

Resort Village of Aquadeo

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Contracting and Contractors	GG-009	218/23	August 18, 2023		

Policy Objective:

To set a parameter and understanding of what is approved for contracting and Contractors

Background:

1. The Municipality is obligated by the Workers Compensation Board to make sure that all contractors hired by the Village are covered under the WCB. If a Contractor is not covered, then the Village will be held liable to pay the WCB premiums on the work completed with regards to labour and labour and materials for that contractor.
2. The Municipality is obligated by the Ministry of Finance to make sure that any contractor has paid their PST to the Sask. Government for the equipment that the contractor is using while working for the Village.
 - a. If the contractor has not paid the PST to the Sask. Government, then the Village could be held liable to pay all the PST on the piece of equipment, at its value, to the Provincial Government.

Policy:

1. Contracting
 - a. In accordance with the Municipalities Act, the Councillors for the Municipality shall not complete work for the Municipality as Councillors are not Employees for the Village.
 - i. It is understood that if a Councillor is working on a volunteer basis (without remuneration) that there will be an exception to allow for the volunteer work providing that the councillor is not operating equipment.
 - b. That the maintenance foreman must have the hiring of all contractors approved by the CAO.
2. Contractors
 - a. Upon hire of a contractor, the CAO must:
 - i. Obtain a Letter of Clearance from Workers Compensation Board (WCB)
 - ii. Obtain a Letter of Clearance from the Ministry of Finance (PST) (306-445-6877)
 1. If the contractor is working and requests pay prior to the Village obtaining the letter of clearance, then the Village is to hold back 10% of the invoice of the contractor until such time as the Contractor has proven the PST has been paid in full.
 - iii. That the contractor will follow a minimum of the Occupational Health and Safety standards as set by the Village and/or Provincial legislation.

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Pete Dula

 Mayor



- iv. That the Contractor shall ensure that all employees are in compliance with the Saskatchewan Government Insurance.

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Mayor