

# 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.