



## Town of Blaine Lake

<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	110/22	April 13, 2022	1	

**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 Town are covered under the WCB. If a Contractor is not covered, then the Town 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 Town.
  - a. If the contractor has not paid the PST to the Sask. Government, then the Town 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 Town.
  - b. That the maintenance foreman must have the hiring of all contractors approved by the CAO who will obtain approval from the Committee involved.
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 Town obtaining the letter of clearance, then the Town 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 Town and/or Provincial legislation.
    - iv. That the Contractor shall ensure that all employees are in compliance with the Saskatchewan Government Insurance.

GG-009

TOWN OF BLAINE LAKE

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Date Issued: April 13, 2022

Res # 110/22

Replaced – Res #

Mayor  
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