

Title	Equipment Rentals	Policy number	F001
Policy Reference <i>Facilities and Equipment</i>			

PURPOSE

To establish hourly rates for the rental of the Town equipment.

DEFINITIONS

N/A

POLICY

1. EQUIPMENT COSTS

All rates below include an operator

Sweeper	\$150.00/hr plus GST
Backhoe	\$110.00/hr plus GST
Grader	\$145.00/hr plus GST
Snow Blower	\$110.00/hr plus GST
15-foot Mower	\$100.00/hr plus GST
72" front mount Mower	\$60.00/hr plus GST

IMPLEMENTATION

1. This policy shall be posted on the website
2. Policy 9.4 is hereby repealed.

	Date	Resolution Number
APPROVED	September 14, 2017	
AMENDED		
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

Title	Equipment Maintenance	Policy number	F002
Policy Reference <i>Facilities and Equipment</i>			

PURPOSE

To ensure that all tools and equipment are properly maintained to reduce the risk of injuries to employees and damage to property.

DEFINITIONS

N/A

POLICY

- Supervisors shall ensure that qualified personnel, according to established schedules, carry out all preventative maintenance and those records are maintained.
- All employees shall regularly check all tools and equipment that they are working with, and shall take out of service any tools or equipment that poses a hazard due to a need for repair.
- The safety information in this policy does not take precedence over Occupational Health and Safety Regulations. All employees should be familiar with the Occupational Health and Safety Act and Regulations.

IMPLEMENTATION

- This policy shall be posted on the website
- Policy - New

	Date	Resolution Number
APPROVED	September 14, 2017	
AMENDED		
AMENDED		

Bud James

Mayor

Kimberly Borgel

CAO

	Personal Protective Equipment	Policy number	F003
Policy Reference <i>Facilities and Equipment</i>			

PURPOSE

To ensure all workers use the proper personal protective equipment when and where required.

DEFINITIONS

“Protective equipment” refers to protective clothing, helmets, goggles, or other garments or equipment designed to help shield the Employee from bodily injury or infection.

POLICY

1. All employees will wear hard hats, steel toed boots and other protective equipment as assigned by their Supervisors.
2. All personal protective equipment used will be in good condition and maintained according to manufacturer's instructions.
3. Personal protective equipment that is supplied by the Municipality includes: hard hats, safety glasses, earplugs or earmuffs, respiratory masks, gloves, safety vests and/or coveralls, safety harnesses and any other equipment deemed necessary for the assigned project.
4. Work boots are purchased by the Employee, with an annual allowance of up to \$150 reimbursed by the Town, once copy of receipt has been provided.
5. All municipal supplied personal protective equipment will conform to Occupational Health and Safety requirements.
6. The safety information in this policy does not take precedence over Occupational Health and Safety Regulations. All employees should be familiar with the Occupational Health and Safety Act and Regulations.

IMPLEMENTATION

- 5. This policy shall be posted on the website
- 6. Policy – New

	Date	Resolution Number
APPROVED	Sept 14, 2017	
AMENDED		
AMENDED		

Bud James
Mayor

Kimberly Borgel
CAO

Title	Electronic Communications Devices	Policy number	F004
Policy Reference <i>Facilities and Equipment</i>			

PURPOSE

To encourage the safe, responsible and legal operation of municipal vehicles.

DEFINITION

“N/A”

POLICY

This policy applies to:

1. All Town staff, volunteers or Councillors operating Town vehicles or equipment except as specified herein; and
2. All cell phones, personal digital assistants (PDAs), laptop computers and other electronic communications devices capable of being operated in Town vehicles or mobile equipment.

This policy does not apply to:

1. The operator of an emergency vehicle during an emergency;
2. electronic communications equipment in use in an emergency vehicle during an emergency; and
3. two-way radio use necessary for Town operations.

Restrictions

1. Except to receive an incoming verbal call on a cell phone, following which the vehicle operator shall move immediately to a safe location and park before engaging in conversation, no electronic communication devices (cell phones, PDAs, laptops) may be used by the operator of a moving Town vehicle or of moving mobile equipment.
2. No operator of a moving Town vehicle or of moving mobile equipment shall under any circumstances send text messages or view received text messages.

IMPLEMENTATION

7. This policy shall be posted on the website
8. Policy -New

	Date	Resolution Number
APPROVED	Sept 14, 2017	
AMENDED		

 Bud James
 Mayor of the Town of Killam

 Kimberly Borgel
 CAO of the Town of Killam

Title	Vehicles and Equipment	Policy number	F005
Policy Reference <i>Facilities and Equipment</i>			

PURPOSE

To encourage the safe, responsible and legal operation of Town vehicles.

DEFINITIONS

N/A

POLICY

Responsibility

1. The Public Works Superintendent is responsible for the supervision and management of the Town’s vehicles and equipment including, but not limited to, the following:
 - a. ensuring the Town’s vehicles and equipment maintenance is current and properly documented by each responsible operator;
 - b. maintaining a vehicle and mobile equipment recapitalization schedule; and
 - c. disposing of surplus vehicles and equipment in accordance with applicable Council policy.

Vehicle and Equipment Operation

1. Town vehicles and equipment are valuable assets. Every operator of Town vehicles or mobile equipment shall do so safely, responsibly and within the parameters set by legislation and workplace procedures.

