



HEAVY EQUIPMENT & AGGREGATE POLICY

Policy Type:	Facility & Infrastructure	Initially Approved:	June 17, 2002
Policy Sponsor:	Facility & Infrastructure Department	Last Revised:	May 28, 2024
Primary Contact:	Facility & Infrastructure Director	Review Scheduled:	
Band Council Motion:	BCM # WFN 24/25-05-48		

A. PURPOSE

To establish the proper processes and clearly dictate the official procedures for utilizing heavy equipment from Wahnapiṭae First Nation.

B. SCOPE

This policy applies to employees, Members, and community Members of Wahnapiṭae First Nation, or internal or external businesses wishing to utilize WFN heavy equipment.

C. POLICY STATEMENT

This policy outlines the guidelines for accessing heavy equipment owned by Wahnapiṭae First Nation for personal projects. This includes the financial sourcing costs, eligibility for operating equipment, the process for work orders, and the allocation of equipment time to WFN Members.

1. EQUIPMENT

- 1.1 NO individuals may operate WFN heavy equipment or be allowed access to the Public Works Garage, unless in matters of extraordinary circumstances where safety is at risk and no authorized employee is available within a reasonable period of time. In emergency circumstances an individual may operate heavy equipment only if directed to do so by a WFN Director or a Superintendent.
- 1.2 For the purpose of equipment life, Public Works employees are to be the sole operators of the equipment and the Public Works Garage.



- 1.3 Equipment bookings are to be made with the Facilities and Infrastructure Assistant via Work Order (**see section 3.0**) with a minimum of two (2) weeks advance notice. Arrangements are to be made with the Public Works Superintendent of Wahnapiitae First Nation to secure an equipment operator for the machinery.
- 1.4 Equipment operators are available for booking during regular WFN office hours (8:30AM – 4:30 PM), however seasonal hours may vary. If machinery is needed during alternative hours, individuals/businesses must contact the Public Works Supervisor to arrange an appropriate time.
- 1.5 Heavy equipment and machinery is not to be used after 9:00PM unless to repair critical infrastructure such as roads, or in the case of an emergency.
- 1.6 Heavy Equipment bookings are subject to a service fee and may be utilized for a variety of activities, such as: landscaping, snow removal, digging basements and creating/services driveways.
- 1.7 Members who have not utilized their previously allotted free equipment privilege (before the introduction of this policy) are entitled to forty (40) hours of heavy equipment usage for their property development. This forty-hour entitlement holds a monetary value equivalent to \$3,000 and is designated per individual, not per property lot.
- 1.8 The 40 hours of free heavy machine usage are only to be allocated to Members above the age of 18. Children's allotments may not be utilized by their parents until they come of age - at which time the young adult must provide consent for their parents to use their hours.
- 1.9 The aforementioned 40 hours may not be substituted for any other WFN resource (i.e., gravel, soil, fill, lumber).
- 1.10 For members who have already exhausted their 40-hour allotment, fees will be applied in accordance with the regulations outlined in this policy. A 50% deposit of the total fee is required upfront. The Facilities & Infrastructure Director will oversee the tallying of hours utilized and maintain records detailing each member's equipment usage duration.

- 1.11 Any individuals/businesses desiring heavy equipment usage as per this policy will be subject to a service fee. The amount of the service charge might differ based on the specific equipment requested. A 50% deposit is mandatory upon request.
- 1.12 Maintenance of heavy equipment will be the sole responsibility of the Facilities & Infrastructure Department, including elements of Asset Management.
- 1.13 Upon the completion of a project requested by a customer, the Public Works Superintendent is to obtain a signature from the customer to ensure acknowledgement of a job, and quality of work complete.


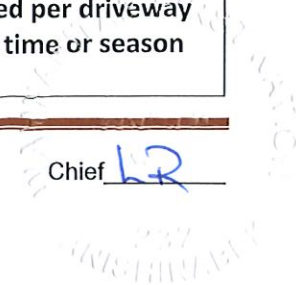
2. RATES & CHARGES

Heavy equipment rental rates are subject to increase so as to remain competitive with market costs, upon the approval of Chief and Council.

2.1 Heavy Equipment Fee Structure

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

Equipment	FN Member	On Reserve Business &/Or FN Project	Exterior Contract
Excavator/hr	\$125	\$160	Priced per job
Backhoe/HR	\$95	\$120	\$ Priced per job
Bulldozer/HR	\$85	\$110	\$ Priced per job
Grader/HR	\$100	\$125	\$ Priced per job
Dump Truck/HR	\$85	\$110	\$ Priced per job
Kubota Tractor/HR	\$75	\$95	\$ Priced per job
Snow Plowing/HR	Priced per driveway per time or season	Priced per driveway per time or season	Priced per driveway per time or season

