

Clean Version
Electoral Area "B" &
"G"

Agreement #2

**SIMILKAMEEN COUNTRY DEVELOPMENT ASSOCIATION
FEE FOR SERVICES AGREEMENT**

THIS AGREEMENT dated for reference January 1, 2025 - December 31, 2026

BETWEEN

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

101 Martin
Street Penticton
BC V2A 5J9
(the "RDOS")

AND

SIMILKAMEEN COUNTRY DEVELOPMENT ASSOCIATION

Address to be supplied by Contractor within 30 days of contract being signed (the "Contractor")

GIVEN THAT

- A.** The Contractor has provides visitor information services; and
- B.** The Client which is representing the Village of Keremeos, Electoral Area "B" and "G: wish to have visitor information services provided under the terms of this Agreement.

The parties agree as follows:

1.0 Schedules and Definitions

1. 1 Definitions

"Commencement Date" means January 1, 2025;

"Opening Date" means that date when the Visitor Information Centre opens for use by the public;

"Operating Hours" means those hours when the Visitor Information Centre is open for use by the public as referred to in Section 5;

"Services" means those visitor information and promotional services provided by the Contractor in accordance with Schedule "A" to this Agreement;

"Service Fee" means annual sum set out in Schedule "B" to this Agreement payable by the RDOS to the Contractor;

"Term" means the term of this Agreement as set out in section 2.1;

"Visitor Information Centre" (the "Centre") The Contractor shall be solely responsible for identifying, negotiating, and securing a lease for a suitable building to be used for the purposes outlined in this contract. The Contractor shall ensure that the leased premises meet all necessary requirements and standards as specified by the Client. All costs associated with the leasing

process, including but not limited to lease payment, deposits, and any related fees, shall be borne by the Contractor.

- 1.2 All Schedules to this Agreement are incorporated into and form an integral part of this Agreement and are as follows:

Schedule "A" — Services

Schedule "B" — Service Fees

2.0 Term

- 2.1 The Term of this Agreement shall be for the period of two (2) years from the Commencement Date.

3.0 Services

The Contractor covenants and agrees to provide the Services as set out under Schedule 'A'.

- 3.1 The Client shall pay to the Contractor the annual Service Fee, as set out in Schedule 'B' prior to July 1 in each year of the Term. Contractor invoices for payment of fees will be issued in accordance with the provisions of Notification described in section 16.0 of this agreement.

4-0 Payment of Wages and Accounts

- 4.1. The Contractor shall pay all trade accounts promptly and agrees to indemnify and save harmless the Client from all claims with respect thereto.
- 4.2. Contractor shall pay all employees' wages, holiday pay, social services tax, employment insurance, workers' compensation charges, and income tax deductions promptly as required by law and agrees to indemnify and save harmless the Client from any claims with respect thereto.

5.0 Hours of Business

- 5.1 The Contractor covenants and agrees to operate the Centre and to keep it open for business during the Operating Hours. The Contractor acknowledges that the Client may, in consultation with the Contractor, establish the Operating Hours or make any changes thereto from time to time.
- 5.2. The Client acknowledge that the Operating Hours as of the Commencement Date are to be as follows:

- June — August, the Visitor Centre will be open 7 days per week, 6 hours per day.
- September — May, the Visitor Centre will be open 3 days per week, 6 hours per day.

- The Visitor Centre will be closed between Christmas and New Year's, including the statutory holiday dates.
- The Visitor Centre may be closed for intermittent staff illness/vacation. In this case, signage directing Visitors to alternate public services and washrooms, as well as virtual resources will be provided.

6.0 Reporting Requirement

6.1 The Contractor shall submit the Client the following information on a quarterly basis:

Quarterly financial statements and minutes of all meetings.

Quarterly statistical information provided by the Contractor to Tourism BC.

Reporting documents specified in 6.1 will be submitted to the Client. The CAO will forward copies to the CAO of the Village of Keremeos.

