STAFF REPORT: **Recreation**

REPORT TO:	**Council**
MEETING DATE:	**July 14, 2008**
REPORT NO.:	**DOR 08 34**
SUBJECT:	**Craigleith Depot/Georgian Triangle Tourist Association, Tourist Information Services Agreement**
PREPARED BY:	**Shawn Everitt, Director of Recreation**

A. Recommendations

THAT Council receive Staff Report DOR 08 34 "Craigleith Depot/Georgian Triangle Tourist Association Tourist Information Services Agreement" and authorize The Clerk and Mayor to Sign and execute the Agreement.

B. Background

Over the past two summer seasons the Town and the Georgian Triangle Tourist Association have developed a partnership to offer Tourist Information Services at the Craigleith Depot.

An agreement has been prepared that will allow Tourist information services to be provided for the 2008 summer season similar to the past two seasons. The Georgian Triangle Tourist Association would provide these services from the Foyer Area of the Depot.

The agreement "attachment A" outlines that Tourist Information services that would be provided by the Georgian Triangle Tourist Association at the Craigleith Depot from the end June 23rd 2008 until October 13th 2008 at a cost of $5,153.76.

The Georgian Triangle Tourist Association will track and report visitor statistics on a Monthly basis to Town Staff. These statistics will provide justification for future agreements and will provide information which may enable the continuation of seasonal tourist information services or extend these services from the Craigleith Depot for longer seasonal periods or year round services in the future.

C. The Blue Mountains' Strategic Plan

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

Preserving and enhancing natural and environmental features, and cultural heritage of the community

D. Budget Impact

2008 Economic Development Budget

$107.37 per day over a period of 48 days based on three days per week and includes all costs for services over 15 weeks.

Total Costs $5,153.76

Contract Services	$5,000.00	Account 63125
Casual/Contract Services	$ 153.76	Account 60015

E. Environmental Impacts

To ensure sustainable promotion of natural amenities of the regional.

F. Attached

1. Georgian Triangle Tourist Association Proposed Agreement

Respectfully submitted,

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Shawn Everitt, Director of Recreation

This Agreement made this 6th day of June, 2008

BETWEEN:

The Georgian Triangle Tourist Association

(hereinafter called the "GTTA")

And

The Corporation of The Town of The Blue Mountains

(hereinafter called "the Town")

WHEREAS the Town and the GTTA endeavour to provide quality visitor information about the area;

AND WHEREAS the GTTA have the staff to operate a satellite operation three days per week for the summer months;

AND WHEREAS the Town has the facility at the Craigleith Depot for a satellite Visitor Information Services;

Now THEREFORE WITNESSETH that in consideration of the mutual covenant herein and subject to the terms and conditions set out in this agreement the Parties agree as follows:

The Town will provide:

- Visible signage from the roadway, indicating the hours of operation for visitor information services for the duration of agreement.
- All building maintenance, supplies and services to the building including cleaning, washroom supplies, landscape maintenance and utilities (all relating to the facility).
- All fixtures and equipment needed to operate the visitor information center (advertising and brochures to be provided by the GTTA).
- Keys and instructions for opening and closing procedures to be followed by the GTTA staff.
- Supply space, office and display equipment as required to perform the service to tourists/visitors.
- Standard Operating Guidelines

The Georgian Triangle Tourist Association (GTTA) will provide:

- Trained Tourism Visitor Information Counsellor (TVIC) to cover each shift of this agreement, for the hours of service of 9 am to 5 pm, three days per week and all statutory holidays, from June 23 to October 5th, 2008.
- A Job description for the TVIC position in accordance with the service standards for TVIC position.
- All training required by the TVIC to complete the required roles and responsibilities for this position.
- Schedule and maintain all communication with GTTA staff concerning this position, provide direction, support or other personnel related issues.
- Provide payroll services (issuing of payroll payments, deduct payroll deductions, remit EHT/WSIB and any other payroll deductions) including all benefits, payroll remittances and required insurances.
- Provide visitor information materials specific to the region.
- Manage the inventory of all promotional brochures including delivery to the Information Centre.
- Invoice the Town of The Blue Mountains monthly with a detailed breakdown for the staff provided at $107.37 per day, which includes all costs for service, for a period of 15 weeks.
- Track and report visitor statistics and submit monthly to the Town, outlining visitors served.
- Review performance measures in August to determine the services required and any changes to be considered for services provided to The Town of The Blue Mountains for the following year.
- Provide training and ensure that all staff personally comply with all health and safety practices and policies of the Town as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.

Costs and payment terms:

This Agreement, fee for service to operate the information center totals $5,153.76. Payment terms are as per the below billing schedule.

Billing schedules as follows:

June 23-08	$ 751.59 (Inc. June 30)
July 31 –08	$1,395.81
August 31 –08	$1,717.92
September 30 –08	$1,395.81
October 5 –08	$ 751.59 (Until Oct.13th)

The Parties agree that this Agreement shall expire on October 31st, 2008 and that this Agreement shall enure to and be binding upon the Parties hereto, their successors and assigns, conditional upon agreement of same provided in writing by both Parties hereto.

This Agreement can be terminated by either party hereto, with sixty days written notice (60 days) to the other party.

IN WITNESS WHEREOF the parties hereto have affixed their hands and seals as attested to by their proper signing officers duly authorized in that regard.

The Georgian Triangle Tourist Association

Per:

Signature Linda Simpson Date: June 19/2008

Linda Simpson, Executive Director, Georgian Triangle Tourist Association

Corporation of the Town of The Blue Mountains

Signature_____Date:_____

Clerk

Signature_____Date:_____

Mayor