

SECTION: ADMINISTRATION

SUBJECT: W.C.B. CLEARANCES

Original Resolution No.: 95-05-25

Workman's Compensation Board Clearances Policy

It is the policy of the County of Warner No. 5 to apply for Workman's Compensation Board (W.C.B.) "Letters of Clearance" for any contracted service which is supplied to the County.

Guidelines

1. If a contractor does not have a Workman's Compensation Account, the County of Warner is responsible to remit fees to W.C.B. based on the dollar quantity of the labour provided. And further, if the contractor is not in good standing with the Board, any amounts outstanding by the contractor may become the liability of the County if the contractor fails to meet their obligations with W.C.B.
2. Therefore, before accepting a contract on behalf of the County, the Department Head shall request from the contractor, their current Workman's Compensation Board Account Number and also ensure the contractor is in good standing with W.C.B. This information can be verified by requesting a "Certificate Letter" from W.C.B. The awarding of a contract to any person or business without a current W.C.B. account will require prior approval of the County Administrator.
3. Upon completion of the contract and receiving the contractor's final invoice for the work, the Department Head shall again contact the Workman's Compensation Board to gain a "Letter of Clearance" before approving payment, or instruct the contractor to supply a current "Letter of Clearance" from W.C.B. with their final bill.
4. If warranted, a holdback of monies from the contract may be necessary until the contractor's account is back in good standing with the W.C.B., or as a last resort, payment may need to be made to W.C.B. on the contractor's behalf and deducted from the contractor's final cheque.