

Resolutions Policy

Policy No. AP002 – Revised December 2020

PURPOSE

1. Alberta Municipalities represents over 260 municipal governments that face a wide variety of complex issues. Alberta Municipalities' vision is to be a change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities. Alberta Municipalities' mission is to be the voice of urban municipalities and provide visionary leadership, solutions-based advocacy, and service excellence.
2. As part of fulfilling our vision and mission, Alberta Municipalities conducts a resolutions process that enables Member municipalities to identify and prioritize common issues and solutions that empower Alberta Municipalities' Board of Directors to advocate to the federal and provincial governments on Members' behalf.
3. The purpose of the Resolutions Policy ("the Policy") is to establish a clear and consistent process for resolutions that aligns with Alberta Municipalities' broader advocacy initiatives.

DEFINITIONS

4. In this Policy:
 - a. "**Advocacy**" means the wide variety of actions undertaken by Alberta Municipalities to address municipal issues.
 - b. "**Alberta Municipalities Administration**" means Alberta Municipalities employees.
 - c. "**Board**" means the Alberta Municipalities Board of Directors.
 - d. "**Board Member**" refers to a Member of the Alberta Municipalities Board of Directors.
 - e. "**CEO**" means the Chief Executive Officer of Alberta Municipalities.
 - f. "**Committee**" means a standing Committee of the Board, or an ad-hoc Committee established by the Board.
 - g. "**Convention**" means the annual Convention held by Alberta Municipalities to conduct the business of the Association, consider resolutions, and provide opportunities for education and networking.

- h. “**Elected Representative**” refers to an elected representative of a Member of Alberta Municipalities.
- i. “**Member**” refers to a Regular Member of Alberta Municipalities.
- j. “**Political Capital**” refers to the goodwill, trust and influence a political figure/organization has with the public and other political figures/organizations.
- k. “**Regular Member**” means any city, town, village, summer village, and specialized municipality that has been classified as a Regular Member in accordance with Article IV of the Association’s Bylaws.
- l. “**Resolutions Book**” means the electronic document that includes resolutions to be considered at Convention.

POLICY

Call for Resolutions

- 5. No later than January 31 of each year, Alberta Municipalities issues a call for resolutions to be considered at Alberta Municipalities’ Convention during the Resolutions Session.
- 6. The call includes information on:
 - a. The resolutions policy and process, including a resolution writing guide and template;
 - b. Alberta Municipalities’ prioritization policy and process, so that Members understand how Alberta Municipalities identifies the level of engagement it invests in various issues;
 - c. Strategic initiatives approved by the Board, so Members are aware of where Alberta Municipalities is focusing its attention and resources; and
 - d. The Resolutions Library, so Members are aware of past resolutions and Alberta Municipalities activities, as well as resolutions that are due to expire at that year’s Convention as per Section 61 of this Policy.

Movers and Seconders

- 7. Resolutions may be sponsored by:
 - a. A single Member’s council. Resolutions sponsored by a single Member must be seconded by another Member’s council;
 - b. The councils of a group of Members. All group-sponsored resolutions are deemed to be seconded; or
 - c. The Board.
- 8. The sponsor of a resolution is deemed to have moved the resolution and is referred to as the “mover”.

Research and Writing

9. As outlined by the template in Appendix A, each resolution shall be written in the following format:
 - a. A concise title, which specifies the issue in the resolution;
 - b. A preamble of “WHEREAS” clauses, which provide a clear, brief, and factual context for the operative clause;
 - c. An operative clause, which clearly sets out what the resolution is meant to achieve and the proposal for action; and
 - d. Background information, which provides further context as to why the issue is important to Alberta municipalities.
10. The mover has primary responsibility for researching and drafting the resolution.
11. Members are encouraged to seek initial advice from Alberta Municipalities Administration on resolution topics and sources of information, as well as feedback on the format, accuracy, and clarity of draft resolutions.

Submission

12. Resolutions must be submitted to Alberta Municipalities Administration no later than May 31 of each year.
13. Alberta Municipalities’ CEO may grant an extension of the deadline if:
 - a. Convention is scheduled later than Thanksgiving Day in any year; or
 - b. Conditions prevent Members from submitting resolutions by the deadline (e.g., emergency events).
14. Resolutions must be submitted:
 - a. Electronically, as specified in the call for resolutions;
 - b. In the format specified by the template in Appendix A;
 - c. With minutes that show proof of the moving and seconding councils’ approvals, as required in Section 7; and
 - d. In adherence to the guidelines presented in this Policy.

