



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Works in Municipal Rights-of-Way or Municipal Property	POLICY NUMBER: TRA-03
POLICY MANUAL SECTION: Transportation Services	RESOLUTION NUMBER: 145-2015
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WORKS IN MUNICIPAL RIGHTS-OF-WAY OR MUNICIPAL PROPERTY POLICY

Purpose

The Rural Municipality of St. Andrews wishes to ensure that anyone undertaking works in Municipal rights-of-way or Municipal property are responsible for the condition of these areas upon completion of their work. The purpose of this policy is to provide a means for ensuring that Municipal properties are restored to their original condition.

Policy

- 1) Anyone who undertakes work on or within Municipal property must first obtain permission from the Director of Operations or his/her designate.
- 2) Anyone who undertakes works on Municipal property, including rights-of-way, will be responsible for the restoration of the said property upon completion of the work.
- 3) All Municipal property shall be restored to the pre-construction condition or better, unless the Director of Operations or his/her designate advises otherwise in advance.
- 4) If the property is not restored to its previous condition, the Rural Municipality of St. Andrews will make arrangements to have the work done, and the cost will be billed to the person(s) who undertook the said work.

Procedure

- 1) Any person requiring to work within the Municipal right of way or within Municipal property must receive permission from the Director of Operations, or his/her designate, prior to proceeding with any such works. The person(s) must supply a contact name, phone number and mailing address.
- 2) When Administration, Public Works or Council become aware that someone will be undertaking work, or has already begun work, within Municipal property, including rights-of-way, the Director of Operations, or his/her designate, shall be informed immediately.
- 3) The Director of Operations, or his/her designate, shall contact the person requesting to work on the Municipal property prior to the start of work, to inform them of this said policy. The Director

of Operations, or his/her designate, shall make note of the name of the person who received the information, and the date and time it was provided. If necessary, pictures shall be taken.

- 4) Upon completion of the work, the person conducting the work on Municipal property shall inform the Director of Operations, or his/her designate, and a meeting at the site shall be arranged immediately. The Director of Operations, or his/her designate, shall complete a report indicating the work that remains to be done, if any, to restore the property to its pre-construction condition. One copy of the report will be given to the person who conducted the works, and one copy shall be provided to the Chief Administrative Officer.
- 5) If restoration is required, as indicated in the Public Works report, and is not completed within one week or without any other agreement, the Director of Operations, or his/her designate, shall inform the Chief Administrative Officer. The C.A.O. shall send notice to the contractor indicating that the work has yet to be completed and indicate the Municipality's intention to have the work completed, with the cost being billed to the contractor.
- 6) If the work is not completed, or arrangements are not made to complete it within one week of notice having been sent, the Chief Administrative Officer shall direct the Public Works Department to complete the restoration, with the cost being billed to the contractor.
- 7) Notwithstanding the previous paragraph, the Municipality may choose to have a third party complete the restoration work by receiving quotes.