

COUNCIL POLICIES AND PROCEDURES

SECTION - A

PROCEDURAL POLICIES

SUBJECT: Maintenance of Policy Manual Number A - 6

APPROVAL DATE: April 12, 1999

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 **POLICIES AND PROCEDURES: MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH.**

TERMS: It shall be the duty of the Municipal Clerk/Treasurer to distribute copies of all new policies and amendments to all Councillors, 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/Treasurer and will be open to inspection by any interested party.