

## 5.19 Contracts for Service

### **Policy Overview:**

The Burnaby Association for Community Inclusion will contract for service when necessary or applicable. Contracts for services may include, but are not limited to, the Life Sharing contractors, long-term contractors providing a service to BACI, and one-time service contractors.

### **Policy:**

BACI will comply with all provincial and federal requirements when entering a Contract for Service with another person, business, or organization.

BACI will encourage all potential contractors to familiarize themselves with Revenue Canada taxation information regarding Contracts for Service before executing a contract for service with BACI.

Contracts for service with BACI may include, but are not limited to, direct care, maintenance, operations, and services.

Contracts for service are legal documents that describe the nature and conditions of the relationship between the parties (BACI and contractor). Conditions contained in the Contract for Service will include, but may not be limited to, the following:

- Purpose of the contract
- Timelines
- Expected Service Outcomes
- Reporting
- Monitoring and Compliance
- Termination
- Fees for service
- Responsibilities of the contractor (use of own tools, equipment, supplies, provision of work space, etc).
- Responsibilities of BACI (payment of contractor upon invoice, etc)

Contracts for Service must be reviewed by the Executive Director or his/her delegate to ensure compliance with this policy.

The Executive Director or his/her delegate will have the final authority to execute a Contract for Service.

### **Linking Policies**

- 1.8 Code of Ethics
- 1.12 Corporate Responsibility Policy
- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy