

Policy (O&A) 2.4 MAINTENANCE AND EMERGENCY REPAIR, Modified

This policy replaces all previous Maintenance and Emergency repair policies.

Policy Resolution: WHEREAS there is a need to repair and maintain the district's infrastructure, the Trustees resolve the following:

1. Supervision and liaison for maintenance and repair of District assets will be appointed to trustee(s). The trustee(s) are said to hold the portfolio.
2. Contracts for Maintenance will be held by the District's Lead Operator. The Lead Operator will maintain EOCP certification. The contract may be as an independent contractor or by employee contract.
3. Trustee(s) holding the portfolio will choose an appropriate contractor from the list of District approved contractors on a case by case basis.
4. Trustees may choose to post the position publicly when it is deemed to become vacant.
 - 4.1. Preference is always given to those living within the district, but the trustees are not limited to this requirement.
 - 4.2. If posted, the notice will be placed on local bulletin boards, in the community newspaper, and any other media chosen by the trustees or administer to gain the widest possible notice within the community.
 - 4.3. Prospective bidders will be given the opportunity to pick up an information package that will contain a job description as well as information on how to submit the expression of interest and when the deadline is.
 - 4.4. Deadline shall be no more than two weeks from the date of notice.
5. At the first board meeting following the deadline, provided there are no further questions, the Trustees may select the successful bidder based on:
 - 5.1. Applicant's knowledge of the districts infrastructure and laws pertaining to the work to be completed including but not limited to those processes required by the Ministries of Health, Environment, and Transportation, and Fisheries and Ocean's Canada
 - 5.2. Applicant's access to adequate equipment to complete the work required.
 - 5.3. Applicant's willingness and ability to be on call 24 hours a day, seven days a week, or have a qualified person to be on call in their absence.
 - 5.4. Applicants proof of EOCP certification or expressed willingness to become certified.
6. The maintenance contractor is authorized to complete all repairs and maintenance he/she deems reasonably necessary in the course of his duties to maintain, repair and/or protect the District's infrastructure.
 - 6.1. The trustee(s) holding the portfolio is authorized to commit to \$1000 on a per task basis for expenses to complete the work.
 - 6.2. The trustee(s) holding the portfolio will submit a written report on the work and the condition of the system annually to be presented at the AGM.
7. The trustee(s) holding the portfolio is authorized to have completed all repairs to the district's infrastructure he/she deems necessary.
 - 7.1. There is no limit to the costs he/she commits in the course of the emergency repair work.

Date Adopted: 01.19.15

Reviewed, amended and adopted: January 17, 2017