



POLICY NAME:	Administration of Projects
Effective Date:	August 13, 2025
Policies Rescinded:	1201
Document Owner:	Infrastructure Services
Required Review Date:	August 2030
References:	Associated Procedure: Procedure AD-2.005 – Contract Administration Procedure Associated Standards: Standard AD-2.005 – Tender Submission and Deposit Requirements

PURPOSE

This policy provides strategic guidance for the administration of County projects and contracts. It supports strategic goals related to fiscal responsibility, governance accountability, and operational integrity. It is designed to inform and support decision-making throughout contract planning, award, and oversight.

POLICY STATEMENT

Woodlands County is committed to ensuring that projects and contracts are administered with fairness, consistency, and accountability. This policy establishes the high-level intent to ensure all County contracts are managed in a manner that supports transparency, adherence to timelines, risk mitigation, and compliance with legal and administrative requirements.

DEFINITIONS

Family: The employee's spouse, children, parents (including those of the employee's spouse), siblings, and the spouses of those siblings.

Bid Deposit: A monetary guarantee submitted with a tender to demonstrate commitment which can also come in the form of a bond or an irrevocable letter of credit.

Performance Deposit: A security held to ensure contract completion which may also come in the form of a bond or an irrevocable letter of credit.

Contractor: Any individual, business, or firm engaged by the County to perform work or provide services under a written agreement.

Project Champion: The County staff assigned to oversee the execution of a project and its contract(s).



ADMINISTRATIVE RESPONSIBILITY

The Senior Management Team is responsible for ensuring the implementation and ongoing compliance with this policy across all County departments. This includes:

- Assigning a Project Champion for each County contract using the approved standard Project Scoping Document;
- Ensuring active contract files are maintained (in either paper or electronic format as appropriate during project execution);
- Ensuring completed contract files are transferred to the Legislative Coordinator for electronic archival upon project closeout;
- Coordinating internal training for all staff involved in tendering, consultant hiring, or contract management activities.

GUIDELINES

All contract agreements must outline clear commencement and completion dates, and these must be adhered to.

Bid and performance deposits, if applicable, are to be applied, retained, or returned based on strict compliance with contractual terms.

Employees must declare any potential conflicts of interest related to contracting.

Contract amendments and changes must be in writing—verbal changes are not permitted.

Expenditure must only be authorized when employees can verify that payment is in accordance with contractual terms.

All contract files must be documented and maintained according to standard procedures and transitioned to electronic storage upon project completion.

Original Signed

CAO Signature



END OF DOCUMENT

Version Control

This section tracks all revisions to the policy. Administrative changes made under CAO authority must not alter the original intent of the policy and are logged accordingly. Council-approved revisions are noted with corresponding resolution numbers.

<i>Version</i>	<i>Date</i>	<i>Approved by</i>	<i>Type of Change</i>	<i>Summary of Change</i>	<i>Reference</i>
1.0	August 13, 2025	Council	New	Original	Res #C-