

Policy

**POLICY TITLE: AGRICULTURAL SERVICE BOARD
RENTAL EQUIPMENT POLICY**

POLICY NO.: AG-63-03

RESOLUTION: 295-22

EFFECTIVE DATE: 2022-09-28

DEPARTMENT RESPONSIBLE: Community Services

NEXT REVIEW DATE: 2023-09-28

POLICY STATEMENT:

The Municipal District of Lesser Slave River No. 124 (Municipal District) may purchase, rent, or lease agricultural equipment and make it available to Municipal District residents on a rental basis. The Municipal District will have a policy in place for the purchase, rental, transportation, and disposal of this equipment.

PRINCIPLE:

1.0 EQUIPMENT RENTAL PROCEDURES

- 1.1 Equipment is to be used only on land within the boundaries of the municipality.
- 1.2 An Equipment Rental Agreement Form must be completed between the municipality and the renter.
- 1.3 A damage deposit must be left with the municipality in accordance with the schedule of fees bylaw.
- 1.4 Equipment that is rented for a weekend (Friday afternoon to Monday afternoon) will be charged for one day of use only.
- 1.5 The renter will be provided with instructions on the safe use and operating procedures of the equipment; this may be verbal or in the form of an instruction sheet.
- 1.6 A Rental Equipment Pre-Use Checklist Form must be completed in the presence of the renter and signed by the renter prior to any of the equipment leaving the rental site.
- 1.7 The equipment will not be rented to persons intending to utilize it for commercial purposes, or to be used to fill a contract, or to be sublet.
- 1.8 The renter must report any major breakdowns to the Agricultural Fieldman. Under no circumstances will the renter make any unauthorized repairs to the rental equipment.
- 1.9 The maximum rental period for a piece of equipment will be three days or at the discretion of the Agricultural Fieldman.

- 1.10 The Agricultural Fieldman must be notified by the renter and approve any variance from the three-day maximum rental period.
- 1.11 Rental fees will be collected upon the return of the equipment.
- 1.12 The equipment will be inspected for damages by a Municipal District employee upon its return. Any damages other than normal wear will be deducted from the damage deposit. Damage more than the damage deposit will be charge
- 1.13 Labour to repair damaged equipment and/or cleaning of dirty equipment will be charged at \$25/hour for municipal employees and hired contract service providers at their rates.
- 1.14 Materials used to repair damaged equipment will be charged at cost plus 10%.
- 1.15 The Trailer Sprayer and soil testing probes must be cleaned with pressured water and/or compressed air and be free of any soil buildup on the equipment. The soil probes will be sanitized by MD staff between users.
- 1.16 The privilege to rent equipment will be withdrawn if:
 - 1.16.1 the charges for damages or cleaning exceed the damage deposit and the charges are in arrears,
 - 1.16.2 rental fees are in arrears, or
 - 1.16.3 the equipment is abused and/or used in a manner that is not consistent with this policy.

2.0 PURCHASING OF NEW EQUIPMENT

- 2.1 The Municipal District may purchase, lease or rent equipment as deemed necessary and must meet the following criterion:
 - 2.1.1 it must be shown that the rental fee is practical and will cover the expected costs of purchasing, renting or leasing the equipment and must include maintenance and repairs costs to the equipment;
 - 2.1.2 the equipment is not commercially available on a rental basis from other local sources; and
 - 2.1.3 the equipment encourages innovative and/or best management practices.



3.0 DISPOSAL OF CURRENT EQUIPMENT

3.1 Disposal of any rental equipment will be in accordance with the Municipal District Policy B16: Asset Disposal.

_____"Original Signed"_____
Chief Administrative Officer

_____"September 28, 2022"_____
Date

_____"Original Signed"_____
Reeve

SPECIAL NOTES/CROSS-REFERENCE: AG-63-03 – Previous Version J.3

AMENDMENT DATE: -

