



POLICY MANUAL

Legal References: <ul style="list-style-type: none"> Municipal Government Act, Section 201 	Policy Department: Administration
Cross References:	Policy Number: A1
Adoption Date: September 25, 2017	Policy Title: Policy Development
Revision Date:	Review Date:

POLICY PURPOSE

To establish procedures for the development of policies and principles by which the Municipal Council is guided in the management of its affairs and in the making of its decisions.

POLICY STATEMENT AND GUIDELINES:

Policies may be initiated by

- a) The Council or a Councillor requesting a draft to be prepared; or
- b) The administration preparing a draft.

The CAO is responsible for recommending draft policies for Council consideration.

Council will consider recommended drafts and when satisfied will approve the policy.

Approved policies will be inserted in the policy manual and the CAO is responsible to ensure that all employees are aware of council policies affecting their work. The policy manual will be available for public review during normal business hours at the municipal office.