

TOWN OF DELISLE

BYLAW NO. 1-2026

**A BYLAW TO ENTER INTO AN AGREEMENT FOR THE PROVISION OF
OFFICE & HALL CARETAKING SERVICES**

The Council of the Town of Delisle in the Province of Saskatchewan enacts as follows:

1. The proposed agreement hereunto annexed and marked as Schedule "A" to the Bylaw and which is deemed to be part of this Bylaw, being an agreement between:

TOWN OF DELISLE

and

SANDRA KING

is hereby approved.

2. The Mayor and Chief Administrative Officer for the Town of Delisle are hereby authorized and empowered to sign and seal said agreement on behalf of the Town of Delisle.
3. Bylaw No. 4-2025 is hereby repealed.





Mayor



Chief Administrative Officer



"Certified a true copy of Bylaw No. 1-2026 of the
Town of Delisle, passed on the 29th day of
January, 2026".



Chief Administrative Officer

(Schedule "A" to Bylaw No. 1-2026)

TOWN OF DELISLE

OFFICE & HALL CARETAKING CONTRACT

THIS AGREEMENT MADE IN DUPLICATE THIS 1st DAY OF FEBRUARY,
2026

BETWEEN:

TOWN OF DELISLE
(hereinafter referred to as the "Town")

and

SANDRA KING
(hereinafter referred to as the "Caretaker")

BUILDINGS INCLUDED:

Delisle Community Hall Complex (The "Hall")
(excludes Recreation Office, Playschool area and south stairwell to the Playschool area)

and

Delisle Town Office Complex (The "Office")
(includes RCMP office but excludes the Library)

A. General

1. The Caretaker agrees to provide the service of labour to perform caretaking duties for the above-mentioned buildings for the period of February 1st, 2026 to January 31st, 2027 for the sum of \$1,550.00 per month.
2. Cleaning materials and equipment will be provided by the Town. The Caretaker is allowed to make purchases of materials and equipment to a maximum of \$300.00 on behalf of the Town, provided receipts are provided. Purchases in excess of \$300.00 must be first approved by the Chief Administrative Officer or designate.
3. The Caretaker is responsible to report to the Chief Administrative Officer or designate.
4. The Caretaker, or any substitute, must undergo and successfully obtain a RCMP security clearance in order to access and perform caretaking duties in the RCMP office. Continued employment will be conditional upon the Caretaker maintaining a successful security clearance allowing access to the RCMP office.
5. The Town will pay the Caretaker their monthly sum on the final day of each month. A midmonth advance may be arranged if so desired by the Caretaker.
6. The Caretaker is not entitled to receive any payment, compensation or benefit from the Town in addition to the above mentioned monthly sum for any reason whatsoever including sick or vacation payments or benefits but excludes Workers' Compensation rates which will be paid by the Town.
 - a. It is strongly recommended that the Caretaker obtain their own liability insurance. Subject to the terms set forth herein the Caretaker assumes all risks



and liabilities and releases the Town from any and all liabilities for any damage or injury to property or person.

7. The Caretaker may not subcontract the whole nor any part of the work without the consent of the Town.
 - a. The Caretaker may delegate their duties to another responsible person or persons while being temporarily absent due to illness or any other valid reason (at their own expense) but shall continue to be responsible for the actions of their substitutes.
8. This Agreement may be cancelled by either party by providing 30 days written notice to the other party. Termination of contract for just cause requires no notification.
9. The Term of the Contract may be extended by one year increments on the same terms and conditions if written notice is given by one party to the Contract to the other party at least 60 days prior to date of completion of the Contract and if the other party accepts in writing the proposed extension to the Contract not later than 15 days after receipt of such notice.

B. Caretaker's Office Complex Duties

The Caretaker Shall:

1. Be responsible for maintenance and cleaning of the entire Town Office Complex excluding the Library but includes the following areas:
 - a) Town Office
 - b) R.C.M.P. Office
 - c) Public Washrooms
 - d) All Hallways and Corridors
2. Check the Town Office, the RCMP Office and the hallways at the conclusion of every business day (excludes weekends and holidays) to evaluate what janitorial duties are required before the beginning of the next business day.
3. Keep the toilets and washrooms in a clean and sanitary condition at all times.
4. Keep floors clean by washing, scrubbing, waxing and vacuuming as needed.
5. Dust as often as may be necessary including polishing of desks, counters, tables, etc.
6. Dispose of wastepaper and other garbage and place it in designated area on property.
7. Be responsible for clearing snow, ice, dirt and debris off all sidewalks, steps and ramps surrounding the Town Office complex. The Caretaker may utilize their own equipment, such as a snowblower, at their own cost for heavy snowfalls.
8. Clean windows both inside and outside.
9. Sweep and clean the furnace rooms at least once a year. Furnace filters shall be inspected and changed as required.
10. Wash all throw rugs and mats at least once a year.
11. Clean and wash all light fixtures at least once a year.



