

**WOLSELEY TOURIST INFORMATION CENTRE
CONTRACTOR AGREEMENT**

THIS AGREEMENT made in duplicate this _____ day of _____, 2025

BETWEEN:

_____ of the Town of Wolseley, in the Province of Saskatchewan,
(hereinafter referred to as the “Contractor”)

AND

TOWN OF WOLSELEY, a municipal corporation established under the provisions of *The Municipalities Act* (hereinafter referred to as the “Town”)

WHEREAS the Town is the owner of the Wolseley Tourist Information Centre (hereinafter referred to as the “Tourist Booth”).

AND WHEREAS the Contractor hereby agrees to provide the day-to-day operations for the said Tourist Booth for the duration of this contract.

THIS AGREEMENT WITNESSETH:

1. SCOPE:

- a. That the Contractor covenants and agrees to faithfully, honestly and diligently carry out the tasks set out by the Town relating to the day-to-day operations, care and cleaning of the Tourist Booth located in Wolseley, SK by performing the tasks as set out in Appendix I attached hereto and forming part of this Agreement.
- b. The Contractor shall appoint an adequate replacement person, with approval from Administration, to help accommodate the hours that are needed if he/she is unavailable to perform their duties. In the event the Contractor is not able to report for duty, Administration is to be notified immediately.
- c. The Town hereby covenants and agrees to provide all equipment, tools, materials and supplies required.
- d. The Contractor shall channel all concerns regarding the operation of the Tourist Booth to the Administrator first. In the absence of the Administrator, or reported issues to the Administrator not being resolved in a timely manner, the Contractor is to contact the councillor in charge of the Tourist Booth. Failure to resolve the reported issue following this, the Contractor shall request a presentation directly to the Mayor and Council at a regular or special meeting called for that purpose.
- e. The Contractor shall check in at the Town Office on a regular basis to provide any updates.
- f. The Contractor shall not enter into a third party contract on behalf of the Town Council.

- g. The Contractor shall not duplicate the key to the Tourist Booth without prior written approval from Administration. The Town of Wolseley shall supply one key to the Contractor for the Tourist Booth.
- h. This Contract shall be setup on a Seasonal basis. The Tourist Booth shall be open seven (7) days a week from 10:00AM to 6:00PM; and whereas, five (5) days a week will be scheduled to the Contractor; and the remaining two (2) days a week will be scheduled to volunteer groups.

2. PAYMENT:

- a. In consideration of the Contractor's performance of services and duties stated in Appendix I the Town shall pay to the Contractor a sum of:
\$_____ (monthly).

3. TERMINATION:

- a. This agreement shall be reviewed annually at the end of the year, with the option for Town Council to either renew or tender the Contract, at their discretion. Notwithstanding the aforementioned, this agreement may be terminated by resolution at a regular meeting of the Town of Wolseley or by the Contractor or an authorized agent providing thirty (30) days written notice.

4. INDEMNIFICATION:

- a. The Contractor agrees to indemnify and save all harmless the Town from all claim demands, causes of actions or suits arising out of any matter for which the Contractor must provide liability insurance protection under this agreement which will be paid by the Town.

5. NON-ASSIGNMENT:

- a. The Contractor shall not assign this Agreement without prior written consent of the Town.
- b. The Contractor shall supply the Administrator with a list of alternates for Clause 1(b) in case of emergencies. Alternates/Replacements are not covered under the Town of Wolseley's Worker's Compensation.

IN WITNESS WHEREOF the Contractor has hereunto set his/her hand, and the Town has caused this Agreement to be executed under its Corporate Seal by the hand of its Mayor and Administrator the day and year first above written.

This contract shall commence **May 18, 2018** and shall continue until **September 2, 2018**.

SIGNED, SEALED AND DELIVERED)
IN THE PRESENCE OF:)

WITNESS

CONTRACTOR

MAYOR, Town of Wolseley

[S E A L]

ADMINISTRATOR, Town of Wolseley

APPENDIX I

TOURIST BOOTH CONTRACTOR DUTIES

DUTIES INCLUDE, BUT NOT LIMITED TO:

1. DAILY

- 1.1 Operate the Tourist Booth five (5) days a week from 10:00AM to 6:00PM.
- 1.2 Greet tourists, provide directions and information on the Town of Wolseley.
- 1.3 Ensure information brochures, vacation guides, and maps are kept current and at hand; restock as required. If more brochures, guides and/or maps are required, contact Administration.
- 1.4 Ensure the Tourist Booth is clean and presentable inside and the surrounding grounds, which includes the gazebo and planters.
- 1.5 Clean tables and benches around the Tourist Booth and gazebo. Pick-up any paper and general debris from the grounds and sidewalks surrounding the Tourist Booth.
- 1.6 Ensure flowers are to be kept free of debris and watered daily.
- 1.7 Frequently check that bathrooms are in a clean, tidy order. Clean the bathrooms (i.e. toilet seats, toilet bowls, and wash basins) and empty all waste containers at the end of each day. Contact Administration when accumulated waste requires pick-up by the Public Works Department.
- 1.8 Ensure adequate bathroom supplies are at hand (i.e. soap, toilet paper, paper towel, etc.).
- 1.9 Ensure the Tourist Booth is secure when leaving.

2. OTHER DUTIES

- 2.1 Replace within-reach light bulbs when required.
- 2.2 Maintain and clean all outdoor light fixtures to remove any dirt, insects, etc. that may accumulate during the year. Remove any cobwebs as necessary.
- 2.3 Inspect and wash floors, and remove scuff marks as required.
- 2.4 Report any concerns to the Town Office.
- 2.5 Check for damage to the facility and report any damage(s) to the Town Office immediately.
- 2.6 Each Monday, remove, wash and replace the filter on the air conditioner.
- 2.7 All other duties as required.