

Town of Winterland

Policy on Loaning out Town Assets

Pursuant to the authority delegated in the Municipalities Act, Chapter M-21, S.N. 1999, the Town of Winterland adopted the following policy on the 16th day of Jan, 2024.

1. Title

This document shall be known and cited as the *Policy on Loaning Out Town Assets*.

2. Definitions

Town Owned Assets refers to any asset that is owned by the Town of Winterland, specifically wooden tables & chairs.

Loaning/Borrow refers to the loaning or borrowing of a town owned asset for a pre-specified period of time for a specific reason.

Resident refers to a person living within the Town of Winterland's boundaries and/or a tax payer of the community.

3. Regulations

(a) A request to borrow must include an explanation as to why the item is being requested. What will it be used for while in the possession of the resident.

(b) The request must include the residents name and contact information.

(c) The request can be approved only if a council member or staff member is available when the asset is to be retrieved and returned.

(d) When the request to borrow a town owned asset has been given, the resident understands the asset is not to be used or given to another person.

(e) The resident takes full responsibility for the town owned asset while in their possession and therefore any/all damages that may occur. The resident is responsible for the full cost to replace or repair the item.

(f) Should the town owned asset get lost or stolen while in the resident's possession, that resident is responsible for replacing the item completely out of their own pocket.

(g) All town owned assets are to stay within the community's boundary.

(h) Upon signing the agreement to borrow, a damage deposit of \$100 will be required. This will remain on hold until the asset is returned in satisfactory condition.

(i) If the asset is not returned in satisfactory condition, this damage deposit will be used towards the repairs or replacement costs.

4. Date Effective

January 16, 2024, Motion 2024-04.

Mayor



Town Clerk


