



Summer Village of Yellowstone

Administrative Policy

Number	Title			
A-HUM-CON-1	Contractor			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	24-19	Resolution No:	
	Date:	February 8, 2019	Date:	

POLICY STATEMENT

To create, provide and maintain an equitable, positive, and safe work environment for all contractors.

PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and the Contractor.
2. To ensure there is a clear understanding of the terms, conditions and requirements of a Contractor within the Summer Village of Yellowstone.
3. To assist the Summer Village of Yellowstone in providing quality service to the ratepayers and residents of the Summer Village.

PRINCIPLES

2.1 Contractor Hiring

1. The CAO is responsible for recruitment of all Contractor's.
2. All contract opportunities will be conducted through an open and competitive process prior to awarding contracts, or as determined by the CAO reflective of the scope of the project.
3. If required, contractor's will need to produce WCB Clearance Letters and Proof of Liability Insurance prior to the commencement of any work being done for the Summer Village.
4. Equal opportunity for contractors will be provided to all qualified candidates.
5. Contract offers shall be contingent on the contractor's agreement to the offer, and acknowledgement of company policies. Relatives of Employees or Council may be considered for Contract with the Summer Village provided they:
 - possess the necessary qualifications;
 - are considered to be the most suitable candidate;
 - are not supervised by their family member.

Revisions:

Resolution Number	MM/DD/YY