

**Policy: Invoicing – Private Works**

**Section: Invoicing**

**Policy #2015-02**

**Resolution #247-16**

**Effective Date: September 27, 2016**

**1. 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.

**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** – any work undertaken by the municipality on private property other than a public work that is the responsibility of the municipality.

**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 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.

**5. RATES:**

Rate charged for private works are as follows:

**Equipment Rate Minimum Charge**

Graders (940G/JD 870(2011)/JD 870(2013)

- \$ 200.00 per hour
- \$ 100.00 flat rate (16 to 30 minutes)
- \$ 50.00 minimum flat rate for (1 to 15 minutes)

Cat D6N LGP

- \$195.00 per hour

(with ripper in use)

- \$245.00 per hour

R-416D Backhoe/U-JD310	-	\$ 96.00 per hour
312CL Excavator	-	\$135.00 per hour
613B Cat Scraper	-	\$200.00 per hour
Mac Truck	-	\$107.00 per hour
Kenworth & Tandem Trailer	-	\$134.00 per hour
Chev 7500 with blade	-	\$ 86.00 per hour
R-JD7320/U-JD5425 Tractor	-	\$ 95.00 per hour
Mower	-	\$ 45.00 per hour
Grasshopper Mower	-	\$ 55.00 per hour
Trimmer-1 man	-	\$ 30.00 per hour
Steamer -1 operator	-	\$ 80.00 per hour
Water meter repairs-plate (due to freezing)	-	\$ 45.00 each
Roto Rooter (to be operated by municipal employee)	-	\$ 50.00 per hour
Minimum charge	-	\$ 25.00
Sewer Camera (to be operated by municipal employee)	-	\$ 50.00 per hour
Minimum charge	-	\$ 25.00
1 <sup>st</sup> Serviceman (in addition to roto rooter or camera rate)	-	\$ 30.00 per hour
2 <sup>nd</sup> Serviceman (in addition to roto rooter or camera rate)	-	\$ 25.00 per hour

***(see attached sewer maintenance request form and procedure)***

**TOWING** – towing service will not be provided by the Municipality.

**Gravel**

Crushed Gravel	-	\$10.00 per cubic yard
Pit Run Gravel	-	\$7.50 per cubic yard
Clay	-	\$7.50 per cubic yard
Stone-Rock		
Cleaned stone	-	\$15.00 per cubic yard
Field rock	-	\$10.00 per cubic yard

The following process will be used for the sale of miscellaneous items to ratepayers of the Gilbert Plains Municipality.

- a) All requests for items for resale must be made by the associated landowner/ratepayer and must be made to the Municipal Office or Public Works Manager. Under no circumstance are the requests to go directly to the operator.

- b) The Public Works Manager will then verify if the item requested is available, the size and condition, etc., and must provide notification to the Municipal Office prior to release of the item.
- c) The charge for an item will be calculated at the municipal cost and may include administrative costs.
- d) Arrangements to pick up the item will be made so as an Operator or Public Works Manager is present and the item(s) will be recorded on the Operator's time card for invoicing.

Rate charged for resale items are as follows:

**Planks/Timbers**

Used Timbers	(4"x15.5"x16')	\$ 60.00 each
Used Timbers	(12"x12"x24')	\$ 8.00 per foot
Used Rough Treated Planks	(8"x8"x8')	\$ 3.00 per foot
Used Steel Girder	(12" x 8' approx)	\$ 80.00 each

**Culverts** – at cost for new items, 50% for “good condition” and 25% for “fair condition”

**Robak pipe** – \$2.00 per foot “good condition” and \$1.00 per foot “poor condition”

**Used grader blades** - \$5.00 each

Recreation Commission Rates – see schedule “A” attached

**6. APPLICATIONS/APPROVALS:**

All private works applications, with the exception of sale of service requests, must be made in writing to the municipality and approved by Council or Municipal Office or Public Works Manager, through the following process:

- a) Applicant will make contact with the Municipal Office or Public Works Manager (PWM).
- b) PWM will assess the application and provide the applicant with a cost estimate prior to the municipality undertaking the works. A verbal estimate may be provided as appropriate. PWM will ensure all work is completed as required through the Minor Works Program set out by Water Stewardship – Province of Manitoba.
- c) The applicant will be required to sign a Landowner Release Form, which provides authorization to proceed.

