

## FORM OF AGREEMENT TO BE EXECUTED BY THE INDEPENDENT CONTRACTOR

This Agreement dated the            day of            , 2017.

Between:

The Corporation of the Town of Fort Frances  
(the "Town")

and

***[Name of Independent Contractor to be inserted here]***  
(the "Independent Contractor")

Whereas:

- A. The Town requested proposals from Independent Contractors for the provision of the Services (as "Services" is detailed and defined in **Schedule A** attached to and forming part of this Agreement);
- B. The Independent Contractor, in response to the Town's request for proposals (the "RFP") submitted a proposal to provide the Services;
- C. This agreement (the "Agreement") is the Agreement (referred to in sections 2.2(c) and 2.11 of the RFP) that the Independent Contractor agreed to execute should the Independent Contractor's proposal be the one accepted and approved by Council of the Town; and
- D. Council approved the proposal made by the Independent Contractor.

NOW THEREFORE the Town and the Independent Contractor (collectively, the "Parties", individually, a "Party") agree as follows:

- 1. The Independent Contractor, for itself and on behalf of its employees, agents, consultants, contractors, and other representatives, covenants and agrees:
  - 2 (a) to provide and perform the Services for the Term (as "Term" is defined in paragraph 2 of this Agreement):
    - (i) in a diligent and good and workmanlike manner, and in compliance with the provisions of all applicable laws, rules, and regulations (including, without limitation, occupational health and safety laws and regulations); and
    - (b) that the Independent Contractor shall obtain any and all required licenses, approvals, and permits for the purposes of the provision of the Services pursuant to this Agreement; and
    - (c) to provide to the Town, before commencing provision of the Services, a valid Police Vulnerable Sector Check, of all persons performing the Services, satisfactory to the Town and in accordance with requirements to provide the Services in the presence of children.
- 2. The term (the "Term") of this Agreement shall be for three (3) years, from **April 1, 2017** to and including **March 31, 2020** with an option to renew for additional three (3) year terms, as may be negotiated to the satisfaction of both parties.
- 3. The Town agrees:
  - (a) to pay to the Independent Contractor, for the performance by the Independent Contractor of the Services, the sum of fares calculated by the following amounts:

***[amounts set out in approved proposal to be inserted here]***

per month plus HST thereon, if and as applicable.
- 4. Except as the Town may otherwise agree, the Independent Contractor shall not receive any other payment, benefit, or other compensation for the provision or performance of the

Services by the Independent Contractor other than as set out in paragraph 3 of this Agreement.

5. The Independent Contractor shall take out and keep in force, throughout and for the duration of the Term, a comprehensive policy (herein sometimes referred to as the "Policy") of public liability and property damage insurance in the amount of not less than \$2,000,000 inclusive per occurrence.

Such Policy shall name the Town as an additional insured thereunder and shall contain:

- (a) the insurer's waiver of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled as against the Town, its officers, employees, agents, and councilors, and other representatives, together with a severability of interest clause and a cross liability clause; and
  - (b) an undertaking by the insurer not to cancel, change, lapse or refuse to renew the insurance therein granted without first giving the parties notice of its intentions in writing of at least 60 days prior to the intended change, lapse, cancellation or termination.
6. Notwithstanding anything contained in this Agreement, if:
  - (a) the Independent Contractor should be adjudged bankrupt, or becomes insolvent, or makes a general assignment for the benefit of creditors, or if a receiver is appointed of the Independent Contractor or the Independent Contractor's business or any part thereof;
  - (b) a petition in bankruptcy for liquidation, reorganization, or other proceeding, is filed by or against the Independent Contractor; or
  - (c) the Independent Contractor fails or neglects to properly perform or complete the Services or otherwise fails to comply with the requirements of the RFP

the Town may, without prejudice to any other right or remedy it may have, terminate this Agreement by giving the Independent Contractor 10 days written notice.

7. It is understood and agreed that the Independent Contractor:
  - (a) is an Independent Contractor and that nothing herein contained shall be construed so as to create a master and servant, or principal and agent relationship, or any other relationship except that of Independent Contractor between the Town and the Independent Contractor respectively;
  - (b) shall be solely responsible for payment of income tax, Canada pension plan contributions, unemployment insurance contributions, WSIB premiums, and any other deductions or contributions required by any law whatsoever to be made by the Independent Contractor with respect to any monies or other benefits received by the Independent Contractor from the Town;
  - (c) is and shall be solely responsible for payment for and otherwise of and as to any of the Independent Contractor's partners, employees, or any person or otherwise associated or engaged in any of the Services with the Independent Contractor; and
  - (d) shall, forthwith upon request of the Town, provide a statement of good standing and/or clearance certificate and/or such other evidence of compliance by the Independent Contractor with Ontario workers compensation legislation and WSIB.
8. The Independent Contractor shall indemnify and save harmless the Town in the event that any governmental authority (including, without limitation, Revenue Canada, Employment Insurance, CPP, WSIB) were to require the Town to make a payment or to have deducted and remitted any amounts that would have been deducted from any payment had the Parties agreed that the payment was one being made in a relationship other than a relationship of independent contracting.
9. Neither this Agreement nor any rights or entitlements under it shall be assignable or otherwise transferable by the Independent Contractor without the prior written consent of the Town.

