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| Communities Contracting for Community Services | Policy | G4 |
| | Effective Date | April 2002 |
| | Revision Date | January 2019 |
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What is the policy?

It is department policy to provide a standard procedure to be followed by communities contracting to obtain or provide community services.

All community contracts and agreements must be reviewed by the department solicitor, prior to signing, to ensure the legal requirements have been met. Department forms, such as employee agreements, do not have to be reviewed by the department solicitor.

To be legally binding, all community contracts must be signed by the department authority prior to implementation.

Community responsibilities

- Community contract procedures:
 - community identifies the need to buy or sell services
 - community provides particulars with the accompanying resolution to the regional office for approval
 - a draft contract may accompany the resolution
 - upon department approval, contracts shall be returned to the community for approval and signature. It is noted that the department must conform to restrictions on signing authorities and amounts as specified in the *General Manual of Administration*.
- For some services, such as administration, the standard form agreements must be used. This procedure ensures consistency.
- All contracts and agreements, once endorsed, shall be sent to the regional office, for its permanent records.