

JOINT ADMINISTRATION AGREEMENT

THIS AGREEMENT MADE THIS ____ DAY OF _____, 2010, A.D.

BETWEEN:

TOWN/VILLAGE, a municipal corporation in the Province of Saskatchewan,
(hereinafter referred to as the "Town")

AND

RURAL MUNICIPALITY OF 999, a municipal corporation in the Province of Saskatchewan,
(hereinafter referred to as the "RM")

NOW THEREFORE THIS AGREEMENT WITNESSES THAT THE PARTIES HERETO AGREE,
pursuant to Section 110 of *The Municipalities Act*, to establish and carry out joint
administration between the Town and RM on the following terms and conditions:

1. TERM OF THE AGREEMENT

- 1.1. This agreement shall be in force and effective from the 15th day of January, 2011, and shall continue in effect until terminated by either Party in accordance with the provisions of Section 6.1.

2. MUNICIPAL ADMINISTRATION OFFICE

- 2.1. On the coming into force of this agreement the Town shall move its office into the RM Administration Office located at 300 Main Street at St. Brieux, Saskatchewan. The building will be referred to as the "Municipal Administration Office."
- 2.2. Title to the Municipal Administration Office shall remain with the RM and the Town will not be required to acquire an interest in the building.
- 2.3. The Town will be required to pay an office rental fee of \$4,800 per year and not charge water and sewer to the RM.
- 2.4. The Town and the RM shall share in the costs of joining the administration office as set out in Schedule "A" attached and forming a part of this agreement.

3. JOINT ADMINISTRATION COMMITTEE

- 3.1. The Town and RM shall both appoint two members to serve on and as the Joint Administration Committee to meet when necessary to discuss items that arise as a result of this agreement.
- 3.2. The Administrator will be the Secretary at each meeting held of the Joint Administration Committee.
- 3.3. The minutes of each meeting will be recorded in entered into a minute book to be kept by the Administrator and signed by the presiding officer and secretary on the adoption of the minutes at the following meeting.

4. ADMINISTRATION

- 4.1. The same individual shall be appointed as Administrator for both municipalities.
- 4.2. The Administrator will have the authority to control the Administration wage budget and will work with the Joint Committee in hiring staff at a level of 1.25 positions above the Administrator full time equivalent.
- 4.3. The Administrator will have all authority over office staff regarding day-to-day operations.

- 4.4. The Joint Committee as established will control the Administrator Wage with the consent of their respective Councils.
- 4.5. That the Joint Committee as established will have input into yearly evaluations of Administration staff.

5. LISTING OF CAPITAL ASSETS AND OFFICE EQUIPMENT

5.1. A listing of the capital assets, associated with the Municipal Administration Office, that the Town and RM each own as of the coming into force of this agreement and that may be purchased separately or jointly after the coming into force of this agreement shall be maintained and attached to this agreement as Schedule "B", identifying the ownership or percentage of ownership of the capital assets.

6. TERMINATION

- 6.1. Either party may terminate this agreement by giving not less than 3 months written notice to the other Party.
- 6.2. Should this agreement be terminated in accordance with Section 6.1, the capital assets as identified in Schedule "B" to this agreement, shall be disbursed as follows:
 - a) Where this is an asset that is jointly owned by the Town and the RM and both require the asset, the party requesting termination will be required to share equally in the cost to purchase a replacement asset of equal quality for the other party and shall then be entitled to ownership of the asset jointly owned.
 - b) Where this is an asset that is jointly owned by the Town and RM and the terminating party does not require the same, this asset shall become the property of the other party.
 - c) Where there is an asset jointly owned by the Town and RM and the non-terminating party does not require the asset it shall become the property of the terminating party.

7. GENERAL AND MISCELLANEOUS

7.1. This Agreement shall be binding upon and ensure to the benefit of the Parties, their respective successors and representatives.

TOWN/Village

[SEAL]

_____ Mayor

_____ Administrator

Rural Municipality of XXXXX

[SEAL]

_____ Reeve

_____ Administrator

SCHEDULE 'A'

The Town and RM will share equally in the following expenses and revenues associated with the Municipal Administration Office:

Cost of Combining Administration:

1. Cost for Munisoft to provide networking services and transfer files to a server computer.
2. Cost of Sasktel combining phone lines and providing phones for integrated service.
3. Cost of workstation for use by both the Town and RM.

Expenses:

1. The cost of stationary and supplies, commonly used for the administration of both municipalities shall be equally shared between the Town and RM.
2. Cost of leasing office equipment used by both municipalities will be shared between the Town and RM.
3. Cost of postage will be separate and paid for by the municipality incurring those direct costs.
4. The Town and RM will retain their present telephone numbers but will share the cost of the phone lines that will be consolidated into one phone system.

Salaries:

1. All Administration remuneration shall be paid by the RM and the Town will reimburse 50% each month, by invoice from the RM. All payroll deductions will be reimbursed also at 50%, including MEPP, CPP and EI.
2. Group benefits will be through SARM and the Town will reimburse 50% of these costs.

SCHEDULE 'B'

Assets owned by TOWN/Village

- 1 -U-Shaped Desk
- 1 -Computer - Core i5 2.66G, 2GB Ram, 500GB HD
- 2 - HP Laser Jet P2015 printers
- 1 - Victor 1240-3A Calculator
- 1 - Plantronics headset
- 1 - cloth Office chair
- 1 - Nikon Coolpix L110 camera

Assets owned by RM of XXXX

- 1 - HP Laserjet 2035 printer
- 1 - HP Laserjet 1320 printer
- 1 - board room table
- 8 - board room leather chairs
- 1 - Computer
- 2 - office chairs
- 1 - Victor 1240-3A Calculator
- 2 - L-shaped office desks