

Policy Status by Progress

Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
FS-18	Administration Policy	Payment Card Processing	100%	Completed	Updated, no further changes indicated	N/A	Q3, 2026	Q1, 2027
FS-19	Administration Policy	Food and Beverage Expenses	100%	Completed	New policy developed and approved, no further changes indicated	N/A	Q3, 2026	Q1, 2027
FS-18PR	Administration Procedure	Payment Card Processing	100%	Completed	Updated, no further changes indicated	N/A	Q3, 2026	Q1, 2027
PUR-03	Administration Policy	Financial Security Required for Construction Projects	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q3, 2026	Q1, 2027
PUR-03PR	Administration Policy	Financial Security Required for Construction Projects	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q3, 2026	Q1, 2027
IT-08PR	Administration Procedure	Computer Lifecycling	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q4, 2026	Q2, 2027
PUR-05PR	Administration Procedure	Trade-in of City Equipment	100%	Completed	No changes required	N/A	Q4, 2026	Q2, 2027
IT-04	Administration Policy	Corporate Technology Standards	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q4, 2026	Q2, 2027
IT-05	Administration Policy	Corporate Technology Access	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q4, 2026	Q2, 2027
IT-07	Administration Policy	Centralized Corporate Printing	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q4, 2026	Q2, 2027
IT-08	Administration Policy	Computer Lifecycling	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q4, 2026	Q2, 2027
IT-11	Administration Policy	Device Mobility Program	100%	Completed	Reviewed with department, no updates indicated at this time	N/A	Q4, 2026	Q2, 2027
PUR-05	Administration Policy	Trade-in of City Equipment	100%	Completed	No changes required	N/A	Q4, 2026	Q2, 2027
CC-26	Council Policy	Community Capital Project Grant	100%	Completed	Updated this term of Council	Governance SPC Nov 23, 2023	Q4, 2027	Q2, 2028
CC-70	Council Policy	Sponsorship, Naming Rights, and Advertising	100%	Completed	Updated this term of Council	Governance SPC Nov 23, 2023	Q4, 2027	Q2, 2028
FS-15PR	Administration Procedure	Fraud Identification and Reporting	100%	Completed	Reviewed with department, no updates indicated	N/A	Q4, 2027	Q2, 2028
WE-02PR	Administration Procedure	Green Fleet	100%	Completed	Updated, no further changes indicated by department	N/A	Q4, 2027	Q2, 2028
WE-03PR	Administration Procedure	Corporate Waste Diversion	100%	Completed	New policy approved, no further changes indicated by department	N/A	Q4, 2027	Q2, 2028
WE-04PR	Administration Procedure	Green Meetings	100%	Completed	New policy approved, no further changes indicated by department	N/A	Q4, 2027	Q2, 2028
FS-11	Administration Policy	Internal Control Reviews	100%	Completed	Updated, no further changes indicated	N/A	Q4, 2027	Q2, 2028
FS-15	Administration Policy	Fraud Identification and Reporting	100%	Completed	Reviewed with department, no updates indicated	N/A	Q4, 2027	Q2, 2028
WE-02	Administration Policy	Green Fleet	100%	Completed	Updated, no further changes indicated by department	N/A	Q4, 2027	Q2, 2028
WE-03	Administration Policy	Corporate Waste Diversion	100%	Completed	New policy approved, no further changes indicated by department	N/A	Q4, 2027	Q2, 2028
WE-04	Administration Policy	Green Meetings	100%	Completed	New policy approved, no further changes indicated by department	N/A	Q4, 2027	Q2, 2028
FS-17PR	Administration Procedure	Electric Utility	100%	Completed	Reviewed with department, no updates indicated	N/A	Q1, 2026	Q3, 2026
FS-17	Administration Policy	Electric Utility	100%	Completed	Reviewed with department, no updates indicated	N/A	Q1, 2026	Q3, 2026

