

POLICY NO. 14/00

POLICY TITLE: **CONTRACTED COMPANIES & WORKERS
COMPENSATION BOARD**


DATE ADOPTED: **November 7, 2000**

PURPOSE: To ensure contractors, sub-trades and their workers are covered by the Workers Compensation Board; and to ensure the premiums for the Workers Compensation Board account held by the Town of Bentley are not affected by those contracted by the Town or any Board of the Town.


POLICY:

1. Prior to the Town, or a Board of the Town, awarding any contract, a contractor or sub-trade must provide proof of an existing WCB account or proof of an exemption from the Workers Compensation Board.
2. A Letter of Certificate be obtained by the Town from the Workers Compensation Board attesting to a valid and subsisting account, or a Workers Compensation Board exemption held by a company prior to awarding of a contract.
3. A Letter of Clearance be obtained by the Town from the Workers Compensation Board attesting the account remains in good standing after the contract has been completed.
4. That 100% of the funds from a contract be held back until such time as a Certificate of Clearance has been issued by Workers Compensation Board as noted in item #3.

EXEMPTIONS: Those persons declared exempt by the Workers Compensation Board.



Mayor



Chief Administrative Officer