



WHITEWOOD

Policy No: 67	Building & Equipment Use Policy
Council Resolution: 1705/2025	Effective: January 7, 2025

Building and Equipment Use Policy:

Purpose:

This policy establishes a clear and consistent process for user groups, committees, or individuals seeking written permission to modify town-owned buildings or equipment or to rent/use town-owned equipment. It ensures that all requests are documented, reviewed, and approved by the town council, promoting accountability and safeguarding municipal resources.

Scope:

This policy applies to all user groups, committees, organizations, and individuals who wish to:

- Make any physical, structural, or aesthetic modifications to town-owned buildings or equipment.
- Rent or use town-owned equipment or buildings.

Standards:

1. Written Requests:

All requests for modifications or use of town-owned equipment must be submitted in writing to the town council. Requests must include a detailed description of the intended changes or equipment usage, including timelines, specific equipment involved, and the purpose of the request.

2. Delegate Presentation:

The requesting party must attend a town council meeting as a delegate to present their request, answer questions, and provide any additional information required by the council.



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731 Lalonde Street • Box 129
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Town Office: 306-735-2210
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3. Council Review and Motion:

Following the delegate presentation, the council will review the request and deliberate on its feasibility and compliance with town regulations.

The council will make a formal motion to approve or deny the request, and the decision will be recorded in the official council minutes.

4. Compliance with Standards:

Approved modifications must comply with municipal, provincial, and federal regulations, including building codes, safety standards, and environmental guidelines.

Equipment usage must adhere to town guidelines and operating instructions to ensure proper care and maintenance.

4.1 Building and Structural Standards:

- **National Building Code of Canada (NBC):**

This code ensures that modifications to town-owned buildings meet safety, fire, and structural integrity requirements.

- **Saskatchewan Building Code Regulations:**

Applies specific provincial requirements for construction, renovations, and safety compliance.

4.2 Safety and Equipment Standards:

- **Occupational Health and Safety Standards (Saskatchewan):**

Mandates safe practices when using or modifying equipment, including hazard identification, personal protective equipment (PPE) requirements, and worker safety training.

- **Manufacturer Guidelines for Equipment Use:**

Ensures town-owned equipment is used according to the operational and maintenance instructions provided by the manufacturer.

4.3 Environmental Standards:

- **Saskatchewan Environmental Code:**

This code ensures that any modifications or usage, including waste disposal and energy efficiency considerations, do not harm the environment.

- **Federal and Provincial Environmental Protection Acts:**

Compliance with laws protecting water, air, and land during modifications.



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4.4 Accessibility Standards

- **Accessible Canada Act:**

Ensures modifications improve or maintain accessibility for persons with disabilities.

- **Saskatchewan Human Rights Code:**

Prevents discrimination by ensuring public spaces remain inclusive and accessible.

4.5 Municipal and Land Use Standards:

- **Town Planning and Zoning Bylaws:**

Modifications must align with local zoning regulations and land-use planning documents.

- **Municipal Asset Management Policies:**

Ensures all changes or usage protects the longevity and value of town assets.

4.6 Financial Accountability Standards:

- **Public Sector Accounting Standards (PSAS):**

Ensures transparency and accountability in managing municipal assets and resources related to modifications and usage.

5. Documentation:

All approved requests and associated council motions will be recorded and retained in town records for accountability and transparency.

6. Unauthorized Actions:

Any modifications or equipment usage conducted without prior written approval will result in penalties, including but not limited to fines, revocation of privileges, or other legal actions deemed necessary by the council.



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Pertinent Legislation and Regulations:

1. The Municipalities Act (Saskatchewan):

Section 3.1 (Municipal property management) and Section 93 (Council's decision-making authority).

2. The Building Code Act (Saskatchewan):

Section 4 (Compliance with building codes for modifications).

3. Occupational Health and Safety Act (Saskatchewan):

Section 16 (Employer responsibilities for safety standards).

4. Canada Consumer Product Safety Act:

Section 7 (Prohibition of unsafe equipment handling and use).

In Conclusion:

The Building and Equipment Use Policy makes sure that town-owned buildings and equipment are used and modified responsibly, with proper oversight from the town council. This policy promotes transparency, accountability, and adherence to relevant standards and regulations by requiring written permission and a formal approval process. The town council remains committed to supporting community initiatives while preserving municipal assets for the benefit of all residents.



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