**Title**

Authors

*Approved: Date*

*Revised: Date(s)*



**Executive Summary**

[insert if applicable]

**Background**

[insert concerns/context/why it’s an important issue]

**Principles**

1. [insert text on values/ideal outcomes of CFMS]
2. [insert text]
3. [insert text]

**Concerns *(optional)***

1. *[insert text on CFMS concern with current situation and/or future problems]*
2. *[insert text]*
3. *[insert text]*

**Recommendations**

* **[insert recommendation 1]**

[insert discussion on recommendation 1: Why did we make this recommendation (evidence?) and what will it look like in practice?]

* **[insert recommendation 2]**

[insert discussion on recommendation 2]

**References**

[insert citations, Vancouver style, no footnotes]

**Appendix**

[insert methodology, policy development process undertaken (if possible)]

[insert supplementary research, summarize and integrate sources]

[insert any case studies]