

**TOWN OF DUCK LAKE
CUSTOM WORK POLICY**

=====

Policy; Custom Work Policy

Resolution; # _____

Effective Date: _____

1. Purpose

To establish a consistent custom work procedure for ratepayers and employees of the Town of Duck Lake.

2. Policy

All ratepayers of the Town of Duck Lake who wish to have custom work done by the Town of Duck Lake shall comply with the following procedures.

- a) A Custom Work Agreement (attached), shall be completed and signed.
- b) Once the Custom Work Agreement is on file at the Town Office, each time a ratepayer wishes to have custom work done they must contact the Town Office and make a request.
- c) Custom Work requests will only be considered if the Town Public Works department has the manpower and time to complete such request.
- d) All custom work will be logged by the Town Foreman and submitted to the Town Office bi-weekly for billing purposes, and shall be billed as per the Town of Duck Lake "Appendix A" custom work rates.