



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**OPERATIONS
SERVICES**

POLICY NUMBER: OP 13

POLICY TITLE: MISCELLANEOUS ROAD REQUESTS

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Date Adopted by Council / Motion Number:

11.04.206

PURPOSE:

To establish procedures to deal with miscellaneous requests for work on the M.D.'s road network infrastructure.

POLICY:

Council acknowledges that part of the operation and maintenance of the road infrastructure includes receipt of miscellaneous requests from ratepayers to identify problems and concerns.

1. When the Director of Operation Services or his/her designate receives miscellaneous road requests for, but not limited to, the following: a) culvert repairs, upgrades, extensions; b) gravelling; c) ditch cleaning; d) road repairs; e) signage; f) approaches; and g) brushing; the Director of Operation Services will expediently undertake those projects/requests that are considered to be routine maintenance concerns, within the limits of the established budget.
2. Applications that have been approved but not completed will be kept on file for consideration on a future year's budget. In the event that an application is not approved, the applicant will be notified in writing.
3. The Director of Operations will inform Council annually of all miscellaneous requests that were undertaken and all expenditures that occurred.

(Original signed copy on file)

REEVE

C.A.O.