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Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
CC-13	Council Policy	Per Diem and Travel Expenses	100%	Completed	Updated this term of Council	Governance SPC Mar 28, 2024	Q1, 2028	Q3, 2028
FS-05PR	Administration Procedure	Travel	100%	Completed	Updated, no further changes indicated	N/A	Q1, 2028	Q3, 2028
FS-04	Administration Policy	Vehicle Expense Reimbursement	100%	Completed	Updated, no further changes indicated	N/A	Q1, 2028	Q3, 2028
FS-05	Administration Policy	Travel	100%	Completed	Updated, no further changes indicated	N/A	Q1, 2028	Q3, 2028
CS-01	Administration Policy	Fee Assistance	100%	Completed	CC-56 rescinded this term of council, replaced with CS-01 admin policy	N/A	Q2, 2027	Q4, 2027
FS-14	Administration Policy	Tangible Capital Asset	100%	Completed	Policy was updated	N/A	Q2, 2027	Q4, 2028
FS-21	Administration Policy	Resource Hedging	100%	Completed	New policy developed, no further changes indicated	N/A	Q2, 2028	Q4, 2028
CC-67	Council Policy	Honorariums for Boards Committees Commissions	100%	Ready for SPC Review	Updated this term of Council	Governance SPC Jun 27, 2024	Q3, 2027	Q1, 2028
CC-02	Council Policy	Financial Services	100%	Ready for SPC Review	Reviewed, no changes needed	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-03	Council Policy	Human Resources	100%	Ready for SPC Review	Reviewed, no changes needed	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-04	Council Policy	Information & Technology	100%	Ready for SPC Review	Reviewed, no changes needed	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-05	Council Policy	Procurement	100%	Ready for SPC Review	Reviewed, no changes needed	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-07	Council Policy	City Council Orientation	100%	Ready for SPC Review	No further changes required at this time	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-17	Council Policy	City Manager Performance Review	100%	Ready for SPC Review	Reviewed in this term of Council, no further changes currently needed	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-22	Council Policy	Facilities Capital Investment Recognition	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-23	Council Policy	Parkland & Roadway Special Event	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-28	Council Policy	Community Events Support Program	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-30	Council Policy	Public Art	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027

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Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
CC-31	Council Policy	Sport & Recreation	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-33	Council Policy	Historic Places	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-34	Council Policy	Snow and Ice Control	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-36	Council Policy	Vehicle Idling Reduction	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-42	Council Policy	Protective Plumbing Program	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-44	Council Policy	Investments	100%	Ready for SPC Review	Reviewed annually by Audit SPC, if changes arise inform Policy Analyst	Audit SPC Jul 17, 2024	Q1, 2027	Q3, 2027
CC-47	Council Policy	Community Not-For-Profit Emergency Funding	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-51	Council Policy	Environment	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-54	Council Policy	Waste Diversion	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-55	Council Policy	Major Community Event Hosting	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-58	Council Policy	Key to the City	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-59	Council Policy	Request for Letter of Support	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-62	Council Policy	Facility Divestiture	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-66	Council Policy	Joint Ventures	100%	Ready for SPC Review	Reviewed with department, no changes indicated	Governance SPC Jun 27, 2024	Q1, 2027	Q3, 2027
CC-10	Council Policy	City Council Remuneration & Benefits	100%	Ready for SPC Review	Updated this term of Council	Governance SPC Jun 27, 2024	Q2, 2028	Q4, 2028

