

Appendix F10-A

Vehicle Replacement Guideline

Fundamental Principles for Replacement and Acquisition

Replacement and acquisition of existing vehicles, equipment and attachments that are to be considered by the department, will only be for the purpose of supplying a municipal service to community residents or several communities in an area. The principle of acquisition is to provide the service to residents in an efficient, effective and equitable manner without competing with any existing service in, near or available to the community. It is imperative the community ensure the request for the equipment matches the service to be provided.

A business case is required to support a request to change the method of service delivery from a contract basis to community delivered basis, ex. solid waste contract. If a change of method is approved, the department will continue to support the service in question at the original contract amount. This amount must cover any equipment required or associated operating costs as well as the creation of a reserve fund for future equipment replacement. No additional funding will be provided for equipment replacement. The business case must outline the following:

- (a) the cost saving as a result of the change
- (b) how subsequent replacements will be addressed by council
- (c) how operations and maintenance costs will be addressed by council
- (d) justification for changing the method of service delivery

The community should provide enclosed storage for all vehicles and equipment. Required regular specified maintenance, provided through a maintenance management system, will extend the life of vehicles and equipment, increase reliability and maximize resale or recovery value.

The community is to adhere to the Periodic Mandatory Vehicle Inspection regulation 76/94 under The Highway Traffic Act as it applies to vehicle safety certification.

The Workplace Safety and Health regulation 217/2006 under section 22.1 requires powered mobile equipment to include the following:

- a) except a vehicle that has less than a one ton carrying capacity, must be equipped with a suitable warning device that operates automatically when it moves in reverse. This includes water and wastewater trucks, fire trucks and tractors over one ton.
- b) roll over protection (ROPS) on equipment must meet Society of Automotive Engineers (SAE) Standard J1042 (2003), Operator Protection for General-Purpose Industrial Machines, (loader, tractor, grader, backhoe etc.

Definitions

For ease of understanding the following definitions have been provided:

<u>Vehicle Type:</u>	<u>Includes:</u>
light-duty gross vehicle weight (GVW) 6,000 - 9,200 pounds (lbs) 150/1500-250/2500 series	<ul style="list-style-type: none"> 1/2 and 3/4 ton pickup trucks including three and six passenger general service mainly used to transport personnel/light maintenance equipment
medium-duty GVW 9,200 - 27,000 lbs 350/3500 - 650/6500 series	<ul style="list-style-type: none"> chassis over 3/4 ton capacity, but less than a three ton used to provide a service such as solid waste pickup and, in some cases, water delivery, except wastewater pumpout vehicles
heavy-duty GVW 28,000 lbs and up 570/7500 - 850/8500 series	<ul style="list-style-type: none"> chassis over three ton including wastewater pumpout trucks and water delivery trucks
farm type utility/ice cleaning equipment	<ul style="list-style-type: none"> under 86 horse power (net) that provide light-duty service to communities, including tractors with loader or backhoe attachments and ice cleaning equipment used in arenas
fire and emergency	<ul style="list-style-type: none"> used primarily for attending and suppressing any type of fire or emergency situation, ex. rapid response, standard and enclosed cab over trucks, converted water tankers, pull-type trailers with tank and pump (ex. Wajax trailers)
community safety officer	<ul style="list-style-type: none"> sport utility vehicles fitted with a policing package (siren, front/rear partition and decals) used for day to day operations
equipment attachments	<ul style="list-style-type: none"> three-point hitch equipment, front-end loader attachments, backhoe attachments, sickle bar and rotary mowers, front mounted truck grader blades, wastewater vacuum pumps, box and hoists (ex. solid waste), tanks and pumps (water and wastewater trucks)

Recommended Life and Special Conditions

Replacement Period

Light-duty

5 to 8 years or 150,000 kilometers

- (a) For funding purposes, the maximum replacement cost is \$32,000 over 8 years or \$4,000 per year.

Medium-duty

10 to 12 years or 200,000 kilometers

- (a) For funding purposes, the maximum replacement cost is \$40,000 over 12 years or \$3,333 per year.
- (b) For any vehicle equipped with a box and hoist, tanks or pumps **the replacement must be for cab and chassis only**, providing the attachments are in an acceptable condition and box and hoist are transferred to newer unit. The cost associated with the transfer of attachments may be submitted to the department.

Heavy-duty (water and/or wastewater)

7 to 10 years or 250,000 kilometers

- (a) For funding purposes, the maximum replacement cost is:
- water \$84,000 over 10 years or \$8,400 per year
 - wastewater \$80,000 over 10 years or \$8,000 per year
- (b) Every three years, the tank must be stress tested and pump completely overhauled or replaced. The cost associated with the tank testing and pump overhaul or replacement can be submitted by the community for reimbursement. Depending on availability of funds the department may reimburse.

Farm type utility/ice cleaning equipment

20 years or 10,000 hours

- (a) For funding purposes, the maximum replacement cost is:
- tractor \$93,000 over 20 years or \$4,650 per year
 - ice-resurfacer \$55,000 over 20 years or \$2,750 per year

Fire and emergency

25 years or more

- (a) Replacement is provided by the department through the capital program based on the following response groups and will be reviewed by the department on a case by case basis:
- public education and fire prevention - no truck provided
 - defensive fire - standard size truck
 - offensive fire – standard size or cab over truck

Community safety officer

5 year lease

- (a) Vehicles will be provided based on standards recommended by the RCMP.

Early replacement

The department recognizes that there are times when vehicles have to be replaced before the normal vehicle life due to:

- (a) type of work the vehicle is used for
- (b) road conditions and terrain the vehicles will travel on
- (c) mechanical qualifications of individuals providing maintenance and repairs in remote areas
- (d) failure of tank and pump testing

A business case should be submitted outlining the details of a request to replace a vehicle sooner than this guideline allows.

Disposition of Equipment as a Result of Replacement

All existing community equipment that is replaced in accordance with this guideline must be either traded in or disposed of in accordance with policy once the new equipment is acquired.

Vehicles or Equipment Not Referenced in this Guideline

Communities may make a proposal as part of the five-year capital plan included in the community management plan to the department to acquire any vehicle or attachment not referred to in this guideline, ex. ATVs. The proposal should include a business case. If approved, the community must make another proposal for subsequent replacement. No replacement reserve funding will be provided through the maintenance cost analysis (MCA).