



# Rural Municipality of Meadow Lake #588 Policy

Policy #GG-010

Policy Title: Contracting and Contractors

<b>Policy Objective:</b> To set a parameter and understanding of what is approved for contracting and Contractors	
<b>Authority:</b> Council Resolution #033/17	Dated: January 9, 2017

**Background:**

1. The RM of Meadow Lake is obligated by the Workers Compensation Board to make sure that all contractors hired by the RM are covered under the WCB. If a Contractor is not covered, then the RM 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 RM of Meadow Lake 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 RM.
  - a. If the contractor has not paid the PST to the Sask. Government, then the RM 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. The following resolution was made at the November 14, 2016 Council meeting.  
Russ Jones and Dale Sheppard declared pecuniary interest at 1:17 p.m.  
WHEREAS Russ Jones Mechanical is a reputable business who assist the RM of Meadow Lake with the mechanical issues; and  
WHEREAS Ultimate Glass provides service for the RM of Meadow Lake #588 as a glass provider; and  
WHEREAS these two (2) organizations are owned by councilors Russ Jones and Dale Sheppard;  
THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake #588 will hire these organizations on a “as need” basis with the Manager of Public Works to call those who are needed.

Carried.

Russ Jones and Dale Sheppard returned to the Council meeting at 1:21 p.m.

**2. Contractors**

- a. Upon hire of a contractor, the Manager of the Department 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 RM obtaining the letter of clearance, then the RM 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 RM and/or Provincial legislation.