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 \$500.

All requests for sale of service to be provided to individuals must be made by the associated landowner/ratepayer and must be made to the Municipal Office or PWM who will assign the work to the operator. Under no circumstance are the requests to go directly to the operator. Municipal equipment shall not leave the boundaries of the municipality unless specifically authorized to do so by council.

When requests for service are made by individuals that are not ratepayers of the Municipality, the following process will be used for providing service to, and the invoicing of, sale of service:

- a) All requests for sale of service to be provided to individuals that are not ratepayers of the Municipality must be made by the associated landowner/ratepayer and must be made in the same manner as indicated above.
- b) If, at the discretion of Council/Municipal Office/Public Works Manager, the sale of service is provided, an invoice will be sent to the applicable landowner/ratepayer.
- c) The invoicing process for individuals that have established a good credit rating as of the date this policy comes into force, will remain as previously established, until such time as an invoice becomes delinquent and then no further service will be provided to that individual except as in Item #d.
- d) Individuals that are not ratepayers of the Municipality that do not want the associated landowner/ratepayer invoiced or that have not established a good credit rating as noted in Item #c or where a request for service occurs on municipal property, then the said individual will be required to pay an estimated cost of service, as determined by the Municipal Office, in advance of receiving said service. Excess funds, if any, will be returned to the individual in an expedient manner.

## **7. 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.

Accounts which become past due (over 30 days) as of the 25<sup>th</sup> of each month will be subject to an interest charge of no more than 1.25% per month and will be issued a statement detailing the outstanding charge and any associated interest charges.

Charges that remain in arrears after two months (60 days), or in regard to utility billing, remain outstanding after two utility billing cycles (2 quarters), may, by resolution, be transferred to the municipal tax roll and be collected in the same manner as taxes in arrears.

Special circumstances may apply where services will be delivered at no cost to the landowner/ratepayer as per the following list:

- a. Roads that are maintained in the summer will be open in the winter as required, at no charge to the landowner/ratepayer making the request, when there is no other reasonable access.

- b. Cemeteries as required for funeral arrangements (grading, snowclearing, mowing, stump removal)
- c. Lanes on a 1 x basis when the landowner allows ridging on fields
- d. Parrish & Heimbecker Ltd.
- e. Gilbert Plains Centennial Park Road (to Golf Course parking lot)
- f. Parkview Estates
- g. Zennon Milcharek municipal road
- h. Doreen Kilford
- i. Jon/Tyral Solski - lane to be charged on each third occurrence when in conjunction with school bus turning around in yard
- j. Katherine Crowe – in lieu of trees planted on landowner property grass cutting will be completed by Municipality on that part of SE09-25-22W south of Best Street encompassing an area with the southern boundary being the line of trees directly south of Veterans Drive.
- k. The water bypass, located before the water meter, are turned on in December and off in June, dependent on weather, in the following locations:
  - Catalyst Credit Union - 36 Main St N
  - MountainView Bus Garage - 216 Findlater Ave
  - Gilbert Plains Co-op Agro Center - 19 Gordon Ave E
  - Michael Steven's – 22 Burrows Ave E
  - Sylvia Frykas' – 22 Gordon Ave W
  - Richard Kowalski's – 20 Roberts Ave W

Gilbert Plains Royal Canadian Legion by-pass is located after the water meter, therefore the water bill will be reduced from the original billing to the minimum rate charge plus 5%, per quarter, during the period December - June.

