

COUNCIL POLICIES AND PROCEDURES

SECTION - A

PROCEDURAL POLICIES

SUBJECT: Maintenance & Review of Policy Manual

POLICY NUMBER: A - 6

APPROVAL DATE: April 12, 1999

AMENDMENT DATE: May 20, 2020

PREAMBLE: The policies approved by Council shall be kept in a ring binder to permit removal of out-dated policies and insertion of new policies as required from time to time. The manual shall be entitled **POLICY MANUAL : MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH.**

TERMS: It shall be the duty of the Municipal Clerk to distribute copies of all new policies and amendments to all Councillors and Staff, who will then be responsible for inserting these pages into their Manuals. A complete, up-to-date copy of the Policy Manual will be kept in the Municipal Office by the Municipal Clerk and will be open to inspection by any interested party.

It shall be the policy of Council to ensure that all policies and procedures in its Policy Manual are appropriate to meet the changing needs of the Municipality. All policies may be reviewed by the Municipality on a continuous basis and a thorough review of the Policy Manual will be carried out every five (5) years.