

Policy Development Process

Issue Identification

Date	
Title	(General topic area)
Issue	<ul style="list-style-type: none"> (Bullet form description of the problem(s) to be addressed)
Sponsor	(Name of branch)
Contact	(Name of departmental staff member(s) most knowledgeable on the issue)
Timing	(Date by which the policy instrument is required)

A) Does the issue require the development of or major change to a policy or program ?

(Please check ✓ the appropriate item(s) from the list below)

	New	Major change	Renew existing
Legislation	<input type="checkbox"/>	<input type="checkbox"/>	
Statutory Instruments (OIC)			
• Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ministerial Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Board/Committee Appointments/Revocations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proclamation for Statutes	<input type="checkbox"/>	<input type="checkbox"/>	
Intergovernmental Agreement [per GAM 1.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiating mandate on behalf of YTG [per ECO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy affecting other YTG departments [per ECO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy internal to the Department of Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program administered by the Dept. of Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B) Does the issue require some form of major public information sharing activity?

(Please check ✓ the appropriate item(s) from the list below)

Public Forum	<input type="checkbox"/>
Release of Discussion Paper	<input type="checkbox"/>
Implementation of Public Survey	<input type="checkbox"/>
Release of Report [Cabinet Notice Required]	<input type="checkbox"/>

PPE recommendation (s)

(PPE recommends preferred course of action to address policy issue identified above)

DM Approval &/or Instructions

(DM approves/amends recommended course of action to address policy issue identified above)

Please complete this form and return it to Policy, Planning and Evaluation (PPE)