



Host Municipality

The OMBI Board enters into a Host Agreement with the municipality where the OMBI Program Office is located. This Host Agreement identifies the type and level of administrative and other support services to be provided by the Host Municipality and identifies appropriate costs to be recovered from OMBI for those services. The Host Agreement would be reviewed on a periodic basis, such as every three years, to ensure that both the Host Municipality and other OMBI partners are satisfied with the arrangement.

Requirements of the Host Municipality:

- Provide office space appropriate to the role of the Program Office staff in accordance with standards of the host municipality
- Provide information technology services appropriate to Program Office role in accordance with standards of the host municipality
- Provide financial and other support services as required in accordance with the policies and procedures of the host municipality to ensure effective administrative operations of the Program Office including Accounts Payable, Budgets, Accounts Receivable, Financial Reporting, Purchasing, Payroll, banking, time and attendance reporting, Human Resources and Legal support
- Provide administrative oversight and monitoring relative to services contained in the host agreement
- Issue invoices for and collect annual membership fees, forum fees, etc. approved by the OMBI Board