[*Delete Text Box & Insert Municipality’s Logo]*

**Request for Decision**

Date:

Report Number:

Prepared By:

**Subject:**

**SUMMARY**

[Insert 1-3 sentence summary of the topic/issue for discussion. The summary should be clear and concise, use common language, be meaningful to the public.]

**RECOMMENDATION**

[Insert recommendation statement based on your analysis and in keeping with municipal planning documents, policy, legislation, and bylaws.]

**BACKGROUND**

[Describe the topic/issue, how it arose, and any information that justifies the recommendation. State previous action, discussion or Council decisions related to this item including dates and motion numbers, where applicable.

Refrain from referring to specific landowners and including personal information. Landowner, resident, or applicants are all appropriate references. If personal information is relevant to the decision, it can be provided as a separate document and issued separately from the agenda package.

Describe all public participation activities and their results, including the forums used to share information (e.g. ads, road signs, newspaper, social media, community meetings, website, etc.). Include those tactics used prior to the formulation of the RDF as well as those that will be used after the decision is made.

List applicable policies or Federal/Provincial legislation.

Background should be as brief and to the point as possible. Do not provide information that is not relevant to the decision at hand.]

**ALTERNATIVES**

[Describe the alternatives considered as part of the analysis, including the recommended alternative.]

**IMPLICATIONS**

[Identify the potential implications of the alternatives including their alignment with strategic priorities and potential impacts to the budget, the organization and the public.]

**PROPOSED MOTION**

[Motions should be:

1. Stated in the affirmative
2. Stated clearly and concisely
3. Contain all necessary information
4. Unambiguous (allow for only one interpretation)
5. Possible to execute

Format: use action words like:

\*That Council approve (to confirm or sanction formally),

\*That Council endorse (to support proceeding in a particular direction)

\*That Council authorize (to give authority, vs the use of direct administration)

 \*That Council execute (used for agreements)]

**ATTACHMENTS**

1. [List any relevant attachments that support the RFD]

**REVIEWED BY:**

[Insert the names/titles of any Manager, Director, or CAO who will review the content of the RFD prior to submission.]

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 Name Date

 *Title*