

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 50-2021

Being a by-law to adopt the Township of Wollaston Policy Governing the operation of Municipally owned licensed motor vehicles and equipment on public highways

WHEREAS Section 5(3) of the Municipal Act, 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the council of the Corporation of the Township of Wollaston deems it expedient to adopt a Policy Governing the operation of Municipally owned licensed motor vehicles and equipment on public highways;

NOW THEREFORE be it resolved that the council of the Corporation of the Township of Wollaston hereby enacts as follows:

1. That the Township of Wollaston Policy Governing the operation of Municipally owned licensed motor vehicles and equipment on public highways, identified as Schedule "A", attached hereto and forming an integral part of this bylaw, is hereby adopted.
2. That all provisions or parts of this By-law passed inconsistent with the provisions of this By-law are hereby repealed.
3. That this by-law shall come into force and take effect upon being passed by council.

PASSED this the 12th, day of July 2021.

MAYOR: LYNN KRUGER

SEAL

CLERK: BERNICE CROCKER

SCHEDULE “A”

POLICY GOVERNING THE OPERATION OF

MUNICIPALLY OWNED LICENCED MOTOR VEHICLES

AND EQUIPMENT ON PUBLIC HIGHWAYS

It is of extreme importance that guidelines and policies are in place for employees to follow or be guided by in the performance of their duties.

It is impossible to draw up a guideline and policy statement that will cover all aspects of employee’s duties. In these instances, the employee will have to use common sense as to how the work should be done.

Municipalities are always increasing their inventories of equipment and it is imperative that the employees are operating it in a manner that is not dangerous to either themselves or the general public.

All municipally owned equipment shall be under the control of the Public Works Superintendent, except the following:

- (a) Office equipment shall be under the control of the Clerk Administrator.
- (b) All fire equipment, fire trucks and fire halls shall be under the control of the Fire Chief.

The following guidelines shall be followed:

- (a) Where required by legislation, policy/best practices, employees must first make a complete inspection of the piece of equipment, before they commence operations.
- (b) If repairs are required, the employee shall seek direction from their Supervisor/Department Head and carry out his/her instructions accordingly.
- (c) Minor repairs such as replacing a head light need not be approved by the Supervisor/Department Head, but should be done prior to the end of the employee’s shift.
- (d) All equipment operators and firefighters shall familiarize

themselves with the Operational Manual of each piece of equipment that they are scheduled to operate.

- (e) It shall be the responsibility of the Supervisor/Department Head to see that each employee has made himself/herself familiar with the Operational Manual.
- (f) All equipment operators and firefighters must be completely familiar with the Highway Traffic Act and its regulations and any other Provincial or Federal Statute that applies to the safe operation of all municipally owned equipment.
- (g) It shall be the responsibility of the Supervisor/Department Head and the Fire Chief and/or his/her designate to make periodic checks of employees under his/her control to ensure that they are familiar with the Statutes as listed in section (f) of this policy, and shall test the employees on any changes in legislation that occur during the year.
- (h) All municipal employees must operate municipally owned equipment in a safe and courteous manner at all times.
- (i) Should a municipal employee travelling on a municipal road with a municipally owned piece of equipment come upon a disabled vehicle, he/she may provide assistance in keeping with that allowed under Provincial and Federal Statutes and their regulations, and he/she may use the township's mobile radio to call for a service vehicle. If duty permits, the municipal employee should direct traffic until the service vehicle arrives.
- (j) Operators of municipally owned equipment are liable for any fines that are levied as a result of a violation of the Highway Traffic Act and/or other applicable legislation, which they incur while operating this equipment.
- (k) Operators of municipally owned equipment must report immediately to his/her Supervisor/Department Head when damage is done to this equipment or if damage is caused to other's property as a result of any action taken by the municipal employee.
- (l) Smoking in municipally owned vehicles is strictly forbidden.

Finally, municipal employees are always scrutinized closely by the public, therefore, it is of extreme importance that they maintain and operate all municipally owned vehicles in a safe and courteous manner, considering the safety of the general public at all times.