



Policy Title: Tree Planter Rental Policy

<u>Policy Area:</u> Transportation Services	<u>Effective Date:</u> June 11, 2025
<u>Policy Section:</u> Custom Work/ Equipment Rental	<u>Updated:</u>
<u>Supersedes Policy:</u>	<u>Approved on:</u> June 11, 2025 <u>Resolution:</u> 365/25 <u>Next Review Date:</u> This policy will be reviewed annually to ensure that its procedures are functioning efficiently, effectively, and as intended.

Policy Statement:

The Rural Municipality of Britannia No. 502 has purchased a tree planter for the purpose of making it available to municipal ratepayers via a rental agreement, for use in the municipality.

Purpose:

To establish specific guidelines for rental of the tree planter from the RM's Administration office, located at pt. NE 23-50-28 W3M, to municipal ratepayers.

Definitions:

Administration: means the municipal staff who work in the administrative office and are responsible for supporting the day-to-day operations of the RM, including financial management, records administration, communications, and general office duties.

Council: means the elected Reeve and Council of the RM of Britannia.

Operations Department or Operations: means the municipal staff who carry out fieldwork such as road maintenance, equipment operation, equipment maintenance and general infrastructure asset upkeep.

RM: means the Rural Municipality of Britannia No. 502.

Responsibilities:

Council is responsible for approving this policy and any future amendments.

Administration is responsible for the following:

- Keeping this policy updated as required;



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- Managing the rental agreements (including all aspects of invoicing, refunds, and charging any outstanding fees to taxes);
- Submitting any maintenance or repair requests for the tree-planter to the Operation Department via maintenance request forms;
- Advertising the availability of the tree planter in the administration office and on the municipal website.

The Operations Department is responsible for maintenance and upkeep of the tree planter, either through regularly scheduled maintenance or in response to maintenance requests submitted by administration.

Policy:

1) Rental

- (1) The RM of Britannia has a tree planter that is available for ratepayers of the RM to use, within the borders of the RM of Britannia No. 502.
 - a) The tree planter may be rented through a rental agreement (Schedule "A") between the RM and the municipal ratepayer.
 - b) The tree planter may be picked up and returned only during regular Administration Office hours.
 - c) Eligible deposit refunds will be issued through municipal accounts at a council meeting following the return of the equipment, typically within one to four weeks.

2) Storage

- (1) When the tree planter is not in use by a municipal ratepayer, it will be stored at the RM's Administration Office, located at pt. NE 23-50-28 W3M.

Attached Schedules:

Schedule "A" – Rental Agreement



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Policy Title: Tree Planter Rental Policy Schedule "A" – Rental Agreement

Date: _____ Rental Agreement #: _____ Roll #: _____

Applicant Name: _____

Email Address: _____ Phone #: _____

Legal Land Description: _____

Mailing Address: _____

I, _____, hereinafter referred to as "the user," agree to the following terms and conditions with respect to the use of the tree planter owned by the Rural Municipality of Britannia No. 502:

- The user will pick up the planter from the Administration Office on Range Rd. 3281 at pt. NE 23-50-28 W3M on _____ (date) and return it to the Administration Office on _____ (date) during regular office hours (8:00 a.m. - 12:00 p.m. and 1:00 p.m. – 4:30 p.m., Monday to Friday, excluding statutory holidays).
- The user must pay a deposit of \$75.00 before picking up the planter. This deposit will be refunded, provided the planter is returned undamaged. If the planter is damaged, the deposit will be forfeit and the cost of any repairs exceeding \$75.00 will be invoiced to the user.
- The user will be charged a fee of \$25.00 per calendar day for the use of the tree planter, to be invoiced upon return of the tree planter.
- In accordance with The Municipalities Act, any outstanding invoices may be added to the user's tax account as arrears and will be subject to all applicable penalties on December 31st of the current year.
- The user must notify the RM if they cannot use the planter due to inclement weather.
- The user assumes all liability for the operation of the planter from the time of pick-up to the time of drop-off.
- The user may only transport and use the tree planter within the borders of the RM of Britannia No. 502.

Please note:

- The tree planter requires a 2-inch-ball hitch (*size to be confirmed*) to transport (hydraulic pin hitch hook-up for tractor).
- Eligible deposit refunds will be issued through municipal accounts at a council meeting following the return of the equipment, typically within one to four weeks.

Signature: _____ Date: _____

Office Use:

Deposit Receipt: _____ Deposit refunded on: _____

Date and time tree planter picked up: _____

Date and time tree planter returned: _____

Returned condition of tree planter: _____

User fee amount: _____ Invoice: _____ Receipt: _____

Notes: