

**SOUTHGATE – TEAM TOWN HALL  
DUNDALK OLDE TOWN HALL CULTURAL SPACE  
FINANCIAL COMMITMENT AND USE PARTNERSHIP AGREEMENT**

**THIS AGREEMENT** made as of the 15<sup>th</sup> day of December, 2021.

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

(hereinafter referred to as the "Township")

**and**

**TEAM TOWN HALL**

(hereinafter referred to as the "TTH")

**(collectively referred to as the "parties")**

**INTRODUCTION:**

The Township and TTH ("the parties") have interest in negotiating an agreement among them for the use of the Dundalk Olde Town Hall ("the Building") owned by Wellington Capital Corporation ("Wellington"), located in the Village of Dundalk and the County of Grey. "Schedule A" forms part of this agreement and provides the Township with an annual list of the TTH Committee executive members and their responsibilities to keep the Township informed as partners.

Another agreement will be executed at the same time between the Township and Wellington that is complimentary to this agreement and will sell the Building to Wellington. Should the Building not be sold to Wellington it would negate the activation of this agreement between the parties.

The purpose of this agreement is to set out in the document the terms, conditions and financial commitments of each of the parties to establish the responsibilities of TTH and the Township to Wellington Capital Corporation and to ensure the sustainability of the cultural use of the Building spaces will continue to be operated and maintained for the period of the 20 year agreement.

**THIS DOCUMENT WITNESSES** that in consideration of the mutual covenants and agreements contained in it, and subject to the terms and conditions contained in it, the parties agree as follows:

This agreement includes the following information:

1. The parameters for use of the Building by TTH and their commitments they have made for the 20 year period of this agreement are described in "Schedule B", that forms part of this entire agreement;
2. The Building use commitments by TTH as use partners have been documented in writing for the 20 years of this agreement are described in "Schedule C", that forms part of this entire agreement;
3. Defining of the required Building capital investments that TTH is responsible for in the TTH cultural spaces over the 20 years of this agreement is defined in "Schedule D", that forms part of this agreement;
4. Defining of the Building cultural space area and TTH responsibility for maintenance, upgrade work and the utility costs that TTH is responsible for in the Building over the 20 years of this agreement is defined in "Schedule E", that forms part of this entire agreement;
5. Defines and describes the Building floor plans (Schedule F") of the Dundalk Olde Town Hall cultural use spaces provided to TTH as being:
  - i. The Theatre space on the second floor;
  - ii. The dedicated cultural space on the west side on the first floor of the Building;
  - iii. Defining the shared use space on the first floor in the back of the building, being the washrooms and kitchen space areas only; and
  - iv. Defining the basement floor shared space use and access.

**THE AGREEMENT ENACTS AS FOLLOWS:**

The Corporation of the Township of Southgate is hereby authorizing to enter into a Joint Partnership Agreement with Team Town Hall, recognized as a Community Group with a Not for Profit status, being an organization that is committing to operate the defined cultural space in the Dundalk Olde Town Hall as public facility cultural space in the Village of Dundalk.

The Parties support sharing of publicly funded facilities to maximize benefit to community. The Parties are agreeable to the use of this respective public facility in accordance with the provisions of this Agreement. The Parties are agreeable to the implementation of a benefits-based approach to the allocation of facility space, reflecting the community's needs, personal and social connectedness, economic vitality, and environmental consciousness. The Parties agree that success of this Agreement is dependent on continued commitment to the purpose, vision and goals located herein. The Parties wish to reaffirm their commitment to the principles of the shared use of the Building cultural spaces in partnership with the Building Owner. In such regard, and in recognition of the importance of collaboration, the Parties agree to act openly, fairly, and as far as each may legally do so, to execute and deliver to each other such documentation and do such acts as may be required to reasonably carry out the principles of this Agreement. The Parties agree that the foregoing Preamble shall form part of this Agreement.

**THE PARTIES AGREE AS FOLLOWS:**

## **1. DEFINITIONS:**

"Booking Office" means the Township of Southgate Municipal Office.

"Designated Representative" is the contact person for facility use.

"Facility Owner" or "Building Owner" means Wellington Capital Corporation **or the assigned company name on the sale closing date** who owns the building.

"Facility Staff" means the employees, volunteers and contractors of the Parties, providing services and maintaining facilities in this Building.

"Facility User" means all users groups that benefit from and book services through this Agreement.

"Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.

"Partners" means any entity that partakes in or benefits from the Agreement.

