



VILLAGE OF TAHSIS			
Policy Title:	Village Forces Performing Work for Other Parties	Policy No.	4021
Effective Date	January 6, 2021	Supersedes and Rescinds Policies	#3003, #4015 and #4016
Approval	Council	Resolution Number	023/2021

1. DEFINITIONS

- “Chief Administrative Officer (CAO)” means the person appointed to this position under the Municipal Officers and Delegation of Authority Bylaw No. 611, 2019.
- “Director” means the Director of Operations or the employee delegated by the Director to act as the Director
- “Emergency” means an event caused by accident, nature or technical failure which is at high immediate likelihood to cause, or is causing, significant damage to persons and/or property.
- “Equipment” means heavy and light duty equipment and tools owned by the Village
- “MIABC” means the Municipal Insurance Association of British Columbia
- “Other Party” means a person, company, property owner, proprietorship, government or organization that is not the Village of Tahsis or its employees.
- “Village” means the Village of Tahsis
- “Village Forces” means Village crews and equipment.
- “Work Order” means the form completed by a property owner to have service performed by the Village on their property

2. PURPOSE

This policy establishes the conditions under which Village forces are authorized to perform work for other parties.

3. POLICY

Village forces will not generally perform work for other parties, except where authorized to do so under this policy, Village bylaws or other legal authorities.

Village forces will perform work for other parties in response to emergencies and/or when directed to do so by the Director, after the Director has consulted with the CAO. In considering whether to perform work that is not an emergency, Village forces will not perform work for other parties unless the work is in the Village's interest or the public interest generally.

Village forces may perform work for local community organizations, non-profit societies and other government agencies if approved by the Director, after consulting with the CAO.

Village tools and equipment will not be loaned, rented or otherwise provided to other parties and/or Village employees for personal use.

4. PROCEDURES

Other parties must complete and submit a work order before Village forces will perform work. However, a completed and submitted work order does not obligate the Village to perform the work for the other party.

5. LIABILITY

Although the work performed by Village forces on other party property is covered by the Village's liability policy with MIABC, it is recognized that performing this work may increase the Village's liability exposure.

6. WORK NOT GUARANTEED

Work performed by Village forces on another party's property is not guaranteed.

7. FEES

Fees set in the Fees and Charges Bylaws will be charged to other parties for work performed by Village forces, including fees for equipment.