

JOINT OFFICE AGREEMENT

Between:

The Rural Municipality of

(Hereinafter referred to as the "R.M.")

--AND--

The Village of

(Hereinafter referred to as the "Village")

The intent of this Agreement is to have the R.M. and the Village occupy the same building for administrative purposes. It is agreed and understood that:

1. The Administration Building shall be the existing R.M. building located at 200 Shepard Street Borden Saskatchewan.
2. Each party shall appoint two delegates to a Joint Administration Committee to discuss, and bring back to their respective councils, any problems or issues that might arise.
3. The cost of operating the Administration Building shall be split 50/50 as follows:
 - a. The R.M. shall pay all the bills related to the operating of the building including, but not limited to, the following:
 - i. SaskPower
 - ii. SaskEnergy
 - iii. Water & Sewer
 - iv. Fax
 - v. Internet
 - vi. Property Insurance
 - vii. Janitorial
 - b. Twice per year, the R.M. shall bill to the Village 50% of the paid expenses.
4. Each party agrees that they are responsible for their own:
 - a. Telephone services, other than fax and internet.
 - b. Furniture and other computer equipment used solely by their side.
 - c. General Office Supplies including forms and postage
5. General Building Maintenance and Repairs shall be completed by the R.M.
6. General Building Rent shall be set at \$300.00 per month payable twice per year along with the other general expenses.

7. This agreement shall be reviewed by both councils every 5 years but can be amended at any time with the consent of both councils.
8. This agreement can be terminated by either party by giving six months notice in writing to the other party.
9. Until a Joint Administration Agreement is formed, Administration Personnel is the sole responsibility of each individual party.
10. This agreement shall come into force on July 19, 2011.

On Behalf of the Village of:

Mayor

(Seal)

Administrator

On behalf of the Rural Municipality of

Reeve

(Seal)

Administrator