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**PROCEDURE TITLE**

**PURPOSE**

1. The purpose of these Procedures is to

**DEFINITIONS**

1. For the purposes of these Procedures the following definitions apply: [definitions listed in alphabetical order, and defined terms are capitalized throughout the document]

**“A term”** means

**“B term”** means

**SCOPE AND AUTHORITY**

1. These Procedures apply to
2. The [insert position title], or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

**PROCEDURES**

1. **Procedure Sub-Heading**
	1. General direction or instruction under the Procedure sub-heading.
		1. Use letters for procedural steps
2. **Procedure Sub-Heading**
3. **Procedure Sub-Heading**

**MONITORING AND REVIEW**

1. These Procedures will be reviewed as necessary and at least every three years (unless another timeframe is required for compliance purposes). The [insert position/committee], or successor thereof, is responsible to monitor and review these Procedures.

**RELEVANT LEGISLATION**

1. Legislation 1

Legislation 2

Legislation 3

If no associated legislation use the text “This section intentionally left blank”.

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

1. Associated Document 1

Associated Document 2

Associated Document 3