



## MEMORANDUM



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**TO:** Mayor and Council

**FROM:** Christine Ruppenstein, Human Resources Manager

**DATE:** October 7, 2013

**SUBJECT:** Renewal of Information Technology Consulting Contract with Darryl Allan

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Darryl Allan has been performing IT Services for the Corporation on a contract basis for a period of 2 years.

Administration is satisfied with the performance of the contractor and would like to renew the Agreement with Darryl Allan dba DA IT Consulting Services for an additional year (or upon notice).

The terms and conditions (including the hourly rate) would remain the same.

**COUNCIL APPROVAL OF THIS REPORT** will direct the preparation of a bylaw and authorize the execution of a Renewal of the Information Technology Services Agreement with Darryl Allan dba DA IT Consulting Services effective November 1, 2013.

**INFORMATION SYSTEMS SUPPORT**

**Standard Form Agreement**

This agreement made in duplicate this \_\_\_\_ day of \_\_\_\_, 2013

**Between:**

**The Corporation of the Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9**

**Hereinafter referred to as the Corporation**

**and:**

**Darryl Allan  
(doing business as DA IT Consulting Services)  
849 Fourth Street East  
Fort Frances, ON P9A 1T3**

**Hereinafter referred to as the Contractor**

**Whereas the Corporation and the Contractor (collectively referred to herein as the Parties) entered into an agreement effective November 1, 2011 (the Agreement), pursuant to which the Contractor has provided to the Corporation certain Information Systems Support services (the Services) for compensation;**

**And Whereas the Corporation continues to require the Services on a contract basis effective November 1<sup>st</sup>, 2013;**

**And Whereas the Contractor is prepared to continue to provide the Services to the Corporation for compensation;**

**And Whereas the Parties wish to now enter into a renewal of said Agreement.**

**Now Therefore the Parties Hereto Agree as Follows:**

**The terms and conditions as set out in the original Agreement remain in force and effect during this renewal period unless specifically changed by the terms of this renewal agreement.**

**Each party to this agreement acknowledges that they have in their possession an executed original of the Agreement.**

**The terms and conditions of the Agreement are hereby modified as follows:**

**Work Schedule**

**The Contractor agrees to attend the Corporation offices during regular work hours on a flexible schedule as mutually agreed to with the Chief Administrative Officer. In addition the Contractor will provide services remotely as may be required.**

**Duration of Agreement**

The Agreement shall have a duration of 1 (one) year commencing November 1, 2013 and terminating October 31, 2014 unless earlier terminated as provided for in the Termination of Contract clause.

**IN WITNESSETH WHEREOF** the Parties have hereunto caused their corporate seals to be affixed duly attested to by the hands of their proper signing officers in that behalf or (in the case of unincorporated parties) set their hands and seals.

**For the Contractor:**

\_\_\_\_\_  
**Darryl Allan**

\_\_\_\_\_  
**Witness as to Signature of  
Darryl Allan.**

\_\_\_\_\_  
**Date**

**For the Corporation:**

\_\_\_\_\_  
**R. Avis, Mayor**

\_\_\_\_\_  
**G. Trefitlin, Town Clerk**

**(We have authority to bind the Corporation)**

\_\_\_\_\_  
**Date**