"Rental Agreement" means the formal booking agreement, provided by the Municipal Office to the designated representative, created and signed off for each Facility user event, outlining the rental terms and conditions, for bookings as per this Agreement.

"User Group" is any community group or governing body that books the use of cultural facility in this agreement.

## **2. TERMS OF THE AGREEMENT**

2.1. This Agreement shall endure from **January 1, 2023** through **December 31, 2042**.

2.2. The Agreement may be extended, cancelled, or revised at any time upon Township consent.

2.3. The Agreement shall be extended for up to five calendar year from the expiration date specified above if a new agreement has not been put in place.

## **3. CONTACTS**

3.1. The contact for Township of Southgate is the CAO or Clerk related to this agreement and administration and Facilities Manager related to operational issues.

3.2. The contact for the Team Town Hall Committee is the current Chair and/or the Secretary of the TTH Committee.

3.3. The contact for the owner of the building, Wellington Capital Corporation **or the assigned company name on the sale closing date** or **its** successors or assigns in the future.

## 4. PURPOSE

4.1. To provide a framework by which this Building as a cultural facility within the Township can be utilized by the community to the maximum extent practicable using a benefits-based approach for space allocations.

4.2. The Agreement covers facility uses of the Building cultural spaces as coordinated and organized by the TTH Committee.

## 5. VISION

5.1. This Building as a public facility cultural space is to be highly utilized to demonstrate and justify valued community needs, allocated fairly, equitably and on the basis of demonstrable benefits to the community, with youth oriented activities being a focused priority.

5.2. Partners subject to this AGREEMENT shall:

- Respect each other, the facilities and the community;
- Actively work together to resolve issues;
- Cooperate and communicate to enhance the community's self-image; and
- Build healthy opportunities for individuals to connect in ways that benefit all.

5.3. Progressive partnerships are encouraged as a means of promoting community spirit and community wellness through utilization of the cultural facility.

## 6. GOALS & PRINCIPLES

6.1. The Parties share the common goal of providing opportunities and activities, for all ages through the promotion and provision of cultural services, essential to a healthy vibrant community.

The key principles to this approach are:

- Advancing community health and well-being through cultural and leisure opportunities;
- Ensuring fair and just access to the facility;
- Prioritizing access for children and youth.

## 7. PROCESS

7.1. After all required upgrade work has been completed by the Building Owner and approved/certified by the Chief Building Official (CBO) and the Chief Fire Official (CFO), to make the Building accessible and life safety work to allow public to enter the Building, as well any works TTH are required complete as described in this Agreement that restricts public access, the Building will be made available to TTH and facility users.

7.2. The Building cultural space inquiries and rental booking of the Building as covered by this agreement will be booked through the Municipal Office.

7.3. TTH will provide facility user monitoring processes that will assist in evaluating the appropriate use of public facilities.

7.4. TTH will provide specific rules for their space, security procedures, the installation of any new equipment and any changes to the building space structure will be in consultation with the Building Owner and the Township.

7.5. TTH is responsible for assigning a Committee member to communicate and confirm events they plan and schedule are booked, to review the availability of dates and confirm booked events are supported by communicating on a frequent consistent manner with the Municipal Office.

7.6. The Booking Office administration staff will provide a copy of each Agreement and Rental Contract to the designated representative and have the designated representative review all pertinent documents, providing signatures and/or initials where required.

7.7. The Booking Office will prepare and provide a master list of confirmed public facility bookings to the Parties.

## 8. FEES

8.1. The Parties agree to establish a fee schedule, maintained at a level ensuring facility users have the ability to participate use of the Building.

8.2. Fees will be charged to user groups, as outlined in the "Schedule G", including but not limited to, Building rental fees, cancellation or change fees, key and damage deposits, and janitorial fees and extra staffing charges as required for cost recovery.

8.3. TTH will provide quarterly payments to the Township in the amount of \$2,500.00 in March, June, September and December each year to the Township as their contribution towards the monthly commitment for use of the Building to the property owner of \$3,000.00 per month (\$36,000.00 per year) for this Agreement.

8.4. The Township will collect all revenues pertaining to the Building rental and disperse any applicable fees to TTH. All rental fees for the Building must be paid by users prior to the day of the event use and keys are provided to the user.

8.5. The Township will not be responsible for the Township of Southgate booked events and where the collection of fees is after the event date, where access to the Building is provided to the user by TTH.

