



Policy #2026-02

Equipment Loan and Use Policy

1. PURPOSE:

The purpose of this policy is to establish clear guidelines for the loan, use, and return of municipal-owned equipment, ensuring municipal resources are protected, used safely, and remain available to support municipal operations and emergency service needs.

2. SCOPE:

The rural community of Hanwell may lend municipal-owned property on a temporary basis, including:

- Tools and equipment (hand tools, power tools, fire-suppression tools, rescue equipment, and related accessories);
- machinery and vehicles;
- electronic equipment;
- furnishings (e.g., tables, chairs); and
- fire department equipment.

Municipal-owned equipment may be loaned, free of charge, to the following groups:

- Municipal employees (full-time, part-time, casual, or temporary);
- elected officials;
- committee members;
- volunteers, including firefighters;
- contractors;
- consultants;
- service providers; and
- members of the public while on municipal property.

Any individual or organization borrowing equipment from the rural community of Hanwell is responsible for reviewing, understanding, and complying with all requirements outlined in the Equipment Loan and Use Policy.

3. DEFINITIONS:

CAO – means chief administrative officer of the rural community of Hanwell.

Clerk – means municipal clerk of the rural community of Hanwell who holds acting powers of the CAO in the CAO's absence.

Fire Chief – means the chief of the Upper Kingsclear Hanwell Fire Department

4. POLICY STATEMENT

Municipal equipment is purchased primarily to support the delivery of municipal services and to ensure public safety. Equipment loans are a privilege, not a right, and will only be approved when the loan does not interfere with municipal operations, emergency response readiness, or safety requirements.

Equipment purchased specifically for fire department use is intended for critical emergency-response and is therefore subject to stricter controls. Such equipment must never be loaned out if doing so could compromise response capability, service delivery or public safety.

5. APPROVAL AUTHORITY

Fire department equipment, small appliances and tools may not be loaned to any individual for his/her personal use. This includes members of the fire department, staff, council and the general public.

Exceptions may be granted upon the express consent of the fire chief and the CAO. When an exception is approved, an Equipment Loan Form (Appendix A) must be completed with one copy provided to the fire chief and another sent to the CAO via email. The fire chief has discretion to determine the duration of any approved loan.

6. LOAN CONDITIONS

All approved equipment loans are subject to the following conditions:

General Conditions:

- Equipment must only be used for the purpose for which it was approved.
- Municipal owned equipment may only be operated by individuals who are qualified and authorized to do so.
- Equipment must not be altered, modified, or repaired without authorization.

- Equipment must be returned in the same condition in which it was received, except for reasonable wear and tear.
- Loan periods must be clearly defined and strictly adhered to.

Fire Department Equipment:

- The primary use of fire department equipment is for emergency response, training, or approved community safety initiatives.
- Equipment on loan must meet operational readiness standards upon return.
- Fire department equipment may be recalled at any time in the event of an emergency or operational need.

Documentation and Tracking

- All equipment loans must be documented, including:
 - Description and serial number of equipment;
 - condition at the time of loan;
 - loan period and expected return date;
 - name and contact information of the borrower; and
 - signature of approver.
- An Equipment Loan Form shall be completed prior to release of equipment (See Appendix A).

7. INSURANCE AND LIABILITY

Borrowers may be required to provide proof of insurance that is satisfactory to the municipality.

The borrower assumes full responsibility for any loss, theft, or damage during the loan period.

The municipality is not responsible for any injuries, damages, or losses arising from the use of loaned equipment.

8. DAMAGE, LOSS, OR THEFT

Any damage, loss, or theft of loaned equipment must be reported to the municipality immediately.

The borrower may be held responsible for repair or replacement costs, as determined by the municipality.

Fire department equipment that is damaged during approved operational use will be assessed on a case-by-case basis.

9. SUSPENSION OR REVOCATION OF PRIVILEGES

The municipality reserves the right to suspend or revoke equipment loan privileges at any time for failure to comply with this policy. Reasons may include, but are not limited to:

- Misuse of equipment
- Failure to return equipment on agreed-upon date on more than one occasion.
- Damage caused by anything other than normal wear and tear.
- Safety concerns.

10. POLICY ADMINISTRATION

The CAO is responsible for the administration and interpretation of this policy. The fire chief is responsible for the administration of this policy as it relates to fire department equipment.

Original Date of Adoption by Council: March 18/26

Date of Revision Approved by Council: _____

Mayor's Signature: 

Clerk's Signature: 



Appendix A – Equipment Loan Form

Name: _____

Address: _____

Phone: _____

Email: _____

Loan Period: From _____ to _____

| Amt | Description of item | Serial Number |
|-----|---------------------|---------------|
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The borrower becomes responsible for the full cost of repair or replacement of any or all of the equipment that damaged, lost, confiscated, or stolen from the time borrower assumes custody until it has been received back.

The borrower shall be responsible for the proper use of the equipment.

The borrower shall be responsible for the safe return of all equipment.

Equipment shall be returned to HRC in as good a condition as when received.

In consideration for the equipment loan, the borrower agrees to indemnify, defend and hold HRC harmless from any and all damages, losses, claims, causes of actions, expenses and liability of any nature whatsoever associated with its use of the equipment.

Name: _____

Chief: _____

CAO: _____