Operators’ Responsibilities

1. Operators share responsibility for vehicle and equipment maintenance and shall ensure maintenance standards are upheld and deficiencies reported.
2. Operators shall at all times lock unattended vehicles and equipment.

Use of Town Vehicles and Mobile Equipment

1. Town vehicles and mobile equipment are not available for personal use.
2. Town vehicles are not available for use by non-profit organizations.
3. Town mobile equipment may be used to assist local non-profit organizations by authorization of the CAO.
4. All such use shall be recorded and reported in the CAO’s operational reports to Council.

5. Those employees who require Town vehicles to carry out their duties and who are called upon to work outside of their scheduled hours of work as part of their normal workplace responsibilities, may park their Town vehicle at their residence outside of working hours.
6. The CAO may allow a member of the Town staff, while on-call, to use the Town vehicle outside of work hours, therefore ensuring quicker response to Town related emergencies. Payment of any taxes on the taxable benefit of such vehicle usage, as reported on the annual T4 slips, is the responsibility of the Employee.

Volunteers

1. A volunteer, including a volunteer firefighter, may be authorized by the CAO to operate Town vehicles or mobile equipment on receipt of a satisfactory driver's abstract. Driving privileges shall not be extended to a volunteer with a driving record deemed as unsatisfactory.
2. Volunteers operating Town vehicles shall be subject to the same conditions and responsibilities as are Town employees.

Councillors

1. Councillors are authorized to operate such Town vehicles as are designated for their use by the CAO.
2. Councillors operating Town vehicles shall be subject to the same conditions and responsibilities as are Town employees.

General

1. Operators shall be responsible for the supervision, maintenance, and scheduling of vehicles. Maintenance includes:
 - a. operators undertake daily circle checks;
 - b. preventive maintenance is kept current;
 - c. vehicles are kept clean; and
 - d. current and complete maintenance is documented.
2. Employees required to operate Town vehicles shall provide a photocopy of their driver's licence to the CAO at the time of hire.
3. Operators are required to notify the CAO immediately upon receipt of any violation tickets resulting from their operation of Town vehicles. Operators are personally responsible for payment of any fines or court costs resulting from their operation of Town vehicles.
4. The CAO shall maintain a vehicle and mobile equipment inventory list and shall ensure all vehicles are adequately insured.

Procurement

1. Vehicle and mobile equipment purchases are subject to the Purchasing Policy.
2. Specifications, including desired vehicle type, accessories, and equipment, will be determined by the Public Works Superintendent.
3. The Public Works Superintendent will issue tenders.

4. All Town vehicles purchased shall be white in colour, with the exception of firefighting equipment which shall be red and white.
5. Leased vehicles shall be white where possible.

Training

1. The CAO shall ensure that only trained, qualified and authorized personnel shall operate Town vehicles and mobile equipment.

Fuel Credit Cards

1. The Public Works Superintendent shall obtain a fuel credit card for each vehicle and piece of mobile equipment.
2. Credit cards shall be used only in respect of the vehicle to which they are assigned.
3. Operators authorized to purchase fuel by credit card shall be assigned an identification and pin number.
4. Operators shall record the km reading at time of the fill up. Failure to record km readings may result in loss of driving privileges.

Operator's License Suspensions

1. All employees required to operate Town vehicles as part of their job shall maintain a valid and current operator license. In the event their operator's license is suspended for any reason; such employees shall immediately notify the Public Works Superintendent.
2. In the case of an employee whose license has been suspended for any reason other than a medical reason, and who is required to operate Town vehicles as part of their job:
 - a. **For** a first licence suspension and up to a period of one year, the CAO may offer the employee a position, subject to availability, where he or she will not be required to operate a Town vehicle or Town mobile equipment. In such a case, the employee shall be paid the job rate designated for that position. If a position is not available, the employee will be suspended from work without pay for the remainder of the licence suspension, after which the employee will be entitled to return to his or her original position.
 - b. If a second suspension occurs within three years of the reinstatement of the employee's operator's license following the first suspension, the employee may be dismissed or suspended without pay for a length of time to be determined by the CAO.
 - c. If the employee receives a third suspension within five years of the date of reinstatement of his or her operator's license following the first suspension, that individual shall be terminated from his or her position with the Town.
3. Following a suspension and as a condition of being reinstated to his or her former position, the employee shall at his or her own expense successfully complete a defensive driving course within two months of the reinstatement of their licence if a moving violation caused the suspension. If the suspension was caused by a Criminal Code violation, the employee will obtain appropriate counselling.

4. If an employee operates a Town vehicle during a time when their licence is suspended, or has their licence suspended as a result of operating a Town vehicle, the employee may be dismissed from their position with the Town.

Reporting

1. All accidents, near misses and vehicle or equipment damage, however caused, shall be reported immediately:
 - a. in the case of employees, to their supervisor;
 - b. in the case of volunteers, to the CAO; and
 - c. in the case of Councillors, to the CAO.
2. All accidents and near misses shall be reported to the Council.
3. Complete records shall be maintained documenting all accidents and near misses.

IMPLEMENTATION

9. This policy shall be posted on the website
10. Policy -New

	Date	Resolution Number
APPROVED	Sept 14, 2017	
AMENDED		
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Bud James
Mayor of the Town of Killam

Kimberly Borgel
CAO of the Town of Killam