



MEMORANDUM OF UNDERSTANDING (MOU)

between

ST. JAMES MUNICIPAL CORPORATION (Formerly Parish Council)

and

Community Based Organization (C.B.O.)

This is an agreement between “St. James Parish Council, hereinafter called St. J.P.C. and

“ _____ ”,

hereinafter called C.B.O.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the use of equipment owned by the St. James Parish Council in collaboration with duly recognized community organizations to improve community playfields, other community green areas used for recreational purposes areas within communities.

There is a dire need for making service parks, playfields, community centres and other green areas in St James more accessible and user friendly through sustainable maintenance and upkeep. Accordingly the Council decided to partner with communities and recognized community organizations in order to make community green areas free from high vegetation, cut and maintain recreational green areas in an acceptable manner; thereby fostering development of sporting talent across the parish.

In particular, this MOU is intended to:

- Reduce costs associated with maintenance of community centres, playfields and other community parks and green areas.

- Enhance community sporting and recreational facilities
- Improve quality of sporting talent across the parish
- Allow communities to assume a greater role in making their communities a better place
- Increase visibility
- Improve public safety and reduce likelihood for acts of crime
- Foster communities taking a more hands on role in community development.
- Establish and sustain meaningful relationships between the St. James Parish Council and the community

II. BACKGROUND (Brief description of the parties involved in the MOU with mention of any current/historical ties to this project.)

The St. James Parish Council is the Local Government Authority with responsibility for the City of Montego Bay and the parish of St. James. The Council in keeping with its motto of “Working with the community in developing practical solutions” has developed a programme geared towards ensuring that community facilities are at the stage that they are usable, inviting and satisfactorily maintained and sustained with the assistance of community based organizations that contribute free labour and other agreed support.

Duly registered/ recognized Community Based Organizations (C.B.O.) having seen a need to seek the assistance of the Council under this programme are required to make an application with supporting documentation to include list of signatures of volunteers to participate in the project and proposal for sustained maintenance.

III. ST. JAMES PARISH COUNCIL RESPONSIBILITIES UNDER THIS MOU

The St. James Parish Council shall undertake the following activities:

- Develop application forms and guidelines for project to be undertaken.
- Develop an agreed scope of work and time-frame in consultation with community organization.
- Share best practices through appropriate media and fora.
- Support the project with a lawn mower and lawn mower driver.
- Provide supervisory and technical support to the project under the direction of the Superintendent of Roads and Works or his designate.
- Promote community involvement and partnership in an effort to maximize limited resources through sweat equity and participation of members of community.
- Recommend steps to be taken by community group(s) to sustain the initiative

- Maintain records to include scope of work, objectives, list of volunteers and output.
- Evaluate the project at completion and make appropriate recommendations to C.B.O. as it relates to sustained maintenance.

IV. COMMUNITY BASED ORGANIZATION [C.B.O.] RESPONSIBILITIES UNDER THIS MOU

The Community Based Organization shall undertake the following activities:

- To develop the initial project proposal for submission to St. James Parish Council
- To collaborate with the Council's Technical Staff on the successful execution of the project
- To support the project by providing voluntary labour with required tools and other assistance required to de-bush shrubs, small trees and high vegetation and to clean up and dispose of same in an approved manner
- To ensure that the areas to be cut with are adequately prepared for driving lawn mower to be used.
- To practice the use of composting for cuttings generated from project.
- To provide sustained maintenance of recreational and community green spaces that benefitted under programme.
- Promote volunteerism among community members to benefit of the community.
- Be responsible for the safety and well being of all volunteers and persons that maybe contracted by C.B.O. on the project.
- Develop strategies and appropriate measures for sustained maintenance of community facilities that benefit under this programme.
- Maintain copies of relevant records of areas that benefitted under beautification and maintenance programme
- Evaluate the project and garner continued support for future community participation

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification:

This document can be modified by mutual consent or if both or one of the parties fail to carry out their responsibility in as much as it will negatively affect the success of the project.

The decision to modify must be communicated in writing accordingly.

2. Termination:

The Council reserves the right to terminate the agreement if the C.B.O. fails to honour its commitment(s) or any other reason that would result in the Council being put in disrepute.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from (date)_____ to (date)_____.

The St. James Parish Council and C.B.O. indicate agreement with this MOU by their signatures below:

Signatures and dates:

[CHAIRMAN, St. James Parish Council]

Rep. Community Based Organization (C.B.O.)

Date

Date

SECRETARY/MANAGER, [St. James Parish Council]

Date