
Chapter [0]
Town of Mahone Bay
Policy Approval Process Policy

1. This policy is entitled the “Policy Approval Process Policy” and applies to all Policies adopted by the Town and it’s Boards and Commissions.
2. Town Council may approve policies on various matters as authorized by the “Municipal Government Act, S.N.S. 1998,c 18 and as amended from time to time.
3. Section 48(1) of the Municipal Act states: “ Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.
4. Policies proposed for adoption, amendment or repeal shall be circulated to Council by the CAO.
5. The policy will then be received for discussion at the next scheduled meeting of Council or Council as a Committee of the Whole whichever is held first.
6. When the policy is received at the meeting referred to in Section 5 above that is the date considered to be Council receiving notice to adopt, amend, or repeal the policy.
7. The policy will then be presented for consideration at the next meeting of Town Council that is held no less than seven (7) days following the date established under Section 5 of this Policy.
8. Upon approval, all policies will contain the Clerk’s (CAO) annotation and the original policy kept in the Policy Manual of the Town.

Clerk’s Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider {7 days minimum notice } : _____	
Date of Passage of Current Policy: _____	
_____	_____
Clerk/CAO	Date