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Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
HR-01	Administration Policy	Recruitment & Selection	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-02	Administration Policy	Relocation Expenses	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-03	Administration Policy	Re-employment of Retirees	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-04	Administration Policy	Employee Records	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-05	Administration Policy	Employee Orientation	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-06	Administration Policy	Probationary Period for Administrative Employees	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-07	Administration Policy	Learning, Training & Development	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-08	Administration Policy	Management Development	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-09	Administration Policy	Performance Planning & Feedback	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-10	Administration Policy	Code of Ethical Conduct	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-11	Administration Policy	Harassment	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-12	Administration Policy	Alcohol & Drug Use	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-13	Administration Policy	Attendance Management	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-14	Administration Policy	Employee Accommodation	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-15	Administration Policy	Discipline: Union Employees	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-16	Administration Policy	Management Staff Leave Plan	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-17	Administration Policy	Alternative Work Schedules	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-18	Administration Policy	Military Leave	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-19	Administration Policy	Employees Running for Provincial or Federal Office	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-20	Administration Policy	Service & Retirement Recognition	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-21	Administration Policy	Fitness Equipment Purchase Plan	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-22	Administration Policy	Whistleblower	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-23	Administration Policy	Pension Plan Eligibility	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
HR-24	Administration Policy	Diversity in the Workplace	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
CC-39	Council Policy	Social Policy	75%	Pending Rescindment	Department indicated potential to rescind or update, further direction required	Governance SPC Dec 17, 2024	Q3, 2024	Q4, 2024
CC-14	Council Policy	City Council Members Reporting to Council	75%	Pending Rescindment	Rolled into Council Code of Conduct Bylaw	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024
CC-15	Council Policy	Attendance at Political Functions	75%	Pending Rescindment	Already governed by Election Finances and Contributions Disclosure Act	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024
CC-37	Council Policy	Real Estate Acquisition	75%	Pending Rescindment	As per CM Bylaw changes	Governance SPC Dec 17, 2024	Q3, 2024	Q4, 2024
CC-41	Council Policy	Upgrading Pre-Existing Secondary Suites	75%	Pending Rescindment	Program no longer active.	Governance SPC Dec 17, 2024	Q3, 2024	Q4, 2024
CC-63	Council Policy	Deferral Request Framework	75%	Pending Rescindment	CC-63 states that the policy is to be rescinded Dec 31 2020	Governance SPC Dec 17, 2024	Q3, 2024	Q4, 2024

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Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
RM-00	Administration Policy	Health and Safety Management	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-01	Administration Policy	Health and Safety Orientation	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-02	Administration Policy	Hazard Assessment	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-03	Administration Policy	Working Alone	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-04	Administration Policy	Personal Protective Equipment	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-05	Administration Policy	Workplace Inspections	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-06	Administration Policy	Equipment and Tool Maintenance Program	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-07	Administration Policy	Incident Investigation	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-08	Administration Policy	Statements to Third Parties	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-09	Administration Policy	Joint Health and Safety Committees	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-10	Administration Policy	Use of City Vehicles	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-11	Administration Policy	Storage and Servicing of Private Vehicles on City Property	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-12	Administration Policy	Personal Property	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-13	Administration Policy	Workplace Violence Prevention	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-14	Administration Policy	Automatic Vehicle Locator	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-15	Administration Policy	Workplace Health and Safety	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
RM-16	Administration Policy	Workplace Harassment Prevention	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
SH-1	Administration Policy	Workplace Safety and Health	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
SH-10	Administration Policy	Workplace Harassment & Violence Prevention	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
SH-2	Administration Policy	Hazard Identification, Assessment & Control	75%	Pending Rescindment	Part of People and Partner Services Policy Overhaul	N/A	Q3, 2024	Q4, 2024
CC-06	Council Policy	Risk Management	75%	Pending Rescindment	No longer dedicated to it's own department so Council Policy can be rescinded	Governance SPC Dec 17, 2024	Q3, 2024	Q4, 2024
CC-43	Council Policy	Tax Cancellation and Refund	75%	Review in Progress	Updates underway, draft nearing final approval	Governance SPC Jul 25, 2024	Q1, 2024	Q3, 2024
CC-68	Council Policy	Asset Management	75%	Review in Progress	New policy draft in final review stages, nearing Audit SPC submission process	Audit SPC Dec 4, 2024	Q1, 2024	Q3, 2024
CC-72	Council Policy	Customer Code of Conduct	75%	Review in Progress	Nearing Governance SPC Submission process	Governance SPC Jul 25, 2024	Q1, 2024	Q3, 2024
CC-83	Council Policy	Water Conservation	75%	Review in Progress	New policy drafted, draft revisions nearing final approval process	Governance SPC Jul 25, 2024	Q1, 2024	Q3, 2024
FS-24PR-01	Administration Procedure	Acceptable Use	75%	Review in Progress	Pending final review, nearing approval process submission	N/A	Q2, 2024	Q4, 2024
FS-24PR-02	Administration Procedure	Security	75%	Review in Progress	Pending final review, nearing approval process submission	N/A	Q2, 2024	Q4, 2024
FS-24PR-03	Administration Procedure	Remote Access	75%	Review in Progress	Pending final review, nearing approval process submission	N/A	Q2, 2024	Q4, 2024
PPS-04PR-01	Administration Procedure	Recruitment and Employee Selection	75%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024