Gilbert Plains Royal Canadian Legion - 19 Burrows Ave W

In accordance with Special Instructions from Mountain View School Division, a request for sale of service from the Gilbert Plains Schools requires a Work Order number prior to services being rendered.

All costs associated with damage to personal mailboxes that occur during snowclearing operations will be the responsibility of the landowner/ratepayer however Council may consider providing a 4x4 replacement post as required.

## **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.

Policy #2015-02 replaces policy #2014-01, #2013-05, #2013-04, #2013-03, #2009-06, #2009-05, #2006-01.

This policy is authorized by Resolution #247-16, dated September 27, 2016.

# Gilbert Plains Recreation Commission Fee Schedule "A"

## Rentals for Functions

<p><b>Ice Surface Rental</b> Renter- rents tables, sets up and removes tables and cleans up, involves sweeping &amp; washing ice surface Capacity= 400</p>	\$500.00
<p><b>Concession Lounge Rental (Per Hour)</b> <b>Birthday Party</b>- rental of lounge &amp; Ice <b>Birthday Party</b>- rental of lounge only <b>Meeting</b> Renter- cleans, &amp; rearranges tables Capacity = 176</p>	\$75.00 \$50.00 \$50.00
<p><b>Curling Hall</b> <b>Rental for 4 Hours or Less</b> <b>Rental for more than 4 Hours</b> Renter- sets up and removes tables. Cleans up, sweeps, &amp; washes floor if necessary Capacity = 138</p>	\$60.00 \$85.00
<p><b>Curling Lounge</b> <b>Rental for 4 Hours or Less</b> <b>Rental for more than 4 Hours</b> Renter- sets up and rearranges tables. Cleans up area. Can have some access to upstairs hall (use of fridge or tables upstairs to serve lunch) Capacity = 90</p>	\$75.00 \$100.00
<p><b>Key Deposit</b> Anyone renting the facility over the weekend or for a function that is more than 4 hours in length is required to pay a key deposit.</p>	\$100.00
<p><b>Long Tables</b>- \$2.00 damage deposit (4 tables available) <b>Plastic Chairs</b>- \$1.00 damage deposit</p>	\$10.00 ea \$1.00 ea
<p><b>NOTE:</b> *New furniture is not to leave the building (curling lobby) *Round tables from upstairs are not to leave the building *Orange &amp; Yellow plastic chairs (stored at Bowling Alley, 72 chairs) * Ag Society looks after their metal chairs &amp; fold up tables(stored in Ag Barns)</p>	

<b><u>Hockey</u></b>	
<b>Minor Hockey: includes GPMH</b>	
Practice & Game Price per hour	\$75.00
Tournament Price per hour	\$70.00
<b>Non-Resident: Outside Minor Hockey</b>	
Practice & Game Price per hour	\$80.00
Tournament Price per hour	\$75.00
<b>Adult Rec Hockey</b>	
Practice & Game Price per hour	\$80.00
Tournament Price per hour	\$75.00
<b>Non-Resident Adult: includes Comets, North Stars per hour</b>	\$85.00
<b>Extended Season: Starting April 1, 2015</b>	
All Ice Times & All Ages (exception for Tournaments) per hour	\$100.00
Tournament Price per hour	\$85.00
<b><u>Broomball</u></b>	
Practice & Game Price per hour	\$40.00
Tournament Price per hour	\$35.00
<b><u>Figure Skating</u></b> per hour	\$60.00
<b><u>Private Rental</u></b> per hour	\$60.00
<b><u>Public Skating &amp; Family Fun Curling</u></b>	
5 years & under	Free
Parents & Tot	\$3.00
Student	\$3.00
Adult (13+)	\$3.00
Family Season Pass	\$100.00
12 & Under Season Pass	\$40.00
13-18 (student) Season Pass	\$45.00
Curling Club Members must pay Family Fun Curling fees. Season pass can be used for both skating & curling.	
<b><u>Rec Hockey For The Season</u></b>	\$50.00

