

Custom Work and Maintenance Policy

The Organized Hamlet of Pelican Cove

Purpose:

To clarify and define a protocol to initiate and complete snow removal, grading, gravelling, water drainage and any or all road maintenance as defined within the, *Municipalities Act, Saskatchewan*, within the boundaries of the Organized Hamlet of Pelican Cove.

Background:

The Organized Hamlet of Pelican Cove (OHPC) is situated within the R.M. of Leask No. 464 in the Province of Saskatchewan. The following policy has been established by Council to provide guidelines for the Superintendent of Public Works and Public Works staff to follow in order to ensure consistent practices for road maintenance, snow removal and water drainage within the boundaries of the OHPC.

Procedure:

All requests for custom snow removal, grading, gravelling or any other work done by the R.M. of Leask No. 464 for the OHPC

1. Must originate from the OHPC Board
2. Be made to the R.M. of Leask No. 464 Administrator and then forwarded to the Superintendent of Public Works for completion in a timely manner.
3. Any work such as culvert repair, repair to road surface and spot road maintenance may be completed by maintenance employees of OHPC upon approval of the Superintendent of Public Works and the OHPC Board.
4. Telephone requests will suffice but, must be documented by the Superintendent of Public Works and the OHPC Board.
5. Work to be inspected from time to time by the Superintendent of Public Works.
6. Due to liability concerns, the R.M. of Leask No. 464 will not be involved in snow removal or maintenance of private driveways.
7. OHPC Board is responsible to ensure all roadways are free of obstructions prior to any custom work.

Billing & Documentation:

1. Any custom work completed by the R.M. of Leask No. 464 will be billed in a timely manner to the Organized Hamlet of Pelican Cove for OHPC Board approval and payment.
2. Any work completed by the OHPC maintenance workers will be requisitioned and approval by the OHPC Board.

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Summary of Policy:

This policy has been developed to provide general guidelines for both Municipal personnel and the Organized Hamlet of Pelican Cove Board. This policy intends to cover the majority of situations normally encountered in day to day events within the OHPC. If certain situations arise that are not part of the above policy, the Superintendent of Public Works will work with the R.M. of Leask No. 464 Reeve and the Organized Hamlet of Pelican Cove Board to deal with each situation on a case by case basis.



Craig Hamilton
REEVE



Riannon Nelson
ADMINISTRATOR

DATE ADOPTED: February 11, 2021 by Resolution #52/21