12. Be responsible for minor repairs such as replacing light bulbs, tightening handles, etc.
13. Perform general cleaning of walls, doors, counters, furniture, fixtures, light switches, venetian blinds, pictures, coffee pots and plaques as needed but also performing a thorough "deep" clean of the interior including washing of all walls, trim, cupboards, and doors at least once each year.

C. Duties Outside of the Contract to be Negotiated

The following list of duties are not considered part of this contract but may be performed by the caretaker if consensus can be reached as to the value of these additional services:

1. Stripping and waxing the tile floors in the Town Office Complex to be done at the discretion of both the Town and the Caretaker.
2. Cleaning the basement and basement stairwells of the Town Office Complex as requested by the Town.

D. Caretaker's Hall Complex Duties

The Caretaker Shall:

1. Be responsible for maintenance and cleaning of the entire Hall Complex excluding the Recreation Director's Office, the Playschool area and the south stairwell to the Playschool area but includes the following areas:
 - a) Main Hall
 - b) Kitchen
 - c) Lodge Room
 - d) Bathrooms
 - e) All hallways, corridors, storage rooms, closets, stairways and other areas within the building not specifically mentioned above.
2. Clean the hall complex immediately after the conclusion of a booking and before any new booking takes possession of the hall complex. The hall complex must be cleaned and tidied no later than the day immediately following a booking and sooner in the case of back-to-back bookings.
3. Keep the toilets and washrooms in a clean and sanitary condition at all times.
4. Keep the floors clean. Dry mop, wet mop, vacuum, scrub and wax as needed.
5. Dust as often as may be necessary.
6. Dispose of wastepaper and other garbage at the conclusion of each booking and use the outside receptacle for storage of waste. The Caretaker shall not leave garbage or waste sitting in the hall complex between bookings.
7. Be responsible for clearing snow, ice, dirt and debris off all sidewalks surrounding the hall complex. The Caretaker may utilize their own equipment, such as a snowblower, at their own cost for heavy snowfalls
8. Clean windows both inside and outside.
9. Wipe, clean and stack the tables and chairs at the conclusion of each booking. Tables are to be stacked to a maximum of 5 tables per stack. Chairs are to be stacked no more than 30 to a trolley according to style and color. The Caretaker is not expected to set up tables and chairs for bookings.

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10. Report any damages immediately to the Chief Administrative Officer who will bill the renter.
11. Keep an up-to-date inventory of tables, chairs, kitchen equipment, etc. and advise the Chief Administrative Officer of replacements needed. This should be done in January or February before the budget is prepared.
12. Ensure that the building is properly locked and secured in between bookings.
13. Ensure that the heating system is operating efficiently and that the thermostats are set at appropriate levels in between bookings.
14. Sweep and clean the furnace room at least twice a year. Furnace filters shall be inspected and changed as required.
15. Clean the oven at least once a year and defrost the fridge and freezer semi-annually.
16. Wash the kitchen cupboards both inside and out at least once a year.
17. Wash all throw rugs and mats at least once a year.
18. Clean and wash all light fixtures at least once a year.
19. Be responsible for minor repairs such as repairing chairs, replacing lights, etc.
20. Perform general cleaning of walls, doors, counters, furniture, fixtures, light switches, venetian blinds, pictures, coffee pots and plaques as needed but also performing a thorough "deep" clean of the interior including washing of all walls, trim, cupboards, and doors at least once each year.

E. Duties Outside of the Contract to be Negotiated

The following list of duties are not considered part of this contract but may be performed by the caretaker if consensus can be reached as to the value of these additional services:

1. Stripping and waxing the tile floors in the Hall Complex to be done at the discretion of both the Town and the Caretaker.
2. Stripping and oiling the wood floors in the Hall Complex annually.

The Town of Delisle and the Caretaker agree to the set of terms as set out above and acknowledge their agreement by their signatures as witnessed below.



 Witness



 Caretaker



 Mayor



 Chief Administrative Officer