

# Rural Municipality of LeRoy No. 339

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## CONTRACT WORK

**Policy Objective:** The purpose of this policy is to outline the Municipality's position regarding custom work that is performed, the applicable charges and other matters related thereto.

**Authority:**

Policy #320-2014

Amended: Dec 10, 2014

**Policy:**

The policy for all custom work is that Council will only consider custom work if local contractors have been contacted first, so as not to compete with businesses in the community, and then will be done time permitting upon request.

The completion of custom work requests are subject to equipment availability and close proximity, with the understanding that municipal public works shall take precedence and that, the municipality is not obligated to complete all custom work requests. In the event that equipment is available, but not in the area, one way travel time shall be charged in addition to the applicable hourly custom work rates, set out in Schedule "C". Furthermore, 50% shall be added for work performed for non-ratepayers. Custom work performed for the Town of LeRoy or the Conservation and Development area authorities in the municipality shall be invoiced at the ratepayer rates.

Prior to commencement of work, the contracting party must complete and sign a Custom Work Application form - *Schedule "A"* for Landowners and *Schedule "B"* for Non-Landowners - relieving the municipality from any liability that may be incurred.

A. The Municipality performs the following types of custom work:

**1. Grading/Grader Construction**

Custom grader construction is limited to earthmoving and shall be charged at the higher hourly rate of \$190 than simple grading of private lanes. Ratepayers are entitled to one driveway per quarter, unless authorized otherwise by Council. Any approved additional access requests are billed out to the ratepayer unless otherwise authorized by Council.

**2. Mowing**

**3. Brush Clearing**

**4. Dust Control**

**5. Gravel Supply and/or Hauling**

**6. Culvert Installation**

**7. Burying of Rock Piles**

**8. Snow Clearing**

The RM will undertake the removal of snow utilizing the municipal equipment in the following priority: 1) School bus routes 2) Heavy traffic roads 3) Farm access and residential roads.

Custom snow removal will be done if time allows, in accordance with the policy conditions listed below.

- Prior to the municipal grader operator commencing work, a Custom Work Application form shall be signed by the contracting party to indemnify and save harmless the municipality of any and all consequential damages resulting from the work being performed.
- The municipality's grader will only open driveways from the municipal road allowance to the residence in special circumstances. Upon occasion the grader may open a producer access to grain storage areas, hay bales or provide custom ridging. Time will be invoiced:
  - At the rate set by the municipality on an annual basis; and
  - For any costs incurred resulting from the grader getting stuck and requiring assistance.
- The municipality shall charge for snow clearing on private property regardless of whether or not such clearing is required for school buses to turn around.

B. Ratepayers requesting custom work are required to keep their account current by paying the balance of their account in full within 30 days of invoicing, or custom work services may be discontinued. In accordance with The Municipalities Act, any outstanding invoice for custom work will be added to the taxes if payment is not received by December 31<sup>st</sup>. The list of unpaid accounts will be presented to Council for consideration in this regard.

#### C. Duties of Contracting Party

1. Provide all information of scope of work in writing to the RM Office. This includes any limitations of extent of work as per an organization such as Conservation and Development area, Saskatchewan Environment, etc.
2. View the work site with the RM Foreman
3. Identify all services in area of work e.g. natural gas lines, electrical lines above ground and underground, water lines, telephone lines and underground pipe lines, etc. Provide Sask 1<sup>st</sup> Call ticket number as proof of line locates.
4. Responsible for all permits and copies to RM, indemnifies the RM, organizes and pays for everything, responsible for final inspection by permit issuers, length on right of entry/easement and all legal fees of drafting and registering easement.
5. Provide a signed form confirming contact with affected landowner or owners.

#### D. Duties of RM Foreman

1. Complete Custom Work Application form with Contracting Party.
2. Notify landowner or owners of upcoming work prior to work commencement.
3. Work site has to be inspected by Foreman and workers to ensure that all hazards are recognized and eliminated before work progresses. Custom Work Application form to be shown to worker(s) clearly outlining work parameters.

E. **Custom work and rental rates** are set out in attached *Schedule "C"*.