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| Town of Eatonia Statement of Policy and Procedure | | | |
| Subject: | Custom Work Policy | Policy No: | 26 |
| Date of Council Approval: | May 7, 2024 | Resolution No. | 13/5/24 |

1. Purpose:

The purpose of this policy is to outline the Town of Eatonia’s conditions that custom work will be done by the town and the applicable charges.

2. Policy:

- 2.1 The Town of Eatonia will provide custom work where the Town Foreman approves the request as time permits with the understanding that Town work will take priority.
- 2.2 Prior to commencement of work, the contracting party must complete and sign a Custom Work Authorization as set out in Appendix “B”.
- 2.3 All town equipment is accompanied by an operator which is included in the custom work rate.
- 2.4 Custom work requests will be completed only if all accounts (utility, taxes and custom work) are in good standing within 30 days.
- 2.5 For call outs on weekends and after hours, a minimum of 1 ½ hours will be charged.
- 2.6 Applicable taxes are extra.
- 2.7 Custom work charges must be paid within 30 days of the invoice date. If an invoice is not paid within the period of 30 days, a 2% interest charge may be added.
- 2.8 Unpaid accounts for equipment, services or goods provided to a property may be added to and form part of the taxes on the property for the equipment, services or goods provided, in accordance with Section 369 of *The Municipalities Act*.
- 2.9 Effective June 1, 2024 the rates for equipment, services and goods will be as set out in Appendix “A”.

**TOWN OF EATONIA
APPENDIX "A" TO POLICY NO. 26**

EQUIPMENT, SERVICES AND GOOD RATES

| EQUIPMENT | HOURLY RATE WITH OPERATOR | MINIMUM CHARGE |
|---|----------------------------------|-----------------------|
| Versatile Tractor with Attachment | \$150.00 | 1 hour |
| MF4710 Tractor with Attachment | \$150.00 | 1 hour |
| Backhoe | \$150.00 | 1 hour |
| JD 2320 Garden Tractor with Attachment | \$90.00 | 1 hour |
| JD Zero Turn Mower | \$90.00 | 1 hour |
| MF 1020 Garden Tractor with Attachment | \$90.00 | 1 hour |
| Walk Behind Push Mower | \$60.00 | 1 hour |
| Truck | \$70.00 | 1 hour |
| Cement Saw (includes chain replacement) | \$100.00 | 1 hour |
| Sewer Camera | \$120.00 | 1 hour |

| SERVICES | RATE | MINIMUM CHARGE |
|-------------------------------------|-----------------|-----------------------|
| Sewer Cleaning | \$120.00 | 1 hour |
| • After Hours | \$180.00 | 1 ½ hours |
| • Mileage for Out of Town Residents | \$1.00/km | Charged both ways |
| Man no Equipment | \$60.00/hr/man | 1 hour |
| • After Hours | \$100.00/hr/man | 1 hour |
| Water Line Installation | \$32.00/ft | |
| Sewer Line Installation | \$30.00/ft | |
| Water & Sewer Line Installation | \$36.00/ft | |

| GOODS | RATE | COMMENTS |
|--|------------|----------|
| Backhoe Bucket of Gravel Delivered (Approximately 1 Yard) | \$50.00 | |
| Below is the markup for the Purchase of Goods and/or services from outside Vendors to be charged back to customers. This includes but not limited to a steam truck, vac truck or supplies purchased from stores like the Co-op. | | |
| Value up to \$250.00 | 30% Markup | |
| Value \$250.00 to \$500.00 | 25% Markup | |
| Value over \$500.00 | 20% Markup | |

**TOWN OF EATONIA
APPENDIX "B" TO POLICY NO. 26**

CUSTOM WORK AUTHORIZATION FORM

Date: _____ Phone No. _____

Civic Address: _____ Mailing Address: _____

Name: _____

I hereby authorize the Town of Eatonia employees to perform the following work:

| DESCRIPTION OF HOURS | EQUIPMENT USED | ESTIMATED # OF HOURS | RATE/HOUR (AS PER CUSTOM RATE SCHEDULE) | ESTIMATED TOTAL COST (APPLICABLE TAXES EXTRA) |
|----------------------|----------------|----------------------|---|---|
| Regular | | | | |
| After Hours | | | | |

I acknowledge the charges described above and assume full responsibility for costs incurred to complete the custom work:

Signature

Summary of Work Completed:

Person(s) completing job: _____

Comments (description of work):

Employee Signature