## 9. MAINTENANCE AND CANCELLATIONS

9.1. Future planned maintenance schedules that pertain to facilities in this Agreement will be the responsibility of TTH and making aware the Booking Office staff of Building down days that should be booked as maintenance days.

9.2. TTH and the Building Owner will establish maintenance standards, accepted maintenance practices with the Building Owner and provide a mechanism for facility users and TTH to report maintenance issues and/or recommendations.

9.3. Regular repair and maintenance of Building and its operational costs are the responsibility of the Building Owner with those exclusions that are TTH's responsibility of costs, as defined in "Schedule E", that forms part of this entire agreement.

9.4. Building may be withdrawn temporarily for repairs or renovations providing notice at least thirty (30) days in advance or in the event of an emergency as soon as reasonably practical. The Building Owner will notify ~~both the TTH and Township~~ of Southgate's office as soon as possible.

9.5. The Township of Southgate Booking Office will contact TTH ~~representative~~ and the designated representative to provide ~~written notice~~ verbal or email notification of any facilities withdrawn from use in relation to Section 9.4 issues.

## 10. LIABILITY AND INSURANCE

10.1. TTH and User Groups must provide proof of **five** million dollars (\$5,000,000.00) general liability insurance covering the organization, as well as naming the Township and the Building Owner as being harmless.

**10.2. TTH shall obtain and keep in force during the term of this Agreement, commercial general insurance with a limit of liability of not less than \$5,000,000/occurrence, naming the Corporation of the Township of Southgate and Building Owner as additional insured, shall provide evidence of annual Certificates of Insurance coverage and shall provide a minimum of 30 days prior notice of cancellation in writing to the Township and the Building Owner.**

**10.3. TTH shall indemnify and save harmless the Township of Southgate and the Building Owner, its affiliates, agents, employees and clients from any and all losses, liabilities and claims arising out of the parties use of the space and property.**

**10.4. TTH shall approve and be responsible for** special requests to waive the insurance requirement must be made in writing to TTH and the ~~Booking Office~~ Township of Southgate.

10.5. Facility users are responsible for any claim, demand, cost, damage, action, suit or proceeding that is, in any manner, based upon, or arising from, or attributable to, its negligence or willful misconduct in relation to the performance of this Agreement or the carrying out of this Agreement by the facility user.

10.6. The TTH is responsible for the repair of damage caused by a facility user of the cultural spaces and make the **Township of Southgate and the** Building Owner aware of such damages. This does not preclude the Building Owner from securing reimbursement from the facility user, through their liability insurance or damage deposit.

10.7. The Booking Office will notify the facility user if the Building Owner revokes a user's privileges for failure to adhere to the code of conduct or for infractions listed in this Agreement.

## 11. CODE OF CONDUCT

Facility Users and Facility staff will conduct themselves with:

11.1. Mutual respect of each other's goals and needs, recognizing that the facilities are made available for the benefit of all.

11.2. Respect between facility users and facility staff;

11.3. An understanding that facility users are held accountable for the care of the facilities during their use. Facility users will:

11.3.1. Follow the procedures and rules outlined in this Agreement and it's attached Schedules.

11.3.2. Review all pertinent documents and the designated representative will provide signatures and/or initials where required.

11.3.3. Report all maintenance issues through the Booking Office to submit to Building Owner.

## 12. CHANGES TO THE AGREEMENT AND SEVERABILITY

12.1. All Schedules can be amended as required by the mutual consent of the Parties and must be agreed to in writing by TTH and the Township.

12.2. No provision of this Agreement shall be deemed to have been changed unless made in writing and signed by each of the parties.

12.3. If any provision of this agreement is unenforceable or invalid for any reason such unenforceability or invalidity shall not affect the remaining provisions and such provisions shall be severable from the Agreement.

## 13. AGREEMENT REPORTING AND TRANSPARENCY

13.1. TTH shall provide an annual report on the Olde Town Hall Cultural operations and use as a presentation to Council within the first 90 days after and based on the end of each calendar year of operating reporting on event uses, attendance,

financial revenues and expenses results, fundraising received, capital projects completed and their 5 years capital projections plan going forward.

#### 14. FAILURE TO MAINTAIN ANNUAL TOWNSHIP FINANCIAL CONTRIBUTION

14.1. If the Township does not receive its annual \$10,000.00 payment from TTH, the Township may request TTH attend a special meeting with Council to discuss the matter.

14.2. The Township may with 90 days written notice to TTH amend or cancel this agreement based on the concerns related to the issues in Section 14.1. or if TTH is not acting in the best interest of the community.

