

**POLICY DEVELOPMENT FORMAT POLICY**  
**Council Policy No. 45/00**

POLICY:

This policy process is designed to recognize the way in which a policy is to be developed.

POLICY GOAL:

**1. Problem/Issue/Concern Identification**

Any member of Council, staff or the public can identify problems, issues, and/or concerns.

- (a) Problems, issues, and/or concerns identified by any member of Council shall be brought up as an item of new business at a regularly constituted Council or Committee meeting (or given to the City Manager).
- (b) Problems, issues, and/or concerns identified by a citizen that is brought to the attention of a Council member shall be processed as per 1(a).
- (c) Problems, issues and/or concerns brought to the attention of a staff member shall be forwarded to the City Manager who will then forward the item to the attention of Council.

**2. Identify Problem Issues**

Once Council has confirmed that it wants to take action, Administration is formally authorized by resolution to prepare a "Briefing Paper" on the problem, issue and/or concern that has been identified.

**3. Information Collection**

This step is the research section where Administration collects and prepares the "Briefing Paper" on the alternatives.

**4. Outline Policy Alternatives**

The City Manager presents the "Briefing Paper" to the Planning and Priorities Committee for policy discussion.

**5. Draft Recommended Policy**

Once the Committee has agreed on the policy alternative that is considered to best address the initial problem, issue and/or concern the City Manager prepares and submits the recommended policy document for Council's approval.

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POLICY GOAL: (continued)

**6. Policy Review and Adoption**

The final policy is reviewed and adopted as policy.

**7. Policy Implementation**

The policy is carried out by Administration until changed by Council.

**8. Policy Evaluation**

Evaluation is an ongoing process. Council will receive feedback from the community in the form of complaints, etc. Staff will evaluate the policy by working with it.