

POLICY DEVELOPMENT PROCESS GUIDE

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The following guide was developed by the Ecology Action Centre with the support of the Province of Nova Scotia.

The purpose of the Policy Development Process Guide is to provide a document that will guide a municipality in developing, modifying, amending and approving policy.



POLICY DEVELOPMENT PROCESS

The steps to follow in developing a policy include:

1. Planning and Preparation

Review the municipality's policy on policy-making and format, if one exists.

2. Leadership

The process will move forward efficiently if council members and senior staff understand and are committed to the issue. In addition, quarterly updates should be encouraged to ensure current awareness of policy and policy changes.

3. Participation

Policies may be written by a variety of people including: council members, staff members, volunteers, a committee or a hired consultant. It is important that committee members and staff work together to formulate the policy. Before new policy can be written, existing and similar policies should be reviewed and discussed with the involved parties. Following all of the above steps, the first draft can be prepared.

4. Follow-through

Submit the first draft for review to council or a committee of council. Resolve any issues outstanding from the first draft. Revise the first draft as necessary, and resubmit for second review.

5. Evaluation

Upon approval of the policy, it should be recorded in the council minutes and publicized as seen fit. All members involved, as well as board members, should receive a copy of the policy. A statement of responsible parties for implementation, review and evaluation should be included. As well, the policy should include an automatic review date.

Supplementary Documents

- **A Brief Guide to Understanding Policy Development**, Rural Communities Impacting Policy (2002) <http://www.ruralnovascotia.ca/documents/policy/understanding%20policy.pdf>
- **Nova Scotia Community Development Policy** (2004) <http://www.ceaa-acee.gc.ca/B4777C6B-docs/WP-1826.pdf>

References

The above information was adapted and used with (permission pending) from page 6 of the **Board Development – Developing Policy** (2002) document produced by A Board Development Program and sponsored by the Government of Alberta. http://culture.alberta.ca/bdp/bulletins/developingpolicy-print_09.pdf.

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