

2022 Resolutions Guide and Template

January 2022

Timelines

Deadline for submitting resolutions, along with confirmation of endorsement by the councils of the moving and seconding municipalities, to resolutions@abmunis.ca	May 31, 2022
Alberta Municipalities' Governance Committee and Board of Directors review, categorize and comment on submitted resolutions based on criteria set out in the Resolutions Policy (sections 23- 28)	June 2022
Alberta Municipalities publishes Resolutions Book	July 2022
Members debate and vote on resolutions	Alberta Municipalities Convention, September 21 - 23, 2022 in Calgary

About resolutions

As set out in the [Resolutions Policy](#), a resolution must address a topic of concern affecting municipalities on a regional or provincial level, and must be approved by the council of the sponsoring municipality and seconded by an additional municipal council. A resolution must not direct one or more municipalities to adopt a particular course of action or policy but must be worded as a request for consideration of an issue, including a call for action by Alberta Municipalities.

Drafting tips

Before drafting a resolution, members are encouraged to review the [Resolutions Library](#) and search [Alberta Municipalities website](#) to see if the topic of the potential resolution is already addressed by an existing resolution or policy. Members are also encouraged to review the [Resolutions Policy](#) to ensure the topic and content meets the criteria set out in the policy. In addition, municipalities are encouraged to reach out to Alberta Municipalities' staff and/or submit resolutions early so that staff can assist in ensuring the resolutions meet the criteria.

If the purpose of the resolution is to seek amendments to legislation, please include the proper title of the Bill, Act or Regulation and list the pertinent sections of the legislation in the preamble and/or background of the resolution.

It is often helpful to include examples of specific incidents that highlight why a particular issue should be addressed. However, care must be taken to ensure that this does not localize the resolution to the extent that it is seen as a single municipality's issue.

It is also helpful to check and include whether the issue is being addressed by the Rural Municipalities of Alberta and/or the Federation of Canadian Municipalities.

Any facts or statistics cited in the background section should be referenced (i.e. indicate the source for those facts/statistics).

The enclosed resolution template is intended to help you draft your resolution and reflects the format that it will appear in the Resolutions Book.

Seeking a seconder

All resolutions must receive official endorsement from a seconding municipality before they are submitted. The purpose of seeking a seconder is to confirm whether the resolution is of significant interest to other municipalities. It is also to seek feedback on the clarity and content of the resolution itself, to ensure the intent and rationale is clear.

Municipalities interested in submitting a resolution are encouraged to reach out to other municipalities early in the process to determine whether the resolution is likely to receive support and to provide potential supporting municipalities sufficient time to provide meaningful feedback.

Submission

As mentioned, municipalities are encouraged to submit draft resolutions to Alberta Municipalities staff for feedback as early as possible. Once the resolution is finalized and endorsed by councils of both the moving and seconding municipalities, please submit to resolutions@abmunis.ca:

- A Word version of the resolution in the format outlined in the enclosed template.
- Confirmation of the endorsement by the moving and seconding councils. This can take the form of:
 - A link to meeting minutes if they are posted online, or
 - The number, mover and wording of the motion including the date of the meeting at which it was passed.

Resolution Template

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 forThis 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. *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?)