



County of Wetaskiwin No. 10 Municipal Policy Manual Table of Contents

11.0 COUNCIL

- 11.0.1 Roles & Responsibilities – Council & CAO
- 11.0.2
- 11.0.3 Councillor Attendance at Conferences and Meetings
- 11.0.4 Public Notice of Council or Council Committee Meetings
- 11.0.5 Council Technology Resources
- 11.0.6 Social Media for Council
- 11.0.7 Council Benefits
- 11.0.8 Provision of Information to Council

12.0 CORPORATE SERVICES

- 12.0.1 Records Management (includes Policy Directive)
- 12.0.2 Office Hours
- 12.0.3 Sale of Goods to County Employees and Council
- 12.0.4
- 12.0.5 Organizational Chart
- 12.0.6 Computer Purchase Policy
- 12.0.7 Computer Network and Internet Usage Policy
- 12.0.8 Volunteer Recognition
- 12.0.9 Promotional Product Distribution
- 12.0.10 Information Services Asset Management
- 12.0.11 Procedure Incoming Correspondence
- 12.0.12
- 12.0.13 Scent Free Environment for County Building
- 12.0.14 Social Media
- 12.0.15 Public Participation
- 12.0.16 Requests for Sale of County Property
- 12.0.17 Flag Protocol

12.1 EMPLOYEE RELATIONS (Deals with employees at work and in work context.)

- 12.1.1 Recruitment, Selection & Success Planning
- 12.1.2
- 12.1.3
- 12.1.4
- 12.1.5 Merit Policy - Non Union Employees
- 12.1.6 Incremental Discipline
- 12.1.7 Use of County Owned Vehicles
- 12.1.8
- 12.1.9
- 12.1.10
- 12.1.11 Respectful Workplace
- 12.1.12 Employee Attendance at Conferences and Meetings
- 12.1.13 Association Fees
- 12.1.14 Career Development
- 12.1.15 Vehicle Allowance for Mileage

- 12.1.16 Arrangements for Employees & Council
- 12.1.17 Administration Building Security and Access
- 12.1.18 Fire and Emergency Services Volunteers
- 12.1.19 Whistleblower

12.2 PAYROLL AND BENEFITS (Deals with leave with pay and other benefits)

- 12.2.1 Acting Pay
- 12.2.2 Employee Overtime
- 12.2.3 Leave for Non-Union Employees
- 12.2.4
- 12.2.5
- 12.2.6
- 12.2.7 Subsistence and Travel
- 12.2.8 Plug In Allowance for Patrol Operators
- 12.2.9 Service Awards
- 12.2.10
- 12.2.11 Staff Benefits
- 12.2.12
- 12.2.13 Health Spending Account

12.3 FINANCIAL MANAGEMENT

- 12.3.1 Investment
- 12.3.2 Grants to Organizations
- 12.3.3 Signing Authority
- 12.3.4
- 12.3.5
- 12.3.6 Municipal Sustainability Initiative (MSI) Community Facility Funding Program
- 12.3.7
- 12.3.8 Accounts Receivable
- 12.3.9
- 12.3.10 Asset Management

12.4 PURCHASING

- 12.4.1 Acquisition of Goods and Services from County Staff
- 12.4.2
- 12.4.3
- 12.4.4 Withdrawal of Patronage
- 12.4.5 Procurement of Goods, Service and Construction

21.0 PROTECTIVE SERVICES

- 21.0.1
- 21.0.2
- 21.0.3
- 21.0.4
- 21.0.5 Public Complaint Policy
- 21.0.6 Code of Conduct

21.1 BY-LAW

- 21.1.1
- 21.1.2 Enforcement Complaint Process Policy

23.0 SAFETY AND OTHER

- 23.0.1
- 23.0.2
- 23.0.3 Communication Device
- 23.0.4
- 23.0.5
- 23.0.6 Working Alone
- 23.0.7 Substance Use

23.1 FIRE PROTECTION

- 23.1.1 Payment for Unpaid Fire Protection Charges to the Fire Contractor/Department
- 23.1.2
- 23.1.3 Fire Services Level of Service

32.0 PUBLIC WORKS COMMON SERVICES

- 32.0.1 Service Request Management Policy
- 32.0.2
- 32.0.3
- 32.0.4 Decaling of County Vehicles

