



POLICY MANUAL

Title	Municipal Private Works		
Section	Administration	Index	301
Date	November 29, 2018	Res No.	18-309

PRINCIPLES:

Establish a Private Works Policy ensures that municipal equipment and resources are used in a fair and equitable manner. It also serves to enhance the overall accountability and transparency of the municipality.

The purpose of this policy is to outline Council's requirements for the undertaking of private works by the municipality.

PREAMBLE:

This policy operates in addition to other policies and by-laws of the municipality.

DEFINITIONS:

Employee – means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full-time, part-time, contract, or casual employees.

Private works – any work undertaken by the municipality on private property other than a public work that is the responsibility of the municipality.

SCOPE:

Private works are not a core function of the municipality and will not take precedence over public works.

This policy applies to works and services carried out by the municipality on private property, within and outside the boundaries of the municipality.

Any custom material sold with the municipality will be loaded by municipal staff only with municipal equipment.

In the event of a major weather system winter snow clearing of private lanes will only be undertaken once clearing of all municipal school bus routes, main and secondary roads have been completed. The municipal grader operator may at his/her discretion clear a private lane while in the process of clearing municipal roadways if due to the location of the lane it is more efficient to do so.

Secondary municipal roads that have been closed for the winter season may be opened once at the request of a ratepayer if it is for access for agricultural purposes or access to a seasonal home. Any requests received thereafter by the individual will be subject to charge as per the rate outlined in this policy for private snow clearing. The municipality retains the right to refuse a request to open a road if they feel that municipal equipment may receive damage in the course of completing the request.

APPLICATIONS/APPROVALS:

All private works applications must be made to the municipality and approved by Council or a designated officer of the municipality except in the case of lane grading/clearing.

PAYMENT:

The applicant will be invoiced for public works undertaken by the municipality, at the rates fixed in this policy. Payment is due on receipt of invoice from the municipality.

LEGAL LIABILITY:

The applicant shall indemnify the municipality against any claim, action or process for damage or injury which might arise during the progress of such private works. The applicant may be required to sign a waiver form before the private work is undertaken by the municipality.

RATES:

Rate charged for private works are as follows:

Equipment/Material/Service	Rate	Minimum Charge
Construction Grader	\$187.00/hour	
Grader	\$100.00/hour	\$40.00
Mulcher	\$110.00/hour	
Mower	\$125.00/hour	
Semi Tractor/End Dump	\$120.00/hour	
Loader	\$120.00/hour	
Tractor	\$110.00/hour	
Backhoe	\$112.00/hour	
Pit Run/Sand	\$2.50/yard	
Crushed Gravel (Municipal)	\$8.00/yard	
Hauling	\$8.00/mile	1 st mile & under \$40.00
Loading	\$1.00/yard	
Photocopying	\$0.25/sheet	
- Non profit	\$0.10/sheet	
Fax-Local/Long Distance	\$2.00/fax	

****New Rates effective November 29, 2018****