

The Village of Viscount

Policy Title Custom Work and Office Services	Adopted By Council	Policy Number 020	
Origin/Authority Council	Jurisdiction Village of Viscount	Effective Date: November 16, 2016	Page
Reviewed By Administration		Amended: October 10, 2018	

Custom Work and Office Services Policy for: Village of Viscount

Purpose

This policy is intended to set out the rates that the Village plans to charge as a result of custom work and office services provided to the residents of the Village of Viscount.

Definitions

Administrator- defined as the person appointed by the Village as the Administrator, and in their absence, the Administrative Assistant.

Town Foreman- defined as the person appointed by the Village as the Village Foreman, and in their absence, the person designated by Council or Foreman to oversee their duties and responsibilities.

Policy

These custom work rates and office services rates shall be reviewed annually prior to the preparation of the budget.

Rates shall be listed in Appendix "A".

All of the equipment listed in Appendix "A" shall be operated by a Village employee.

All office services listed in Appendix "A" shall be completed by the Administrator and/or Administrative Assistant.

It will always be at the discretion of the Village Foreman or in the case of office services, the Administrator, if the work/task should be completed by the Village.

Village of Viscount Appendix A to Policy 020-2018

- Backhoe/Snow Removal		
In Village per hour	=	\$80.00
Minimum Charge	=	\$40.00
- Grass Cutting		
Per Hour	=	\$50.00
Minimum	=	\$25.00
Big Mower per hour	=	\$100.00
- Rent on Sewer Snake & Lawn Roller:		
In Town	=	no charge
Per Day	=	\$10.00
** \$50.00 Deposit if using out of town		
- Gravel:	Gravel per bucket	= \$12.00+\$40 Backhoe
	Sand per bucket load	= \$10.00+\$40 Backhoe
- Jack Hammer		= Deposit \$100.00
		= \$25/day
-Tamper		= \$55/day
Manual labor (Town foreman discretion)		= \$50.00-\$75.00/hr.

REACT RENTAL – Must arrange with REACT in Humboldt

To bring a bin in for one tip is \$100.00 plus \$2/day rental fee.

Any extra tips will be \$30/tip (if filling with shingles they can

Only fill to 2/3 full due to weight)

- <u>BULK WATER</u>	Per 1000 gallons of water	=	\$25.00/1000 gallons
	After hour fee	=	\$35.00/1000 gallons
NON-POTTABLE WATER		=	\$8.00/1000 gallons
	After hour fee	=	\$16.00/1000 gallons
- FAX		=	\$1.50 per fax
- PHOTOCOPY	Single	=	\$0.10 per copy (8x10)
	Double sided	=	\$0.15 per copy (8x10)
	Color	=	\$0.50 per copy (8x10)
	Color	=	\$1.00 per copy (11x14)
	Village Map	=	\$2.50 per copy (8x10)
	Village Map	=	\$5.00 per copy (8x14)
	Bylaw / Policies	=	\$10.00/copy of bylaw/ policies
	Minutes	=	\$10.00/copy of minutes
- Mileage		=	\$.50/km