6.2. Every year of the Term, provide for the Client:

- Financial Statements relating to this contract prepared in a generally accepted accounting format with comparison to budget for the previous fiscal year.
- Proposed budget for the current fiscal year.

Reporting documents specified in 6.2 will be submitted in accordance with the provisions of Notification described in section 16.0 of this agreement.

6.3. On an annual basis in every year of the Term, provide for Client Board:

No later than April 30 of every year a presentation at a regular meeting of the Board on the prior year's operations and current projected activities

7.0 Indemnification of Client

7.1 The Contractor covenants and agrees to indemnify and save harmless the Client and its directors, officers, employees, contractors, and agents, as applicable, from and against any and all manner of actions, causes of action, damages, losses, costs or expenses that the Client or its directors, officers, employees, contractors, and agents, as applicable, may sustain, incur or be put to by reason of this Agreement

8.0 Termination

8.1 If the Contractor dissolves, becomes insolvent or bankrupt, makes an assignment for the benefit of creditors, fails or neglects to fully or promptly observe and perform any term, covenant, condition or provision contained in this Agreement, the Client may, at the Client's option and without limiting the Client's other rights and remedies hereunder or at law or equity, terminate this Agreement effective 30 days after written notice of

termination to the Contractor. The Client shall not be liable to compensate the Contractor for damages, costs or losses resulting from the exercise of this right of termination.

- 8.2 If the Contractor defaults on the lease agreement and the Contractor does not have an official office (office as defined to meet its obligation to provide a Visitor Information Centre), the Client may at their option and without limiting the Clients other rights and remedies hereunder or at law of equity, terminate this agreement effective 30 days after written notice of termination to the Contractor.. The Client shall not be liable to compensate the Contractor for damages, costs or losses resulting from the exercise of this right of termination.
- 8.3 Notwithstanding anything herein to the contrary, in the event the Contractor fails to perform or comply with any of its obligations herein, the Client may give the Contractor notice in writing of such breach. If the Contractor shall not cure the said breach within three (3) days after receipt of notice (if a monetary breach), or within seven (7) days after receipt of notice if a breach of any other nature which is capable of cure, then the Client, at their respective option, shall have the right to:
- (a) terminate this Agreement by giving written notice to the Contractor;
 - (b) initiate legal proceedings against the Contractor for legal or equitable relief and/or
 - (c) pursue any other remedy allowed by law or in equity, provided, however, if the Contractor's breach is not capable of cure and/or the Client may suffer irreparable harm as a result of the Contractor's breach, then the Client shall not be required to give written notice to Contractor, or to wait any period of time before pursuing any remedies hereunder. In any proceeding for relief hereunder, the prevailing party shall be entitled to recover its costs and reasonable solicitor Client fees incurred in or by reason of such proceedings. The unenforceability, in whole or in part, of any remedies made available in this Section 8 shall not affect or limit the Client' rights to any of the remaining remedies available to the Client.
- 8.4 All of the remedies set forth above or elsewhere in this Agreement given to the Client and all rights and remedies given to Client by law or equity shall be cumulative and concurrent.
- 9.0 Insurance
- 9.1 The Client shall obtain on the commencement date of the Term, at its own cost and maintain in full force and effect during the Term, a minimum of Comprehensive General Liability Insurance in the name of the Contractor, which insures all operations of the Contractor contemplated by this Agreement and the contractual assumption of liability reflected by this Agreement. Such General Liability Insurance shall be written with a limit of at least THREE MILLION DOLLARS combined single-limit per occurrence and FIVE MILLION DOLLARS (\$5,000,000.00)

in the aggregate for bodily injury and property damage liability, personal injury liability and coverage for all acts and omissions of any employees or agents of the Contractor. Such policy shall stipulate that such insurance is primary of any valid and collectible insurance maintained by any of the foregoing entities for any claim(s) arising out of providing the Services.

