



Clear Hills County

Effective Date: August 23, 2005

Policy Number: **3233**

Title: **FIELD REQUISITIONS**

1. Policy Statement

- 1.1. Clear Hills County will require Field Requisitions to be prepared and approved or accepted by Council for all works undertaken by the Public Works Department in order to provide budget and financial control.

2. General

- 2.1 The Area Councillor is most familiar with his/her area and therefore their input into proposed works would be most beneficial.
- 2.2 The Area Councillor will be able to respond to most ratepayer queries if he/she is familiar with the project being undertaken in his/her area.
- 2.3 County administration will be able to properly track and control Public Works spending and department planning.

3. Responsibilities

- 3.1 It is the responsibility of the Public Works Manager to ensure that all approved requisitions are in accordance with current County policy and are within the approved Public Works budget.
- 3.2 The Public Works Manager will ensure that works are necessary and will be of benefit to the County and its ratepayers.

4. End of Policy

- 4.1 See Procedure

ADOPTED

Resolution #C728(08/23/05)

Date: August 23, 2005

AMENDED

Resolution #

Date: