CITY OF WEST KELOWNA

POLICY

Title: Vehicle and Equipment Acquisition, Replacement, and Disposal
Department: Fleet
Policy Number: 0026
File Number: 0340-50-0026

1. Purpose

1.1. To establish a consistent framework for the acquisition, replacement, management, and disposal of City fleet vehicles and equipment. The policy supports safety, reliability, financial sustainability, environmental responsibility, asset stewardship, and long-term replacement planning.

2. Scope

2.1. This policy applies to all City-owned or leased fleet vehicles, equipment, and mobile assets and to all employees, departments, and divisions involved in fleet planning, acquisition, replacement, management, funding, and disposal activities.

3. Definitions

3.1. **"Acquisition"** means the purchase, lease, or procurement of a new or replacement asset for City operations.

3.2. **"Asset(s)"** means all mobile vehicle(s) and equipment owned or leased by the City of West Kelowna.

3.3. **"Best Value"** means the optimal balance of cost, quality, reliability, performance, safety, lifecycle costs, environmental impact, and operational suitability in the procurement of fleet assets.

3.4. **"City"** means the City of West Kelowna.

3.5. **"Disposal"** means the sale, trade-in, auction, transfer, donation, recycling, or other authorized method of divesting an asset that is obsolete, surplus, or no longer required.

3.6. **"Equipment"** means any asset that is primarily designed to perform work, operational tasks or specialized functions other than transportation of people, regardless of whether it is self propelled or towable.

3.7. **"Lifecycle"** means the expected period of use, expressed in years, kilometers, and/or operating hours, during which a fleet asset can be expected to perform its intended function safely, reliably, and cost-effectively.

3.8. **"Replacement"** means the process of removing an existing fleet asset from active service and acquiring a suitable replacement asset based on established service-life, condition, operational, financial, and safety criteria.

3.9. **"Vehicle"** means any powered or unpowered mobile asset that is licensed, insured, and intended to operate on public roadways or highways.

3.10. **"Vehicle and Equipment Reserve"** means a dedicated reserve fund supported by annual fleet contributions and intended solely to finance the future replacement of approved fleet assets.

3.11. "**Legacy vehicles**" means City of West Kelowna Fleet assets which have been replaced and no longer contribute to the *Vehicle and Equipment Reserve.*

4. Policy Statement

4.1. Lifecycle Management

4.1.1. The City shall manage fleet assets using a lifecycle approach that considers acquisition, operation, maintenance, replacement, retention, and disposal to support safe, reliable, and cost-effective service delivery.

4.2. Acquisition Principles

4.2.1. Fleet acquisitions shall be based on demonstrated operational need, lifecycle cost considerations, safety requirements, regulatory compliance, and best value principles.

4.3. Replacement Principles

4.3.1. Fleet assets shall be evaluated for replacement based on nearing or exceeding pre-determined service life thresholds, condition, operational requirements, safety considerations, reliability, and lifecycle cost-effectiveness.

4.3.2. The City may adjust replacement timing based on operational requirements, asset condition, risk, and financial considerations.

4.4. Sustainability

4.4.1. The City shall consider environmental impacts when making fleet acquisition and replacement decisions and shall support Council's emissions reduction objectives through the procurement of fuel-efficient and low-emission fleet assets where operationally feasible and financially responsible.

4.5. Vehicle and Equipment Reserve

4.5.1. The City shall establish and maintain a Vehicle and Equipment Reserve Fund to support the planned replacement of fleet assets.

4.5.2. New fleet additions shall be funded through approved capital budget processes unless otherwise authorized by Council.

4.6. Disposal Principles

4.6.1. Surplus, obsolete, or retired fleet assets shall be disposed of in a manner that maximizes value, supports accountability and transparency, and complies with applicable policies, legislation, and purchasing requirements.

4.6.2. Alternatively, Legacy vehicles may be retained for term projects, summer student use, temporary increases in service delivery requirements, and other short-term vehicle needs found in less critical roles. The Fleet Supervisor, in cooperation

with the General Manager, may recommend temporarily retaining and repurposing legacy vehicles and equipment.

5. Authority

5.1. The Fleet Supervisor, or designate, is responsible for administering the application of this policy. Fleet-related decisions shall be made in accordance with approved budgets, purchasing requirements, and applicable legislation and regulations.

5.2. Related Legislation

- City of West Kelowna's Occupational Health & Safety Program
- WorkSafeBC Occupational Health and Safety Regulations
- Motor Vehicle Act (British Columbia) Regulations
- Fire Department Standards and Regulations:
    - National Fire Protection Association (NFPA) Standards (where applicable)
    - Underwriters Laboratories of Canada (ULC) Standards (where applicable)
    - Canadian Standards Association (CSA) Standards (where applicable)

6. Related Policies or Procedures

6.1. Anti-idling Policy

6.2. Emission Reduction Policy

6.3. Purchasing Policy

6.4. Other Related Documents:

- **Corporate Financial Plan and Capital Budget** – Establishes approved funding for fleet replacements, fleet additions, and reserve contributions.
- **Corporate Asset Management Policy and Strategy** – Supports lifecycle management, asset sustainability, risk management, and long-term infrastructure planning.

7. Approval

Approved by	☐ CAO	☒ Mayor and Council
Approval date	October 6, 2026	
Council Resolution #	C270/26	
Signature	*[Original signed by Mayor]* MAYOR	

8. Additional Information

Category	☒ Council	☐ Administrative
Related procedure	☐ Yes	☒ No
Procedure number		
Date of last review		