- 9.2 All such policies of the Contractor shall list the Client as an additional insured. All such policies of the Contractor shall be endorsed to provide that the underwriters and insurers of the Contractor shall not have any rights of subrogation. Further, all such policies of the Contractor shall provide for THIRTY (30) days' written notice to all insureds prior to any adverse modification or termination of any such policy.
- 9.3 Certificates of all insurance required pursuant to this Section 9 shall be provided to the Client.
- 9.4 The Client shall have the absolute right to terminate this Agreement upon written notice to the Contractor if the Contractor does not deliver to the Client certificate of insurance required hereunder. In the event of such termination by the Client there shall be no further liability of whatsoever kind or nature by the Client to the Contractor, shall retain the right to proceed with a legal action against the Contractor to recover any and all damages sustained by reason of the Contractor's default hereunder.

1 0.0 Assignment

- 1 0.1 The Contractor shall not assign or sublicense all or any part of this Agreement or the benefit thereof without the prior written consent of the Client

11.0 Warranty of Non-Profit Status

- 1 1. 1 The Contractor represents and warrants to and covenants with the Client that it is now and will continue to be a not-for-profit corporation and a non-commercial undertaking and that it does not and will not distribute profit to its members.

12.0 Whole Agreement

- 1 2. 1 The provisions in this Agreement constitute the whole agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the provision of the Services.

13.0 Severability

- 13.1 Should any provision or provisions of this Agreement be illegal or not enforceable, it or they shall be considered separate and severable from the Agreement and its remaining

provisions shall remain in force and be binding upon the parties as though they said provision or provisions had never been included.

14.0 Waiver or Non-Action

- 14.1 Waiver by the Client of any breach of any term, covenant or condition of this Agreement by the Contractor shall not be deemed to be a waiver of any subsequent default by the Contractor. Failure by the Client to take any action with respect to any breach of any term, covenant or condition of this Agreement by the Contractor shall not be deemed to be a waiver of such term, covenant or condition.

15.0 Time of the Essence

- 15.1 Time is of the essence of this Agreement.

16.0 Notices

- 16.1 Except in the case of emergency, when notice may be given by telephone with later confirmation in writing, any notice, request, or approval which is required or permitted to be given in this Agreement shall be in writing and may be delivered personally or forwarded by registered mail to the address set forth below:

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

101 Martin Street Penticton

BC

V2A 5J9

Attention: CAO

If to the Client

SIMILKAMEEN COUNTRY DEVELOPMENT ASSOCIATION

Once an office is secured, the Contractor shall submit the address of the office to the Client within ten (30) business days.

Attention: Administrator

- 16.2 Any notice mailed is deemed given and received on the third business day after it has been posted, addressed to the parties at their above addresses or at such other address or addresses as may from time to time be notified in writing by the parties. If there is between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute that might affect the delivery of such notice by the mail, then such notice is only effective if actually delivered. Any personally delivered notice is deemed given and received on the date it is delivered.

17.0 Interpretations

17.1 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice-versa, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- (d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (e) e)reference to any enactment (as defined under the Interpretation Act) includes any regulations, orders or directives made under the authority of that enactment;
- (f) f) reference to any enactment (as defined under the Interpretation Act) is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (g) the provisions of Section 25 of the Interpretation Act with respect to the calculation of time apply;
- (h) all provisions are to be interpreted as always speaking;
- (i) i)reference to a "party" is a reference to a party to this Agreement and to their respective successors, permitted, assigns, trustees, administrators and receivers;
- (j)) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;

- (k) any act, decision, determination, consideration, consent or exercise of discretion by a party, or other person, as provided in this Agreement must be performed, made or exercised acting reasonably; and
- (l) Where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including" and that expression is to be given the broadest possible interpretation.

As evidence of their agreement to be bound by the above, the parties have executed and delivered this Agreement on the dates set out below.