10. Any notice required or permitted to be given under this Agreement shall be in writing and shall be effectively given if:
- (a) delivered personally;
  - (b) sent by prepaid courier service or mail; or
  - (c) sent prepaid by facsimile or other means of electronic communication confirmed the same or the following day by prepaid mail, addressed,
- on

in the case of notice to the Independent Contractor, as follows:

***[Independent Contractor's contact information to be inserted]***

and in the case of the Town, as follows:

The Corporation of the Town of Fort Frances  
320 Portage Ave.  
Fort Frances, Ontario  
P9A 3M5  
Attention: Clerk  
Email: [lslomke@fortfrances.ca](mailto:lslomke@fortfrances.ca)

Any notice so given shall be deemed conclusively to have been given and received when so personally delivered or sent by facsimile or on the second day following the sending thereof by private courier or mail. Any Party may change any particulars of its address for notice by notice to the other Party in the manner aforesaid.

11. The Independent Contractor shall not disclose to any entity, in any manner whatsoever, any private or personal information, record, or otherwise, found out or otherwise while performing the Services except as permitted by the Town or in accordance with the order of any authority having jurisdiction.
12. This Agreement shall be read with all changes of gender as required where required.
13. This Agreement and everything contained in it shall ensure to the benefit of and be binding upon the respective heirs, executors, administrations, successors, assigns and other legal representatives, as the case may be, of each of the Parties.

IN WITNESS WHEREOF the Parties have executed this Agreement.

\_\_\_\_\_  
Witness to signature

\_\_\_\_\_  
Independent Contractor

\_\_\_\_\_  
Print name of witness

Address of witness:

\_\_\_\_\_  
\_\_\_\_\_

The Corporation of the Town of Fort Frances

per: \_\_\_\_\_  
Roy Avis, Mayor

per: \_\_\_\_\_  
Elizabeth Slomke, Clerk

We have authority to bind the Town

**Schedule A to Agreement**

**SERVICES TO BE PROVIDED BY THE INDEPENDENT CONTRACTOR**

The Independent Contractor (The Operator) is required to provide and perform the following Services:

1. Provide a door to door transportation service know as dial-a-ride (the services), Monday to Friday 8:00 am to 5:00 pm and Saturday and Sunday 9:00 am to 1:30 pm except statutory holidays.
2. Provide the service only within the geographic boundaries of the Town of Fort Frances.
3. Make the service available on the basis of reservations only. Reservations by users to be made by phoning your specified contact number at least 20 minutes prior to scheduled pickup time (schedule below). Return trip reservations are to be arranged directly with the driver or by phone to the Operator (at least 20 minutes prior to schedule).
4. The driver shall collect the approved fare in effect from the passenger/user of the services. This may include the provision of pre-sold tokens by the Operator for organizations with clients who use the service.
5. The operator shall provide to the Town monthly statistical reports on the number of passengers/users itemized into categories of Seniors, Low income, Mobility Impaired and Other.
6. The operator will modify services as recommended by the Town based on feedback from users.
7. Abide by and adhere to all the articles listed in the signed Agreement.

Depart Downtown to East End	Depart East End to Downtown	Depart Downtown to North & West End	Depart West & North End to Downtown	Arrive Downtown
MONDAY TO FRIDAY (all times are approximate within 5-8 minutes)				
	7:50 AM	8:00 AM	8:10-8:20 AM	8:30 AM
8:30 AM	8:50 AM	9:00 AM	9:10-9:20 AM	9:30 AM
9:30 AM	9:50 AM	10:00 AM	10:10-10:20 AM	10:30 AM
10:30 AM	10:50 AM	11:00AM	11:10-11:20 AM	11:30 AM
11:30 AM	11:50 AM	12:00PM	12:10-12:20 PM	12:30 PM
12:30 PM	12:50 PM	1:00 PM	1:10-1:20 PM	1:30 PM
1:30 PM	1:50 PM	2:00 PM	2:10-2:20 PM	2:30 PM
2:30 PM	2:50 PM	3:00 PM	3:10-3:20 PM	3:30 PM
4:30 PM	3:50 PM	4:00 PM	4:10-4:20 PM	4:30 PM
Depart Downtown to East End	Depart East End to Downtown	Depart Downtown to North & West End	Depart West & North End to Downtown	Arrive Downtown
SATURDAY & SUNDAY (all times are approximate within 5-8 minutes)				
8:50 AM	9:00 AM	9:10 AM	9:20 AM	9:30 AM
9:50 AM	10:00 AM	10:10 AM	10:20 AM	10:30 AM
10:50 AM	11:00 AM	11:10 AM	11:20 AM	11:30 AM
11:50 AM	12 :00 PM	12:10 PM	12:20 PM	12:30 PM
12:50 PM	1:00 PM	1:10 PM	1:20 PM	1:30 PM