Emergent Resolutions

15. A resolution related to a matter of an urgent nature arising after the resolution deadline may be considered as “emergent” on a case-by-case basis.
16. The criteria of an emergent resolution are that it **must**:
 - a. Deal with an issue of concern to Alberta municipalities that has arisen after the resolution deadline, or just prior to the resolution deadline, such that Members could not submit it as a regular resolution;

- b. Have a critical aspect that needs to be addressed before the next Convention;
and
 - c. Comply with the guidelines for resolutions set out in this Policy.
17. Members wishing to move emergent resolutions shall provide notice to Alberta Municipalities Administration as soon as possible with a deadline of the first day of Convention.
18. Emergent resolutions must be submitted:
- a. Electronically, as specified in the call for resolutions;
 - b. In the format specified by the template in Appendix A;
 - c. Along with minutes that show proof of the moving council's approval and
 - d. In adherence to the guidelines presented in this policy.
19. The proposed resolution will be deemed to have met the criteria of an emergent resolution by either:
- a. Alberta Municipalities' Board, if the proposed emergent resolution is submitted before the final Board meeting prior to Convention; or
 - b. Alberta Municipalities' Executive Committee, if the proposed emergent resolution is submitted after the final Board meeting prior to Convention.
20. If the Board or Executive Committee determines the resolution meets the criteria of an emergent resolution, the Board or Executive Committee will second the resolution.
21. If the resolution receives approval for consideration after the Convention Guide is sent to be published, the mover will provide Alberta Municipalities with 1,000 printed copies of the resolution.
22. Emergent resolutions accepted by the Alberta Municipalities' Board or Executive Committee shall be added to the Resolutions Session Agenda following the Category C resolutions as defined in Section 24(a).

Alberta Municipalities Review

23. Alberta Municipalities Administration will review resolutions as they are submitted and advise movers if a resolution:
- a. Could trigger any of the criteria set out in Section 27;
 - b. Addresses a topic covered by an already active resolution;
 - c. Contradicts existing Alberta Municipalities policy;
 - d. Should be combined with a similar resolution being moved by another municipality; or

- e. Has any further deficiencies such as:
 - i. Absence of any indication of the resolution being endorsed by the council of the moving and/or seconding municipality;
 - ii. Unclear, contradictory, incorrect, or misleading statements;
 - iii. Lack of enough background information to justify the action being proposed; or
 - iv. Incorrect formatting.

24. Alberta Municipalities Administration will compile resolutions into a draft Resolutions Book that:

- a. Categorizes resolutions as follows:
 - i. Category A – position papers moved by the Board;
 - ii. Category B – issues that relate to Alberta Municipalities’ strategic initiatives; or
 - iii. Category C – other issues of potential interest to Alberta municipalities.

Resolutions within these categories may be grouped by theme (e.g., governance, infrastructure, safe and healthy communities).

- b. Proposes Alberta Municipalities comments on each resolution relating to:
 - i. Whether and how the resolution relates to an existing Alberta Municipalities position or strategic initiative; and
 - ii. Other considerations that may affect Alberta Municipalities’ ability to act on the resolution.
- c. Identifies resolutions that potentially trigger the criteria set out in Section 27.

25. Alberta Municipalities’ Municipal Governance Committee will review and recommend any amendments to the draft Resolutions Book as required, including proposed comments and any Section 27 concerns.

26. The draft Resolutions Book will then be forwarded to the Board for consideration.

27. To preserve Alberta Municipalities’ credibility, the Board reserves the right to ensure issues raised by resolutions to be considered at Convention are related to municipal interests and do not:

- a. Involve conflicts between individual municipalities;
- b. Involve conflicts between individual municipalities and citizens, other organizations, etc.;
- c. Involve internal issues of a municipality;
- d. Promote the interests of individual businesses;
- e. Direct a municipality to take a course of action;

- f. Result in the perception that Alberta Municipalities is partisan and supports a political party or candidate; or
 - g. Lack the clarity required to determine the issue and/or what is being asked of the Alberta Municipalities.
28. If Section 27 conditions exist, the Board may reject the proposed resolution and notify the mover with an explanation of why the resolution will not appear in the Resolutions Book.
29. The mover of a rejected resolution may appeal the decision by bringing forward a motion at the Resolutions Session for the resolution to be considered, and the decision can be reversed by 2/3 majority of votes cast.
30. Alberta Municipalities will electronically publish and distribute the Resolutions Book to Members at least eight (8) weeks prior to Convention to give councils enough time to review and discuss the resolutions.
31. Resolutions are also published in the Resolutions Library on Alberta Municipalities' website and distributed at Convention.

