

<i>The Town of Fort Frances</i>	SECTION
	OPERATIONS AND FACILITIES
<u>INTERNAL DEPARTMENT USE OF TOWN OWNED EQUIPMENT</u>	REVISED
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number 4.3	PAGE 1 of 1

1. OBJECTIVE

Despite division of Town functions among existing Departments, Boards and Commissions, our overall objective is to best serve the public in the most efficient manner and at the lowest possible cost. To ensure more effective utilization of Town equipment and, as a result, budget dollars, all Departments, Boards and Commissions must co-operate in the sharing of town-owned equipment.

2. EQUIPMENT AVAILABILITY

Where a Department requires the use of a piece of equipment not within its equipment pool, the Department Head in need, must contact the Head of the Department who has the required equipment to arrange for the use of the equipment.

To facilitate the awareness of Town equipment available, all Departments must prepare an annual equipment inventory, itemizing all equipment, including power tools and the hourly rental rate (if applicable). This listing is to be forwarded to the Clerk—Administrator by March 1 of each year. The Clerk—Administrator will distribute copies to all Town Departments.

3. PRIORITY / SCHEDULING

The needs and priorities of the “Owner” Department come first. The needs of other Departments are to be accommodated wherever possible. To facilitate scheduling, as much advance notice as possible should be given by the Department “in Need”.

4. ENGAGEMENT OF OUTSIDE CONTRACTORS OUTSIDE CONTRACTORS SHALL BE ENGAGED ONLY WHERE:

- A. The Town does not have in its possession the required equipment; or
- B. A Town Department cannot supply the required equipment within a reasonable time period because of its own needs or priorities; or
- C. The required equipment is not working or in the process of being repaired.