**Title of resolution: A title that is concise yet specific to the issue in the resolution**

Moved by: Name of Municipality

Seconded by: Name of Municipality

**WHEREAS**the purpose of the “Whereas” clauses is to clearly and succinctly describe the issue or opportunity that the resolution is bringing forward, and identify why the subject is relevant to Alberta’s municipal governments*;*

**WHEREAS** the “Whereas” clauses should identify whether the issue involves the need for information sharing, policy changes, legislative/regulatory change, or a combination thereof, and refer to specific documents and sections whenever possible*;*

**WHEREAS** depending on the complexity of the issue, including roughly five “Whereas” clauses is ideal;

**WHEREAS** further information can be included in the background section; and

**WHEREAS** the “Whereas” clauses should lead the reader to logically understand the operative clause (the directive outlined in the “It Is Therefore Resolved That” clause).

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for ……This operative clause is the call to action. It should include a clear and specific request for the Government of Alberta, Government of Canada or another organization to act. This is the most important part of the resolution and should be written clearly, so there is no doubt as to what action is being requested.

**BACKGROUND:**

No preamble can be comprehensive enough to give a full account of the situation that gave rise to the resolution. In all cases, a resolution must include supplementary or background information (1 to 2 pages maximum).

The Background should answer the following questions:

* What is the impact of the issue on municipalities and how many municipalities are impacted? Provide examples and/or statistics where possible.
* What priority should the resolution be given?
* Does the issue and call to action align with one of Alberta Municipalities’ strategic initiatives?
* Has the issue been addressed by Alberta Municipalities in response to a resolution or otherwise in the past and what was the outcome?
* Have other associations or groups acted on this issue, or are they considering action? (e.g. Is a similar resolution being considered by the Rural Municipalities of Alberta?)
* What other considerations are involved? (e.g. Does the proposed action align with goals of the provincial or federal government, or other organizations?)

**Note on References:**

If references are required, please use footnotes (not endnotes) to make it easier for ABmunis to compile the resolution into the consolidated Resolutions Book.

**Note on Fonts:**

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| Section | Font |
| Title | Franklin Gothic Medium, size 13, bold |
| Moved by/seconded by | Franklin Gothic Medium, size 13 |
| Headings | Franklin Gothic Book, size 11, bold |
| Body | Franklin Gothic Book, size 11 |