

POLICY MANUAL POLICY
Council Policy No. 68/00

PROCEDURE:

Policies are formatted by the Department of Corporate Services and assigned both a Council policy number and a records management number.

NEW OR AMENDED POLICIES:

Proposed policies are given to the Department of Corporate Services for the purposes of:

- 1) put into policy format
- 2) assigned a Council policy number
- 3) assigned a records management number

Policies are then returned to the author for a report to the City Manager.

With the approval of the City Manager, the policies are then directed to the appropriate Council agenda.

Upon approval by Council resolution policies are completed and forwarded to the following for placement in the policy binders: Mayor (1), Councillors (6), City Manager, City Clerk, Director of Corporate Services, Director of Engineering Services, Director of Finance, Director of Recreation and Leisure Services, Fire Chief, Manager of Human Resources, RCMP Staff Sergeant, Assistant Superintendent: Water and Sewer, Pool/Program Manager, Facilities Manager, Deputy Clerk, Deputy Fire Chief and others as may be assigned.

Polices will be brought forward to Council for review annually as per the following schedule and/or as necessary:

January	Administration Transportation and Transit Services	May	Parks Administration Engineering and Public Works
February	Land Administration Planning and Development	June	Equipment and Supplies Legislative and Regulatory Service
March	Legal Matters Recreation and Cultural Services	September	Protective Services Personnel
April	Finance Community Services	October	Buildings, Facilities, Properties Information Systems and Services