



Summer Village of South View

Council Policy

Number	Title		
C-PLA-CONS-1	Consent Agreements		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:	124-19	Resolution No:
	Date:	July 17-2019	Date:

Purpose

Council recognizes that there may be occasion(s) where it may be necessary and of benefit to both the municipality and the property owner to allow a property owner reasonable and/or limited work to be done on the municipal reserve properties. However, it is important to ensure that the municipality is aware of the works and has given approval and it is important for the person doing the work to realize their responsibilities as well in terms of liability.

Policy Statement

When members of the public request to do improvements on municipal property there needs to be a clear understanding of responsibilities. To ensure that all parties are clear on who is responsible for what, a Consent Agreement must be entered into between the member of the public and the municipality, such Consent Agreement form being attached to this policy.

Standards

1. Any work done on public property by members of the public at large **must** have prior written approval from Council and/or Administration. Sample form attached to final page of this document.
2. The consent agreement form will clearly outline the scope and location of the work to be done. Specifically, the nature of the work, the time frame for the work, the physical location of the work and the person or persons doing the work must be listed.
3. The Consent Agreement will clearly indicate that the member of the public is responsible for any injuries that they may receive or for any liability claim for damages to other properties that may arise from the works.
4. The Consent Agreement must be signed by both the applicant and the municipal representative and, preferably, should be kept on the site of the work being done.



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Consent Agreement:

Between

The Summer Village of South View

of the first part

and

of the second part

1. _____ (the applicant) has made a proposal to do the following works on municipal property: (provide a detailed explanation):

- 2. The time frame for the work is as follows: _____
- 3. The applicant agrees that all cost related to this work shall be borne by the applicant.
- 4. The applicant agrees that they accept full liability for any injury or damage that may be caused by these works.
- 5. The applicant agrees to ensure that all work is done in a safe and workman like manner.
- 6. The applicant agrees to adhere to all municipal bylaws related to noise and disturbance of the public at large.
- 7. The applicant agrees to notify the municipal office of any change in the proposed plan or timeline prior to commencement.

Municipal Address of Applicant: _____

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____



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Name of Municipal Representative: _____

Signature of Municipal Representative: _____ Date: _____

(Office Use) Tax Roll #: _____