



## Town of Blaine Lake

<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	076/22	March 29/2022	1	NO

**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.

GG-002

TOWN OF BLAINE LAKE

Policy Title: Policy Development and Approval

Date Issued: March 30, 2022

Res # 076/22

Replaced – Res # N/A



Mayor

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