14.3. The Township to protect our annual financial commitment to the Building Owner may consider other Olde Town Hall Community partners to deliver cultural services.

14.4. If the Township finds it in the best interest of the Township and the Community to terminate this agreement with TTH, the TTH Committee agrees by executing this agreement they shall be required to turn over to the Township, all of TTH's financial records and all fundraising dollars collected in their possession to Township's Treasurer for creation of a Olde Town Hall Cultural Reserve Fund.



**IN WITNESS WHERE OF** the Parties hereto authorizes this agreement at the Township of Southgate, Grey County, in the Province of Ontario, on the day and year written below and have affixed their hands and seal as attested by their signing officers.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**TEAM TOWN HALL**

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Name:  
Title: Team Town Hall Chair

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Name:  
Title: Team Town Hall Secretary

We have the authority to bind the Team Town Hall Committee as a Not for Profit entity.

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

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John Woodbury, Mayor

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Lindsey Green, Clerk

We have the authority to bring the Corporation.

Schedule A

**Team Town Hall Executive (to be updated annually)**

Chair: \_\_\_\_\_ Phone #: \_\_\_\_\_

Vice-Chair: \_\_\_\_\_ Phone #: \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone #: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Committee responsibility: \_\_\_\_\_

Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Committee responsibility: \_\_\_\_\_

Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Committee responsibility: \_\_\_\_\_

Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Committee responsibility: \_\_\_\_\_



Schedule C

**Committed Community Partners Identified as Annual Users**

1. Dundalk Little Theatre Group
2. Dundalk Lions Club
3. Dundalk Agricultural Society
4. Dundalk & District Historical Society
5. Dundalk Young at Heart Senior Group
6. Generation Connection
7. JunCtian Community Initiatives
8. LP Productions
9. South Grey Museum
10. Youth Action Committee

**Other Infrequent Users:**

User	Type of Use	Events per Year
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

**Note:** Attach use commitment letters (not reference letters) for each community group partners listed above that reflects the number of public use events they plan they plan to hold in the Olde Town Hall Theatre and/or meeting room spaces on a monthly or annual basis.

Schedule D

**Southgate-Team Town Hall Building Capital Project Responsibilities**

<b>Project Description</b>	<b>Project Budget</b>	<b>Project Year</b>
1. Elevator Lift for Accessibility	\$150,000.00	2025
2. <b>Non-Structural</b> Upgrades to the Theatre Balcony <b>if required</b>		
3. Second floor washroom		
4. Creation of change rooms		
5. Air conditioning		
6. Other <del>Building</del> <b>Theatre Space</b> upgrades that are not required by the Building Code or Life Safety requirements.		

