

Authorize Agreement

Rural Municipality of Nipawin No. 487

BYLAW NO 3-2018

**A BYLAW TO PROVIDE FOR THE RURAL MUNICIPALITY OF NIPAWIN
NO. 487 TO ENTER INTO AN AGREEMENT WITH THE VILLAGE OF
CODETTE RESPECTING JOINT ADMINISTRATION COSTS**

The Council of the Rural Municipality of Nipawin No. 487 in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the Codette Joint Administration Costs Agreement
2. In this bylaw:
 - a. "Administrator" shall mean the administrator of the municipality;
 - b. "Council" shall mean the council of the municipality;
 - c. "Head of council" shall mean the reeve of the municipality;
 - d. "Municipality" shall mean the Rural Municipality of Nipawin No. 487;
3. The Rural Municipality of Nipawin No. 487 is hereby authorized to enter into an agreement with the Village of Codette for the purpose(s) stated within the agreement.
4. The agreement is attached hereto and forms a part of this bylaw, and is identified as "Exhibit A".
5. The head of council and the administrator are hereby authorized to sign and execute the agreement described as Exhibit A.
6. Bylaw No. 3-2016 is hereby repealed.
7. The Agreement will come into force and take effect August 1st, 2018.





Reeve



Administrator

Read a third time and adopted
this 10th day of July, 2018.



Administrator

"Certified to be a true copy of Bylaw No. 3-2018 adopted by
the council of the Rural Municipality of Nipawin No. 487
on the 10th day of July, 2018."





Administrator

JOINT ADMINISTRATION AGREEMENT

THIS AGREEMENT MADE THIS 26th day of June, 2018.

BETWEEN:

RURAL MUNICIPALITY OF NIPAWIN NO. 487,

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

AND:

VILLAGE OF CODETTE,

a municipal corporation in the Province of Saskatchewan,
(hereinafter referred to as the "Village")

1. Term of Agreement

- 1.1** It is acknowledged that it is beneficial for the RM and the Village to operate out of the same office and be served by the same Administrator and administration support staff.
- 1.2** This agreement shall be in force and effective from the 1st day of August, 2018 and shall continue in effect until terminated by either party in accordance with the provisions of Section 7.

2. Municipal Administration Office

- 2.1** The building owned by the RM, located at 529 Service Street, Codette, Saskatchewan shall be known as the "Municipal Administration Office."
- 2.2** Title to the Municipal Administration Office shall remain solely in the name of the RM and the Village will not be required to acquire an interest in the building.
- 2.3** The RM will remain responsible for all capital costs associated with the maintenance, including general upkeep and repair to the office.
- 2.4** The RM will be entitled to any revenue associated with the office, including general office services and rentals of the office board room.

3. Administrator

- 3.1.** On the coming into force of this agreement, both the RM and the Village shall appoint the same individual as Administrator.
- 3.2.** The Administrator's salary shall be set at an amount in accordance with the RMAA's salary schedule, plus a top-up amount to cover the additional Village administration work load. The top up amount shall be determined annually by the Joint Administration Committee.
- 3.3.** The Administrator's total salary, employer's payroll benefits and extended health & dental benefits shall be paid by the RM and the RM will act as Manager to the Administrator.

4. Office Expenses

- 4.1.** The cost of stationery and supplies, commonly used for the administration of both municipalities shall be paid by the RM.
- 4.2.** The costs of stationery and supplies purchased specifically for either the RM or the Village shall be borne solely by the benefiting municipality.

- 4.3. Postage costs for the RM and the Village are, if possible, to be kept track of separately and each municipality shall be responsible for their actual costs.
- 4.4. The RM will purchase annually from Munisoft a User License for their various municipal accounting software programs including the joint administration fee and these costs will be included in the contract fee amount.
- 4.5. Expenses associated with the Municipal Administration Office will be paid by the RM and included in the service contract fee, including:
- (a) Utilities, including electricity, gas, sewer;
 - (b) Telephone and Internet;
 - (c) General Insurance Coverage, including property and contents;
 - (d) Office Caretaking, including supplies;
 - (e) Furniture & Equipment Amortization.
5. **Contract Service Fee**
- 5.1 The RM agrees to invoice the Village of Codette a monthly contract service fee in the amount of \$3300.00. The contract service fee will be reviewed annually by the Joint Administration committee and is subject to change by mutual council resolutions from time to time.
6. **Joint Administration Committee**
- 6.1 The RM and the Village agree to, and by virtue of the signing of this agreement hereby do, appoint the Mayor and Deputy Mayor of the Village, and the Reeve and Deputy Reeve of the RM to a Joint Administration Committee, whose mandate is to meet at least once per year to review the terms of this agreement, the wages and benefits of the Administrator, and any other matter pertinent and relevant to this agreement.
7. **Termination**
- 7.1. Either party hereto may terminate this agreement by giving not less than six (6) months written notice to the other Party.
8. **General and Miscellaneous**
- 8.1. This agreement shall be binding upon and ensure to the benefit of the Parties, their respective successors and representatives.



Rural Municipality of Nipawin No. 487




 Reeve



 Administrator



Village of Codette


 Mayor



 Administrator