

**BYLAW NO. 8/2010**

**A BYLAW TO PROVIDE FOR ENTERING INTO AN  
AGREEMENT FOR JOINT OFFICE ADMINISTRATION FOR  
THE VILLAGE OF BETHUNE, AND THE R.M. OF DUFFERIN NO. 190**

The Council of the Village of Bethune in the Province of Saskatchewan, enacts as follows:

1. The Village of Bethune is hereby authorized to enter into an agreement, attached hereto and forming part of this bylaw, and identified as Schedule "A", with the following Municipality:
  - a) The Rural Municipality of Dufferin No. 190 for the purposes of a Joint Administration Office.
2. The Mayor and the Administrator of the Village of Bethune are hereby authorized to sign and execute the agreement identified as Schedule "A".

  
MAYOR



  
ADMINISTRATOR

CERTIFIED A TRUE COPY OF  
Bylaw No. 8/2010 passed by  
Resolution of Council on the  
4th day of November, 2010

  
ADMINISTRATOR



SCHEDULE "A"  
TO BYLAW NO. 8 /2010

**MEMORANDUM OF AGREEMENT**

This agreement Made in Duplicate this 3<sup>rd</sup> day of Nov 2010

By and Between:

The Rural Municipality of Dufferin No. 190, a Municipal Corporation continued pursuant to the Municipalities Act, 2006, having its office in Bethune, Saskatchewan, hereinafter referred to as the "R.M".

and

The Village of Bethune, A municipal Corporation continued pursuant to the provisions of The Municipalities Act, 2006, having its office in Bethune, Saskatchewan, hereinafter referred to as the "Village".

WHEREAS the R.M. and the Village, are desirous of formalizing an agreement to provide for joint administration services serving both municipalities;

NOW THEREFORE the R.M. and the Village, in consideration of the mutual covenants and undertakings herein contained, agree as follows:

1. It is acknowledged that it is beneficial for the R.M. and the Village to operate out of one office and be served by the same Administrator and administration support staff.
2. The R.M. agrees to act in the capacity of Manager of the Administrator and Administrator support staff for the purposes of the agreement, and to pay all the wages and benefits due and owing to the employees, including but not limited to wages as negotiated and reviewed, employment insurance premiums, Canada Pension plan dues, Municipal Pension Plan (MEPP) dues, and additional benefits as negotiated and reviewed, including but not limited to Short Term Disability benefits, health benefits , dental benefits and long term disability benefits.
3. The R.M. agrees to invoice the Village of Bethune quarterly at the following rates:
  - a. Administrator Salary and benefits at a rate of 22 %.
  - b. Assistant Administrator Salary and benefits at a rate of 50 %.
4. The R.M. and Village further agree to the following other points:
  - a. That each organization will be responsible for the telephone charges and installation.
  - b. That the R.M. and the Village of Bethune shall share the cost of the internet on a 50/50 basis.
  - c. Office Equipment –Each organization shall be responsible for their office equipment.
  - d. That the R.M. and Village of Bethune shall share 50/50 in the cost of computer Equipment, laptop computers Antivirus software.
  - e. That Computer software be the responsibility of each organization.
  - f. Each organization is responsible for their own membership fees.


- g. Where there are joint seminars for both Urban and Rural that they share the costs on a 50/50 basis.
  - h. That the Village of Bethune agrees to pay one half the cost of the photocopy machine previously purchased by the R.M of Dufferin No. 190 and further that each organization shall be responsible for their paper requirements and that the contract for the photocopy machine be split 50/50
  - i. That the Village of Bethune pay the R.M. of Dufferin No. 190 \$ 250.00 per month for rent and that it be negotiated on a yearly basis.
5. The R.M. and the Village of Bethune agree that the wages are confidential matter and shall disclose only such information as necessary to comply with federal and provincial legislation.
6. The R.M. 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 R.M. 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 administration support staff, and any other matter pertinent and relevant to this agreement.
7. Either the R.M. or Village may terminate this agreement by resolution of their respective council and providing a copy of such resolution to the other municipality, the Administrator and all administration support staff no less than 150 days prior to the date of actual termination.
8. This agreement shall come into force and take effect commencing the 1st day of January, 2011.



  
R.M. OF DUFFERIN #190 -  
REEVE

  
ADMINISTRATOR



  
VILLAGE OF BETHUNE  
MAYOR

  
ADMINISTRATOR