereby assumes entire risk of loss or damage sustained by any party from any cause.

#### **ARTICLE 7 – NO AMENDMENTS, SEVERABILITY AND FAILURE TO ACT**

7.01 This Agreement may not be altered, amended, modified, or otherwise changed in any respect whatsoever except in writing duly executed by the parties. The waiver by THG of a breach of any obligations of THE MUNICIPALITY under this Agreement shall not operate or be construed as a waiver of any other subsequent breach by THE MUNICIPALITY. If any provision of this Agreement is held to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

#### **ARTICLE 8 – GOVERNING LAW**

8.01 This Agreement was prepared in English at the express wish of the parties and the parties agree that the courts of the Province of Ontario shall have exclusive jurisdiction in reference to any matters herein. This Agreement shall be construed and its interpretation shall be governed exclusively, in all respects, by the laws of the Province of Ontario.

#### **ARTICLE 9 – AGREEMENT BINDING**

9.01 The terms and conditions of this Agreement shall be binding upon the parties and their respective heirs, executors, successors and assigns.

## **ARTICLE 10 – TIME OF THE ESSENCE**

- 10.01 Time shall be deemed to be of the essence of the Agreement provided that the time for completing the work, which has been or is likely to be delayed by reason of any cause beyond the reasonable control of THG shall be extended by a period equal to the length of the delay so caused, further provided that prompt notice in writing of the occurrence causing or likely to cause such delay is given to THE MUNICIPALITY.
- 10.02 THG shall advise THE MUNICIPALITY in writing of any occurrence causing or likely to cause delays in the completion of its responsibilities under this Agreement.

## **ARTICLE 11 – NOTICES**

- 11.01 Any notices required to be sent to one party to the other party shall be sent to shall be sent by personal delivery (deemed received when actually delivered) or, when postal service has not been interrupted by a strike or other publicly known cause, by prepaid registered mail (deemed received three days after it is posted) to:

THG

THE HERRINGTON GROUP  
340 Carlton Street  
St. Catharines, Ontario L2N 1C4

THE MUNICIPALITY

Director of Corporate Services  
Town of Niagara-on-the-Lake  
P.O. Box 100  
Virgil, ON L0J 1T0

## **ARTICLE 12 – TERMINATION OF AGREEMENT**

- 12.02 Either party may terminate this agreement with 30 days written notice.

## **ARTICLE 13 – DAMAGES**

- 13.01 If there is any breach of this Agreement by either THG or THE MUNICIPALITY, the party not in breach may only claim money damages and in no event shall the party not in breach claim or exercise any remedy enjoining or restraining the exercise of any right, rescinding or terminating this Agreement, or constituting any form of equitable relief.

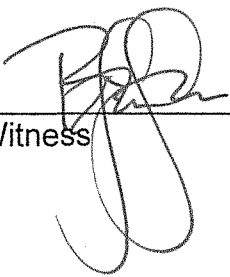
## **ARTICLE 14- HEADINGS**

- 14.01 Descriptive headings are inserted solely for the convenience of reference. They do not form a part of this Agreement and are not to be used as an aid in interpreting this Agreement

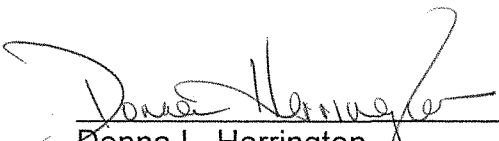
## **ARTICLE 15 – ENTIRE AGREEMENT**


- 15.01 This Agreement embodies the entire agreement of the parties with regard to the matters contained herein, and no other agreement, representation or warranty shall be deemed to exist as entered into in writing by both parties to the Agreement.

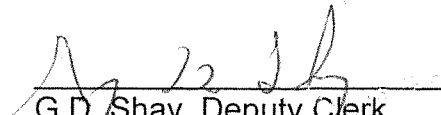
SIGNED, SEALED AND DELIVERED this \_\_\_\_ day of February \_\_\_\_\_, 2003:

  
\_\_\_\_\_  
Witness

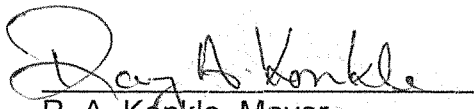
The Corporation of the Town of Grimsby


  
\_\_\_\_\_  
Donna L. Herrington  
The Herrington Group

  
\_\_\_\_\_  
N.B. Andreychuk, Mayor

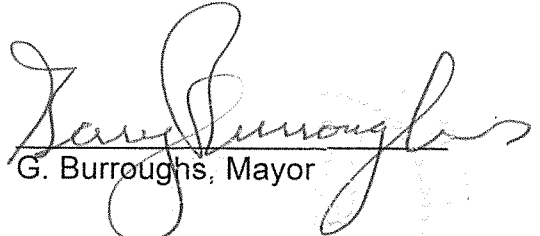
  
\_\_\_\_\_  
G.D. Shay, Deputy Clerk

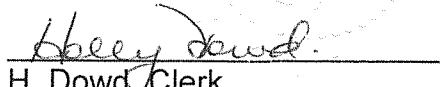
The Corporation of the Town of Lincoln

  
\_\_\_\_\_  
R. A. Konkle, Mayor

  
\_\_\_\_\_  
W. Kolasa, Clerk

The Corporation of the Town of Niagara-On-The-Lake

  
\_\_\_\_\_  
G. Burroughs, Mayor

  
\_\_\_\_\_  
H. Dowd, Clerk

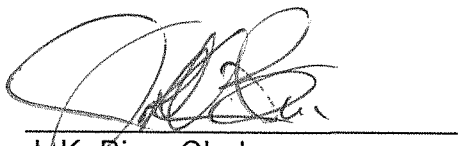
The Corporation of the Town of Pelham

  
\_\_\_\_\_  
R. Beamer, Mayor

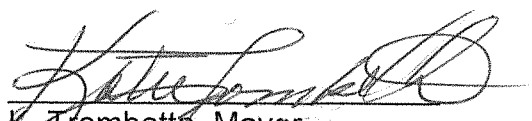
  
\_\_\_\_\_  
C. Miclette, Clerk

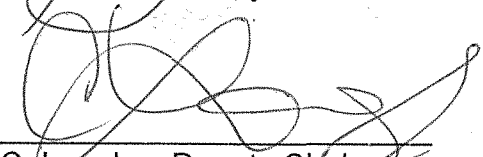
The Corporation of the City of Thorold

  
\_\_\_\_\_  
R. Davidson, Mayor

  
\_\_\_\_\_  
J. K. Bice, Clerk

The Corporation of the Township of West Lincoln

  
\_\_\_\_\_  
K. Trombetta, Mayor

  
\_\_\_\_\_  
C. Langley, Deputy Clerk