

THE CORPORATION OF THE VILLAGE OF WARFIELD

POLICY TITLE: TOOL & EQUIPMENT LOAN POLICY

POLICY #1290

POLICY STATEMENT:

It is the policy of Council to permit Village employees to borrow Village tools and equipment on a restricted and conditional basis.

POLICY BACKGROUND:

Council's practice has been to allow Village employees the personal use of Village tools and equipment. The practice has on occasion resulted in equipment being used for purposes other than intended by Council.

POLICY GOAL:

It is the goal of this policy to restrict the use of borrowed municipal tools and equipment to provide a limited benefit to employees and community volunteer organizations.

POLICY OBJECTIVES:

1. To restrict the loan of Village tools for personal non-commercial benefit to Village employees.
2. To restrict the loan of Village tools and equipment for the benefit of third parties to community volunteer organization.
3. To restrict the use of loaned Village tools and equipment to hours and days outside of the regular working week.
4. To restrict the operation of loaned Village tools and equipment to employees qualified to use the loaned tools and equipment on their own time.
5. To prohibit the use of Village tools and equipment for commercial purposes of any kind, unless the commercial purpose is a municipal function or specific authorization by Council resolution, policy or bylaw.
6. To require a release in the form attached to this policy to be signed prior to the removal of tools or equipment from Village property.
7. Notwithstanding the limitations and restrictions of this policy, to authorize the use of Village tools and equipment for any purpose in the event of an emergency, subject to immediate notification of the Chief Administrative Officer and Council.

Initially approved at meeting #06-04 on February 25, 2004.

Last reviewed and revised at meeting #07-06 on February 20, 2006

Next scheduled to be reviewed on February 21, 2007

THE CORPORATION OF THE VILLAGE OF WARFIELD

TOOL & EQUIPMENT LOAN POLICY

RELEASE & UNDERTAKING

In consideration of the loan of the following described Village-owned equipment:

1.

2.

- a) The undersigned does hereby for him/herself, his/her heirs, executors, administrators, successors and assigns release and forever discharge the Village of Warfield, its officers and employees from any and all action, causes of action, claims and demands for upon or by reason of any damage, loss or injury, to person and property which heretofore has been or hereafter may be sustained in consequence of the transportation, use or operation of said equipment by myself or others.
- b) And for the said consideration it is further agreed not to make claim or take proceedings against any other person or corporation who might claim contribution or indemnity under the provisions of any statute otherwise.
- c) The undersigned agrees to use the said equipment strictly and exclusively within the restrictions established in Policy #1290.
- d) The undersigned further agrees that the said equipment was in good working order at the time it was received from the Village, and to pay to the Village of Warfield the full cost of repair and/or replacement of the said equipment necessitated by any and all damage sustained by the said equipment while in the possession of the undersigned.

I herewith confirm that I have read Village of Warfield Policy #1290 and this release, and that I fully understand the purpose, meaning and implication of this release.

Signed in the Village of Warfield this _____ day of _____, 2004

Witness

Employee