

	Policy Number:	AG01
	Policy Title:	Rental Tools and Equipment
	Policy Category:	Agriculture Services
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	Rescinds Policy:	
	Responsible Department:	Agriculture and Parks

PURPOSE

The purpose of this policy is to:

- a) Supply tools and equipment for rent that are only required occasionally or would not be economically feasible for individual agricultural producers or land managers to purchase;
- b) Provide tools and equipment for local agricultural producers and land managers that promotes and supports innovative agricultural management practices; and,
- c) Provide tools and equipment that assist agricultural producers and land managers to comply with their legislative requirements under Alberta’s *Weed Control Act*, *Soil Conservation Act*, and *Agricultural Pests Act*.

SCOPE

This policy applies to all rental tools and equipment managed by the Agricultural Service Board of the Municipal District of Fairview No. 136.

POLICY

1.0 DETERMINATION OF RENTAL AND DEPOSIT RATES

- 1.1 On an annual basis, the Agricultural Service Board shall recommend to Council for inclusion in the Fees and Rates Bylaw, a list of rental tools and equipment together with a schedule of fees, rental deposits and rental rates.
- 1.2 Rental rates shall be based on the following considerations:
 - a) A rental rate shall be sufficient to cover the costs of maintenance, insurance, and long-term capital replacement plans associated with the respective tool or equipment; and,
 - b) A rental rate shall be set at the minimum rate required to fulfil subsection 1.2(a) herein to ensure maximization of use of the respective tool or equipment.
- 1.3 Rental deposits shall be double the daily rental rate of the respective tool or equipment.
 - a) The deposit shall be given to the Municipality prior to equipment leaving the Municipal compound, and returned to the renter when equipment is returned to the compound in good working condition.

2.0 RENTAL OF EQUIPMENT

- 2.1 Rental equipment shall be released to the renter following the completion of all required documentation including, but not limited to: rental agreement and rental waiver. The payment of the required rental deposit may also be required as per the Fees and Rates Bylaw

- 2.2 The Director, Agriculture and Parks, or designate, shall ensure that they are knowledgeable of the proper operating procedures and safety precautions of all tools and equipment subject to rental.
- 2.2.1 The Director, Agriculture and Parks, or designate, shall inform the renter of any tool or equipment of the proper operating procedures and safety precautions prior to pick up.
- 2.3 The Director, Agriculture and Parks, or designate, will complete pre-rental and post-rental inspections of all tools and equipment to ensure that such are in good condition, operate properly, and is clean and safe to use.
- 2.3.1 The Municipality will refuse to rent out tools or equipment that are not in good condition, do not operate properly or are unclean or unsafe for use.
- 2.4 The Director, Agriculture and Parks may consider renting tools or equipment to ratepayers of neighboring municipalities on a case-by-case basis.
- 2.5 Once the tool or equipment is returned, the applicable rental fee plus Goods and Service Tax (GST) will be collected for the number of days a tool or equipment is rented, as opposed to the number of days a tool or equipment is used. A minimum one-day rental fee will be collected, whether the tool or equipment was used or not.
- 2.6 A renter shall return a tool or equipment clean and in the same operating condition as when it was received.
- 2.6.1 A tool or equipment returned unclean will result in the tool or equipment being cleaned by the Municipality and a cleaning fee being charged to the renter, as per the Fees and Rates Bylaw.
- 2.6.2 A tool or equipment returned not in the same operating condition as when it was received will result in the renter forfeiting of any applicable rental deposit and the renter being held responsible for all costs associated with repair of the tool or equipment.
- 2.6.3 Failure to pay any fees or charges pursuant to subsections 2.6.1 and 2.6.2 herein will result in the renting privileges of the renter being revoked until full recovery (including any applicable penalties or interest) of such fees or charges has been achieved.
- 2.7 If a tool or equipment is not returned on the day specified in the rental agreement and other persons are waiting to rent the tool or equipment, the renter will be contacted to return the tool or equipment.
- 2.8 If a renter fails to return a tool or equipment prior to the date specified in the rental agreement or at the request of the Director, Agriculture and Parks (or designate), the Municipality will retrieve the tool or equipment.
- 2.8.1 If the Municipality is required to retrieve the rented tool or equipment as contemplated in subsection 2.8 herein:
- The renting privileges of the renter shall be revoked until the Municipality achieves full recovery of costs associated with the retrieval, plus rental fees for the total number of days the tool or equipment was held by the renter; and
 - Any applicable rental deposit will be forfeited.

2.9 Special requests, such as waiver of rental fees or rental deposits, must have prior authorization from Council.

DOCUMENT HISTORY

Action	Date
Approved as AG01 – Rental Tools and Equipment	May 28, 2024