

	RURAL MUNICIPALITY OF STANLEY	POLICY NO. PW 01-14
	ADOPTED BY: Resolution No. 2014 084	Last Updated: February, 2014
	DATE: November 22, 2012	Page: 1 of 3
	TITLE: Municipal Private Works Policy	Department: Public Works

This policy supersedes any prior policy dealing with the same matters.

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 that is requested by a landowner, 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 may be considered in situations where:

- Private contractors or equipment are not available within the municipality to either supply the service or perform the required work.
- Where the private works require minimal time and resources from the municipality.

The only municipal equipment authorized to complete private works are:

- Motor Grader
- Crawler

Motor Graders will only perform private works on driveways and/or snow ridging.

PW01-14

Municipal Private Works Policy

No other Municipal equipment will be hired out for private works.

Only Municipal operators are permitted to operate municipal equipment performing private works.

The municipality will refer requests for private works that fall outside of this policy 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.

This policy applies to all council members and staff as well as to the general public.

RATES:

Rate charged for private works are as follows:

<u>Equipment</u>	<u>Rate</u>
Motor Grader	80% of current MB HCA rates
Crawler	80% of current MB HCA rates

All travel time required to complete the private works will be charged to the applicant.

Minimum ½ hour will be charged for all private works, increasing in increments of 15 minute blocks.

APPLICATIONS/APPROVALS:

Private work requests will be reviewed by the Public Works Supervisor or his designate and will be approved or denied within the scope of this policy. The Public Works Supervisor or his designate reserves the right to refuse or bring to council for further consideration any request for private works.

The applicant will be provided with a cost estimate prior to the municipality undertaking the works. At the discretion of the Public Works Supervisor, the applicant may be required to sign an approval form of the written estimate for a private works project.

Council reserves the right to review and consider, prior to the work being undertaken by the municipality, any private works project.

PAYMENT:

The applicant will be invoiced for public works undertaken by the municipality, with all fees being invoiced and collected in accordance with the *RM of Stanley Accounts Receivable Policy*.

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.