

Rural Municipality of North Qu'Appelle No. 187
Works Procedure Policy

- The Public Works Committee will provide the Foreman and RM Office with the list of work, including required standards that is to be completed for the upcoming week, on or before the Friday morning of each week.
- The Foreman will itemize and formulate a daily plan in order to carry out the required work.
- The Foreman, with assistance from the office staff, will email out the weekly plan to all Division Councillors.
- The Chairman of the Public Works, or in the absence of the Chairman, the Public Works Committee is the only authority to provide direction to the Foreman or crew members.
- Any questions regarding the works plan will be directed to the Public Works Committee Chair.
- Only the Public Works Chair or Reeve have the authority to move members of the works crew from one division to another, contrary to the scheduled plan.
- Communication between the Foreman and Public Works Chair is key to ensure work progress in a timely manner and with minimal interruptions.
- The RM Administrator will be advised of the weekly works plan to enable communication to ratepayers should questions be asked regarding the function of the public works.
- At the end of each week the Foreman will advise both the Public Works Chair and Administrator of progress and status of work completed.
- The Administrator will not be responsible for Public Works.

Passed by RM Council on
Resolution Number

August 22
2017-434

2017

Acting Reeve

Administrator