



Rural Municipality of Meadow Lake #588 Policy

Policy #TS-017

Policy Title: Council Public Works Development Allocation

Policy Objective:

To provide direction to Council and Staff on the allocation of funds for PW Development

Authority:

Council Resolution #200/19

Dated: September 9, 2019

Background:

1. Each year there are smaller jobs which Council members wish to have completed; and
2. Council would like to set aside a yearly funding for the purpose of helping fund the smaller jobs

Policy:

1. Each year at Budget time, the Council will set aside an allocation of funding per division for the purpose of:
 - a. Upgrading a road; or
 - b. Upgrading a culvert; or
 - c. Any other project that is deemed necessary on the road system in the divisions.
2. The amount of \$10,000.00 per division would be a yearly allocation.

Process:

1. Councillor for the area in question will bring forward a written Road Request Form to the CAO.
2. CAO will work with the Manager of Public Works to schedule the development as it may fit to the staffing.
3. CAO and MPW will contact the Road Consultant for consultation for the purpose of:
 - a. Approximate cost to complete the Development
 - b. Work out an Engineered plan if needed
4. If the staff cannot complete the project then:
 - a. CAO will request a quote for the project to be performed from a Contractor.
 - b. CAO will consult with the MPW in the quotes and together they will decide on the appropriate contractor to complete the project.
5. If the quotes from the Road Consultant or the Contractors are higher than the yearly allotted amount, then the CAO shall bring forward the quote to the Council meeting for Council to approve.