

THE TOWN OF AMHERSTBURG

BY-LAW NO. 2003-75

Being a By-Law to authorize the signing of an Agreement between the Town of Amherstburg and Kelly Daly

WHEREAS the Corporation of the Town of Amherstburg has agreed to engage a Manager for the K. Walter Ranta Memorial Park & Marina and;

WHEREAS the Town conducted a hiring process and has chosen Kelly Daly as the Marina Manager and;

WHEREAS it is appropriate to have the duties, responsibilities and the Terms of the Contract in the form of an Agreement attached to this by-law as "Schedule A",

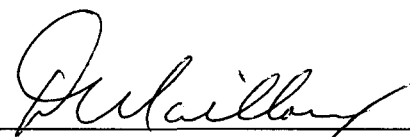
**NOW THEREFORE THE TOWN OF AMHERSTBURG
HEREBY ENACTS AS FOLLOWS:**

1. The Mayor & Clerk be and they are hereby authorized and instructed to execute the original and copies of the said agreement and to affix the Corporate seal thereto.
2. This by-law shall come into force and take effect on the date of final passage thereof.

Read a first, second and third time and finally passed this 22nd day of September, 2003.



MAYOR



CLERK

Certified to be a true copy of By-law
No. 2003-75, passed on September 22, 2003.

Clerk

“SCHEDULE A”

THIS AGREEMENT MADE THE 22nd DAY OF SEPTEMBER, 2003

BETWEEN:

THE CORPORATION OF THE TOWN OF AMHERSTBURG
HEREINAFTER CALLED “Town”

of the First Part

- and -

KELLY DALY
HEREINAFTER CALLED “The Marina Manager”

of the Second Part

WHEREAS the Corporation of the Town of Amherstburg has agreed to engage a Manager for the K. Walter Ranta Memorial Park & Marina (Ranta Marina)

AND WHEREAS the Marina Manager has agreed to serve the Town of Amherstburg; and

NOW THIS INDENTURE WITNESSETH that in consideration of the mutual covenants contained herein, the parties hereto covenant and agree as follows;

JOB TITLE

The job title shall be Marina Manager for the Town of Amherstburg

JOB DUTIES

To manage Ranta Marina under the direction of the Recreation Facilities Superintendent

SPECIFIC RESPONSIBILITIES

The individual will be responsible for the complete operation of Ranta Marina including supervision of Marina staff, maintaining accurate records and working various shifts and weekends. See Marina Manager job description for more detail.

TERMS OF CONTRACT

1. The contract shall be for one season starting April 15, 2003 with two subsequent seasons renewable at the option of the Town and the Manager. Three months notice will be given of any termination at the end of each operating season by either party of their intention to discontinue this contract.
2. This position is a contract seasonal salaried as a working marina manager – some shifts will be covered by the Manager as part of a regular staff compliment of four seasonal marina attendants. This will include various shifts and weekends as required. The work schedule of 44 hours will require the manager to work one day of Saturday and/or Sunday per week, i.e. one weekday and one of Saturday or Sunday as time off. The Manager is expected to respond over and above the schedule work week to staff inquiries concerning the operation of the Marina and to emergency or unusual occurrences at the Marina. The work schedule shall be reviewed and approved by the Recreation Facilities Superintendent
3. The regular season for the Marina is from mid April to mid October annually. Off season duties include some hours (minimal) to retain continuity in regards to financial records and assignment of wells. Hours worked during the off season would be paid prior to the beginning of the next season. It would be the responsibility of the Recreation Facilities Superintendent to notify the Marina Manager of any hours to be paid beyond one week salary due to extenuating circumstances.,

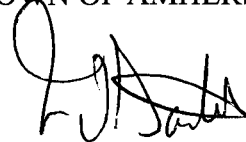
4. The salary will be \$660 weekly plus 4% vacation benefits for a 44 hour week. Any unpaid time off during the season between April and October, over and above of regular scheduled days off to be approved and coordinated with the Recreation Facilities Superintendent.
5. There are no benefits (Green Shield, Life etc) included with this position. However OMERS will be available to an employee who has two years of service. The Marina Manager is entitled to Statutory Days off according to the Employment Standards Act.
6. There will be on occasion, the need to attend meetings on behalf of the Town outside of regular working hours. (Council, special projects, regional meetings related to the Marina etc)
7. A personal vehicle is necessary. Mileage will be paid for picking up supplies, attending the Town office for the purposes of records (time sheets, payroll) and regular bank deposits on behalf of the Town.

Finally, that this agreement may be altered or amended by an addendum in writing, signed by all parties hereto and attached to this Agreement and all such alterations and amendments shall be adhered to and have the same effect as if they had been originally embodied in and formed part of the Agreement.

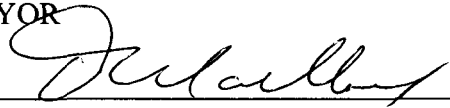
IN WITNESS WHEREOF the parties have hereunto affixed their seals under the hands of their proper officials.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

THE CORPORATION OF THE
TOWN OF AMHERSTBURG



MAYOR



CLERK



WITNESS



MARINA MANAGER



K. Walter RANTA MARINA
MARINA MANAGER
Job Description

1. To maintain accurate records, bookkeeping, and deposits; and to ensure records for the Town of Amherstburg
2. To manage staff on site, and ensure all scheduled activities are completed
3. To collect money from boaters and rampers; and from vending machines; and to maintain accurate records for bookkeeping and coordinate with the Treasures for the Town of Amherstburg.
4. To ensure Ranta Marina and adjacent park properties are maintained by ensuring maintenance duties are complete, and to check regularly for improvements or maintenance as required including: garbage pickup on marina property and within adjacent park area; washroom maintenance and general cleaning for the proper upkeep of the marina.
5. To ensure site maintenance completed for the following areas: Cut grass strip along docks as needed, maintain vegetated areas, and new plantings including watering
6. To assist boaters in tying up boats upon arrival, and when leaving the site
7. To prepare weekly reports including completed time sheet, and list of activities
8. To co-ordinate scheduling, site preparation, and operation of special events
9. To carry out Marina enforcement rules & regulations and policies as required.
10. Other duties as assigned from time to time.