

Resort Village of Aquadec

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Policy Development and Approval	GG-002	116/23	May 19/2023		

Policy Objective:
To provide guidance on new policy development and approval

Policy:

1. Per Policy GG-001 *Comprehensive Policy Manual Established* only policies approved by Council Bylaw or Resolution will be included in the Comprehensive Policy Manual.
2. The initiative to develop a policy may come from council or a committee through the identification of an emerging issue, or to establish good business practice in operations.
3. As a general practice, the administration will develop a policy upon recommendation of the council and present the new policy for council's final approval.
4. Once approved, the policy will be:
 - a. Posted for employee awareness;
 - b. Posted to the Municipal website;
 - c. The original of the signed policy will be attached to the Minutes of the meeting for which the policy is added to and a copy shall be added to the master copy of the Comprehensive Policy Manual.