Resolutions Session

32. All procedures at the Resolutions Session will be governed by Robert's Rules of Order as modified by this Policy.
33. As provided in Alberta Municipalities' Bylaws, quorum for all proceedings at a Resolutions Session will be comprised of Elected Representatives of 25% of Alberta Municipalities' Regular Members.
34. Prior to the beginning of the Resolutions Session, the Resolutions Session Chair will ask for a motion from the floor to adopt the Resolutions Session Agenda as presented in the Convention Guide, with the addition of any emergent resolutions submitted after the guide was published.
35. Amendments from the floor to the Resolutions Session Agenda will be accepted when duly moved and seconded.
36. The motion to approve the Resolutions Session Agenda will be passed by a simple majority of votes cast. A 2/3 majority of the votes cast will be required to approve amendments to the Resolutions Session Agenda.
37. If there are no amendments to the Resolutions Session Agenda, resolutions will be debated in the order they are presented in the Convention Guide. No further amendments to the approved Agenda will be accepted.

38. So long as there is quorum (Section 33), the Resolutions Session shall not be closed until all resolutions listed in the agenda are debated and voted upon, or the allotted time for the Resolutions Session has expired, unless the majority of delegates present vote to extend the allotted time.
39. Resolutions which are not debated at a Resolutions Session because of insufficient time or lack of quorum will be considered by the Board following the Convention.

Adoption

40. The Resolutions Session Chair will introduce each proposed resolution by indicating its number, title, the names of the mover and seconder, and the operative clause.
41. A mover may withdraw a proposed resolution when the resolution is introduced. In this event, the Resolutions Session Chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
42. Resolutions that are moved by the Board must be seconded from the floor by an Elected Representative of a Member.
43. A spokesperson from the mover will then have up to two (2) minutes to speak to the resolution.
44. Next, Alberta Municipalities' comments on member-moved resolutions may be presented by a Board Member.
45. These comments must be approved in advance by the Board.
46. The Resolutions Session Chair will then open debate by calling for a speaker in opposition, seeking clarification or proposing an amendment.
47. Speakers will have a two (2) minute time limit and shall not speak more than once on any one question.
48. If no one rises to speak in opposition, for clarification, or to propose an amendment to a resolution, the question will be immediately called.

49. As provided in the Alberta Municipalities' Bylaws, the persons entitled to speak to a resolution during the Resolutions Session are:
- Elected Representatives in attendance whose municipalities are Regular Members of Alberta Municipalities in good standing.
 - In the event a Regular Member is unable to be represented at the Resolutions Session by an Elected Representative, an official appointed by motion of the Council to represent it, if notice of such appointment is submitted in writing to Alberta Municipalities' CEO at least three (3) days prior to the date of the Resolutions Session.
 - Upon a motion from the floor, or at the discretion of the Resolution Session Chair, a representative of an Associate Member as defined in Alberta Municipalities' Bylaws.
50. No debate on accompanying background material and information for resolutions is allowed.
51. When no opposing position speaker is available, the Resolutions Session Chair will declare the end of the debate and the spokesperson from the mover will be allowed one (1) minute for the closing of debate.
52. Amendments, including "minor amendments" should be submitted in writing to the Resolutions Session Chair prior to the amendment being introduced, but verbal amendments will also be accepted from the floor.
53. Amendments must be seconded from the floor, or they do not proceed.
54. Debate procedures for an amendment shall be the same as for a resolution as set out in Sections 43 to 51.
55. The conflict-of-interest guidelines for council votes, as outlined in the *Municipal Government Act*, shall also apply to Convention resolution votes for all delegates. It is incumbent upon each delegate to adhere to these guidelines.
56. Voting may, at the discretion of the Resolutions Session Chair, be by:
- electronic device;
 - a show of hands of eligible voters; or
 - paper ballot.
57. The number of votes necessary for any resolution to pass is a simple majority of votes cast for that resolution (50% plus one vote).

Action on Adopted Resolutions

58. All adopted resolutions will be sent to the relevant provincial and/or federal ministry or organization for response.
59. Further advocacy on resolutions will be recommended to the Board by the relevant Committee based on analysis completed using the Prioritization and Levels of Engagement Frameworks in Appendix B.
60. Category A resolutions are considered active until the Board deems them to be complete or inactive.
61. Category B and C resolutions have an active life of up to three (3) years if not completed before then, following which they are deemed inactive.
62. Members or the Board may sponsor renewal of a resolution that is going to expire.

POLICY REVIEW

63. This Policy will be reviewed annually. Any required changes will be presented to the Alberta Municipalities Board' for approval.

