

# Wahnapiatae First Nation

## Heavy Equipment & Aggregate Policy

Amended by **Band Council Motion BCM WFN 21/22-05-30**  
At Chief and Council Meeting of: May 17, 2021

Amended by **Band Council Motion 19/20-04-21**  
At Chief and Council Meeting of: April 30, 2019

Amended by **Band Council Motion 19/20-04-06**  
At Chief and Council Meeting of: April 21, 2019

Amended by **Band Council Motion: #08/05**  
At Chief and Council Meeting of: January 14<sup>th</sup>, 2008

Amended by **Band Council Motion: #04/68**  
At Chief and Council Meeting of: September 20<sup>th</sup>, 2004

Amended by **Band Council Motion: #02/63**  
At Chief and Council Meeting of: October 7, 2002

Adopted by **Band Council Motion: # 02/38**  
At Chief and Council Meeting of: June 17, 2002

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### 1.0 DEFINITIONS

**Equipment:** Defined for this policy applies only to the heavy equipment owned by Wahnapiatae First Nation including but not limited to the excavator, backhoe, bull dozer, grader, dump truck, and vehicles normally used by the road crew during routine operations.

**Member:** Defined for this policy statement only, means a person who is a registered member with the Wahnapiatae First Nation or is the spouse or child acting in writing on behalf of a member of Wahnapiatae First Nation and is the full 18 years of age or older.

**Exterior Contract:** Defined for this policy statement only, means a person or company who is not registered with the Wahnapiatae First Nation, and is at least 18 years or age.

**Public Works:** Defined for this policy statement only, means persons responsible for the maintenance and upkeep of the Band's Property and who are the sole operators of the band's heavy equipment.

Chief LR

## 2.0 EQUIPMENT

- 2.1 NO MEMBERS can operate the equipment or have access to the Public Works Garage, regardless of the circumstances. For the purpose of equipment life, Public Works employees are to be the sole operators of the equipment and the Public Works Garage.
- 2.2 Equipment bookings are to be made with the band office reception via Work Order (see section 4.0) with a minimum of two (2) weeks advance notice. Arrangements are to be made with the Infrastructure and Development Director of Wahnapiatae First Nation to secure an operator for the equipment.
- 2.3 The operator of the equipment will be available during regular office hours (8:30 am – 4:30 pm), however seasonal hours may vary. If equipment is needed during other times, arrangements must be made with the Supervisor of Public Works Department.
- 2.4 *Heavy Equipment is not to be used after 9:00 p.m. unless the equipment is required for the maintenance of the roads or in emergency purposes.*
- 2.5 The equipment could be used for a variety of activities such as landscaping, field beds, snow plowing, basements, and driveways which are all subject to the service fee.
- 2.6 A service fee will be applied to all people requesting heavy equipment usage. Charges may vary according to the type of equipment being utilized. For all members who have not used the equipment prior to the development of this policy will have a free forty (40) hour entitlement to heavy equipment usage in order to assist with development of property. For all existing members, fees will be implemented and followed according to the regulations section of this policy. The Director of Infrastructure and Development will be responsible for determining number of hours used, as well as keeping a record on each individual regarding their equipment usage hours.
- 2.7 Maintenance of the equipment will be the sole responsibility of the Infrastructure and Development Department including Asset Management.



2.8 Upon completion of a project requested by a customer, the Public Works employee is to obtain a signature from the customer to ensure acknowledgement of a job, and quality of work complete.

### 3.0 RATES

3.1 Service Fee Rates for Equipment plus Operator labour rates are per hour:

EQUIPMENT	FN MEMBER	ON RESERVE BUSINESS &/OR FN PROJECT	EXTERIOR CONTRACT
Excavator/hour	\$ 65.00	\$ 90.00	\$ 120.00
Back Hoe/hour	\$ 50.00	\$ 75.00	\$ 95.00
Bull Dozer/hour	\$ 50.00	\$ 70.00	\$ 110.00
Grader/hour	\$ 60.00	\$ 80.00	\$ 110.00
Dump Truck/hour	\$ 45.00	\$ 70.00	\$ 85.00
Kabota	\$ 35.00	\$ 50.00	\$ 60.00
Float Move	\$ 80.00	\$ 100.00	\$ 150.00 +kms
Plate Tamper/day	\$ 40.00	\$ 60.00	\$ 80.00
Welder/day	\$ 40.00	\$ 80.00	\$ 100.00
4x4 Truck/hour	\$ 40.00	\$ 70.00	n/a
Pit Run/load	\$ 60.00	\$ 90.00	\$ 125.00
Pit Top Soil/load	\$ 150.00	\$ 200.00	\$ 250.00
A' Gravel/load	\$ 150.00	\$ 200.00	\$ 250.00
Operator/hour	\$ 35.00	\$ 35.00	\$ 40.00
Laborer/hour	\$ 25.00	\$ 25.00	\$ 30.00
Kilometers (Kms) /1			\$ 1.00

3.2 Service fee rates for specific jobs will be considered, i.e. jobs that require several pieces of equipment such as basements, tile beds etc.

3.3 Service fee rates will also be considered for full jobs.

### 4.0 WORK ORDERS

4.1 Work orders will be managed by the Infrastructure and Development Director.

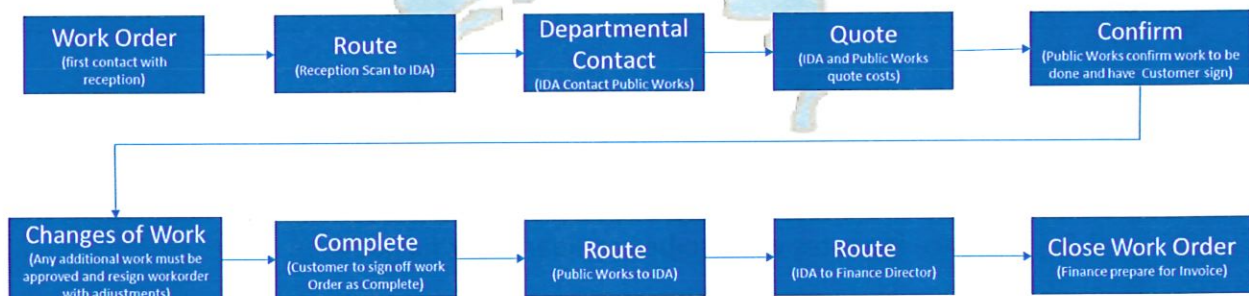
4.2 Work orders will be prioritized by date of submission, current workload, projects, emergency need, weather, and seasonal conditions.

Chief LR

4.3 Work order process is mapped out as follows;

- i. The Band Office Reception will process initial Work Order and scan it to the Infrastructure and Development Assistant (IDA) for file management and accountability of work order numbering sequencing.
- ii. Infrastructure and Development Director will prioritize and direct the IDA to contact Public Works staff to establish a quote.
- iii. Public Works staff will meet with the customer and agree on quote and confirm scope of work with the customers signature on the Work Order.
- iv. If changes occur to the confirmed Work Order Quote, a new quote and scope of work will be determined with sign off by customer before any further work is completed.
- v. Upon completion of Work Order, Public Works Staff must have customer sign work order to confirm completion.
- vi. Public Works Staff physically hand in work order to IDA who will process to the Finance Director for Invoice.

fig. Process Map



5.0 Amendments

5.1 This policy may be amended, from time to time, by Chief and Council.

Chief LR