

**Type:** System**Authority:** Board**Resolution No.:** BMPL 2018-104 on 5-17-18; POL-SYS.2018.51**Associated Documents:****SYS 2018.51.1****General**

1. Fee for Service Contractors are not considered employees.
2. Fee for Service contractors may be hired by:
 - 2.1. The CEO to conduct the business of the library, museum, gallery or archive, providing the project falls within the approved budget;
 - 2.2. The Board to assist with the business of the Board or to conduct a project on behalf of the Board;
 - 2.3. The Town to complete a project funded directly by the Town.

SYS 2018.51.2**Town Contracted Fee for Service**

All Town By-Laws, policies, and procedures specific to contracts shall be followed by those working in Blue Mountains Public Library Facilities when the contract is with the Town. For all specific requirements, the contractor should speak directly with Town staff.

SYS 2018.51.3**Contracts with the Blue Mountains Public Library**

1. Fee for Service contractors shall report directly to either the CEO or Board Chair, whichever is the designated party in the contract.
2. Fee for Service bidding shall follow the approved Finance Policy.
3. Contractors and consultants are bound by the Health and Safety policies and procedures when performing a service onsite.

Original Approval: 5-17-2018

Amended On: _____