APPENDICES

- A. Resolution Template
- B. Prioritization and Levels of Engagement Frameworks

APPENDIX A

Resolution Template

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

Moved by:

Seconded by:

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 the Alberta Municipalities advocate forThis operative clause is the call to action. It usually includes a 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 (1 to 2 pages max.) is necessary.

The background should answer the following questions:

- What is the impact of the issue on Alberta 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 relate to 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?)

APPENDIX B

Prioritization Framework

| Questions | Sample considerations | Analysis |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Does the issue relate to Alberta Municipalities' strategic initiatives? | <ul style="list-style-type: none"> Will action on the issue contribute towards realizing the goals of the strategic initiative or will it lead to scope creep without adding value? | |
| Is the issue within municipal jurisdiction? | <ul style="list-style-type: none"> Is the issue exclusive to municipalities or does it also involve federal or provincial government? | |
| What is the impact on Members and how many Members are impacted? | <ul style="list-style-type: none"> Is this a significant issue to a single Member or to many Members? If the issue only impacts a few Members today, does it have the potential to impact more Members in the future? | |
| Will engagement in this issue build or deplete political capital? | <ul style="list-style-type: none"> Does the issue align with the priorities of the government of the day? Or will we have to push to get it onto the agenda or actively counter their agenda? | |
| Does the issue involve the need for: <ul style="list-style-type: none"> Information sharing? Funding? Policy Change? Legislative/regulatory change? All of the above? | <ul style="list-style-type: none"> The answer to this question will influence the time, resources and chances for success. In general, changes to legislation requires more time and effort than changes to regulations. Requests for funding must consider that federal and provincial governments face funding constraints. | |
| Is there an opportunity for Alberta Municipalities to add value to this issue? | <ul style="list-style-type: none"> Does Alberta Municipalities have the expertise on staff, on the | |

| | | |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>Board/Committees, among Members to add value?</p> <ul style="list-style-type: none"> • Alberta Municipalities is often best positioned to provide input on higher level principles and only f has the capacity to engage at a detailed technical level on a limited number of issues. • Are there other organizations that have greater expertise and credibility on the issue? • Is it better for municipalities to respond directly, or is a collective response needed? | |
| <p>What are timelines involved?</p> | <ul style="list-style-type: none"> • Is there time to seek input from Members/Committees and seek approval from the Board? • In other words, is there time to determine a collective response, or should Alberta Municipalities just let Members know about an issue and let them respond individually? | |
| <p>What are the chances of success?</p> | <p>Given the answers to the above questions:</p> <ul style="list-style-type: none"> • How likely will Alberta Municipalities' advocacy on an issue result in tangible benefits for Members? • Has the relevant decision maker (i.e., provincial or federal government) indicated they are open to making changes? Has a consultation process been initiated? | |
| <p>Does Alberta Municipalities have the capacity to respond effectively?</p> | <p>Given the answers to the above questions:</p> <ul style="list-style-type: none"> • Would action on this issue take time and resources away from key priorities? • Does Alberta Municipalities have the time and resources to conduct appropriate analysis, engage Members, build partnerships, create meaningful solutions and report back to Members on this issue? | |

Conclusion

Based on the analysis above, what should Alberta Municipalities' level of engagement* be on this issue?

What action should be taken?

How will the action be reported?

*As outlined in the Levels of Engagement Framework

Levels of Engagement Framework

| Level of Engagement | Potential Actions | Reporting |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Low – Inform | <ul style="list-style-type: none"> • Article in Alberta Municipalities’ newsletter. • Informal email or phone call at the administrative level on issues that can be quickly resolved. • Monitoring for potential future impacts. | <ul style="list-style-type: none"> • Information item for a Committee or Board • Update to Alberta Municipalities’ Resolutions Library. |
| Medium – Contribute | <ul style="list-style-type: none"> • Briefing Note or Request for Decision through a Committee seeking direction or a recommendation to Alberta Municipalities’ Board. As a result, further action may be taken including: <ul style="list-style-type: none"> ○ Letters ○ Meetings ○ Presentations to Committees ○ Webinars | <ul style="list-style-type: none"> • Updates to the relevant Alberta Municipalities’ Committee. • Updates to Members through the Alberta Municipalities’ newsletter and Resolutions Library. |
| High – Lead | <ul style="list-style-type: none"> • Develop and implement an advocacy strategy. | <ul style="list-style-type: none"> • Regular updates at to Board and relevant Alberta Municipalities Committee’. • Updates to Members through Alberta Municipalities’ newsletter, website, and events. |