

**Town of Deep River  
POLICY / PROCEDURE MANUAL**

**POLICY MANUAL INDEX**

<b>POLICY NUMBER</b>	<b>POLICY TITLE</b>	<b>DATE OF ORIGIN</b>	<b>REVIEW DATE</b>	<b>REVISION DATE</b>	<b>By-Law</b>
	<b>ADMINISTRATION</b>				
A-001	Accessible Customer Service	Sept. 16, 2009			41-2009
A-002	Integrated Accessibility Standards	June 23, 2021			32-2021
A-003	Outdoor Commercial Use Patio Policy	May 10, 2023			19-2023
A-004	Licensing, Regulating, Governing Vendors	June 19, 2019		Nov. 20, 2024	45-2024
A08-1	Use of Town Hall Meeting Spaces	Jan. 22, 1992			01-1992
A12-1	Automated Telephone Response	Feb. 06, 2002			04-2002
	Provision of Public Notice	Dec. 01, 2004			30-2004
	Public Notice	Dec. 19, 2007			26-2007
	Accountability & Transparency	Jan. 09, 2008			24-2007
	Employee Code of Conduct	March 25, 2015			08-2015
	<b>COUNCIL</b>				
C-001	Delegate Authority to CAO – Restricted Acts After Nomination Day (Lame Duck)	June 22, 2022			36-2022
C-002	Council / Committee Code of Conduct	Feb. 15, 2023			04-2023
M00-1	Wall of Recognition	Jun. 26, 2013			25-2013
	<b>DEVELOPMENT AND PLANNING</b>				
D00-1	Development Proposals Procedure	Mar. 06, 1991	Oct. 19, 1994		41-1994

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D00-2	Civic Addressing	Oct. 21, 1998	Sept. 22, 2004		23-2004
D-01	Sale and Disposition of Municipal Land	Dec. 21, 2022			67-2022
	Development Charges	July 19, 2022			40-2022
	<b>ENVIRONMENTAL SERVICES</b>				
	<b>FINANCE</b>				
F-001	Development Charge Interest Rate	June 08, 2022	Nov. 10, 2023	Nov. 22, 2023	53-2023
F-002	Reserve and Reserve Fund	Oct. 15, 1997		Jan. 15, 2025	02-2025
F02-1	Water / Sewer Rates Collection	Sept. 05, 1990			14-1990
F02-2	Accounts Receivable, Corp. Credit Cards, Direct Payment Cards	Jul. 02, 1997		Nov. 19, 2008	25-2008
F02-3	Direct Payment Cards	Jan. 16, 2002			2002-03
F-003	Asset Retirement Obligation Policy	Oct. 02, 2024		Oct. 02, 2024	37-2024
F-005	Procurement Policy	June 08, 2004		May 21, 2025	29-2025
F05-1	Annual Budget Procedure	Oct. 11, 2006			02-2012
F06-1	Tangible Capital Assets - Definitions	Nov. 2007			21-2007
F06-2	Tangible Capital Assets - Thresholds	Nov. 2007			21-2007
F06-3	Tangible Capital Assets - Whole Asset / Component Approach	Nov. 2007			21-2007
F06-4	Tangible Capital Assets - Asset Categories	Nov. 2007			21-2007
F06-5	Tangible Capital Assets - Asset Amortization	Nov. 2007			21-2007
F06-6	Tangible Capital Assets - Valuation Techniques	Nov. 2007			21-2007
F06-7	Tangible Capital Assets - Asset Valuation	Nov. 2007			21-2007