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PPS-04PR-02	Administration Procedure	Employee Orientation	75%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
FS-24	Administration Policy	Cybersecurity	75%	Review in Progress	Pending final review, nearing approval process submission	N/A	Q2, 2024	Q4, 2024
PPS-04	Administration Policy	Employment and Hiring	75%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-06	Administration Policy	Whistleblower	75%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
FS-09	Administration Policy	Payment of Invoices	75%	Review in Progress	Updates drafted and currently in review	N/A	Q2, 2024	Q4, 2024
CC-40	Council Policy	Twin/Friendship/Sister City	75%	Review in Progress	Council requested financials to be attached to this policy	Governance SPC TBD	Q1, 2027	Q4, 2027
CC-32	Council Policy	Affordable Housing and Homeless	75%	Updates/Development Required	Department suggested to rescind and create new policy or overhaul. Potentially an admin policy instead, or reallocated amongst council and admin.	Governance SPC TBD	Q1, 2025	Q3, 2025
OL-01PR	Administration Procedure	Real Estate and Land	25%	Review in Progress	Pending outcomes from CM Bylaw review, admin policies potentially required. Earmarked until then.	N/A	Q1, 2025	Q2, 2025
OL-01	Administration Policy	Real Estate and Land	25%	Review in Progress	Pending outcomes from CM Bylaw review, admin policies potentially required. Earmarked until then.	N/A	Q1, 2025	Q2, 2025
IM-01	Administration Policy	Information Management	25%	Review in Progress	Updates in process of being drafted	N/A	Q4, 2024	Q2, 2025
CC-74	Council Policy	Community Gardens	25%	Review in Progress	New policy requested, initial draft developed. Draft review required	Governance SPC Jul 25, 2024	Q1, 2024	Q3, 2024
WE-01	Administration Policy	Water Rationing	25%	Review in Progress	Demand request received, pending details from department regarding status of Water Conservation Strategy	N/A	Q2, 2024	Q3, 2024
CC-18	Council Policy	Use of Registered City of Lethbridge Crest & Flag	25%	Review in Progress	Pending changes from Clerks, potential to rescind and move to Admin Policy	Governance SPC TBD	Q1, 2025	Q3, 2025
CC-19	Council Policy	Distribution of Promotional Items	25%	Review in Progress	Pending changes from Clerks, potential to rescind and move to Admin Policy	Governance SPC TBD	Q1, 2026	Q3, 2026
FS-23	Administration Policy	Accounts Receivable	25%	Review in Progress	New policy, draft in development	N/A	Q3, 2024	Q4, 2024
PPS-04PR-03	Administration Procedure	Former Employee Information Request	25%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
FS-20	Administration Policy	Enterprise Risk Management	25%	Review in Progress	New policy, draft in development	N/A	Q2, 2024	Q4, 2024
PPS-03	Administration Policy	Workplace Performance	25%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
CC-52	Council Policy	Heart of Our City Housing Incentive Program	25%	Review in Progress	Part of Incentive Policy Review, as directed by Council resolution	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024

