

AGREEMENT MADE THIS 9<sup>th</sup> DAY OF JANUARY, 2006

BETWEEN

THE CITY OF WETASKIWIN  
(HEREINAFTER KNOWN AS "THE CITY")  
4904 – 51 STREET  
WETASKIWIN, ALBERTA  
T9A 1L2

AND

THE WETASKIWIN & DISTRICT CHAMBER OF COMMERCE  
(HEREINAFTER KNOWN AS "THE CHAMBER")  
POST OFFICE BOX 6508  
WETASKIWIN, ALBERTA  
T9A 2G2

WHEREAS, the City is the owner of Block 87A, Plan 792-0904, civically addressed as 4910 – 55A Street;

AND WHEREAS, the Chamber agrees to provide a variety of tourism and promotional services;

AND WHEREAS, the City wishes to compensate the Chamber for the provision of these services.

NOW THEREFORE, the City and the Chamber agree as follows.

The Chamber, as part of this agreement, shall be responsible for the following:

1.1 Visitor Information Centre

The Chamber shall operate the Visitor Information Centre (located at 4910 – 55A Street) year round according to the following schedule:

- a. Summer – open from the May long weekend to the September long weekend a minimum of 70 hours per week of which a minimum of 12 hours per week shall be on weekends; and
- b. Winter – open the same hours as the Chamber of Commerce office.

1.2 Hiring and Supervision of Visitor Information Centre Staff

- a. The Chamber shall hire, train and supervise all staff that are involved in carrying out this agreement.

- b. The Chamber shall apply for and administer any grants that may assist the Chamber in the carrying out of the terms of this agreement.

1.3 Sale of Souvenirs

- a. The City shall be responsible for the provision of the inventory of City souvenirs to be sold.
- b. The Chamber shall display and sell City souvenirs from the Visitor Information Centre during the hours the Visitor Information Centre is open to the public.
- c. The Chamber shall be charged "cost" for any City souvenir items sold and shall be invoiced after each inventory count in April and September.
- d. The Chamber shall retain any net revenue from the sale of City souvenirs.

1.4 Telephone, Facsimile and Internet Connections

- a. The Chamber shall be responsible for all telephone costs.
- b. The Chamber shall be responsible for the provision, maintenance and costs of a fax machine at the Visitor Information Centre.

1.5 Photocopier and Office Supplies

- a. The Chamber shall provide a photocopier and be responsible for its operation and maintenance.
- b. The Chamber shall be responsible for the provision of office supplies required for the operation of the Visitor Information Centre.

1.6 Janitorial Services

- a. The Chamber shall be responsible for janitorial services inside the Visitor Information Centre.
- b. The Chamber shall be responsible for the removal of surface garbage (excluding road maintenance materials i.e. sand and snow removal) on footprint of property and the adjacent green belt.

1.7 City Mascot

- a. The Chamber shall have the mascot present at City and other functions as required. A minimum of 48 hours notice must be given prior to the event.
- b. The Chamber shall invoice the City for the approved mascot maintenance costs.

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- 1.8 City Float (Parades – Leduc, Camrose, Millet, Wetaskiwin Pioneer Days, Wetaskiwin Santa Claus Parade, Pigeon Lake, Ponoka, and one other to be named)
- a. The Chamber shall be responsible for operation of the float for the duration of this agreement.
  - b. The City shall be responsible for the maintenance and storage costs of the float and will provide the tow vehicle.
- 1.9 Breakfast/Lunch Business Meetings
- a. Effective January 2006, these meetings shall become a joint function between the City and the Chamber. The City will pay a \$300.00 food subsidy for each of the 9 luncheons annually.
- 1.10 Business Training
- a. The Chamber shall provide training opportunities for local businesses such as customer service, marketing, shop local programs, etc.
- 1.11 Promotions
- a. The Chamber shall work with and coordinate with all local businesses on various promotional activities.
  - b. The Chamber shall be involved in major events and conventions.
  - c. The Chamber shall be responsible for the annual Trade Show.
  - d. The Chamber shall be aware of various activities and events within our region.
  - e. The Chamber's Annual Gala shall include the City's Annual Citizen Recognition Presentation.
- 1.12 Brochures
- a. The Chamber shall be responsible for maintaining sufficient inventory of tourism brochures and publications for distribution from the Visitor Information Centre.
- 1.13 Insurance
- a. The Chamber shall carry a third party liability insurance policy covering all Chamber activities.
  - b. The policy value shall be a minimum of \$2 million dollars.
  - c. The policy shall list the City of Wetaskiwin as an additionally named insured.

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1.14 Planning

- a. The Chamber agrees to present to City Council, in January of each year, their operations plan for carrying out the activities of this agreement.

The City shall provide the following services toward the operation of the Visitor Information Centre.

2.1 Utilities

- a. The City shall be responsible for the costs of water, sewer, electricity and natural gas.

2.2 Garbage Removal

- a. The City shall be responsible for garbage collection costs.

2.3 Buildings and Grounds Maintenance

- a. The City shall be responsible for the maintenance of the Visitor Information Centre building.
- b. The City shall be responsible for the maintenance of the grounds of the Visitor Information Centre.
- c. The City shall do one major cleaning of the facility in the spring of each year.

2.4 Insurance

- a. The City shall be responsible for insuring of the Visitor Information Centre building.

2.5 Facility Rentals

- a. The City shall provide City facilities, if available, for the Chamber's major promotions and at no charge. .
- b. There shall be no charge for the Chamber's use of the Visitor Information Centre.

2.6 City Souvenirs

- a. The City shall conduct an inventory of City souvenirs each April and September to determine the number of items sold from the Visitor Information Centre.
- b. The City shall invoice the Chamber in April and September the "cost" value for the items sold.

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- c. The City shall be responsible for maintaining sufficient inventory of City souvenir items for sale from the Visitor Information Centre.

2.7 Advertising

- a. The City shall be responsible for placing advertising in the appropriate tourist information publications.

The City and the Chamber agree that:

3.1 Term

This agreement shall be in effect for 60 months starting January 1, 2006.

3.2 Review

At the request of either party, this agreement may be reviewed with 60 days written notice.

3.3 Cancellation

This agreement may be cancelled by giving 120 days written notice to the other party. Written notice may only be given in April or November of each year.

3.4 Meetings

The parties may meet in the spring and fall of each year to discuss any issues either party may have that may affect the well being of the City.

3.5 Remuneration

In exchange for the services provided by the Chamber as outlined in this agreement, the City shall pay the Chamber \$60,000.00 per annum. The payment shall be paid in two equal installments on January 31<sup>st</sup> and July 31<sup>st</sup>.

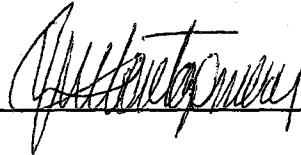
3.6 Reporting

- a. The Chamber shall be required, in January of each year this agreement is in effect, to provide City Council with an accounting of how the City funding was spent in the previous year.
- b. The Chamber will provide annual Visitor Information Centre statistics to Council in January of each year.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

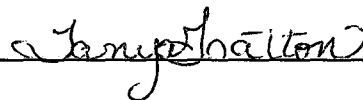
IN WITNESS WHEREOF the parties hereto have affixed their corporate seals by hands of their proper officers in that behalf on the day and year first above written.

Signed on this 9<sup>th</sup> day of JANUARY of 2006 in the City of Wetaskiwin, Alberta, Canada.



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CITY OF WETASKIWIN  
(seal)



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WETASKIWIN  
CHAMBER OF COMMERCE  
(seal)