

	R.M. OF SOUTH NORFOLK POLICY MANUAL		<i>Department: Public Works</i> Policy: Private Works	
	Section#:	Date Approved: Dec 10, 2012	Resolution No. 12 2091	Pages: 1 - 3

PRINCIPLES:

Establishing 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.

Private works will only be considered if private contractors or equipment are not available within the municipality to either supply the service or perform the required work. The municipality will refer requests for private works to local private operators where available.

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



RATES:

Rate charged for private works are as follows:

Grader	\$ 150.00 / hour (includes operator)	½ hour - \$75.00 minimum charge
Scraper or D7	\$ 150.00 / hour (includes operator)	½ hour - \$75.00 minimum charge
Mower	\$ 75.00 / hour (includes operator)	½ hour - \$40.00 minimum charge

*Travel time to and from the work site must be included in the hourly charge, unless the operator performed the work while in the area.

APPLICATIONS/APPROVALS:

All private works requests must be made through the Councillor of the Ward or an application made in writing to the Municipal Office. Requests / applications may be approved by Council or designated officer of the municipality.

The municipality reserves the right to refuse any request for private works.

PAYMENT:

The applicant will be invoiced at least 14 days before the due date for public works undertaken by the municipality, at the rates fixed in this policy. Interest will be charged, at the rate of 1.25% per month, on any balance outstanding after billing due date and monthly thereafter.

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 must sign a waiver form (Schedule "A" attached) before the private work is undertaken by the municipality. Copies of this policy and waiver form will be available at the Municipal Office and also posted on the municipal website.

REVIEW:

This policy will be reviewed annually to ensure that custom rates are fair, reflecting changes in costs and / or the current marketplace.

Schedule "A" to Private Work Policy

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I, _____ (print name) have reviewed the terms and request that the public works perform the following work on my property (must be legal owner):

I, _____ further agree to indemnify the municipality against any claim action or process for damage or injury which might arise during the progress of private works performed by the municipality and agree to pay the invoice on time for the private works as invoiced by the municipality.

_____ (mailing address)

_____ (telephone number)