

Contract Policy

The Board of Directors of the Shawnigan Residents Association may, from time to time, enter into a contract for a service or product deemed necessary to advance the mission of the organization, and to advance a specific objective as set out in the Three Year Strategic Plan.

All contracts must be in writing, and the final wording must be approved by the Board of Directors before signing takes place. The President of the board is authorized to sign contracts on behalf of the board. The contract must be varied or discharged in the same manner.

Any member of the Board of Directors who is, directly or indirectly, in a conflict of interest position must fully and promptly disclose the nature and extent of the interest to the full Board of Directors. That director must abstain from discussion of the contract, and must not be counted in the quorum at a meeting of the directors at which the proposed contract is approved.

All contracts will be put to tender. Preference will be given to local contract competitors, all else being equal in the bids.

All contracts will be managed by two directors appointed by the Board of Directors. A written report detailing the progress of any on-going contracts will be provided at each monthly meeting of the board.

The Shawnigan Residents Association will act with transparency in these matters, and will make every effort to fully disclose to all members of the Board of Directors all documentation related to any contract made on behalf of the board.