



Region of Queens Municipality

Operational Policy 2 – Policy and Administrative Order Approvals, Amendments and Rescinding

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

GENERAL STATEMENT OF POLICY

- 2.01** It shall be the policy of Region of Queens Municipality to have guidelines for the development of and amending of municipal policies and administrative orders.

POLICY PROCEDURES

- 2.02** Individual committees of Council shall be the originators of new policies and administrative orders for the Region within their departments.
- 2.03** Committees, including Committee of the Whole, may recommend to other committees that a policy be developed or administrative order action be taken to address a need within the Region.
- 2.04** Any amendments to present municipal policies and administrative orders require that all Councillors receive notice of the amendment at least three clear days prior to the amendment being presented before Council for review and approval.
- 2.05** New policies shall be given to all elected officials at least seven clear days prior to the meeting at which they will be presented for adoption. Notice shall be deemed to be given two clear days after being mailed or at the time the policy has been faxed or hand delivered to the elected official.

- 2.06** New administrative orders shall be given to all elected officials at least three clear days prior to the meeting at which they will be presented for adoption. Notice shall be deemed to be given two clear days after being mailed or at the time the administrative order has been faxed or hand delivered to the elected official. New administrative orders may be presented from the floor at Council but must be approved by a two-third majority in this case.
- 2.07** Policies and administrative orders approved by Council may only be rescinded with three clear days notice to all members of Council to do so and a majority vote of those voting on the issue.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	N/A	Council	1998-01-19
2.0	Formatting	Municipal Clerk	N/A	

OFFICIAL CERTIFICATION

I, Angela Green, Municipal Clerk for Region of Queens Municipality, hereby certify that this policy was duly approved.



Angela Green
Municipal Clerk