



# Summer Village of Sunrise Beach

## Administrative Policy

Number	Title			
A-HUM-CON-1	Contractor			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	04-20	Resolution No:	
	Date:	January 28, 2020	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 Sunrise Beach.
3. To assist the Summer Village of Sunrise Beach 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 bid process prior to awarding contracts.
3. Equal opportunity for contractors will be provided to all qualified candidates.
4. Contract offers shall be contingent on the contractor's agreement to the offer, and acknowledgement of company policies.
5. Relatives of Employees or Council may be considered for Contract with the Summer Village provided they:
  - Posses the necessary qualifications;
  - are considered to be the most suitable candidate;
  - are not supervised by their family member

### Revisions:

Resolution Number	MM/DD/YY