32.1 PUBLIC WORKS ROADS (Streets, Walks, Lighting)

- 32.1.1 Dust Control
- 32.1.2 Compensation for Damages Arising Out of Regular County Vehicle and Equipment Travel
- 32.1.3 Road Encroachment by County Roadways on Private Land
- 32.1.4 Acquisition of Clay for Road Construction
- 32.1.5 Gravel Road Maintenance Requirements
- 32.1.6 Road Use Agreements
- 32.1.7 Playground & Children Playing Warning & Cautionary Signs
- 32.1.8
- 32.1.9 Erection of Mailboxes
- 32.1.10
- 32.1.11
- 32.1.12 Aggregate Research and Development Policy
- 32.1.13 Public Works Donations to Organizations
- 32.1.14
- 32.1.15
- 32.1.16
- 32.1.17 Management of Road Allowances and Road Plans

40.0 UTILITY SERVICES

40.1 WATER

40.2 WASTEWATER

40.3 SOLID WASTE

- 40.3.1 Solid Waste Management
- 40.3.2
- 40.3.3

51.0 COMMUNITY SERVICES

- 51.0.1 Home Support Program

51.1 FAMILY AND COMMUNITY SUPPORT SERVICES

- 51.1.1 FCSS Grant Program

51.2 CEMETERY

51.3 LIBRARY

61.0 PLANNING AND DEVELOPMENT

- 61.0.1 Appeal Hearing Procedures
- 61.0.2 Development Officer Appointment
- 61.0.3 Recreational Vehicles during Family Functions w/Policy Directive

61.1 SUBDIVISIONS

- 61.1.1 Approach Installation Policy
- 61.1.2 Typical Values for Subdivision Reserve Allocation
- 61.1.3 Simple Subdivisions Administrative Approval
- 61.1.4
- 61.1.5 Re-subdivision in Multiple-Lot Subdivisions
- 61.1.6 Requirements for Area Structure Plans
- 61.1.7
- 61.1.8
- 61.1.9 Performance Deposits for Approach Construction
- 61.1.10 Guideline to Determine Inclusion of Strip of Farmland
- 61.1.11 Requirement for Sewer Service at Named Lakes Including Buck Lake And Pigeon Lake and Other Sensitive Areas
- 61.1.12 Commercial and Industrial Development in the Highway 2 Corridor
- 61.1.13 Design Guidelines and Construction Standards
- 61.1.14 Requirements for Resource Extraction Operations
- 61.1.15 Pavement and Per Lot Road Contribution Fee
- 61.1.16 Certificate of Compliance
- 61.1.17 Requirements for Utilities for Subdivisions

62.0 AGRICULTURAL SERVICE BOARD LEGISLATIVE

- 62.0.1 Agricultural Service Board Governance

62.1 AGRICULTURAL SERVICE BOARD ADMINISTRATION

- 62.1.1 Agricultural Bursaries
- 62.1.2 Agricultural Service Board Remuneration

62.2 AGRICULTURAL SERVICE BOARD PEST CONTROL

- 62.2.1 Beaver Control
- 62.2.2
- 62.2.3 Control of Clubroot Disease in Canola

62.3 AGRICULTURAL SERVICE BOARD SOIL CONTROL & MANAGEMENT

62.4 AGRICULTURAL SERVICE BOARD PLANT MANAGEMENT

- 62.4.1 Weed Notices
- 62.4.2
- 62.4.3 No Spray Program

62.5 AGRICULTURAL SERVICE BOARD WATER MANAGEMENT

- 62.5.1 Water Management Along County Road Allowances (6281)

72.0 PARKS AND RECREATION

- 72.0.1 Guidelines for Recreation Funding

72.1 RECREATION PROGRAMS

- 72.1.1 Camping Coupon

72.2 RECREATION/PARKS FACILITIES

- 72.2.1

OPERATIONAL DIRECTIVES: (not posted to website)

- Use of Oleoresin Capsicum Spray (PS)
- Use of Defensive Baton (PS)
- Use of Force (PS)
- Emergency Vehicle Response (PS)

ADMINISTRATIVE DIRECTIVES: (not posted to website)

- 12.0.6 Computer Purchase (ADM)
- 12.0.8 Volunteer Recognition (ADM)
- 12.1.12 Employee Attendance at Conferences/Meeting (ADM)
- 12.1.13 Association Fees (ADM)
- 12.3.8 Accounts Receivable (FIN)
- 12.4.5 Procurement of Goods, Service and Construction (ADM, FIN, PW)
- 32.1.17 Administrative Procedure for Road Allowance Leases, Closure & Sale, Alberta Transportation Directive (PW)
- Adjacent Landowner Notifications (PED)
- Assessment Review Board Hearing (ASM)
- Bylaws – Creating, Approval Process, Repealing (ADM)
- Tax Recovery Process (ASM)
- Coyote Predation Management Program (AG)
- Tree Removal from Road Allowance (AG)
- Fire Advisory, Restriction or Fire Ban (ES)
- Petty Cash (FIN)
- Policy Review Process (ADM)