Policy Name: Policy Development

Policy Number: A1

POLICY MANUAL

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.

Legal

Reference

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Municipal Government Act,

Section 201

Policy

De

partment:

Administration

Cross

References:

Policy

Number:

A1

Adoption

Date:

September 25, 2017

Revision

Date:

Policy

Title:

Policy Development

Review Date: