

Town of SmallPoint-Adams'sCove

Policy Creation

Policy # 002/2022

Date of inception: September 8, 2022

Amendments:

Policy Creation Requirement

Town of Small Point-Adam's Cove aims to create policy in its jurisdictional area with following items to be considered during the implementation, approval, amendment and review processes:

1. Achieve objectives as put forward by council decisions
2. Clarify enforcement of regulatory requirements, including public responsibility
3. Enable employees to be responsible for actions designated in the policy
4. Provide organization and easy access for council and the public

All policies shall:

1. Be written in the same format
2. Be numbered in the following format: policy #/year (e.g. 001/2022)
3. Be reviewed every five years on or about its anniversary date
4. If amended, be updated and the amendment date and motion number included
5. If made inactive, will be kept in an archived folder
6. Be available to the public on the town's website in PDF format and at the town office

The Town Clerk is responsible for the maintaining organized files, both paper and electronic. A master copy in a word file will be maintained by the town clerk.

This regulation passed and adopted by council on

Date : September 8, 2022

Signed : 

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