

**TOWN OF MINTO**

**DATE:** September 29<sup>th</sup>, 2016  
**REPORT TO:** Mayor and Council  
**FROM:** Matthew Lubbers, Recreation Services Manager  
**SUBJECT:** Van Replacement Update

---

**STRATEGIC PLAN:**

Analyze, prioritize and evaluate major capital projects from a cost-benefit perspective to determine fiscally feasibility.

**BACKGROUND:**

The Town of Minto Recreation Department purchased a 2003 Chevrolet Venture mini-van in 2005. Used by multiple departments, the van has been convenient in transporting multiple people to and from work-related functions as well as moving weather-sensitive cargo.

**COMMENTS:**

The van has had over 10 years of useful life and is showing signs of age. During 2016 Budget deliberations, \$30,000 was earmarked for a replacement vehicle. The plan is to have the Building Department be the primary users of the new vehicle, but it will remain available for use by all departments. Staff will look for a vehicle that at minimum has:

- seating for up to 7 people
- AWD or 4-wheel drive
- automatic transmission
- basic power package
- covered storage area
- dark blue exterior

A type of SUV, crossover vehicle or van will be the most likely replacement option. Recreation Services Manager Lubbers and CBO Terry Kuipers will work together to select the best option.

**FINANCIAL CONSIDERATIONS:**

Up to \$30,000 is budgeted. Half will be funded through the tax budget and the other half from Building Department reserves.

**RECOMMENDATION:**

That Council receives the Recreation Services Manager's September 29<sup>th</sup>, 2016 report regarding Van Replacement Update and staff proceed with request for quotation for the vehicle type outlined in the report.

Matthew Lubbers, Recreation Services Manager