

Project Information

Date Approved by Council: 06/09/87

Resolution No: 704/87

Lead Role: Chief Commissioner

Replaces: 60-62-022

Last Review Date: January 25, 2008

Next Review Date: 01/2011

Administrative Responsibility: Associate Commissioner, Infrastructure & Planning Services

Policy Statement

To inform County residents of major construction projects and sensitive maintenance operations prior to work commencement and to provide affected residents with a timely opportunity to express their concerns.

Procedures

1.0 General

Project information should be advertised prior to commencement of activities. Advertisements should include sufficient information to define the project, highlight the need for the work, indicate the time period of disruption and identify the department responsible for both initiation and implementation. They should also include contact information of the Project Manager as well as for emergency purposes. Appropriate forms of advertisement include hand-delivered notices to affected residences, public notices posted on the construction site and one advertisement in the local newspaper a minimum of one week prior to scheduled work and personal contact. For major construction projects the public information program must be included in the project schedule when the project is presented for implementation approval.

2.0 Applicability

This policy shall apply to all projects of a capital construction, major maintenance or sensitive nature that are undertaken by Strathcona County. Its provisions also apply to any other party undertaking work of a sensitive nature on public property which includes parks, municipal reserves, road rights-of-way, and other public lands. This specifically includes utility and pipeline companies or contractors operating on their behalf. The provisions of this policy do not apply to minor maintenance activities including road patching, pulvi-mix repairs, grass cutting or similar maintenance activities.

3.0 Project Managers

Implementing departments are responsible to identify a Project Manager for each project or program. Department managers shall ensure that their project authorization and control procedures include a public information program appropriate to the complexity and sensitivity of the project. The Project Manager is responsible to implement the Public Information Program. Where the project is undertaken by an agency other than Strathcona County, the County employee acting on behalf of the County who approved the undertaking of the work, shall be deemed to be the project manager for the purposes of this policy.

4.0 Internal Notice

Internal notice of projects that affect other departments such as , Transit, Transportation and Agriculture Services, Bylaw and, Recreation, Parks and Culture will be the responsibility of the Project Manager. Notice of the scope, duration, timing and contract names and phone numbers should be provided to any affected school, branch, department and Associate Commissioner as early as possible and prior to the placement of public advertising. Where another school or department will be directly affected early personal contact is imperative.

5.0 Costs of Notification

Funding of public relations information expenses will be the responsibility of the initiating department and be provided for either in the project/program budget or included in the departmental administration budget.

6.0 Approval and Notice of Project Information Program

Where the project is approved by a specific resolution of Council the Public Relations Notification Program should be outlined as a part of the project schedule.
Where project approval or implementation is sought from Senior Administration a project schedule, including the public information program, will be provided in the approval documentation. Where approval is within departmental authority the information program should be provided to the Chief Commissioner, Associate Commissioners and Councillors by information memorandum prior to the first public notice.

7.0 Preparation of Advertisements

Project Managers are encouraged to seek the assistance of the Manager, Communications in the preparation of advertising material. Wherever appropriate the information should include maps or plans to illustrate the work.