



R.M. of Lumsden No. 189 Policy

Title: **Fleet Management**
Effective: July 29, 2021 (Resolution 2021-341)
Amended: February 20, 2025 (Resolution 2025-070)

Policy Statement

1. PURPOSE

This policy outlines the RM's strategy of fleet management for equipment and machinery. The RM is committed to achieving the best value in acquisition of these assets.

2. SCOPE

This policy applies to all staff and Council members of the RM. The policy shall apply to the procurement of the RM's vehicles, machinery and equipment. The Chief Administrative Officer will ensure that all acquisitions are made according to this Policy.

3. PROCUREMENT PLANNING - GENERAL

Procurement planning shall form part of the annual budgeting process. The RM's Public Works Management Staff is to maintain a ten-year forecast of procurement needs. When planning for future operating machinery or heavy equipment purchases, the parameters in the following paragraph apply:

Procurement Planning - Equipment & Fleet Management

When making an equipment purchasing decision, it is imperative that all costs related to the equipment are accounted for and that the RM use all efficiencies available. The planning process for the procurement of operating machinery and equipment must consider both the initial purchase price of the machine, product quality, expected lifecycle costs, and resale value. The expected lifecycle costs include all costs of maintaining and operating the machine over its lifetime within the RM. The location of service relative to the location of the RM shop must also be considered. As much as possible, because of the nature of economies of scale, RM Public Works Management Staff is to maintain a fleet of similarly-branded equipment. Public Works Management will use discretion to determine which equipment is similarly branded. This will allow the RM to realize efficiencies by having interchangeable parts and maintenance procedures for the RM staff to follow.

4. **EXCEPTIONS TO THE POLICY**

Where goods or equipment are urgently required and delay would lead to increased costs, further property damage, and/or health or life-endangerment, the Chief Administrative Officer or their designate will authorize all necessary actions to be taken and these will be considered an exception to this Policy.

At the conclusion of the emergency, the Chief Administrative Officer will report back to Council with the cost implications and summary of actions taken to mitigate the event.

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