



# Policy # 4020

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**Policy Title:** Use of County Equipment

**Policy No.:** 4020

**Approval:** County Council

**Effective Date:** February 13, 2013

**Supersedes Policy No.:** Section C(7)

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**Policy Statement:** Municipal owned Equipment will only be available for Municipal operations unless the Equipment is specifically acquired by the County for the taxpayer's personal use.

**Purpose:** Provide guidance on the use of County owned Equipment.

**Definitions:**

- 1.1 Equipment: Includes Self powered items such as Trucks, Graders, and Tractors etc. and also includes such things as pull type implements, equipment attachments, trailers, and tools.
- 1.2 Rental Equipment: Equipment designated through this Policy or the Fee Schedule Bylaw Personal use by County Taxpayers.

**Principles:**

2. Equipment rental is limited to equipment listed in Schedule "A" of this Policy.
  - 2.1 Agricultural Service Board equipment acquired specifically for public use may be provided to Ratepayers free of charge.
  - 2.2 Rental equipment is only available for use by County taxpayers, and is intended for use within the boundaries of Mountain View County. Exceptions may be made if a taxpayer is using rental equipment on adjacent properties in an adjacent Municipality.
  - 2.3 Approval for the use of County equipment shall be approved and managed by the administrative department responsible for that equipment.
3. Approval should include:
  - (a) Description of the equipment;
  - (b) Whether the equipment rented is to be operated by a County employee;
  - (c) Delivery charges, if applicable;
  - (d) Rate per specified time period
  - (e) Whether a refundable damage deposit is required and, if so, the amount
4. County Council shall annually review rental rates contained in the Fee Schedule Bylaw.
5. Rental fees may be waived at the discretion of County Council.
6. When providing rental equipment for taxpayer use, consideration shall be given to not compete with private enterprise.

7. With the exception of Emergency Use of Equipment, Council approval is required to share equipment with surrounding Villages, Towns, and Municipalities, in an effort to work cooperatively to improve the region and provide better service to the ratepayers.
8. Providing a County service on privately owned land, that is cost recovered from the landowner, is not considered equipment rental. For example; Grading, herbicide application, brush mowing etc.
9. Services provided by County staff must not unduly interfere with routine work schedules and completion of County Programs.
10. County owned equipment must be operated by Mountain View County employees when extending County services onto private property.
11. Cost recovery rates will be consistent with the County equipment costing system and / or the Alberta Road Builder and Heavy Construction Association Equipment rental rates.
12. Approval for the provision of County services on private property shall be approved by the administrative department responsible for the equipment and service.

End of Policy

Approved: February 13, 2013

**Schedule A**

List of Equipment available for Public Use

|   |   |
|---|---|
| RFID Tag Reader .....                     | No Charge                                     |
| Pull type Range and Pasture Sprayer ..... | No Charge                                     |
| Skid Mount Sprayer .....                  | No Charge                                     |
| ATV mounted Sprayer .....                 | No Charge                                     |
| Back Pack Sprayer .....                   | No Charge                                     |
| Skunk Trap .....                          | No Charge                                     |
| Plastic Mulch Applicator .....            | No Charge                                     |
| Tree Planter .....                        | Please refer to Fee Schedule for current rate |
| Cattle Weigh Scale .....                  | Please refer to Fee Schedule for current rate |