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CC-53	Council Policy	Targeted Redevelopment Incentive	25%	Review in Progress	Part of Incentive Policy Review, as directed by Council resolution	Economic & Finance SPC December 12, 2024	Q2, 2024	Q4, 2024
CC-61	Council Policy	Urban Core Property Improvement Grant Program	25%	Review in Progress	Part of Incentive Policy Review, as directed by council resolution	Economic & Finance SPC December 12, 2024	Q2, 2024	Q4, 2024
CC-64	Council Policy	Industrial Municipal Tax Incentive	25%	Review in Progress	Part of Incentive Policy Review, as directed by council resolution	Economic & Finance SPC December 12, 2024	Q2, 2024	Q4, 2024
CC-77	Council Policy	Departmental and Corporate Initiative Reserve	25%	Review in Progress	Pending CM Bylaw changes and Annual Budget Review directed resolution	Audit SPC Dec 4, 2024	Q2, 2024	Q4, 2024
CC-78	Council Policy	Council Budget Appropriation Unexpended Reserve	25%	Review in Progress	Pending CM Bylaw changes and Annual Budget Review directed resolution	Audit SPC Dec 4, 2024	Q2, 2024	Q4, 2024
CC-79	Council Policy	Council Capital Lifecycle Departmental Reserve	25%	Review in Progress	Pending CM Bylaw changes and Annual Budget Review directed resolution	Audit SPC Dec 4, 2024	Q2, 2024	Q4, 2024
FS-01PR	Administration Procedure	Approval, Funding and Reporting of Operating Budget Variances	25%	Review in Progress	Pending CM Bylaw changes	N/A	Q2, 2024	Q4, 2024
FS-02PR	Administration Procedure	Capital Project Contract & Budget Amendments	25%	Review in Progress	Pending CM Bylaw changes	N/A	Q2, 2024	Q4, 2024
FS-16PR	Administration Procedure	Capital Project Reporting	25%	Review in Progress	Pending CM Bylaw changes	N/A	Q2,2024	Q4, 2024
PUR-06PR	Administration Procedure	Disposal of Surplus and Obsolete Material	25%	Review in Progress	Updates initiated, pending direction from department	N/A	Q2, 2024	Q4, 2024
WE-05PR	Administration Procedure	Energy Efficiency	25%	Review in Progress	New policy drafted, draft in review	N/A	Q2, 2024	Q4, 2024
FS-01	Administration Policy	Approval, Funding and Reporting of Operating Budget Variances	25%	Review in Progress	Pending CM Bylaw changes	N/A	Q2, 2024	Q4, 2024
FS-02	Administration Policy	Capital Project Contract & Budget Amendments	25%	Review in Progress	Pending CM Bylaw changes	N/A	Q2, 2024	Q4, 2024
FS-07	Administration Policy	Honorariums	25%	Review in Progress	Policy update kick off meeting scheduled within Q2	N/A	Q2, 2024	Q4, 2024
FS-16	Administration Policy	Capital Project Reporting	25%	Review in Progress	Pending CM Bylaw changes	N/A	Q2,2024	Q4, 2024
PUR-06	Administration Policy	Disposal of Surplus and Obsolete Material	25%	Review in Progress	Updates initiated, pending direction from department	N/A	Q2, 2024	Q4, 2024
WE-05	Administration Policy	Energy Efficiency	25%	Review in Progress	New policy drafted, draft in review	N/A	Q2, 2024	Q4, 2024
CC-65	Council Policy	Financial Reserves	25%	Updates/Development Required	Potentially ties into CM Bylaw Review timing	Audit SPC Dec 4, 2024	Q2, 2024	Q4, 2024
FS-06PR	Administration Procedure	Debt Management	25%	Updates/Development Required	Department indicated updates needed, further review required. Potentially ties into CM Bylaw Review timing.	N/A	Q2, 2024	Q4, 2024
FS-06	Administration Policy	Debt Management	25%	Updates/Development Required	Department indicated updates needed, further review required. Potentially ties into CM Bylaw Review timing.	N/A	Q2, 2024	Q4, 2024
FS-08	Administration Policy	Payroll Approval	25%	Updates/Development Required	Updates drafted and currently in review	N/A	Q2, 2024	Q4, 2024
PUR-01	Administration Policy	Procurement of Goods and Services	25%	Updates/Development Required	Updates initiated, pending direction from department	N/A	Q2, 2022	Q4, 2024
CC-73	Council Policy	Proclamations	25%	Updates/Development Required	Earmarked new policy as per request. Include lighting of city hall, sidewalk painting; potentially to be rolled into Flag Protocol	Governance SPC Dec 17, 2024	Q1, 2024	Q4, 2024

