

# Tips for Resolutions & Changes for 2024

January 2024



# About Resolutions

ABmunis uses a resolutions process that enables member municipalities to identify common issues and empower ABmunis' Board of Directors to advocate to the federal and provincial governments, or other organizations, to implement solutions on behalf of our members.

Resolutions are an effective method for members to elevate awareness of a regional or provincial issue and encourage government action that will benefit most or all municipalities.

# Timeline for Resolutions

January	ABmunis begins accepting resolutions for the year.
May 31	Deadline to submit a resolution. Must provide confirmation of endorsement by the moving and seconding councils.
June - July	ABmunis administration works with sponsoring municipalities to resolve any noted deficiencies to meet the requirements of ABmunis' Resolutions Policy.
July	ABmunis' Municipal Governance Committee reviews, categorizes, and notes any further issues with submitted resolutions.
July	ABmunis' Board of Directors approves each resolution to be considered for debate at Convention.
August 1	ABmunis publishes the 2024 Resolutions Book.
September 25-27 Convention in Red Deer	Members debate and vote on the 2024 resolutions.
October	ABmunis begins advocacy efforts on all resolutions that were approved by members at Convention.
Ongoing (for 3 years)	ABmunis' publishes a quarterly report card on the outcomes of ABmunis' advocacy efforts until the 3-year active period ends.



# Tips When Considering a Resolution

1. Search ABmunis' [Resolution Library](#) to make sure your issue is not already addressed in an active resolution (within the last 3 years).
2. Review ABmunis' [Resolution Policy](#) to ensure the topic meets the required criteria – in particular, see section 33.
3. Contact ABmunis' advocacy staff as early as possible to inform us of your potential interest in submitting a resolution. We can help:
  - Inform you if another municipality is planning a similar resolution.
  - Identify municipalities that may be willing to second your resolution.
  - Provide input on the draft wording of a resolution before it is approved by your council.

Email our Advocacy team at [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca)

# Tips When Considering a Resolution

4. Start your search early to find a municipality that will second the resolution. This helps to:
  - Affirm that your issue is important to at least one other municipality.
  - Provide an opportunity for the seconder municipality to provide meaningful feedback on the wording of the resolution.
  - Provide sufficient time for both councils to endorse the resolution before the deadline.
5. The intent of a resolution is direct ABmunis to take a particular action on behalf of all members. Your resolution must not direct one or more municipalities to adopt a specific course of action or policy.

# Tips for Writing a Resolution

1. Use ABmunis' [resolution template](#).
2. If your resolution is specific to legislation:
  - Always use the proper name of the legislation.
  - Reference the specific sections of the legislation in the preamble or background sections.
3. Consider using the background to describe a local experience but also describe how the issue is relevant to other municipalities. Be careful not to localize the resolution to the extent that it is seen as a single municipality's issue.
4. Any facts or statistics must include the source of that information. The source can be presented in the background section or a footnote (do not use endnotes).
5. Check if the issue is being addressed by the Rural Municipalities of Alberta and/or the Federation of Canadian Municipalities. If so, mention this in the resolution.
6. Seek feedback from ABmunis Advocacy staff on the draft wording of the resolution before you present it to council for approval.
7. Seek feedback from the seconder municipality before your council approves the resolution.

# Deadline for Submission

- Resolutions must be submitted to ABmunis by May 31.
- A resolution submitted after May 31 will only be accepted if it is deemed to be an emergent nature per the criteria in section 19 of the Resolutions Policy and is approved by ABmunis' Board.
- Submit your resolution to [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca) in:
  - Word format using ABmunis' template, and
  - Confirm that the resolution has been endorsed by the moving and seconding councils by providing:
    - A link to the meeting minutes, or
    - Date of the meeting, motion number, mover's name, and wording of the motion.



# What happens after a resolution is submitted?

- ABmunis' Municipal Governance Committee and Board of Directors reviews and prioritizes each resolution.
- If concerns are raised, ABmunis administration will contact your municipality.
- All resolutions are published in a resolutions book at least eight weeks prior to ABmunis' Convention.
- ABmunis encourages all members to review each resolution before Convention and contact the sponsoring municipality if they have questions.
- Members will debate and vote on each resolution at ABmunis' 2024 Convention on September 25-27, 2024.



# Change for 2024

## Movers and Seconders

Section 10 of ABmunis' Resolutions Policy now requires that resolution mover(s) and seconder(s) must represent at least two of the following population categories:

- Less than 2,500
- 2,501 to 10,000
- Greater than 10,000

For 2024, a municipality's population is based on [Municipal Affairs' 2019 Official Population List](#).\*

\*Section 11 of ABmunis Resolutions Policy states that the population will be based on Municipal Affairs' listing as of two years prior to the resolution year; however, as of January 1, 2024, Municipal Affairs' most recently published population listing is for the 2019 year.



# Change for 2024

## Movers and Seconders

### Examples

- If a municipality of 20,000 population sponsors a resolution, then the municipality that seconds the resolution must be of any size below 10,000 population.
- If a municipality of 7,000 population sponsors a resolution, then the municipality that seconds the resolution must be either less than 2,500 population or greater than 10,000 population.

The purpose of this policy is to increase the likelihood that each resolution is applicable to most member municipalities.



# Questions?

Email [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca)

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