## Schedule E

### **Team Town Hall (TTH) - Building Maintenance, General Operating & Utility Cost Responsibility**

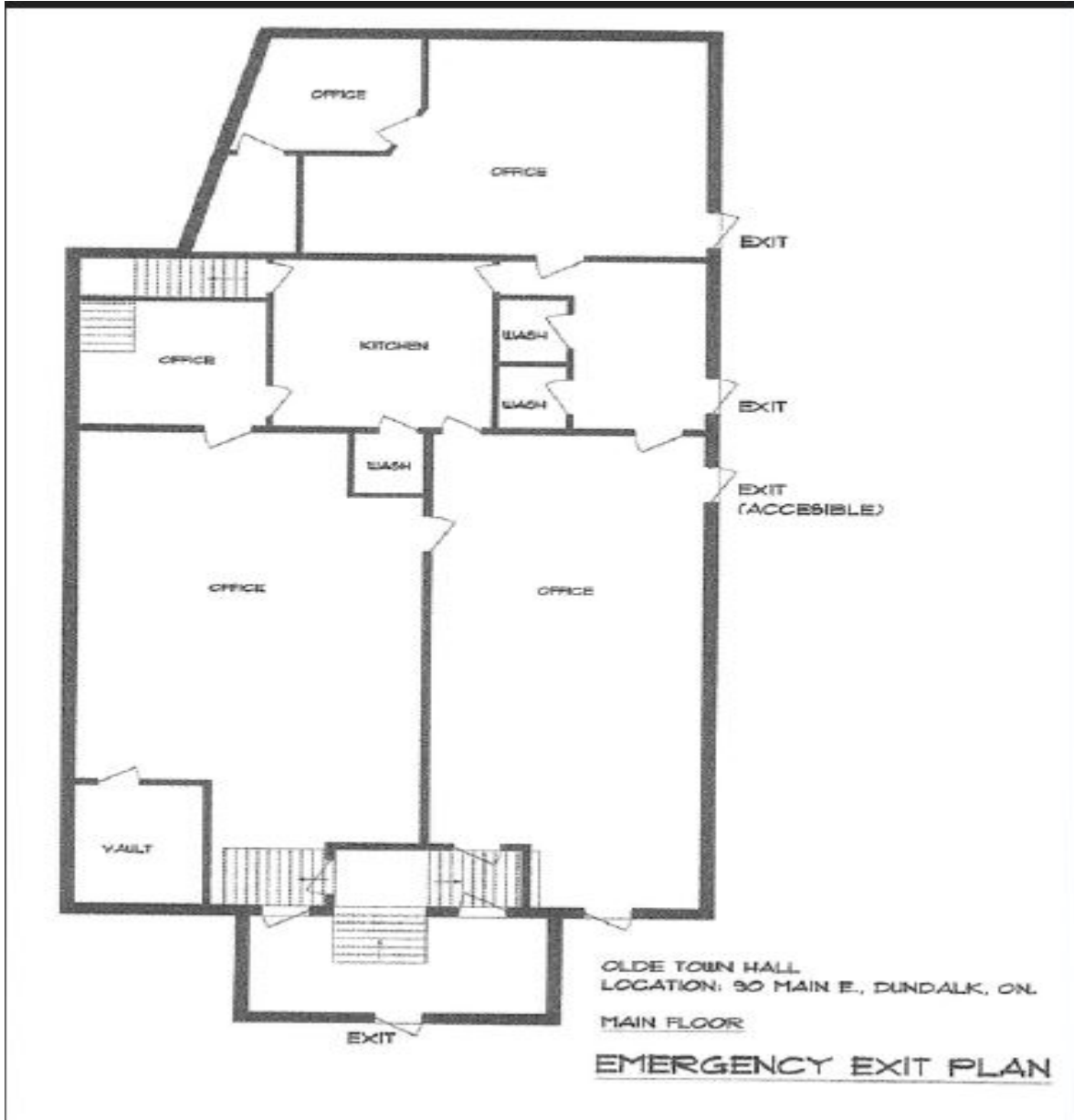
1. All Theatre space costs related to stage lighting and sound systems;
2. All Theatre stage curtains replacement and cleaning;
3. All electrical upgrades and maintenance repairs in the second floor theatre space with prior approval/notification of the work requirement to the building owner.
4. The Building owner's allocation of the proportionate share of the utility costs for the building's electricity, natural gas and water billings based on Building area and to be invoiced to the Township of Southgate's Community Group partner (TTH) on a monthly basis at their expense.
5. The Building owner's allocation of the proportionate share of the taxes, consumable use supplies in the common spaces and general maintenance costs based on Building area of the dedicated building cultural spaces with the exclusion of the kitchenette and washroom common spaces and to be invoiced to the Township of Southgate's Community Group partner (TTH) on a monthly basis as their expense.
6. TTH agrees to be responsible for the maintenance costs of their equipment furnishings they and their community partners own in the dedicated building cultural spaces.
7. TTH and their Community Group partners agrees to be responsible for the cleaning of their dedicated cultural spaces they occupy for their use.
8. TTH and their Community Group partners agrees to be responsible for cleaning the common kitchenette, washrooms and any other shared spaces after a public cultural event so that all shared spaces are left as they are found to be ready for the Building owner's business use the next day.
9. It is recognized that the Building Owner will be responsible for the general weekly cleaning of the common area washrooms and kitchenette area used by the parties during the term of this agreement.
10. The Building Owner agrees to complete snow maintenance around the perimeter of their building entrance to the sidewalk once per day for their purposes.

11. TTH and their Community Group partners agree it is their responsibility to complete safety inspections, snow maintenance and sidewalk salting around the perimeter of their building entrance(s) out to and including the public sidewalk during cultural evening events for their purposes to ensure a safe entrance and egress for the patrons of the cultural uses.
12. TTH and their Community Group partners agree to consult with the Building Owner and the Township of Southgate prior to making minor modifications and updates within the leased space.
13. The Building Owner acting reasonably agrees to allow TTH and/or the Township of Southgate to post outside permanent or temporary signage for naming and advertising on the building subject to the prior approval of the location and at their expense.

