



TITLE: TOWN ENGINEER POLICY

POLICY

POLICY STATEMENT:

The Town of Slave Lake shall retain a Town Consulting Engineering firm to act as "Town Engineer" to provide ongoing Professional Engineering Services for the provision of general engineering assistance to Council and staff to meet the varied day to day engineering needs of the Town. The Town Consulting Engineering firm shall also act on the Towns behalf as "Town Engineer" as defined or otherwise indicated in Agreements, Development Agreements, and Contracts entered into by the Town of Slave Lake.

POLICY OBJECTIVE:

The objective of this policy is to:

1. Through the establishment of a "Town Engineer Policy", set forth guide for the provision of exclusive general engineering assistance as the "Town Engineer".

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PROCEDURE

1.0 DEFINITIONS

1.01 Town Engineer

- shall mean the Professional Engineer or Engineers employed or retained by the Town at the Towns expense to provide Professional Engineering Services for the provision of general engineering assistance to Council and staff to meet the varied day to day engineering needs of the Town.

- shall mean the Professional Engineer or Engineers employed or retained by the Town at the Towns expense to act on the Towns behalf as "Town Engineer" as defined or otherwise indicated in Agreements, Development Agreements, and Contracts entered into by the Town of Slave Lake.

2.0 RESPONSIBILITIES

2.01 The Town Consulting Engineering firm shall be retained under a Professional Service Agreement to provide Consulting Engineering Services to the Town of Slave Lake for provision of general engineering assistance to Council and staff to meet the varied day to day engineering needs of the Town.

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3.0 STANDARDS AND GUIDELINES

- 3.01 Where reasonably practical, the Towns consulting Engineer firm shall work exclusively for the Town of Slave Lake and shall avoid the acceptance of work from clients with whom the Town of Slave Lake has entered, or will be entering, into contracts or agreements with for the purposes of Development or Construction.

4.0 POLICY PROCEDURES

- 4.01 The Town Consulting Engineering firm shall declare any formal working relationships as outlined in Section 3.01 and obtain permission from the Council for the Town of Slave Lake to continue as the "Town Engineer" involved in provision of Town Consulting Engineering Services in relation to the affected Agreement, Development Agreement, or Contract.
- 4.02 In situations where permission is not granted, as outlined in Section 4.01 the Town of Slave Lake shall retain an independent Consulting Engineering firm to act on it's behalf as "Town Engineer" with regard to the affected Agreement, Development Agreement, or Contract.