**Similkameen Country Development
Association**

by the authorized signatories:

Signature

Print Name and Title

Regional District of Okanagan-Similkameen

By its authorized signatories:

Signature (Chair)

Print Name and Title

Signature (CAO)

Print Name and Title

Schedule "A"
SERVICES

Visitor

Information Services:

- Greet and assist visitors coming to the Region;
- Answer all tourism related enquiries;
 - Provide accurate, helpful and high quality information;
 - Satisfy visitor needs or interests to encourage longer stays;
- Encourage visitors to spend money and make return visits;
- Promote local attractions and events which motivate visitors to stay longer;
 - Collect visitor data to determine who visitors are, their origin, their activities, their length of stay and the activities or needs requested;
 - Provide visitor data to the Region businesses;
- Encourage development of the tourism industry in the Region and inform the Region about the value of tourism
- Encourage local businesses to be enthusiastic about tourism and provide a high level of service
- Promote the community throughout the region through other Visitor Centres and regional destination marketing organizations.

Village and Client Promotional Services:

- Support local clubs and organizations with convention and event development; through information sharing, provision of Village and Client profile packages, etc.
- • Sponsorship and/or support the Regions promotions and events such as parades, shop local campaigns, Similkameen Sizzle and Christmas Light-up.
- Attendance at local and out of town tradeshow as mutually agreed upon from time to time.
 - Maintain tourism website (Tourism);
- Provide and update the Region profile and promotional material.

Provide timely information to the Village and RDOS- Client regarding any events that the RDOS Contractor is planning to hold.

Sell Village and RDOS Client promotional material at events (promotional material supplied by Village and Client).

Expectations:**1. Events and Road Closures:**

If the Contractor is to hold an event within the Village boundary, promptly notify the Village's CAO of the event. If a road closure is required, a request to the Village should be made on a timely basis asking for a formal approval of the road closure.

Notifications should be provided as soon as the Contractor becomes aware of such closures and include details such as the duration and alternative routes.

2. Promotional Events:

The Contractor shall inform the Client (CLIENT and the Village) of any promotional events or activities planned by the visitor information center. This includes providing details on the event, such as date, time, location, and purpose, at least thirty (30) days in advance. The Contractor shall also collaborate with the Client to ensure the successful promotion and execution of these events. While this contract is with the CLIENT, events will affect the Village of Keremeos and the Village should be notified within the same 30 day period.

3. Mutual Respect:

Both parties agree to maintain a professional and respectful relationship throughout the term of this contract.

4. Work Plan Segregation:

Work plans should be developed and maintained independently of each type of project. This will involve separate project management documentation.

5. Financial Reporting:

Maintain separate work plans and financial records that clearly show the financials for each project. Yearly surpluses should be clearly defined and separated by projects.

6. Special Events

A list of preplanned special events will be submitted to the Village and CLIENT on a timely basis.

It is recognized that the Contractor may be asked to organize an event that was not preplanned. This type of event if the Contractor can accommodate should be forwarded to the Village and CLIENT as soon as possible. The organization requesting to hold a special event will be required to pay on an actual cost basis. This means that all expenses incurred in the planning and execution of the event will be billed to the organization accordingly.

7. Promotional Material for Events

As part of the ongoing contract, promotional materials may be required to proceed effectively. Both the Village and the CLIENT should be contacted on a timely basis and asked if promotional material is available to be distributed at the various events.

8. Non – Association Clause

It is recognized that the Contractor may be involved with other organizations. However, the Contractor agrees that the Contractor shall not associated the Visitors Information Centre with these organization.

Service – Similkameen

Association 2023-2026

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Schedule "B"
SERVICE FEES

Annual fees during the term to be paid to SCDA as follows:

| | ANNUAL FEE |
|---------------------|------------|
| Village of Keremeos | \$9,850 |
| RDOS Area "B" | \$7,575 |
| RDOS Area 'G' | \$7,575 |

END OF DOCUMENT