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F09-1	Corporate Credit Cards	Mar. 21, 2001		Nov. 19, 2008	25-2008
F10-1	Financial Reporting	May 19, 1993		Jan. 24, 2007	04-2007
F10-2	Budget Adjustments	Feb. 03, 1992			49-1992
F12-2	Investments	Dec. 01, 2004			32-2004
F12-2	Commodity Price Hedging	Oct. 07, 2009			42-2009
F16-1	Payroll Deductions for Charitable Purposes	June 06, 1990			34-1990
F17-1	Procurement	June 08, 2005		May 21, 2025	29-2025
F20-1	Expenditures from Reserves, Reserve Funds & Trust Funds	Oct. 15, 1997			22-1997
M03-1	Donations	Sept. 20, 2006			28-2006
	<b>HUMAN RESOURCES</b>				
H-001	Workplace Conduct	Dec. 15, 2021			01-2022
H-002	Return to Work	Nov. 18, 2009	Nov. 2021	Jan. 12, 2022	01-2022
H-003	Leave Without Pay, Seniority and Benefits	Sep. 15, 1993	Nov. 2021	Jan. 12, 2022	01-2022
H-004	Employee Service Recognition	Oct. 11, 2006	Jan. 2022	Oct. 2025	01-2022
H-005	Employee Performance Appraisal	Nov. 06, 1991	Nov. 2021	Jan. 12, 2022	01-2022
H-006	Driver's Licence – Loss or Suspension	Apr. 21, 1999	Nov. 2021	Jan. 12, 2022	01-2022
H-007	Discipline and Dismissal	Oct. 21, 1998	Nov. 2021	Jan. 12, 2022	01-2022
H-008	Job Re-evaluation	Aug. 18, 1993	Nov. 2021	Jan. 12, 2022	01-2022
H-009	Human Resources Recruitment	Feb. 18, 2015	Nov. 2021	Jan. 12, 2022	01-2022
H-010	Protection of Personal Employee Information	Dec. 15, 2021			01-2022
H-011	Employee Confidentiality Statement	Dec. 15, 2021			01-2022

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H-012	Pregnancy Leaves, Parental Leaves – Members of Council	Jan. 23, 2019	Nov. 2021	Jan. 12, 2022	01-2022
H-013	Disconnecting from Work	June 22, 2022			37-2022
	Conferences, Conventions, Seminars	TBD			
	Staff Training and Development	TBD			
	CUPE: Short Term Disability Plan	May 22, 2019			18-2019
	CUPE: Long Term Disability Plan	May 22, 2019			18-2019
	CUPE: Cumulative Sick Leave Plan	May 22, 2019			18-2019
H-014	Travel	Oct. 17, 2012		Nov. 20, 2024	44-2024
	<b>INFORMATION TECHNOLOGY</b>				
IT-01	Responsible and Proper Use of Information Resources	Dec. 15, 2021			01-2022
IT-02	Proper Use of E-Mail and Internet Access	Dec. 15, 2021			01-2022
IT-03	Software Copyrights and Licence Agreements	Dec. 15, 2021			01-2022
IT-04	Town of Deep River Web Content	Dec. 15, 2021			01-2022
IT-05	Mobile Hardware Security	Dec. 15, 2021			01-2022
IT-06	Appropriate Use of Cellular Devices	Dec. 15, 2021			01-2022
IT-07	Mobile Data Protection	Dec. 15, 2021			01-2022
IT-08	Business Use of Social Networking	Dec. 15, 2021			01-2022
IT-09	Electronic Monitoring of Employees	Oct. 19, 2022			01-2022
	Employee Exit	TBD			
	<b>LEGAL AND INSURANCE</b>				
L00-01	Legal Services to Employees	Apr. 16, 2014			14-2014

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L07-1	Sale & Disposition of Municipal Lands	Jul. 06, 1994		Jun. 9, 2021	26-2021
	Indemnity & Defence of Council and Employees	Apr. 16, 2014			13-2014
	<b>PUBLIC RELATIONS</b>				
	<b>PROTECTION AND ENFORCEMENT SERVICES</b>				
P-FD-19-01	Fire Prevention	Sept. 25, 2019			
	<b>RECREATION</b>				
R01-1	Marina Operations	Mar. 30, 2016			36-2016
R01-2	Community Development Grant Program	April 24, 2024			12-2024
R05-1	Admission Standard & Swim Test for Community Pool	Feb. 18, 2009			04-2009
R06-1	Recreation Refund Policy	Jan. 15, 2014			03-2014
	Arena Ice Time	Sept. 22, 2004			24-2004
	<b>TRANSPORTATION SERVICES</b>				
E01-1	Sanitary Sewer System Blockage	Dec. 15, 1999		Apr. 17, 2013	16-2013
	Landfill Compensation Policy	Sept. 06, 1995			22-1995
E02-1	No Fee Permit for Use of Pesticide	Mar. 14, 2007		May 6, 2009	20-2009
T06-1	Winter Control Operations	Feb. 19, 1997			53-2012
T08-1	Street Closing	Jul. 18, 1990			40-1990
	<b>SOCIAL SERVICES</b>				
S01-1	Daycare Subsidies				39-1993
S04-1	Administration of General Welfare Assistance				16-1996

