

	COUNCIL POLICY	
	HOLD BACK CONTRACT WORK	
	Policy Type: GENERAL ADMINISTRATION Date: MAY 10, 2023	GA 78-23

PURPOSE:

To provide protection to the municipality to ensure that subtrades are paid and the work is completed to our satisfaction.

POLICY STATEMENT:

The Council of the Town of Gibbons wishes to establish strong financial controls for expenditures made by the Municipality. To protect and to ensure that persons undertaking work for the Municipality complete the project to our satisfaction, a hold back policy will be instituted.

DEFINITIONS:

“Holdback” means a portion of the billing amount held until conditions in the contract are satisfied or the work is completed to the satisfaction of Administration.

GUIDING PRINCIPLES:


1. On any project over \$5,000 in cost a 10% holdback will apply until one of the following takes places:
 - a. A statutory declaration is signed by the contractor stating that all subtrades have been paid.
 - b. The project is completed and accepted by the Town of Gibbons.

SUPERCEDES:

Policy GA 16-01

 Dan Deck, Mayor

 Farrell O'Malley, CAO

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DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	NEXT REVIEW DATE
New Policy	May 10, 2023 #23.119	Council	2028