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

### Moved by: Town of X

### Seconded by: Village of Y

**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 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; and

**WHEREAS** these clauses should lead logically to the operative 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, supplementary or background information is necessary (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?)

**ALBERTA MUNICIPALITIES COMMENTS:**

Note on fonts:

Headings - Franklin Gothic Book, 13

Body – Franklin Gothic Book, 11

Note on references:

If references are required, please use footnotes and not endnotes to make it easier to compile resolutions into the consolidated Resolutions Book.