



## County of Wetaskiwin No. 10 Municipal Policy

Department:

11.0 Council

Policy No.

11.0.1

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Title Roles & Responsibilities – Council & CAO

### 1. Policy Statement:

- 1.1. Council wishes to provide clear direction to Administration regarding the process of approvals on specific projects and budgetary items.
- 1.2. Many of these roles and responsibilities are directed through County Bylaws and Policies as well the *Municipal Government Act*.

### 2. Guidelines:

- 2.1 Schedule "A" outlines the requirements for Council resolution.

### 3. Related Documents:

- 3.1. CAO Bylaw
- 3.2. Municipal Government Act

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## Schedule "A"

Roles & Responsibilities - Council and CAO				
No.	*D/S	Task	CAO	Council
1	S	Road Closure Bylaws		X
2	D	Road Allowance Leases	X	
3	D	Temporary Road Closures	X	
4	D	Road Bans	X	
5	S/D	Request for Proposal current year Contracts within budget	X	X
6	S	Request for Proposal Contracts outside budget		X
7	S	Request for Proposal Multi Year within Strategic Plan		X
8	S	Request for Proposal Multi Year outside Strategic Plan		X
9	D	Operational Contracts or Agreements not requiring RFP or Tender (ie Software Support, Hardware Support)	X	
10	S	Existing Contract Extensions originally approved by Council		X
11	S/D	Tender Approvals under budget	X	X
12	S	Tender Approvals over budget		X
13	S	Tender Approvals with Grants attached		X
14	D	Compensation for Road Construction activities (borrow areas, crop damage, etc.)	X	
15	S	Compensation for land purchases for Road Construction activities		X
16	S	Permanent Traffic Control Devices (speed/stop/yield, etc.)		X
17	S	Sale of County Land		X
18	D	Sale of Count Assets	X	
19	S	Direct Control Development Permits		X
20	S	Rezoning Approvals		X
21	S	Area Structure Plan Approvals		X
22	D	Subdivision Extensions 1st and 2nd	X	
23	S	Subdivision Extensions 3rd to 5th		X
24	S	Subdivision Approvals-Council		X
25	D	Subdivision Approvals-Managers	X	
26	D	Monthly Payroll Approval	X	
27	S/D	Bi-Monthly Accounts Payable	X	X
28	D	Accounts Receivable Invoicing	X	

\*NOTE: D – Day to Day / S - Strategic

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No.	*D/S	Task	CAO	Council
29	S	Budget		X
30	S	20 Year Fleet Capital Plan		X
31	S	5 Year Road Construction Plan		X
32	S	20 Year Fire Capital Plan		X
33	S	Budget amendments over \$10,000 on any line item or any overage at the project level with no change in level of service		X
34	S	Budget amendments that result in a change in level of service		X
35	S	Appointment of Auditor		X
36	S	Audited Financial Statements		X
37	S	Adding Amounts owing to Tax Roll		X
38	S	Tax Cancellations		X
39	S	Transfer Utilities to Taxes		X
40	D	Staff Merit Increases	X	
41	S	Cost of Living Increases		X
42	S	CAO & Directors Pay Grids		X
43	D	Staff Pay Grids (except Directors)	X	
44	S	Recreation Zone Funding Requests		
45	D	Fire Zone Operational Grants	X	
46	S	Tax Recovery Sale results and acquisitions		X
47	D	Hiring, Discipline & Firing of Staff (not including CAO)	X	
48	S	Minutes Approval		X
49	S	Establish the structure of the administration of the municipality, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy.		X
50	D	Establish the administrative reporting policies and procedures	X	
51	S	Union Contracts		X
52	S	Letters of Support funding attached and Proclamations (i.e. community grant applications, year of garden, etc.)		X
53	D	Letter of Support no funding attached (i.e. community grant applications not requesting County funds, community support for AGLC application, etc.)	X	
54	S	Policy Approval		X

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No.	*D/S	Task	CAO	Council
55	S	Bylaws		X
56	S/D	Obtain Legal Advice	X	X
57	S	Partial or Full Plan Cancellations		X
58	S	Local Improvement Plans		X
59	D	Requests to hold special events (Music Festival, Ice Races, etc.)	X	
60	D	Recreational Units during Family Functions	X	
61	D	Intermunicipal Agreements (not related to ICF or IDP)	X	
62	S	Intermunicipal Agreements (related to ICF or IDP)		X
63	S	Strategic & Tactical Plan (including Levels of Service)		X
64	S	Determination of program is Implementation (i.e. Contract vs In House, Use of County Equipment vs Mileage, outsource Newsletter printing)		X
65	D	Operational Plans	X	
66	S	Appointment of Weed Inspectors		X
67	D	Peace Officer Program Audit	X	
68	S/D	Public Complaints	X	X
69	D	Right of Entry PW	X	
70	D	Right of Entry Fire	X	
71	S/D	Fire Bans	X	X
72	D	Budgeted Transfers to/from Reserves	X	
73	S	Unbudgeted Transfers to/from Reserves (i.e. Clearwater, SPL Fire, etc.)		X
74	D	Grant Applications	X	

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