

OFFICE ADMINISTRATION AGREEMENT

THIS AGREEMENT made in duplicate effective this _____ day of _____, 20____

BETWEEN:

THE RURAL MUNICIPALITY OF _____ NO. _____ a municipal corporation in the Province of Saskatchewan, (hereinafter referred to as the "R.M.").

-- and --

THE VILLAGE OF _____, a municipal corporation in the Province of Saskatchewan, (hereinafter referred to as the "Village").

WHEREAS pursuant to Section 254 of *The Rural Municipality Act, 1989* and section 175 of *The Urban Municipality Act, 1984*, a municipal council may authorize the making of an agreement for the performance of any matter or service that is considered to be a benefit to the municipality; and

WHEREAS the parties named above desire to associate with each other for the purpose of the R.M. providing office administration services to the Village on a contractual basis.

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

1. The preamble hereto shall form an integral part of this agreement.
2. The R.M. agrees to provide office administration services to the Village to fulfill such duties of the clerk and treasurer as provided for by *The Urban Municipality Act, 1984* and any other duties as imposed on him by council.
3. The R.M. agrees to provide the above services to the Village at a rate negotiated annually between the Village and the Administrator plus MEPP (calculated as 5.4% of gross salary).
4. The Village agrees to remit to the R.M. the costs for office administration services as stated in item 3 above in quarterly payments.
5. The parties agree to perform and do all acts necessary in order to authorize, execute and perform this agreement.
6. It is further understood and agreed that this agreement shall be retroactive to March 1, 2004 and continue indefinitely until amended or terminated by any of the parties concerned.
7. This agreement may be terminated by either of the parties concerned after giving one month's notice in writing.

IN WITNESS WHEREOF The R.M. of _____ No. _____ has hereunto
affixed its corporate seal, duly witnessed by the hands of its proper officers in
that behalf, duly authorized this _____ day of _____, 20____

R.M. OF _____ NO. _____

REEVE

ADMINISTRATOR

IN WITNESS WHEREOF The Village of _____ has hereunto affixed its
corporate seal, duly witnessed by the hands of its proper officers in that
behalf, duly authorized this _____ day of _____, 20____

VILLAGE OF _____

MAYOR

ADMINISTRATOR