Chief 


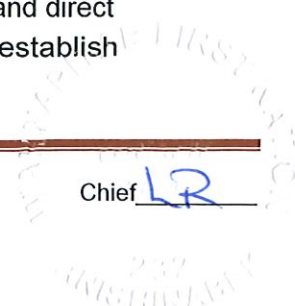
Float Move/Hr	\$125	\$160	\$ Priced per job
Pit Run/load 11 cu/m	\$150*	\$190*	\$ Priced per job
Granular A/load 11cu/m	\$250*	\$315*	\$ Priced per job
Topsoil 11 cu/m	\$250*	\$315*	\$ Priced per job
Laborer	\$45	\$55	\$ Priced per job
Skid Steer	\$60	\$75	\$ Priced per job

*Includes delivery

- 2.2 WFN will not rent out Heavy machinery equipment (including plate tampers, welders or trucks) as per this policy.
- 2.3 Service fee rates for partial jobs will be considered by the Public Works Superintendent, as will jobs that require several pieces of equipment such as basements, tile beds etc.
- 2.4 Service fee rates will also be considered for full jobs where WFN employees will complete the entirety of the project.

3. WORK ORDERS

- 3.1 Work orders will be managed by the Public Works Superintendent.
- 3.2 Work orders will be prioritized by date of submission, current workload, projects, emergency need, weather, and seasonal conditions.
- 3.3 The Work order process is mapped out as follows:
 - a) The Facilities and Infrastructure Assistant (IDA) will process initial Work Order for file management and accountability of work order numbering sequencing.
 - b) The Facilities & Infrastructure Director will prioritize and direct the IDA to contact Public Works Superintendent to establish a quote.



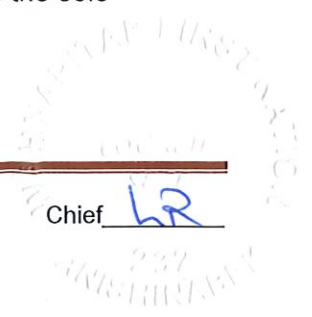
- c) Public Works Superintendent will meet with the customer and agree on quote and confirm scope of work with the customers signature on the Work Order.
- d) If changes occur to the confirmed Work Order Quote, a new quote and scope of work will be determined with sign off by customer before any further work is completed.
- e) Upon completion of Work Order, Public Works Superintendent must have customers sign the work order to confirm completion of the project.
- f) Public Works Superintendent will hand in work order to IDA who will process to the Director of Finance to invoice.

4. AMMENDMENTS

This policy may be amended from time to time, or as needed, by Chief and Council.

D. DEFINITIONS

- (1) **Policy:** means the Heavy Equipment and Aggregate Policy
- (2) **Band:** means Wahnapiatae First Nation or WFN
- (3) **Equipment:** means 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.
- (4) **Member** means a person who is a registered member with the Wahnapiatae First Nation or is the Spouse of a member of Wahnapiatae First Nation and is the full 18 years of age or older.
- (5) **Exterior Contract** means a person or company who is not registered with the Wahnapiatae First Nation, and is at least 18 years or age.
- (6) **Public Works** 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.



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| (7) | Heavy Equipment | A category of large machinery used in construction, earth-moving, transportation, and other industries to perform tasks that are beyond the capacity of manual labor. These machines are typically designed for specific purposes and have powerful engines or motors to drive their operation |
| (8) | Excavator | A tracked or wheeled vehicle with a long arm and bucket used to dig or remove earth, debris, and other materials. |
| (9) | Backhoe | A versatile piece of equipment with a digging bucket on the end of a two-part articulated arm, typically mounted on the back of a tractor or loader. |
| (10) | Bulldozer | A tracked vehicle equipped with a substantial metal plate (blade) used to push soil, sand, rubble, or other materials. |
| (11) | Grader | A construction machine with a long blade used to create a flat surface, typically for roads. |
| (12) | Dump Truck | A large truck with an open-box bed hinged at the rear, used to transport and dump loose materials like sand, gravel, or dirt. |
| (13) | Kubota tractor | A brand-name tractor that can be equipped with various attachments for diverse tasks, including digging, plowing, and mowing. |
| (14) | Snow Plow | Equipment or machinery, often mounted on trucks, designed to remove snow and ice from roads and pathways. |
| (15) | Float Move | A specialized truck or trailer used to transport oversized or overweight machinery and equipment. |
| (16) | Skid-Steer | A small, rigid-frame, engine-powered machine with lift arms used to attach a wide variety of labor-saving tools or attachments. It is characterized by its ability to steer by skidding its wheels, allowing for a very tight turning radius. |

E. RELATED POLICIES

- List Band Policies alphabetically by Name

F. RELATED DOCUMENTS

- List applicable procedures and other related information



G. REVISION HISTORY

Date (mm/dd/yyyy)	Motions
06/17/2002	02/38
10/07/2002	02/63
09/20/2004	04/68
01/14/2008	08/05
04/21/2019	19/20-04-06
04/30/2019	19/20-04-21
05/17/2021	21/22-05-30
05/28/2024	24/25-05-48

