



## **Council Process for Bringing Forward Policies/Initiatives**

### General Objectives for Proposed Initiatives

- **Specific** – Objective clearly stated, so anyone reading it can understand, what will be done and who will do it.
- **Measurable** – Objective includes how the action will be measured. Measuring objectives helps to determine progress.
- **Achievable** – Objective is realistic given the realities faced in the community. Setting reasonable objectives helps set the project up for success
- **Relevant** – A relevant objective fits the purpose and the culture and structure of the community, and it addresses the vision of the project.
- **Time-bound** – Every objective has a specific timeline for completion.

### Proposed Process for Development & Communication of Local Government Policies/Initiatives

1. Concept is introduced to Council. Introduction should fulfill the “Specific” criteria. It should identify relevance to goals and show a general timeline.
  - a) Summary of idea presented in writing:
  - b) Steps needed to implement or achieve are identified (draft action plan):
  - c) Entities needed to implement/achieve and stakeholders/parties affected are identified; staff input should be obtained.
  - d) Funds needed to implement or sustain are identified, including sources of funding.
2. Council hears a recommendation from the Village Manager regarding the proposal.
3. Council votes on whether or not to allocate resources for the proposed policy/initiative.
4. Council identifies the Council member(s) responsible for moving the policy/initiative through the identified steps. This can be delegated by that Council member, but delegation does not negate that person’s responsibility to assure that process is followed. Council member is responsible for identifying “Measurable” objectives.
5. Each entity identified as necessary to the completion process is given the action plan and is communicated with regarding their role and any responsibilities related to their role. Time frames are communicated at each step, and these entities receive communication regarding progress of the policy/initiative as the process unfolds.
6. Best efforts are made to reach out to identified stakeholders/parties affected by the policy/initiative for feedback.
7. Council receives regular brief updates regarding actions taken and updates to the initial timeline if these change.

Questions to be addressed in Action Plan and Summary

- How does the policy/initiative fit into identified Village Goals
- Cost of implementation and continuation: Staff/time cost and dollar cost.
- Steps required (e.g. does this go through a Commission/Committee, does it require legislation, will it require an addition to the budget, will it require public input and/or outreach)
- Estimate of time required from each entity identified as necessary to implementation
- Estimate of any ongoing need for additional Council or staff time to continue the policy/initiative