

DATE

NAME

POSITION, DEPT/BRANCH

OFFERING CITY

ADDRESS

Dear DIRECTOR/GM (OFFERING CITY)

Thank you for your offer of assistance to help the HOST CITY to assist with recovery efforts from the severe weather event of DATE. Your offer to send STAFF, RESOURCES, and EQUIPMENT is greatly appreciated.

I would like to provide some administrative details regarding this mutual service arrangement as set out below:

1. The HOST CITY has made arrangements for hotel accommodations at the **HOTEL NAME, ADDRESS, AND CONTACT INFO**
2. The HOST CITY will pay for the accommodation directly. Costs will be for standard room rates and double occupancy. Single occupancy will be accepted for crew members of the opposite sex that cannot be matched up.
3. The offering municipality will send a crew to assist the HOST CITY for the week(s) of DATE, which will include:
 - LIST OF STAFF, RESOURCES, EQUIPMENT...example below
 - 1 supervisor in a crew cab pickup truck
 - Crew of
 - 6 arborists including standard equipment, apparel, and personal protective safety equipment
 - 1 crane truck
 - 2 chipper trucks
 - 1 bucket truck
4. **INCLUDE ARRIVAL/DEPARTURE DATES AND WORK SCHEDULES HERE.**
The crew will arrive on DATE, ready to work at 7:30 a.m. (normal start time) on Monday morning. They will work their standard hours (7:30 am – 3:30 pm) and then additional time on Overtime pay up to 7:30 p.m. They will work Monday-Friday and then leave Friday at noon, or Saturday morning. Crews will also bring their own credit cards for fuel.
5. The HOST CITY will assign the work and the offering municipality's supervisor will oversee the work being done by the crew members.
6. The HOST CITY will provide a secure location to store the offering municipality's vehicles at night except those used to transport staff to the hotel.
7. The offering municipality shall be responsible for WSIB claims directly related to work performed for the HOST CITY by the offering municipality's employees.

8. The offering municipality shall maintain insurance that covers its operations within the HOST CITY.
9. With the exception of WSIB claims that are the responsibility of the OFFERING CITY under Section 7 above, the HOST CITY agrees to defend, indemnify and hold harmless the offering municipality from and against any and all claims, demands, causes of action, loss, expenses, costs or damages arising out of the offering municipality employee performance or non-performance of duties for the HOST CITY under this agreement, unless such claims, demands, causes of action, loss, expenses, costs or damages arising from the negligence of the offering municipality's employees or agents. This indemnity applies from the commencement of duty for this response to the completion of the workers assignment agreed on by both cities.
10. The HOST CITY agrees that the insurance obligations above will not be construed to and will in no manner limit or restrict the liability of the HOST CITY under paragraph 9 of this agreement.
11. The HOST CITY will compensate and pay (as per below) the offering municipality (after we are billed) for the salaries, overtime, per diems, food, etc.
12. The offering municipality would pay their employees directly as per their existing policies and collective agreements for salaries, overtime and benefits. The employees of the offering municipality and the offering municipality must maintain suitable records and invoices for verification purposes.
13. The offering municipality should provide receipts for expenses incurred and proof that employment costs and benefits are required to be paid to relevant workers.
14. The dollar limits on meals or per diems will be paid by the HOST CITY up to the limit of what the offering municipality can demonstrate it is legally obliged to pay in accordance with its policies and collective agreements.
15. The HOST CITY will either pay for directly or reimburse offering municipalities for any related costs such as fuel, materials and parts (e.g. chainsaw oil, chains, etc.) required to carry out the tasks directly related to the work performed by offering municipalities for the HOST CITY
16. Offering municipalities should submit invoices to the HOST CITY within 30 days of completed work. All invoices should be addressed to: HOST CITY, ADDRESS, , Attention: DIRECTOR/GM and email a "pdf" copy to DIRECTOR.
17. Invoices to include terms "Sec 22 / 23 of Procurement By-Law" for Emergency Forestry Services.
18. HOST CITY Forestry staff will review the billings/invoices from the offering municipality and approve and release for payment as quickly as possible.
19. The HOST CITY finance would then pay the invoices within 30 days of receipt.

I trust that these arrangements are suitable.

HOST LOGO

Please sign below that these arrangements are acceptable and return to my office via email to **email address**.

Again, thank you for your offer of assistance.

Yours truly,

**Director, DEPT/BRANCH
HOST**

The OFFERING MUNICIPALITY has accepted the terms as set out in this letter for providing service to **the HOST CITY**

Dated: **(DDMMYY)** _____

Signed:

Name of City Official
(OFFERING):

(Insert printed name here)

Position Title of Municipal Official
(OFFERING):

(Insert title here)