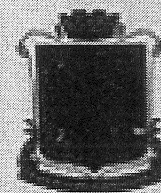




CITY OF BRAMPTON



MEMORANDUM

November 25, 2019

Memo to: Rob Davis, Rob Davis and Associates Inc
Memo From: City councillor Charmaine Williams

RE: Termination of letter of agreement dated September 10, 2019

Please be advised that subject to a decision made by Brampton City Council at it's meeting of November 20, 2019, I am invoking my right to terminate our agreement for the provision of consulting services to my office and the City of Brampton. Please provide me with your final invoice for payment.

Regards,

Charmaine Williams
City Councillor

Rob Davis & Associates Inc.

September 10, 2019

Councillor Charmaine Williams
City of Brampton
2 Wellington street West
Brampton, Ontario
M1V 4E9

Councillor Williams:

RE: Provision of Consulting Services to Councillor Charmaine Williams and the City of Brampton

It has been a great pleasure providing you with ad hoc consulting services over the past five months in your role as Brampton City Councillor for ward 7 & 8. The following is my understanding of your needs and an outline of an agreement to provide services to you and your office over the next five months.

The Client

The client, Charmaine Williams, is a first-term City Councillor. The client currently chairs the Community Safety Advisor Committee and sits on a number of community based boards and committees as appointed by Brampton City council. The client has long-time community roots and has lived in the community for many years.

Councillor Williams is interested in turning as many community based solutions into official public policy through advocacy at the provincial, and federal levels, and direct policy changes at the City level and in Regional government.

Statement of work

The consultant will from time to time advise the councillor and her office staff on developing a legislative plan in co-operation with the appropriate city staff, creating a budget, managing issues as they occur, assisting in the design of communications strategy for special projects that engage the community, media and fellow political leaders and utilizing advocacy tactics which are proven.

The scope of work will include but not be exclusive to the following:

- Strategic Counsel
- Policy review
- Policy development
- Staff coaching
- Media training
- Media relations
- Correspondence

Fees
Rob Davis and Associates Inc. will bill Councillor Charmaine Williams and the City of Brampton \$25,000 plus HST for the five month period starting from September 15, 2019 to February 14, 2020 or \$5,000 per month plus HST.

Expenses
Any and all expenses will be approved by Councillor Charmaine Williams or her designate in advance. All expenses incurred by Rob Davis and Associates Inc. will be paid by the client within 15 days of the expense being submitted for reimbursement.

Renewal
The term of this agreement will end on February 14, 2020. The client may renew the terms of this agreement for one period of five months by written notice served at the consultant's address at least 60 days prior to the end of the this agreement.

Termination
The client may terminate this agreement immediately by serving the consultant and or his agent with written notice. By terminating this agreement prior to the end of the term, the client, Councillor Charmaine Williams and the City of Brampton, agrees to pay the difference between \$25,000 plus HST and any amount remitted up until that point. The balance owing will be due on net 30 day terms at 2 per cent per month (24% per annum). The consultant will provide an invoice for the balance owing at the time of termination.

I look forward to working with you on this exciting project. By signing this letter of agreement below you agree to the terms as set out above.

Regards,


Rob Davis
For Rob Davis & Associates Inc.

Sept 11/2019
Date


Councillor Charmaine Williams
For the City of Brampton

Sept 11/2019
Date

I hereby acknowledge receipt of a signed copy of this agreement.


Councillor Charmaine Williams

Date Sept 11/2019