

THE VILLAGE OF MONTROSE

POLICY TITLE: EQUIPMENT AND INFRASTRUCTURE MAINTENANCE POLICY

POLICY #1240

POLICY STATEMENT:

It is the policy of Council to ensure that the Village remain as self-sufficient as possible by maintaining Village infrastructure and services on an "In-House" basis whenever and wherever feasible.

POLICY BACKGROUND:

Montrose has several parks, buildings and related systems, water and sewer infrastructure, storm drainage and road systems. These all require varying degrees of maintenance which usually includes periodic inspections, routine maintenance, repairs, or replacement. Some of these repairs are unique in nature and may require trades personnel to effect the proper repairs. Others may require unique municipal operational knowledge and experience to perform repairs or proper installation of components. Some of these repairs require specific pieces of equipment that the Village does not currently possess, while other repairs or installations require specific trades or certifications under Provincial legislation. As the Village's Public Works crew has varying degrees of certifications, trades specific knowledge, qualifications, abilities, and familiarity with Village operations, maintaining Village infrastructure "in-house" through current resources, is preferable to contracting out services, repairs, or inspections wherever it is feasible and in the best interests of the Village.

POLICY GOAL:

It is the goal of this policy to ensure that the Village performs as much operational, maintenance, repairs, and replacement of equipment, building systems and Village infrastructure on an in-house basis as possible, and limits contracting out those services and repairs to only when "in-house" options are not available due to lack of specialized equipment, a particular required skill set, legislative requirements or lack of available personnel due to time constraint issues.

POLICY OBJECTIVES:

1. That jobs not usually part of routine, normal operations, involving repairs, installation, improvements or replacement of equipment and materials be evaluated through an "in-house lens" to determine if they can be accomplished and scheduled "in-house".
2. That those "in-house" jobs be properly scheduled, assigned, and tracked so that they can be prioritized in the scope of maintaining basic Village operations.
3. That the Public Works Crew review the necessary requirements for each job as far in advance as possible to ensure that adequate time, tools, resources are provided and allocated for, and necessary contacts or agencies are advised.
4. That the Public Works crew review on an annual basis their tools, equipment, materials, and other resources needed for completion of a variety of tasks, and

that any requests for tool replacement or new tools, extra materials or equipment be initially discussed at a crew level, with the PW Foreman then promptly submitting those requests to the CAO by September 15th of every year to be considered as part of the annual budget cycle.

5. That the Public Works Foreman be responsible for ensuring that resources are requested for and if approved, are allocated for the Public Works crew to complete the required tasks.
6. The Public Works Foreman shall not permit repair or maintenance work noted during inspections, to be delayed.
7. The Public Works Foreman shall submit a quarterly report to the CAO on all "in-house" repairs, under this work-order program.
8. The Public Works Foreman shall be responsible for the implementation of this policy.

Initially approved at meeting #01-21 on January 4, 2021

Last reviewed and confirmed unchanged at meeting #01-25, January 6, 2025

Next scheduled to be reviewed on January 5, 2025