

**SERVICE CONTRACT BETWEEN**  
**NOLALU LOCAL SERVICES BOARD**

**and**

**MOOSE MEDIA GRAPHICS AND WEB DESIGN**

**1. Parties**

This is a contract for the provision of a page on the Website [www.nolalu.ca](http://www.nolalu.ca), designed and managed by Moose Media. The contract is between the Nolalu Local Services Board and Moose Media Graphics and Web Design.

**2. Terms of Contract**

The provision of service will begin on October 1, 2011, and will run until September 30, 2012. The contract may be renewed annually thereafter.

**3. General**

- a. Time is of the essence in this contract.
- b. Payment made under this contract will be forthcoming at the beginning of the contract.
- c. Nothing in this contract shall prevent either party from entering into contracts with other bodies as long as the terms of this contract are maintained.
- d. No liability shall attach or accrue to the Nolalu Local Services Board (LSB) by reason of any damage claims associated with the provision of website services by Moose Media.

**3. What Moose Media shall provide**

- a. Moose Media will provide a page for the Nolalu Local Services Board on the [www.nolalu.ca](http://www.nolalu.ca) website, which website is designed and maintained by Moose Media.
- b. Subject to the approval of the Nolalu LSB, Moose Media will design and maintain the page dedicated to the Nolalu LSB.
- c. At a minimum, the Nolalu LSB page will include:
  - i. current Board Minutes
  - ii. current Board Financial Statements
  - iii. the Agenda for the next scheduled Board Meeting

- iv. announcements regarding any special Public Meetings, including, but not limited to, the Annual General Meeting and the Tax Levy Meeting
  - v. all current By-laws and Contracts
  - vi. names and contact information for Board members; name and contact information for the Board Secretary-Treasurer
  - vii. a note that past Minutes, Financial Statements and other documentation may be obtained from the Board Secretary-Treasurer
- d. There will be clear indication on the LSB page of the existence of any current Emergency Situation in or around the community.
  - e. All up-to-date and relevant information pertaining to an existing Emergency Situation will be posted.
  - f. Moose Media will post general information received within 5 days of receipt of information.
  - g. Moose Media will post information related to an Emergency Situation within one hour of receipt of information, once an Emergency Situation has been noted on the website.

**4. What the Nolalu Local Services Board shall provide:**

- a. The Nolalu LSB will provide an annual written and signed contract between the Nolalu LSB and Moose Media.
- b. Updated general information (Minutes, Agenda, financial statements, etc.) will be forwarded to Moose Media as soon as it is available for Board Members.
- c. Updated information pertaining to an Emergency Situation will be forwarded to Moose Media as soon as it is available.

**5. Assessment of Contract Performance and Payment**

- a. Payment of the contract fee of \$35.00 per year shall be made by the Nolalu LSB to Moose Media prior to the commencement of the contract.
- b. Halfway through the term of this contract, the Nolalu LSB and Moose Media will conduct a mutual review of the performance of both parties under this agreement. Upon agreement of both parties, amendments may be made to this contract at that time.

**6. Termination**

This contract may be terminated by either party upon 90 days' written notice to the following addresses:

Local Services Board of Nolalu  
c/o Karen Caren – Secretary/Treasurer  
RR #1,  
Kakabeka Falls ON P0T 1W0  
[lsbnolalu@live.com](mailto:lsbnolalu@live.com)

Moose Media Graphics and Web Design  
50 First Road  
Nolalu, Ontario  
P0T 2K0  
[moosemedia@tbaytel.net](mailto:moosemedia@tbaytel.net)

This contract will be considered invalid and therefore terminated if the LSB page on the website [www.nolalu.ca](http://www.nolalu.ca) is not updated within the timeframes indicated without reasonable explanation to the Nolalu LSB.

This contract will be considered invalid and therefore terminated if the information required is not provided to Moose Media by the Nolalu LSB within the timeframes indicated without reasonable explanation to Moose Media.

Should this contract be terminated, the LSB page will be deleted from the [www.nolalu.ca](http://www.nolalu.ca) website within 24 hours.

## **7. Signatures**

In witness that both parties agree to the above terms and conditions, this contract is signed on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

For the Local Services Board of Nolalu:

\_\_\_\_\_  
Sharon Low  
Chair

\_\_\_\_\_  
Karen Caren  
Secretary-Treasurer

For Moose Media Graphics:

\_\_\_\_\_  
Jacomyn Gerbrandy