



1. PURPOSE

- 1.1 To ensure that a balanced approach is taken when considering the contracting of work for City services in an effort to minimize or eliminate any impacts this action may have on existing staff levels and to ensure the City receives maximum benefit from the service wherever possible.

2. DEFINITIONS

“ Contracting Out “ means the use of an independent outside source, such as an individual, agency or business, to provide service or complete work, which would otherwise be fulfilled by an employee or group of employees.

3. POLICY

- 3.1 When considering whether or not to contract out, the following factors must be taken into consideration by all city managers:
 - That all decisions to contract out be made on sound business realities and service considerations
 - That good “ risk management” principles be adhered to
 - That potential impacts upon existing workers be minimized wherever possible
 - That the provisions of any statutes, regulations or existing City policies that effect the workplace be strictly adhered to
 - That all decisions must be made in good faith

4. RESPONSIBILITIES

- 4.1 All City Directors are to ensure that this policy is adhered to.
- 4.2 The City Commissioner or nominee, shall ensure that this policy is applied uniformly and is responsible for recommending any revision to this policy

