



POLICY AND DIRECTIVES		
Private Works Policy		
#PW-2.0	Date Approved/ Resolution # January 7, 2013 2013 010	Date Revised:

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:

Rates charged for private works is set out in the City of Thompson Fee and Fine Schedule.

APPLICATIONS/APPROVALS:

All private works applications must be made in writing to the municipality and approved by Council or a designated officer of the municipality.

The applicant will be provided with a cost estimate prior to the municipality undertaking the works. The applicant will be required to sign an approval form of the written estimate for a private works project estimated by the municipality to exceed a cost of \$10,000.00.

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 \$1,000.00.

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 [same as penalty on tax arrears] 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.