



VULCAN COUNTY **Equipment & Contract** **Maintenance Policy**

POLICY

The County recognizes that:

- a) the use of municipal equipment for private work will be done only if there is an emergency or it is proven that there is no private (landowner or business) equipment available to do the work;
- b) emergency private work should be performed by County equipment when the emergency is taking place or is anticipated to take place, at no charge, for driveway maintenance of landowners only;

Vulcan County will make municipal equipment available on a fee for service basis and according to Policy 32-1003 for priority determination, for the maintenance of driveways and rental of equipment in the County.

DRIVEWAY MAINTENANCE CONTRACT PROCEDURES

1. Fees shall be set by by-law as:
 - a) a minimum fee of 85% of the current Alberta Road Builders and Heavy Construction Association hourly rate for the equipment used and the time used is half hour or less; and
 - b) a fee of 100% of the current Alberta Road Builders and Heavy Construction Association hourly rate for the equipment used, prorated for each hour the equipment is used in excess of the first half hour; each time the driveway is maintained.
2. A Driveway Maintenance Agreement must be in place before such work is done. The Agreement may be witnessed by County Staff and approved by the Director of Operations.
3. The owner/lessee will telephone their request to 485-2169 or 485-2241 where the call will be logged and Public Works notified.

4. The grader operators, once informed and having completed the work, shall record on a work order the name, location and time taken to perform the driveway maintenance.
5. The Public Works Admin. Assistant, on receipt of the work orders, shall ensure that the owner/lessee is billed for the services performed.
6. The fees shall be charged to all owners/lessees who request the service no matter their circumstances.
7. The service shall be provided free of charged to any ratepayer who requires it on an emergency basis.

USE OF MUNICIPAL EQUIPMENT BY TOWNS AND VILLAGES

The County may enter into an agreement to authorize the use of Municipal equipment in the Town and Villages within Vulcan County in cases of emergency or where no privately owned equipment is available, and only if the performance of such services will not interfere with the operation and performance of regular duties within the County.

That such services be performed at the current Alberta Road Builders and Heavy Construction Association rental rate, and all such services will be subject to a hold harmless agreement indemnifying Vulcan County against all damages or expenses incurred by reason of any sort whether accidental or otherwise against all or any claims arising therefrom.

Where such Villages or Town does not have appropriate equipment to grade/maintain the roadways of provincial campgrounds operated by the Villages or Town, County owned graders in the area could do the work to a maximum of 3 times per year at no charge to the Villages or Town.

The Council hereby delegates the authorization of the use of Municipal equipment and employees pursuant to Section 45 of the Municipal Government Act to the County Administrator.