

Resort Village of Candle Lake

Equipment Charge - Out Policy

Category: Maintenance & Transportation

Date Established: Mar 08, 2013

Responsible Office: Public Works

Date Last Revised:

Responsible Manager: Maintenance Manager
or Administrator

Effective date: Mar.08 2013

Policy Number: 400-31

Council Resolution Number: 45/2013

Replaces Policy Number: 400-30

Summary

This policy is to establish guidelines for the use and charge out of equipment owned and/or operated by the Resort Village of Candle Lake

Policy

POLICY STATEMENT

The Resort Village of Candle Lake will allow the use of and/or the lease of village owned equipment and will allow Village employees to operate that equipment under certain circumstances. The circumstances will be:

1. Request from senior level governments or their agencies, departments or related companies
2. Request from a Local Authority
3. Request from an Indian Band
4. An Emergency
5. Extraordinary circumstances such as fire, flood or danger to property, both private and public
 - a. In the case of danger to private property, the property owner must prove that they were unable to secure the resources through the private sector to alleviate or eliminate the danger
 - b. In the case of danger to private property where called upon by emergency measures or other related safety agencies
6. Notwithstanding clauses one, two and three, the Village will encourage the use of private contractors before entering into an agreement unless a case of pressing necessity is presented.

BACKGROUND

The Village of Candle Lake has had requests from the private sector to lease equipment or have village operators perform work on private land. In the past, in the absence of a concrete policy that established where, why and when the equipment and operator could be charged out, the Village employees have accommodated those requests. This policy will provide clarity to staff and to the public.

APPLICABILITY

This policy applies to all Resort Village of Candle Lake equipment where a charge out policy has not applied previously (e.g. photocopier) and does not apply if a new policy would exempt the equipment from this policy. The Village Council may, upon request, forgive any fees related to this policy as outlined in the schedule of fees (Attachment "B").

DEFINITIONS

Conservation and Development Area - means an area as defined in the Conservation and Development Act

Emergency – means a present or imminent situation or condition that requires prompt action to prevent or limit:

1. Loss of life
2. Harm or damage to the safety, health or welfare of people; or
3. Damage to property or the environment

Equipment – means any heavy or light equipment, power tools or tools

Indian Band – means a band within the meaning of the Indian Act (Canada)

Local Authority – means a municipality, school division or conservation and development area

Municipality – means a town, village, resort village, rural municipality or restructured municipality

Outside Agency - any agency, company or related department representing senior level government or local urban and rural governments.

Pressing Necessity – means an event whereby Senior Governments and its agencies, any municipality or Indian band can show a case that it is not possible to secure a contract from a local business that can fulfill the contract in a timely manner.

Senior Level Governments - means the Government of Canada, the Province of Saskatchewan and may extend to the United States of America or other foreign government that may have the need.

RESPONSIBILITY

The Maintenance Manager will be responsible for the management of this policy for any equipment or tools used outside the administrative office. In the absence of the Maintenance Manager, the Administrator or designate will assume management

The Administrator or designate will be responsible for the management of this policy for any administrative equipment in the administration office.

All responsible managers will follow the procedure as outlined in Attachment "A"

Contact Information

For further information on this policy, please contact the Resort Village of Candle Lake at 306-929- 2236, fax 306- 929-2201 or email rvcandlelakeoffice@sasktel.net

ATTACHMENT "A"**PROCEDURE**

The following information may be updated from time to time

PROCEDURE

1. The village will prepare a list of contractors and the contact information
 - a. Contractors will agree to be on a list for distribution to any party requesting the use of Village equipment.
 - b. Contractors will be responsible to supply information to the Village regarding equipment.
 - c. Rates will not be supplied as that will be up to the individual companies to determine as they deem necessary.
 - d. On a first time basis, this policy will be mailed out to any contractor holding a business license with the Village
 - e. Any new contracting business or heavy equipment business will be supplied with this policy for the purpose of informing them as to the process.
2. A request for the use of or lease of equipment is in writing.
3. The request is reviewed by the responsible Manager to ensure compliance with this policy.
4. In the case of "Pressing Necessity", it will be at the discretion of the administrator to determine.
5. An agreement is drawn up and signed by the responsible manager and the outside agency
6. If applicable, the fees as outlined in the attached schedule "A" are inserted into the agreement
 - a. Equipment can be added or removed as necessary.

ATTACHMENT "B"

SCHEDULE OF FEES

Grader	150.00
Bobcat	90.00
Bobcat 435 Mini Excavator	130.00
Loader	135.00
Small Truck	135.00
Large Truck	165.00
Chipper	275.00
Mower	55.00
Calcium Spreading (Does not include the cost of Calcium)	145.00

Date Approved: *Mar 08/2013*Resolution Number: *45/2013*

Mayor

Administrator


John B. Quinn
Jr. Council