

5.19 Contracts for Service

Policy Overview

BACI will contract for services 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 Services with another person, business, or organization.

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

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

Contracts for services are legal documents that describe the nature and conditions of the relationship between the parties (BACI and contractor). Conditions contained in the Contract for Services 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 Services must be reviewed by the Chief Executive Officer (CEO) or their delegate to ensure compliance with this policy.

The CEO or their delegate will have the final authority to execute a Contract for Services.

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