

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-010

POLICY ADOPTION PROCEDURE

**Effective Date:
May 9, 2011**

Revision Date:

TITLE:

1. This Policy is entitled the "Policy Adoption Procedure".

INTERPRETATION:

2. At the request of Council or by the recommendation of the Town Clerk/Treasurer, a policy or procedure shall be drafted by the Town Clerk/Treasurer as the person designated as the Municipal Clerk.
3. When drafting a policy the Municipal Clerk must take all reasonable care to research model policies from professional organizations, policies from other Municipalities and all enabling Legislation related to the policy.
4. Pursuant to section 48 (1) of the *Municipal Government Act*, before a policy is passed, amended or repealed the Council shall be given at least seven days notice.
5. Before presenting a policy to Council, the Town Clerk/Treasurer shall ensure the policy is in compliance and consistent with the following:
 - (a) The *Municipal Government Act*;
 - (b) Town of Lockeport By-Laws;
 - (c) Any other enabling Federal, Provincial, or Municipal Legislation.
6. When a policy is approved by Council, an official copy of the policy shall be stamped with the Town seal, signed by the Town Clerk/Treasurer and appropriately annexed into the official copy of the Town of Lockeport Policy and Procedures Manual.
7. The official copy of the Town of Lockeport Policy and Procedures Manual will be kept in the Office of the Town Clerk.

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**Effective Date:
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Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: May 9, 2011

I certify that this Policy was adopted by Council as indicated above.



Town Clerk/Treasurer

May 10, 2011

Date