
Municipal Act Procedures Manual

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Intro.1 Purpose and Organization of the Manual

(1) Purpose of the Manual

Effective municipal administration requires a keen knowledge of *The Municipal Act* and other legislation affecting the operations of municipalities. It is imperative that municipal officials (chief administrative officers and councils) ensure that required procedures are understood and handled properly, not only to meet legislative requirements, but to protect the interests of the municipality and its citizens.

As a companion guide to *The Municipal Act*, this procedures manual gives municipal officials an easily accessible resource to guide their municipality through a number of *Municipal Act* requirements and procedures. We are confident that municipal officials will find the information and procedures in this manual helpful and timesaving.

The procedural manual is continually evolving in response to the changing municipal environment, and so, from time to time, new sections will be created and distributed.

Look to the Manual First! This manual will answer many questions related to *The Municipal Act* requirements and procedures, providing municipal officials with the detail needed to carry out very specific procedures. If the manual does not provide the information you require, please contact a Municipal Services Officer:

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