Policy Status by Progress

Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
CS-04	Administration Policy	Food Truck Parking	25%	Updates/Development Required	New policy drafted, draft currently being reviewed	N/A	Q2, 2024	Q4, 2024
CC-60	Council Policy	Public Participation	0%	Updates/Development Required	Further information and direction pending from department	Governance SPC TBD	Q3, 2025	Q1, 2026
CC-76	Council Policy	Affordable Housing Tax Grant Program	0%	Review in Progress	As per Non-Profit Affordable Housing Tax Rebate Grant Program Council directed resolution	Governance SPC Jun 27, 2024	Q1, 2024	Q2, 2024
CC-80	Council Policy	Police Technology Line of Credit	0%	Review in Progress	As per directed resolution	Audit SPC Jul 17, 2024	Q1, 2024	Q3, 2024
FS-13PR	Administration Procedure	Administration of Federal and Provincial Grants	0%	Review in Progress	Policy drafted and currently in review	N/A	Q2, 2024	Q4, 2024
PPS-01-PR01	Administration Procedure	Reporting Behaviours of Bullying Abuse, Harassment, and Discrimination (BAHD)	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-01-PR02	Administration Procedure	Reporting Violence	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-01-PR03	Administration Procedure	Reporting Conflicts of Interest	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-01-PR04	Administration Procedure	Reporting Breaches of Confidentiality, Public Statements, and Breaches of Law	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-01-PR05	Administration Procedure	Submission of Request for Supported Resolution	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
FS-13	Administration Policy	Administration of Federal and Provincial Grants	0%	Review in Progress	Policy drafted and currently in review	N/A	Q2, 2024	Q4, 2024
PPS-01	Administration Policy	Code of Conduct and Ethics	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-02	Administration Policy	Wellbeing in the Workplace	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
PPS-05	Administration Policy	Alcohol and Drug Use	0%	Review in Progress	Part of People and Partner Services Policy Overhaul. Subject to change.	N/A	Q2, 2024	Q4, 2024
CS-02	Administration Policy	Delegation of Signing Authority for Recreation & Culture	0%	Review in Progress	New policy drafted, draft currently being reviewed	N/A	Q2, 2024	Q4, 2024
CS-03	Administration Policy	Bench Commemorations	0%	Review in Progress	New policy drafted, draft currently being reviewed	N/A	Q2, 2024	Q4, 2024
FS-22	Administration Policy	Asset Retirement Obligations	0%	Review in Progress	Policy drafted and currently in review	N/A	Q2, 2024	Q4, 2024
PUR-07	Administration Policy	Lease Financing	0%	Review in Progress	Replacing PUR-04. Pending legal research update.	N/A	Q2, 2024	Q4, 2024
CC-01	Council Policy	Policy Development, Implementation & Evaluation	0%	Updates/Development Required	Will need to be updated to align with policy program updates after program reaches adequate maturity	Governance SPC TBD	Q3, 2024	Q1, 2025
CC-11	Council Policy	Technology for Council Members	0%	Updates/Development Required	Pending further information from City Clerk's and IT	Governance SPC TBD	Q3, 2024	Q1, 2025
FS-25	Administration Policy	Internal Controls over Financial Reporting Disclosure	0%	Updates/Development Required	New policy requested, development process to be initiated	N/A	Q3, 2024	Q1, 2025

