

# Municipal Policy Initiative Proposal Template

Policy Initiative Title

Enter the title of the proposed initiative

Prepared By

Name(s) and Department

Date

YYYY-MM-DD

## 1. Executive Summary

Provide a brief overview of the proposal, its objectives, and expected impact.

## 2. Background & Rationale

Explain the background, context, and need for the proposed policy initiative.

## 3. Objectives

List and describe the main objectives of the initiative.

## 4. Policy Description

Provide a detailed description of the proposed policy, including key components and scope.

## 5. Implementation Strategy

Describe how the policy will be implemented, including timeline, responsible parties, and steps involved.

## **6. Financial Implications**

Outline the cost, budget requirements, and funding sources.

## **7. Stakeholder Engagement**

Identify affected stakeholders and plans for consultation/engagement.

## **8. Expected Outcomes & Impact Assessment**

Describe expected outcomes, performance indicators, and methods for evaluation.

## **9. Risks & Mitigation Measures**

Identify potential risks and strategies to address them.

## **10. Conclusion & Recommendations**

Summarize the proposal and recommendations for moving forward.