

Attach to Policy

Betty Osmond

From: Mary Rose
Sent: Friday, January 29, 2010 1:58 PM
To: Karina Pillay-Kinnee; Val Tradewell; Rob Irwin; Elaine Carmichael; Laura Ross; Ed Procyshyn
Cc: Betty Osmond
Subject: Fleet Management Policy D.c.013

Hi there,

The Fleet Management Policy was adopted by Council on November 10, 2009 per the motion below. When reviewing and checking records for year end we realized that the # assigned was already used by the Cemetery Reservation of Plots Policy. We will be changing the Fleet Management Policy to D.c.013. I checked with Municipal Affairs and they advised it is not necessary to have another motion tabled to correct the number. We have placed a notation on the front of the policy stating the number has been changed and that we have informed Council. This will then be initialed and signed by Betty as are all policies.

If you have any concerns on this please give me a call or mail.

Fleet Management Policy # D.c.012

Report presented by Roger Borchert, Director of Operations

Motion #445-09: Moved by Councillor Carmichael:

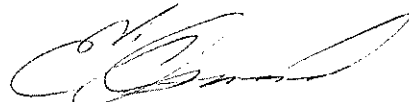
That Council adopts Fleet Management Policy D.c.012 with clarification on Item 1.10 'Fire Light Duty Vehicles' stating these units will be reassigned to regular fleet.

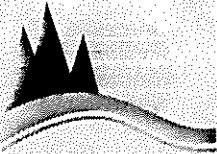
CARRIED

Thank you

Mary

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 C A O
Feb 4, 2010



TOWN OF SLAVE LAKE

CATEGORY: Operations
POLICY #: D.c.013
OWNER DEPT: Operations
DATE APPROVED BY COUNCIL:
November 10, 2009
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TITLE: Fleet Management Policy

POLICY STATEMENT:

The Town of Slave Lake will maintain a single fleet system and will maintain an orderly system to provide vehicles and mobile equipment for Town purposes. The Town will plan and provide for the funding of the fleet replacement on an ongoing basis.

POLICY OBJECTIVES:

- To establish guidelines for the Fleet Management System and the related Equipment Replacement Reserve.
- To provide a process to allow for the replacement of machinery, equipment and vehicles on a regularly scheduled basis

Policy Number changed from D.c.012
to D.c.013 per email to Council
January 29, 2010 as attached.

Signed: _____

CAO

Date: _____

Feb 25, 2010

TITLE: Fleet Management Policy
Procedures

1.0 Definitions

1.1 Chief Administrative Officer (CAO):

The Senior Administrator for the Town of Slave Lake.

1.2 Senior Management:

Department Directors and Chief Administrative Officer (CAO).

1.3 Employee:

Any individual employed by the Town of Slave Lake.

1.4 Town

The Town of Slave Lake as duly incorporated in the Province of Alberta

1.5 Heavy Equipment

Heavy equipment necessary to perform daily and seasonal functions. Examples Grader, Loader, Backhoe, Sweeper, Steamer

1.6 Light Equipment

Tow behind equipment ancillary to performing maintenance tasks. Example Trailers, Spray Patch Trailer, Compressor

1.7 Heavy Duty Vehicles

Any self propelled rolling stock over one Ton

1.8 Fire Heavy Duty Vehicles

Any self propelled rolling stock over one Ton assigned to the Fire Department Example Fire Trucks

1.9 Light Duty Vehicles

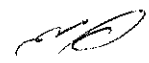
Motor vehicles 1 Ton and under (not including passenger vehicles) pooled for assignment towards use in maintenance, policing, and supervisory tasks

1.10 Fire Light Duty Vehicles

Motor vehicles 1 Ton and under pooled for assignment in Fire Department use. Fire Light Duty Vehicles will be reassigned to the regular fleet upon completion of cycle with Fire Department.

1.11 Passenger Vehicles

Any vehicle whose primary use is to transport passengers



CATEGORY: Operations
POLICY #: D.c.013
OWNER DEPT: Operations
DATE APPROVED BY COUNCIL:
PROPOSED
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2.0 Responsibilities

2.01 Town Council

Council will approve and adopt the revenue sources and expenditures from the Equipment Replacement Reserve as part of the annual adoption of the operational budget.

2.02 Chief Administrative Officer (CAO)

The CAO will ensure that the policy is consistently applied.

2.03 Director of Operations

The Director of Operations will review on an annual basis the equipment charge to other departments in light of the cost of maintenance of the fleet. The Director shall submit a 20 year replacement schedule for the fleet on an annual basis for review by the Director of Corporate Services as part of the annual budget process.

2.04 Superintendent of Operations

The Superintendent of Operations, under the direction of the Director of Operations, will supervise the Fleet Management System operations and the maintenance of the Fleet.

2.05 Director of Corporate Services

The Director of Corporate Services will ensure that the interest is assigned on a regular basis to the Reserve and that it does not exceed the limits as laid out in this policy. The Director shall ensure appropriate levels are maintained in the Equipment Replacement Reserve as per the 20 year replacement schedule.

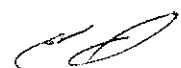
2.06 Fire Chief

The Fire Chief shall submit a 20 year replacement schedule for the Fire Department fleet on an annual basis for review by the Director of Corporate Services as part of the annual budget process.

The Fire Chief will provide for the maintenance of specialized fire services equipment e.g. pumper trucks, tankers, ladder truck.

2.07 Employees

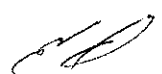
Employees shall be familiar with policies and procedures relevant to their areas and use as guidance in handling matters. An employee shall seek clarification if there is any doubt regarding the proper application of any Town policy and procedure.