Policy Status by Progress

Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
CC-82	Council Policy	Naming Conventions	0%	Updates/Development Required	Resolution from Council to investigate naming conventions, Council policy earmarked accordingly. This could be covered by a Bylaw change rather than a policy.	Governance SPC Jun 27, 2024	Q1, 2024	Q2, 2024
FAS-02PR	Administration Procedure	Video Surveillance Information Collection	0%	Updates/Development Required	Department indicated updates needed, further review required	N/A	Q4, 2026	Q2, 2025
FAS-01	Administration Policy	Security Access Information Collection	0%	Updates/Development Required	Department indicated updates needed, further review required	N/A	Q4, 2024	Q2, 2025
FAS-02	Administration Policy	Video Surveillance Information Collection	0%	Updates/Development Required	Department indicated updates needed, further review required	N/A	Q4, 2025	Q2, 2025
CC-75	Council Policy	Civic Arts Policy	0%	Updates/Development Required	New policy requested. Following completion of Civic Culture Plan	Governance SPC TBD	Q3, 2024	Q2, 2025
CC-XX	Council Policy	Cultural Heritage Policy	0%	Updates/Development Required	New policy requested, development process to be initiated	Governance SPC TBD	Q3, 2024	Q2, 2025
CC-20	Council Policy	Use of City Funds to Purchase Alcohol	0%	Updates/Development Required	Department has indicated updates required to include mention of Cannabis	Governance SPC TBD	Q1, 2026	Q2, 2026
CC-49	Council Policy	Affordable Housing Capital Project Grant	0%	Updates/Development Required	Pending update from department later this year as work continues	Governance SPC Jul 25, 2024	Q2, 2024	Q3, 2024
CC-25	Council Policy	Courtesy Use of Facilities and Services	0%	Updates/Development Required	Department has identified need for update, draft to be drafted accordingly	Governance SPC TBD	Q1, 2025	Q3, 2025
CC-50	Council Policy	Flag Protocol	0%	Updates/Development Required	Revisions necessary, department targeting mid 2025 for approval	Governance SPC TBD	Q1, 2025	Q3, 2025
CCR-01	Administration Policy	Corporate and Transit Advertising Standards	0%	Updates/Development Required	New policy requested, timeline not yet confirmed	N/A	Q1, 2025	Q3, 2025
WE-06	Administration Policy	Electric Vehicle Purchase Plan	0%	Updates/Development Required	New policy requested, pending policy development process initiation	N/A	Q1, 2025	Q3, 2025
FS-21PR-01	Administration Procedure	Gas Hedging	0%	Updates/Development Required	New procedure to be developed to accompany FS-21	N/A	Q1, 2025	Q3, 2025
FS-21PR-02	Administration Procedure	Liquid Fuels Hedging	0%	Updates/Development Required	New procedure to be developed to accompany FS-21	N/A	Q1, 2025	Q3, 2025
CC-XX	Council Policy	Decorative Crosswalks	0%	Updates/Development Required	New policy requested, development process to be initiated	Governance SPC TBD	Q2, 2025	Q3, 2025
CC-16	Council Policy	Reimbursement or Indemnification for Action or Judgement	0%	Updates/Development Required	Reviewed with department, minor change required	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024
CC-38	Council Policy	Signing Authority	0%	Updates/Development Required	Potentially ties into CM Bylaw Review timing, otherwise no further action required	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024

Policy Status by Progress

Number	Category	Name	Tracking	Status	Additional Notes	SPC Return Date	Start Date of Next Review	Estimated completed date
CC-45	Council Policy	Real Estate Sales and Leases	0%	Updates/Development Required	Pending rescindment. As per CM Bylaw changes	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024
CC-48	Council Policy	Recordings of Legislative Meetings	0%	Updates/Development Required	Pending Rescindment. Covered by Procedure Bylaw.	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024
CC-57	Council Policy	Encroachment	0%	Updates/Development Required	Updated draft requires review	Governance SPC Dec 17, 2024	Q2, 2024	Q4, 2024
FS-12	Administration Policy	Employer Provided Parking	0%	Updates/Development Required	Reviewed with department, desire for updates indicated	N/A	Q2, 2024	Q4, 2024
PUR-04	Administration Policy	Long Term Rental/Leasing of Equipment	0%	Updates/Development Required	Pending Rescindment. To be replaced with PUR-07	N/A	Q2, 2024	Q4, 2024
CC-XX	Council Policy	Disposition of Vehicles	0%	Updates/Development Required	New policy requested, development process to be initiated	Audit SPC Dec 4, 2024	Q3, 2024	Q4, 2024
LS-01	Administration Policy	Legal Services	0%	Updates/Development Required	New policy requested, development process to be initiated	N/A	Q2, 2025	Q4, 2025
LS-02	Administration Policy	Delegation Matrix (working title)	0%	Updates/Development Required	New policy requested, development process to be initiated	N/A	Q2, 2025	Q4, 2025
CC-27	Council Policy	Monuments	0%	Updates/Development Required	Resolution from Council to direct review of CC-27	Governance SPC TBD	Q2, 2026	Q4, 2026

Completed	33
Ready for SPC Review	26
Pending Rescindment	51
Review in Progress	59
Updates/Development Required	38
	<u>207</u>