

**THE RURAL MUNICIPALITY OF PINEY**

**“Equipment Loan & Use Policy”**

\*\*\*\*\*

**Subject:**           **Equipment Loan & Use Policy**

**Effective Date:**   **October 23<sup>rd</sup>, 2019**

**Replaces Policy:** **March 28<sup>th</sup>, 2017**

**Resolution No.:**   **281**                           **Resolution Date:** **October 22<sup>nd</sup>, 2019**

\*\*\*\*\*

**A.   PURPOSE:**

This policy is being implemented to be of assistance to the community committees, recreation organizations and clubs within the RM of Piney. Establishment of this policy ensures that municipal equipment and resources are used in a fair and equitable manner for the betterment of all ratepayers.

**B.   PRINCIPLES**

The Municipality will lend out RM owned equipment free of charge to these clubs in hopes of assisting them in their efforts to better enhance the lives of the residents of the RM. When organizations borrow equipment from the RM of Piney, that organization is responsible for reviewing and understanding the Equipment Loan and Use Policy and for the proper handling, usage, and maintenance of the equipment while in their possession.

**C.   POLICY:**

The following terms are intended to provide the borrowers with basic guidelines for the use of RM equipment.

1. Treat the equipment with respect. It is the borrower's responsibility to insure that all municipal equipment in their possession is not damaged while in their care.
2. To prevent damage to the equipment, the borrower should use their best judgment, common sense, refer to the owner's operation manual and handle the items with care.
3. The use of RM equipment must not interfere with any operations of the RM.
4. Only applications by community committees within the RM and for use within the RM shall be considered.
5. Equipment use must be for the betterment of the recreation facility, community facility or community event.
6. Borrowing of the equipment will be at the direction of the Department Head and the CAO.

### **Application/Approvals**

All equipment use applications must be made in writing to the municipality and approved by the Department Head and CAO of the municipality. Applications must be received one week prior to the date required, unless the need is based on an emergency event.

Council reserves the right to review and consider, prior to the equipment being issued, any request which exceeds 2 days of use per unit within a calendar year.

### **Equipment Return**

1. Return the equipment to the RM office by the due date established at check-out.
2. Check to make sure that all equipment is in proper working condition.
3. Inform the RM personnel of any issues encountered or damage incurred to equipment during the loan period.
4. Borrowers must return the equipment with the same amount of fuel in the tank

as there was when the equipment was initially lent out.

**Equipment Available:**

Equipment that is available to borrow:

- i. Trucks, not in active use
- ii. Fire equipment
- iii. Port-a-Potties
- iv. Generators
- v. Water pumps
- vi. Projector & screen

**Heavy equipment is not for public use and will not be loaned out at any time.**

**Legal Liability:**

The applicant shall indemnify the municipality against any claim, action or process for damage or injury which might arise during the use of municipal equipment. The applicant may be required to sign a waiver form before any equipment is issued by the municipality.