

# COUNCIL POLICIES AND PROCEDURES

## SECTION - A

### PROCEDURAL POLICIES

**SUBJECT:** Adoption, Amendment or Repeal of Municipal Policy

**POLICY NUMBER:** A - 1

**APPROVAL DATE:** April 12, 1999

**AMENDMENT DATE:** May 20, 2020

**PREAMBLE:** From time to time new policies may be adopted or existing policies be amended or repealed by the Municipality of the District of Guysborough. It shall be the intent of Council to follow a specified procedure for the adoption amendment or repeal of all policies. This will ensure consistency and will provide an opportunity for careful consideration and review prior to adoption, amendment or repeal of a policy.

**TERMS:** The procedure for adoption of a new policy is as follows:

- 1. Notice of Motion-** A Memo or Briefing Note shall be prepared for Council or Committee of the Whole, setting out the terms, conditions, amendments or repeal of the policy in question. A motion to consider the adoption, the amendment(s) or the repeal at the next meeting of Council shall then be made by a Councillor.
- 2. Adoption/Acceptance of Amendment or Repeal-** At the next Meeting of Council a motion shall be made to adopt the new policy, or to accept the amendments or repeal of the existing policy. This motion must be regularly moved and seconded and will require at least two-thirds vote of the Councillors present at the Meeting for the adoption, amendment or repeal of the policy.

In accordance with the Municipal Government Act before a policy is passed, amended or repealed the Council shall give at least seven days' notice to all Council Members.

- 3.** The Council may postpone the motion to adopt a policy until a subsequent meeting by majority vote, provided that postponement of the motion does not exceed sixty (60) days.