

<b>COUNTY OF WETASKIWIN NO. 10</b>  <b>Municipal Policy &amp; Procedures Manual</b>	<b>FUNCTION:</b>  <b>3000 PUBLIC WORKS SERVICES</b>
	<b>SECTION:</b>  <b>3100 COMMON SERVICES</b>

**CUSTOM WORK FEE SCHEDULE  
POLICY #3102**

**POLICY STATEMENT**

The Council of the County of Wetaskiwin recognise that, from time to time, the Public Works Department carries out work for other agencies or parties on a cost recovery basis. Effective immediately, all work which is performed utilizing County equipment and labour, and for which the cost of providing such services is to be recovered, the work shall be charged at the rate specified in the Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide less ten percent (10%).

**PROCEDURES**

The Superintendent, Public Works shall determine which projects shall be completed on a cost recovery basis and shall ensure the appropriate purchasing documentation is in place (contract, purchase order from the other agency, etc.) The Superintendent, Public Works shall direct the foreman of the area in which the work is to be done to complete the work and to log all hours. The hours shall be provided to the Secretary, Public Works, who shall complete an invoice requisition listing the name and address of the party to be billed, a brief description of the work completed and the type of equipment used. An hourly rate shall be obtained from the most recent Equipment Rental Rates Guide and Membership Roster, and shall be discounted 10%. This rate shall then be used to calculate the amount owing. All applicable taxes shall be added to the total amount calculated as due and owing, and the invoice shall be subject to late penalty fees as determined by Council.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	August 17, 1999	99/98 PW	1 of 1