

### Scope of Work:

The current methodology to allocate the operational costs of the Carleton Place Library and Recreation Facilities was developed in the 1987. It has worked well for the funding and sustainability of the facilities in a fair manner for all communities.

The communities have grown since the initial agreement and the assumptions upon which the methodology is based may need to be revised. The polls used to allocate the costs and the percentages in each poll may need to be revised or at least reaffirmed. A review of the data used to determine the allocation of costs is warranted given that the Geographic Information Systems and data that is available today exceeds the data available at the time of the establishment of the cost sharing agreement.

The review should focus on the appropriateness of continuing to base the allocation of costs in relation to assessed values, the definition of the benefitting areas as the polls, the percentage of the polls used as the benefitting area for cost allocation.

It is the desire of the three municipalities to see a review conducted by an outside firm as opposed to staff. A consistent approach is also desired versus each municipality conducted a review in isolation.