

## TOWN OF SUNDRE POLICY # 409

### **Rental of Town Equipment, Cost of Labour, and Sale of Materials**

#### **Scope:**

Town of Sundre Operational Services Department

#### **Purpose of the Policy:**

To establish a policy for the costs of rental of Town of Sundre Public Works Department equipment/labour and/or the sale of Town owned materials to the Public.

#### **Policy Statement:**

In general the Town of Sundre shall discourage the rental of Town equipment and the purchase of materials by the Public unless for a specific purpose outlined in other Town policies or by Council direction.

Notwithstanding the foregoing, at the discretion of the Director of Operational services, the Town of Sundre may allow the rental of Town owned equipment/labour and purchase of Town owned materials according to this policy. In all cases, the safe and efficient operation of the Town shall not be compromised by the rental of Town equipment/labour or sale of materials.

Wherever possible the actions done under this policy shall not be done in competition with local businesses which offer similar equipment, labour or materials.

#### **Definitions:**

For the purpose of this policy, The Alberta Roadbuilders and Heavy Equipment Construction (ARHCA) Rental Rates Guide refers to the publication of rental rates guide set out each year by the ARHCA.

Materials in this policy shall refer to "off the shelf" products generally municipal in nature, and does not include, vehicles, heavy equipment, pipe, etc. which are usually sold by tender.

#### **Policy:**

##### **A. Rental of Town Equipment**

1. The rental of Town owned equipment shall be at the discretion of the Director of Operational Services.
2. The cost to rent Town equipment shall be set out yearly by the Director of Operational Services and shall be based on the ARHCA rental rates guide. For equipment not listed in the guide the Director of Operational Services shall set the rate according to standard industry rates.

3. All heavy equipment rented out shall be operated by a Town employee.

B. Hiring of Town Labour

1. The hiring of Town labour shall be at the discretion of the Director of Operational Services.
2. The Director of Operational Services shall set the labour rate yearly following consideration of the pay scale rate, payroll burden, and overtime pay.

C. Sale of Town Materials

1. The sale of Town materials shall be at the discretion of the Director of Operational Services.
2. The cost of materials shall be on a cost plus 15% basis to compensate for the administrative, stocking, and inventory costs incurred by the Town.

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**Approval**

Signature



Title: Chief Administrative Officer

References: Resolution No 126/08

Review Schedule: Annually

Date: March 31, 2008

Revision: 0.

Next Review: 2009