

2023 Resolutions Guide

January 2023

Timelines

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| Deadline for submitting resolutions, along with confirmation of endorsement by the councils of the moving and seconding municipalities, to resolutions@abmunis.ca | May 31, 2023 |
| Alberta Municipalities’ Municipal 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 2023 |
| Alberta Municipalities publishes Resolutions Book | August 2, 2023 |
| Members debate and vote on resolutions | Alberta Municipalities Convention, September 27 – 29, 2022 in Edmonton |

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 by emailing resolutions@abmunis.ca 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 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).

A [resolutions template](#) is intended to help you draft your resolution and reflects the format that will be used 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 the following 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.