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Procedure Number	Procedure Name	Effective/Amendment Date	Next Review Date
Corporate Services			
CS-03-011	Employee Transitional Housing	August 23, 2012 A: October 14, 2014 A: July 7, 2015 A: August 18, 2015	October 14, 2016
CS-03-013-01	Provision of Standard Operating Procedures and Related Polices, Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-01	Authorities for Personnel Management Actions Standard Operating Procedure	September 24, 2013 A: March 14, 2017	March 14, 2020
CS-03-014-02	Codes of Ethics Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-03	Mutual Respect Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-04	Employment Equity Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-05	Recruitment and Retention Strategy Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-06	Hiring Process Standard Operating Procedure	September 24, 2013 A: October 28, 2014 A: August 22, 2017	August 22, 2020
CS-03-014-07	Employee Orientation Program Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-08	Employee Occupational Health & Safety Orientation Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-09	Staff Identification Standard Operating Procedure	September 24, 2013	September 24, 2016

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CS-03-014-10	Confidentiality Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-11	Employee Files Management Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-12	Classification of Work Relationships Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-13	Hours of Work Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-14	Flex Time Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-15	Overtime Management Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-16	Absenteeism Management Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-17	Telework Arrangements Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-014-18	Retirement Planning Standard Operating Procedure	September 24, 2013 A: March 14, 2017	March 14, 2020
CS-03-014-19	Termination Process Standard Operating Procedure	September 24, 2013 A: March 14, 2017	March 14, 2020
CS-03-014-20	Use of Scented Products in the Workplace Standard Operating Procedure	August 22, 2017	August 22, 2020
CS-03-015-01	Communication with Council Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-02	Standards of Conduct Standard Operating Procedure	September 24, 2013	September 24, 2016

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CS-03-015-03	Anti-Harassment Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-04	Anti-Discrimination Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-05	Conflict of Interest Moonlighting Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-06	Employee Advocacy Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-07	Conflict Resolution Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-08	Performance Evaluation Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-09	Progressive Discipline Standard Operating Procedure	September 24, 2013 A: March 14, 2017	March 14, 2020
CS-03-015-10	County Endorsed Social Events Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-11	Whistle Blowing Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-12	Internet and Email Use Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-13	Social Media Personal Use Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-14	County Owned Property Use Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-15	Telecommunications Use Standard Operating Procedure	September 24, 2013	September 24, 2016

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CS-03-015-16	Dress Code Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-015-17	Drug and Alcohol Testing Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-01	Administration of Salary and Benefits Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-02	Employee Benefits Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-03	Employee Wellness Programs Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-04	Employee Recognition Programs Standard Operating Procedure	September 24, 2013 A: August 22, 2017	August 22, 2020
CS-03-016-05	Professional Development Standard Operating Procedure	September 24, 2013 A: July 7, 2015	September 24, 2016
CS-03-016-06	Special Leave Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-07	Bereavement Funeral Leave Standard Operating Procedure	A: March 14, 2017	March 14, 2020
CS-03-016-08	Compassionate Emergency Leave Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-09	Jury Duty Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-10	Reasonable Accommodations Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-11	Return to Work Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-12	Maternity Parental Adoption Standard Operating Procedure	September 24, 2013	September 24, 2016

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CS-03-016-13	Sick Leave Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-14	Statutory Holiday Standard Operating Procedure	September 24, 2013	September 24, 2016
CS-03-016-15	Vacation Standard Operating Procedure	September 24, 2013 A: August 22, 2017	August 22, 2020
CS-03-016-16	Employee Personal Improvement and Development Plan Standard Operating Procedure	Rescinded by Motion 16.008 made at January 7, 2016 Special Council Meeting	
CS-03-017	Employee Wellness Procedure	May 1, 2018	
CS-10-004	Purchase Orders	January 30, 2013 A: March 22, 2016	---
CS-10-007	Miscellaneous Accounts Receivable Collections	July 11, 2017	July 11, 2020
CS-11-011	Committee Member Selection	August 28, 2012	January 31, 2014
CS-10-018	Liquidation of Surplus Assets	September 26, 2017	September 26, 2019
CS-14-003	Policy and Procedure Development	September 18, 2012	September 18, 2014
CS-14-004	Legal Advice	January 30, 2013 A: Oct. 11, 2016	October 1, 2021
CS-14-005	Protection of Privacy Procedure		
CS-14-006	Routine Disclosure and Active Dissemination Procedure		
CS-14-007	Records and Information Management Procedure		
CS-15-001	Social Media	August 12, 2014	August 12, 2016
CS-26-001-01	Bold Center – Shelter in Place		
CS-26-001-02	Bold Center – Lock Down		
CS-34-004	Vehicle Use Procedure	March 12, 2013	March 12, 2016



