



POLICY MANUAL

Legal References:	Policy Department: Public Works Department
Cross References: <ul style="list-style-type: none">• N37 – County Road Surfacing Policy• C17 – Capital Budget• C27 - Financial Reserves Policy	Policy Number: N36
Adoption Date: <ul style="list-style-type: none">• August 29, 2005 – 08/1050/2005	Policy Title: Divisional Projects
Revision Date: <ul style="list-style-type: none">• March 23, 2015 – CM#20150323.1014• October 19, 2020 – CM#20201019.014	Review Date: In accordance with Policy B20 – Mandatory Review of Policies

POLICY PURPOSE:

The purpose of this policy is to provide for annual funding allocations for the Council divisional Projects in collaboration with Public Works.

DEFINITIONS:

Transportation Master Plan: A study adopted by County Council, to define a long-range transportation network in order to effectively facilitate the movement of people and goods.

Divisional Projects: refers to the construction, re-construction, paving of major roads, surface water management which includes drainage, and other Public Works Divisional infrastructure priorities.

POLICY STATEMENT AND GUIDELINES:

This policy shall be designed to ensure that a particular amount of funding be allocated across Council divisions on an annual basis. The funding for this program will be approved through annual budget process.

Each Council division shall receive a funding allocation based on the estimated construction cost to build four miles of gravel standard road.



North Divisions consisting of Division 2, 7, 8, & 9 and South Divisions consisting of Division 1, 3, 4,5, & 6 will alternate years.

An additional 3% based on the annual Divisional Project Program funding, will be included in the operating budget. This is for the purpose of funding works that prepare the project for the work year. This may include but not limited to: Condition assessments, Purchase of land, Wetland delineation, Water Act approvals, Utility moves, Design and Tender preparation. This allocation will be in addition to the Divisional Project Programs annual funding.

Individual projects will be selected based upon the following criteria, in priority order:

1. Drainage and other Infrastructure works is the highest need in the Division
2. Road is identified on the Transportation Masterplan
3. That the condition assessment identifies that level of service is below standard
4. When Asphalt is considered, the road must meet the requirements set out in policy N47
5. That the Councilor of the division has been involved in the selection process.

ROLES AND RESPONSIBILITIES:

Council is responsible for: adopting and establishing the Policies of the County of Grande Prairie.

Chief Administrative Officer is responsible for: ensuring that the policies and programs of the County are implemented.

Director of Public Works is responsible for: supporting the CAO in furthering the goals and procedures of the organization.

COMPLIANCE

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP), the County of Grande Prairie's Records Management Policy and any other applicable legislation, Regulation or Act.

Non-compliance of County policies may lead to disciplinary action up to and including termination of employment.

POLICY AUTHORITY:

The Chief Administrative Officer has the authority to amend the related Schedules of Policy **N36** from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes to Policy must be approved by Council.