

**Memorandum of Understanding**

Parties – Town of Bay Bulls, Town of Witless Bay and Bay Bulls – Bauline Athletic Association

January 1, 2019

This Memorandum of Understanding is to be presented at the next Council meetings of the respective towns for ratification.  
The Terms agreed upon are as follows:

**Financial Contribution**

Town of Bay Bulls: \$37,000

Town of Witless Bay: \$37,000

Contribution Schedule: \$18,500 x 2 (January 1<sup>st</sup> and July 1<sup>st</sup>)

Term: 4 Years (January 1, 2019 to December 31, 2022)

(2019 has been received; this is for the balance of the 3 years remaining)

**Detailed Breakdown of \$74,000**

\$55,000 for RRD position – includes base, MERC, health, cell, office phone, travel and training

\$8,000 Part Time bookkeeper

\$6,200 Insurance/Worker's Comp

\$2,300 Annual Financial Statement

\$2,500 Office Operating

**Opt out of or "Change of Responsibility" Clause**

If at any time during the 4 years, both towns choose to incorporate the Regional Recreation Director position into its municipal office operations, both towns must mutually agree to do so. Once that notice is given in writing by both towns to the BBBAA to assume the responsibility of the Regional Recreation Director and the structure is mutually agreed upon between both the Town of Bay Bulls and the Town of Witless Bay; notice of such action is to be served 12 months prior to the transition effective date.

**Reporting**

The BBBAA will adhere to the following requirements with respect to reporting and oversight:

- 1) A copy of minutes from BBBAA meetings will be emailed to the Town Office of each Council within 48 hours of their ratification.
- 2) Monthly report of BBBAA activities, including number of participants from Bay Bulls and from Witless Bay, are to be sent to the Town Office by the last Friday of each month.
- 3) One representative from each Council will sit on the BBBAA Board and have full access to any and all financial information. This information is to be made available to them within a week of their request.
- 4) The BBBAA commits to a "full, official audit" by an independent accounting firm going forward starting with the 2019 fiscal year. The target for completion of the audit will be June 30<sup>th</sup> of the current year.

Derm Moran



Mayor, Town of Witless Bay

Harold Mallowney

Mayor, Town of Bay Bulls

Scott Penney



Chair, BBBAA