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Community Services			
CM-23-001	Fire District Standard Operating Procedures	January 12, 2018	January 12, 2019
CM-23-002	Fire District Standard Operating Guidelines	January 12, 2018	January 12, 2019
CM-23-003	Firefighters Recognition	January 12, 2018	January 12, 2019
CM-23-004	Firefighter Travel & Subsistence Policy	November 10, 2014 A: January 12, 2018	January 12, 2019
CM-23-005	Firefighter Remuneration Policy	November 10, 2014	November 10, 2015
CM-23-006	Hiring Outside Equipment Resources – Fire	January 12, 2018	January 12, 2019
CM-26-001	Community Peace Officers	January 12, 2010 December 10, 2013	December 10, 2015
CM-71-012	Bold Center Sponsorship and Advertising	June 9, 2015	June 9, 2018
CM-71-015	Event Sponsorship	March 25, 2014 June 5, 2014	December 31, 2014
CM-71-016	Parks and Open Spaces Priorities Schedule	June 10, 2014	June 10, 2015
CM-71-017	Ice Allocation	September 23, 2014	September 23, 2014
CM-71-018	Pool Allocation	November 25, 2014	November 25, 2016
CM-71-019	Pool Admission and Supervision	November 25, 2014	November 25, 2016
CM-71-020	Facility Allocation		
CM-71-021	Event Permitting Procedure		
CM-71-022	Community Cemetery Improvement Program	May 8, 2018	May 8, 2019
CM-71-023	Urban Forestry Procedure	May 1, 2018	

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Planning and Infrastructure Services			
PI-30-001	Dust Abatement	March 14, 2017	March 14, 2020
PI-30-008	Permit to Cut Hay on Right of Way	March 14, 2017	March 14, 2020
PI-30-016	Road Protection Permit	July 8, 2014 A: August 11, 2014	July 8, 2017
PI-40-001s	Water & Sewer Connection	May 23, 2017	May 23, 2222
PI-41-001	Water Conservation	November 25, 2014	November 25, 2017
PI-43-001	Tipping Fees	June 25, 2013	June 25, 2016
PI-61-001	Community Engagement Practices	February 21, 2017	February 21, 2020
PI-61-004	Land Lease Procedure		
PI-61-012	Land Sale Procedure	September 18, 2013 A: June 10, 2014	June 10, 2015
PI-61-013	Conditional Subdivision Approval Time Extension	May 22, 2018	May 22, 2022
PI-61-014	Encroachment Agreement Procedure		
PI-61-015	License of Occupation Agreement Procedure		
PI-62-001	Veterinary Services Inc.	February 24, 2015	February 24, 2020
PI-62-002	Agricultural Service Board Bursary	February 24, 2015	February 24, 2018
PI-62-003	Pesticide Inventory Control	March 14, 2017	March 14, 2020
PI-62-004	Supply and Sale of Pesticides	February 24, 2015	February 24, 2018
PI-62-005	ASB Equipment Rental	Sept. 24, 2013 A: March 14, 2017	March 14, 2020
PI-62-006	Control of Clubroot Disease	May 26, 2015	May 26, 2018



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PI-62-008	Rural Beautification Award	March 14, 2017	March 14, 2020
PI-62-009	100 Year Farm Family Award	March 14, 2017	March 14, 2020
PI-62-010	Predator Control	August 12, 2014	August 12, 2019
PI-62-011	Wolf Incentive Pilot Program	February 14, 2017	February 14, 2020
PI-63-001	Community Garden	May 26, 2015	May 26, 2018
PI-63-002	Integrated Vegetation Management	March 14, 2017	March 14, 2020