

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.