

RURAL MUNICIPALITY OF BROKENHEAD POLICY AND PROCEDURE MANUAL		POLICY NO: PUB-105
REFERENCE: PUBLIC WORKS	ADOPTED BY: Res. No. 013-13	Page 1 of 2
	Date: January 15, 2013	
TITLE: PRIVATE WORKS POLICY		DATE LAST REVIEWED BY MGMT: January 15/13

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

Private works – Shall mean 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

Rates are charged as per Fees and Charges By-Law, following the Manitoba Heavy Construction rates.

Applications/Approvals

All private works requests must be approved by Council or Chief Administrative Officer.

Council reserves the right to review and consider, prior to the work being undertaken by the municipality, any private works project estimated to exceed a cost of \$5,000.00.

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. Interest will be charged, at the rate of 1.25% per month, on any balance outstanding after 30 days of the invoice date.

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.