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3.0 Standards/Guidelines

- 3.01** Only vehicle and mobile equipment replacement costs will be recovered from the Fire Department.
- 3.02** The Fleet Management System budget category will be included in the Equipment Services budget for operations.
- 3.03** Any vehicle and mobile equipment purchases, which are not to replace existing fleet items, will be added to the fleet, and the department requiring the new item will be charged rental for the item.
- 3.04** Any vehicle and mobile equipment purchases, that are eligible for funding assistance through Provincial or other such programs, shall be funded from the capital budgets established for the applicable project, but shall become part of the fleet to facilitate future replacement, and the department purchasing the item will be charged rental for the item.
- 3.05** The Equipment Replacement Reserve is to be self-supporting through a rental rate system recovering costs from each department for its respective equipment usage. There will be no other usage for this reserve. Surplus or deficits created during the year through under or over expenditures will be charged out to the respective departments.
- 3.06** The Equipment Replacement Reserve shall be no higher than a level equal to the difference between the replacement cost and the current value of all fleet units.
- 3.07** Interest generated by the Equipment Replacement Reserve shall be retained in the Equipment Replacement Reserve.



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4.0 Policy Procedures

In determination of recording the acquisition of the Fleet Management Policy, the following procedures shall apply:

4.01 Safety & Comfort of Standards for Vehicles and Equipment

Vehicles and equipment will provide for the safety and reasonable comfort of the operator but shall not exceed this requirement.

4.02 Review/Replacement of Vehicles and Equipment

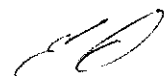
- Vehicles will be reviewed as per schedule 1 to assess the cost benefit of replacement vs. retention in view of reliability, safety, suitability to use and value. Review before date specified in replacement schedule can be done if it is determined by the Superintendent that the vehicle repairs are excessive or if the vehicle is not effectively serving its intended purpose. In this case a recommendation for early replacement will be submitted to the Director of Operations for consideration
- Vehicle replacement will not occur automatically at review date. At the time of review, it will be determined if it is appropriate to retain the unit for an additional year.
- Review of the fleet should be completed annually with information being entered into the lifecycle management software program (WorkTech)

4.03 Disposal of Vehicles and Equipment

- Units that are replaced can only be retained in the fleet through resolution of Council. These vehicles will not have replacement charges.
- Units will be disposed of through resolution of Council.
- Units will be sold by auction, trade-in or advertised sealed bid as deemed appropriate to ensure best value..
- Monies from the disposal of the will be allocated to the Equipment Replacement Reserve.

4.04 Interest Assignment

Interest earned by the Equipment Replacement Reserve shall be allocated to the Equipment Replacement Reserve on an annual basis.

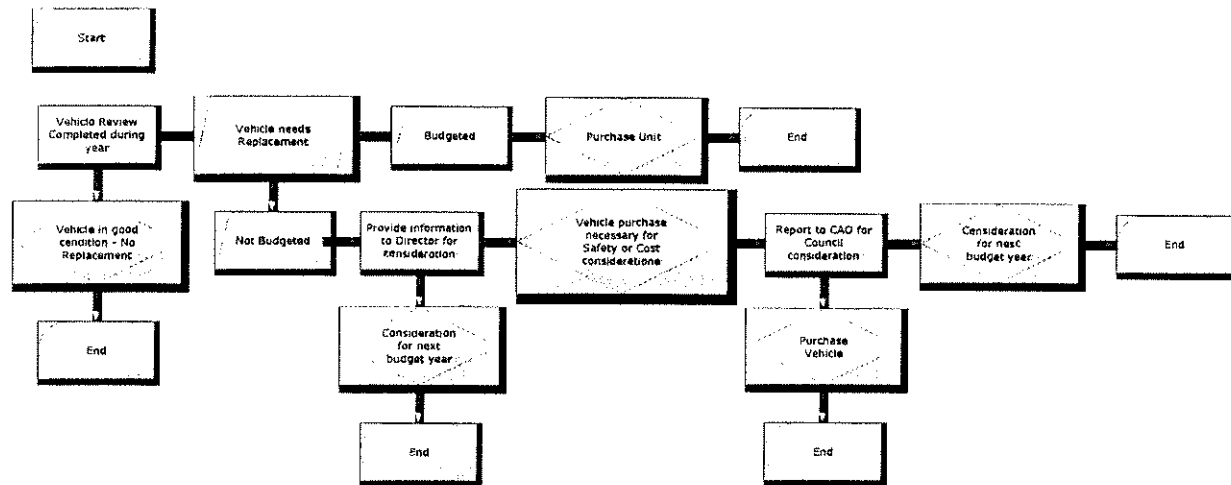


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Schedule 1 - Replacement Scheduling

Category	Example	Review	Reserve contribution rate
Heavy Equipment	Grader, Loader, Backhoe, Steamer	15 Years and every year following	20 years
Light Equipment	Tow Behind Equipment, Trailers, Spray Patch Trailer	20 Years and every year following	20 years
Heavy Duty Vehicles	Vactor, 5 Ton Sander and any rolling stock over 1 Ton	15 Years and every year following	20 years
Fire Heavy Duty Vehicles	Any rolling stock over 1 Ton	15 Years and every year following	20 years
Light Duty Vehicles	Any rolling stock 1 Ton and under (not including passenger vehicles except Community Enforcement)	10 Years and every year following	12 years
Fire Light Duty Vehicles	Any rolling stock 1 Ton and under	5 Years and every year following	7 years
Passenger Vehicles	Any vehicle whose primary use is to transport passengers	5 Years and every year following	7 years
Arena Ice Resurfacer	Zamboni	8 years and every year following	10 years

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