

TOWN OF ARBORG

MUNICIPAL PRIVATE WORKS POLICY NO. 3-2013

1. PRINCIPLES

Establishing a Private Works Policy endures 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.

2. PREAMBLE

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

3. 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 means any work undertaken by the Municipality on private property other than a public work that is the responsibility of the Municipality.

Municipality means the Town of Arborg.

4. 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 locally available 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.

5. RATES

Rate charged for private works are as follows:

Equipment	Rate	Minimum Charge
2006 CAT Wheel Excavator 318 C	\$150.00 per hour (Includes Operator)	½ hour or \$75.00
1989 Champion Motor Grader (Road Grading)	\$134.00 per hour (Includes Operator)	½ hour or \$67.00
1989 Champion Motor Grader with Wing (Snow Plowing)	\$167.50 per hour (Includes Operator)	½ hour or \$83.75
2007 CAT Loader 924G	\$107.00 per hour (Includes Operator)	½ hour or \$53.50
2011 Trackless Municipal Tractor (Grass Cutting)	\$100.00 per hour (Includes Operator)	½ hour or \$50.00
2011 Trackless Municipal Tractor (Snow Clearing)	\$100.00 per hour (Includes Operator)	½ hour or \$50.00
1995 Ford F800 Truck with Deck and 2009 Western Street Sander (3.3cu yd)	\$100.00 per hour (Includes Operator)	½ hour or \$50.00
2000 Ford F350 Dump Truck – Single Axle	\$75.00 per hour (Includes Operator)	½ hour or \$37.50
2010 Hot Water Steamer (16 hp; 590 L)	\$75.00 per hour (Includes Operator)	½ hour or \$37.50
1980 Elgin Street Sweeper Series "S"	\$75.00 per hour (Includes Operator)	½ hour or \$37.50

6. APPLICATIONS / APPROVALS

All private works requests must be received at the Town Office and approved by Council or a designated officer of the Municipality.

The applicant will be provided with the hourly rate charged for the Town's equipment. The applicant will be required to sign an approval form accepting the per hour rate(s) as provided.

Council reserves the right to review and consider, prior to the work being undertaken by the Municipality, any private works project estimated to exceed **\$500.00**.

7. PAYMENT

The applicant will be invoiced for public works undertaken by the Municipality, at the rates fixed in the policy. Payment is due on receipt of invoice from the Municipality. Interest will be charged, at a rate of 1.25% per month, on any balance outstanding after 30 days of the invoice date.

8. 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.

Adopted by Resolution No. 12-2013 passed at the Regular Meeting of Council held on **January 4, 2013**.

Rob Thorsteinson
Deputy Mayor

Lorraine Bardarson
Chief Administrative Officer