

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Public Works
POLICY NO:	6.5
SUBJECT:	MUNICIPAL EMPLOYEES & TOOLS ON PRIVATE PROPERTY
ADOPTED:	June 12, 1996
REVISED:	
ADMINISTERED BY:	Public Works Superintendent

Policy:

Municipal employees and/or municipal equipment will not perform any work or repairs on private property where there is a contractor available to provide the required service.

Recording:

Municipal employees and/or municipal equipment will not perform any work or repairs on private property where there is a contractor available to provide the required service.

However, if there exists an emergency situation involving water, sewer and/or other municipal services that could result in damage to other private or public property as a result of any delay in acquiring a contractor to provide such service, then it will be at the discretion of the Public Works Superintendent, or other appropriate Department Head, as to whether municipal employees and/or equipment are used to alleviate the situation.

If municipal employees and/or equipment are deemed required to perform work on private property, a written contract is to be signed by the property owner and the appropriate Department Head. This contract will spell out the work to be performed, the date on which the work will commence, and the cost of the project. A deposit of at least fifty percent (50%) of the cost of the project will be required before any work is performed.

No tools or equipment are to be loaned out unless deemed necessary for an emergency situation by the Public Works Superintendent.