

RM of OAKVIEW

Rural Municipality of Oakview POLICY AND PROCEDURE MANUAL		POLICY NO: 2025-02
REFERENCE Office	ADOPTED BY: Resolution # 2025-017 This policy Replaces 2023-3	
	Adopted Date: January 14, 2025	
TITLE: Private Works		Head of Council: Robert Christie CAO: Mark Humphries

PURPOSE:

The purpose of the policy is to direct and guide those who operate or require the use of Municipal Grader, Snow Plow, Tractor and Mower or other municipal equipment.

Machinery Operations:

1. Only operators hired by the RM of Oakview will operate the Municipal Graders, Tractor and/or other municipal equipment, unless authorized by Council to do so.
2. Municipal roads and other tasks of responsibility (including emergency situations), shall in all cases, take priority over any and all other outside requests for use of Municipal equipment, and/or custom work orders, unless authorized by Council.
3. Those requesting Municipal Equipment Services must provide adequate notice in order for the Municipal office staff and operators to arrange time to fulfill the request within regular working hours.
4. All-season (main, residential) road maintenance shall be performed on a rotational schedule so as to provide an equitable service to all areas of the municipality.
5. Seasonal/Machinery roads (summer, and non-residential) shall be graded once in the Spring and once in the Fall, for emergency reasons or unless otherwise directed by Council, as per policy # 2016-4.

Grader Snow Removal:

1. Machinery will not operate if operators feel the weather makes it is unsafe to do so. The machinery operators are to wait until conditions are safe to operate and then proceed.

Judgment of the operators is to be exercised, along with input of the CAO, Reeve, Council and/or office staff.

2. First priority for snow removal in the municipality will be given to main roads. Then the bus routes will be done next, only if the buses are running. After that, the remainder of the Municipality.
3. If time permits while removing snow on Municipal roads, operators will do custom work for ratepayers if they are in the area. Once operator has finished snow removal in each ward, they will then do custom work for the ratepayers.

Custom Work Request:

The only form of custom work that the RM of Oakview shall provide at a cost, is private lane maintenance, as well as ridging on private property.

When a ratepayer contacts either of the Oak River or the Rapid City offices to request grading, mowing or snow plowing of lanes the ratepayer will submit the Private Work Request Form attached as Schedule "A", which will be kept on file and shall remain in effect until such time as the applicant cancels it.

- When snow traps/ridging is requested on private property by the landowner or the municipality, the waiver attached as Schedule "B" will be filled out and kept on file. This form will be completed for affected properties annually.

Equipment Rental Rates:

1. Grader/Snow Plow rates:

All grading and plowing on private property will have Municipal rates applied.

The following rates will apply:

\$180.00 – 60 minutes

\$ 90.00 – 30 minutes

Note: There will be a \$90.00 minimum charged for custom work including private lanes. Charges will apply each and every time a lane is cleaned regardless of length of lane.

2. Oak River Snow Blower rate:

\$200.00/ hour

\$100.00/ half hour

\$50.00/ 15 minutes **(minimum rate)**

\$200.00/ Season – Residential

\$250.00/ Season – Business

Snow removal of private lanes for the 2024-2025 season will be completed only when the municipal operator has time and only will be done after the main sidewalks are cleared of snow.

Snow removal of private lanes will not be completed on weekends or statutory holidays.

3. All municipal operators are responsible for recording all custom work on their operator time book, and ratepayers will be invoiced by the office staff at the end of each month.

R.M. of Oakview
Schedule "A" to Policy No. 2023-3
Private Work Request Form

Owner Information

Name:		Contact Phone	
Mailing Address:			
Civic Address:		Legal Description:	

Renter Information (if applicable)

Name:		Contact Phone	
Mailing Address:			

Requested Work(s)

Grading	Snow Plowing	Mowing	Oak River Private Snow Clearing
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Special Instructions	
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By my signature below, I certify:

- I have reviewed the machinery & Equipment Rental Rates policy, attached.
- I understand that Municipal Equipment cannot complete any work on private property until this "Private Work Request" form is completed and received by Oakview.
- I understand that custom work will be completed as Public Work employees schedule permits.
- I understand that municipal employees will not contact the landowner prior to attendance on site.
- I am responsible to clearly mark any items near the work area (such as wells) with clearly visible markers.
- I understand that this request form will remain in effect until such time as I/we cancel the request.
- For rental properties, the Owner hereby agrees that any billings incurred by Renters will be added to the tax roll of the property if unpaid.
- I understand that the municipality will not be responsible for the spread of any soil-borne diseases such as clubroot, leafy spurge, etc.
- I hereby release the Rural Municipality of Oakview, its employees and Council from any responsibility or liability for property damage while performing the requested work(s).

Owner Signature:		Date:	
Renter Signature:		Date:	
Municipal Signature:		Date:	



R.M. of Oakview
Schedule "B" to Policy # 2023-3
Waiver for Snow Traps/Ridging

Owner Information

Name:		Contact Phone	
Mailing Address:			
Civic Address:		Legal Description:	

Renter Information (if applicable)

Name:		Contact Phone	
Mailing Address:			

I hereby grant permission for the Rural Municipality of Oakview, including the RM of Oakview Public Works Employees and equipment to have access to my property, located on:

Section-Township-Range: _____

for the purpose of establishing snow traps for the 20____/20____ winter season (s).

I understand the municipality will not be responsible for any damage to privately owned equipment, vehicles or private property that may be damaged during the operation of municipal equipment in this process.

I also understand that the municipality will not be responsible for the spread of **any** soil-borne diseases such as clubroot, leafy spurge, etc.

Landowner Signature

Date Signed

Municipal Signature

Date Signed