Schedule F

**Dundalk Olde Town Hall Building Floor Layouts**

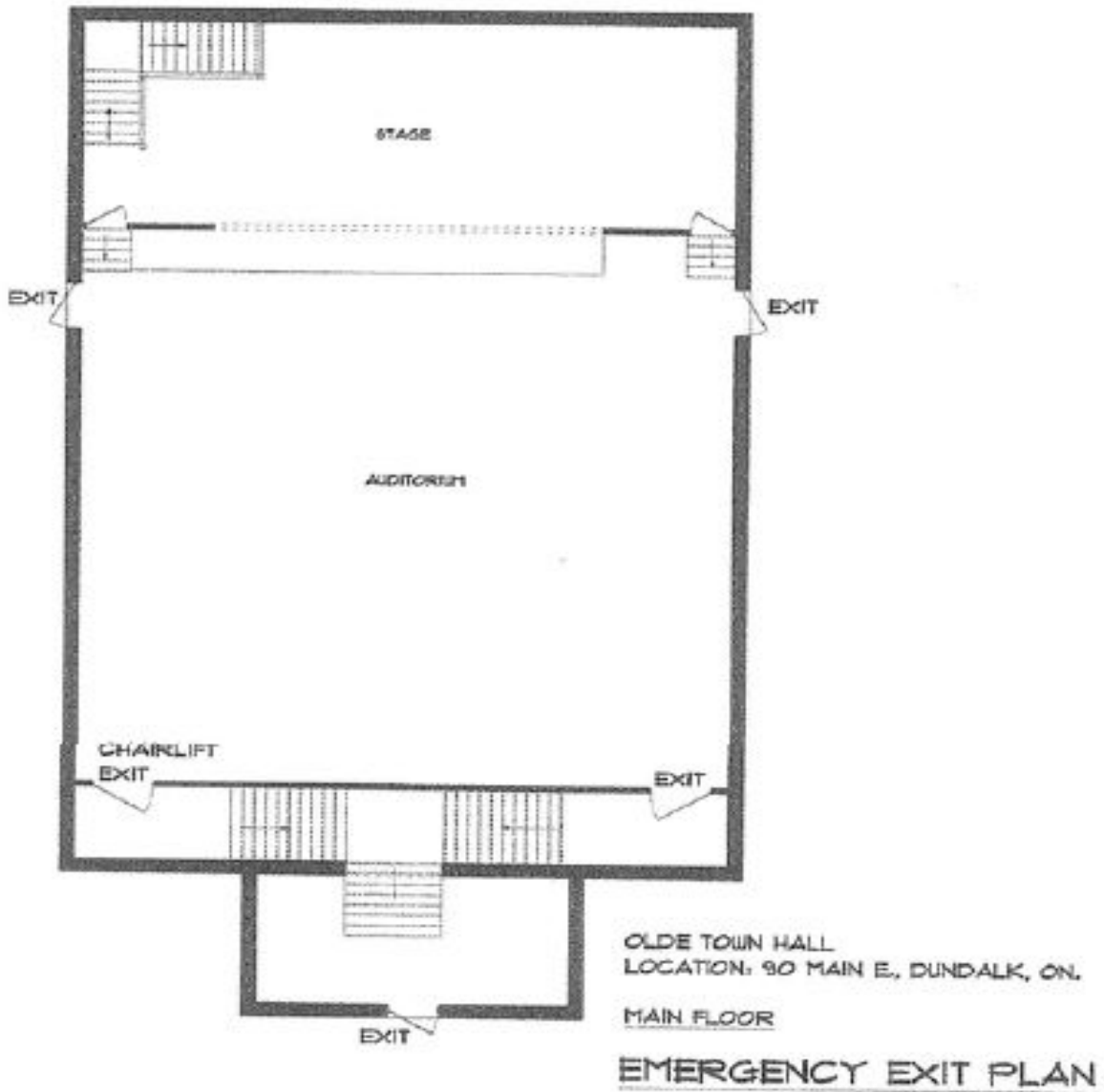
**First Floor Layout of the Dedicated and Shared TTH Space Use**





Schedule F con't.

**Dundalk Olde Town Hall Building Floor Layouts**  
**Second Floor Layout of the Dedicated and Shared TTH Space Use**



Schedule F con't.

**Dundalk Olde Town Hall Building Floor Layouts**  
**Basement Floor Layout of the Dedicated and Shared TTH Space Use**

Schedule G

**Dundalk Olde Town Hall Fees and Charges**

Schedule H

**Team Town Hall Not-for-Profit Status Documents**