

## Town of Naicam Policy Manual

<i>POLICY TITLE:</i> <b>CUSTOM WORK POLICY</b>	<i>POLICY NUMBER:</i>  <b>11/2017</b>	<i>EFFECTIVE DATE:</i>  <b>June 13, 2017</b>
<i>ORIGIN:</i>  <b>Administration</b>	<i>ADOPTED BY COUNCIL ON:</i>  <b>June 13, 2017</b>	<i>AMENDED DATE:</i>

### **Purpose:**

To provide a guideline for staff regarding providing custom work services and are subject to any other agreement or resolution of Council.

- The Town of Naicam does not provide custom snow removal or mowing services. Citizens are required to privately contract out these types of services.
- The Town of Naicam does not rent out municipal equipment, subject to the Company Vehicles and Equipment Policy.
- The Town of Naicam does not perform services on residential sewer lines (except the sewer main itself). Sewer lines from the main to the residence are the responsibility of the property owner (subject to the list of approved properties as determined by Council).
- The Town of Naicam does not perform services on residential water lines (except the shutoff and water meter). Water lines from the shutoff to the residence and within it are the responsibility of the property owner.

### **Sanding**

Sanding roadways and parking areas on private, non-profit, and business properties is a service performed as a courtesy to local businesses, Naicam school and our non-profit agencies.

### **Availability**

All custom work, including courtesy services such as sanding, is subject to staff availability and workload, and may not take precedence or priority over the approved snow removal/sanding route priority zones, or municipal work orders except in emergency situations.

### **Fees**

Custom work is to be completed at the rate of \$50/hour per man/hour/machine. All work requiring use of heavy equipment (i.e. tractor/grader) is to be charged out at the rate of \$75/hour per man/hour/machine. Prices include use of equipment required to do the work in question.