## Curling Fees

<b>Adult League Curling-Season</b>	\$160.00
Adult in 2 Leagues (excl. Super League) receives 2 <sup>nd</sup> league for:	\$65.00
<b>Bonspiel/day</b>	\$325.00
<b>Senior Curling- per game</b>	\$8.00
<b>Competitive League- per night</b>	
1 Draw	\$150.00
2 Draws	\$200.00
<b>GPCI After School Program-Season</b>	\$40.00/curler
<b>GPE After School Program- Season</b>	\$25.00/curler
<b>Student in an adult league</b>	\$75.00
<b>Junior Program Bonspiel- per day</b>	\$175.00
<b>Hourly Rate for Curling</b>	
All Ages	\$5.00

## Centennial Park

<b>Picnic Tables rental- DO NOT RENT OUT</b>	
<b>Picnic Table damage deposit</b>	
<b>NOTE:</b> *GPCC will be allowed to use spare table for tournaments **Gilbert Plains Fire Department is considered a Municipal Entity therefore no charge for use.	
<b>Campground Rates:</b>	
Seasonal	\$850.00
Monthly	\$450.00
Weekly	\$175.00
Daily	\$ 30.00

## Community Hall

<b>Social (fundraiser)</b>	\$450.00
<b>Dance (wedding/Anniversary)</b>	\$350.00
<b>Wedding (3 days)</b>	\$425.00
<b>Shower</b>	\$ 65.00
<b>Meeting</b>	\$175.00
<b>Funeral</b>	\$175.00
<b>*Community Organization-event</b>	\$200.00
<b>*Community Organization- rental for practices (minimum 2hrs)</b>	\$10/hr
<b>Kitchen rental</b>	\$125.00
<b>Kitchen space ( if food prepared at home/off premises)</b>	\$ 50.00
<b>Damage Deposit (all other functions)</b>	\$150.00
(social)	\$750.00
<b>NOTE:</b> *criteria must include: within Municipal boundaries; non profit or charitable	

## Gilbert Plains Municipality Sewer Maintenance Request

Charges to be invoiced to: \_\_\_\_\_

Box Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***I understand the policy stated in the reverse side and the method of determining the charges.***

Signature: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Servicemen: \_\_\_\_\_

Equipment used: \_\_\_\_\_

Trees on Town Property: \_\_\_\_ Owners Property: \_\_\_\_ Both Properties \_\_\_\_

Sewer Mains Checked: \_\_\_\_\_ Time: \_\_\_\_\_

Time spent on Service Line Blockage: \_\_\_\_\_

Time Responded to Call: \_\_\_\_\_

Other details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Serviceman's Signature \_\_\_\_\_

## Sewer Back Up Problems

- 1) If water is backing up at floor drain in basement, first call should be to the Municipality. After hours emergency contact number is 204-548-2899. Landowner is to leave message and their contact information.
- 2) Municipality will inspect mainline first to see if water is flowing. If not, the Municipality will go into house and complete roto-rooter. Municipality will bill back any portion of work if problem occurred on private property as per Private Works Policy # 2015-02.

Roto Rooter (to be operated by municipal employee)	-	\$ 50.00 per hour
Minimum charge	-	\$ 25.00
Sewer Camera (to be operated by municipal employee)	-	\$ 50.00 per hour
Minimum charge	-	\$ 25.00
1 <sup>st</sup> Serviceman (in addition to roto rooter or camera rate)-		\$ 30.00 per hour
2 <sup>nd</sup> Serviceman (in addition to roto rooter or camera rate)-		\$ 25.00 per hour

- 3) With the exception of a broken pipe after the property line, landowners are responsible for everything up to the mainline.
- 4) Municipality will not pay/reimburse any plumbing charges for work requested by landowner and completed by a plumbing contractor.
- 5) Contacting a plumber is at the sole discretion of the landowner.