



STE. ANNE MUNICIPALITY

Policy #03-Public Works

Adoption Date: June 14, 2023 - Resolution #2023-281

Subject: Private Works

Department: Public Works

INTRODUCTORY STATEMENT:

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 the responsibilities of the municipality versus a private owner when it comes to maintenance and repair work.

This policy operates in addition to other policies and by-laws of the municipality.

DEFINITIONS:

Municipal Employee – means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full-time, part-time, contract, or casual employees.

Owner – means the owner of any land within the municipality.

Private works – any work undertaken on private property.

Public works – any work undertaken on public property (i.e. edge of roadways, municipal right of ways, parks, etc.); This includes works done on private property under the authority of a Right-of-Way or Easement Agreement, or any other similar legal authority.

SCOPE:

This policy applies to works and services carried out by the municipality within the boundaries of the municipality.

POLICY:

Private works are not a core function of the municipality and as a result, will not be performed by the municipality. This includes supply of materials, contracting the work with a 3rd party or municipal employees conducting the work. The Municipality, when requested, can assist in referring the owner to contractors with whom they may enter a private agreement for work to be conducted.



Where it concerns road maintenance, the responsibility of the RM of Ste. Anne extends to the edge of the road surface. Work on private driveways or approaches, culverts, and any part of the owner's property outside of the aforementioned areas would constitute private works, and hence will not be engaged in by the municipality. The exception however would be if this work would fall under the scope of a large drainage project, duly authorized by the Council of the RM of Ste. Anne.

The RM does not engage in snow clearing or grading of private driveways or approaches.

In the event that an owner discovers damage to their property as a result of any public works, the Municipality will engage in repair work as long as the claim is supported by reasonable evidence as to the source of the damage.

Council may choose to enter into an agreement to provide in-kind donations of services and/or materials to organizations. Council may also choose to use Municipal Equipment and/or Employees to do works outside the normal scope in special circumstances, where there is a tangible benefit to the RM of Ste. Anne. These special circumstances must be duly reviewed and approved by Resolution of Council prior to being conducted.