2018 AUMA Resolutions Guide and Template

# Timelines

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| Deadline for submitting resolution along with confirmation of council endorsement to resolutions@auma.ca  | May 31, 2018 |
| AUMA’s Municipal Governance Committee and Board of Directors reviews, categorizes, and comments on submitted resolutions based on criteria set out in AUMA’s [Resolutions Policy](https://www.auma.ca/sites/default/files/Advocacy/resolutions/auma_resolutions_policy_october_2017.docx) | June 2018 |
| AUMA works with resolutions sponsors to address any deficiencies  | July 2018 |
| AUMA publishes resolutions book  | August 1, 2018 |
| Members debate and vote on resolutions | AUMA Annual Convention, September 26-27 in Red Deer |

# About resolutions

Many issues confronting municipalities require action by other levels of government. Sometimes these issues are, or have the potential to be, common to many municipalities. Resolutions forwarded to AUMA can be an effective vehicle for dealing with these types of issues.

As set out in AUMA’s [Resolutions Policy,](https://www.auma.ca/sites/default/files/Advocacy/resolutions/auma_resolutions_policy_october_2017.docx) resolutions should address a topic of concern affecting municipalities on a regional or provincial level, and must be approved by the council of the sponsoring municipality. Resolutions must not direct a municipality to adopt a particular course of action, but must be worded as a request for consideration of the issue seeking action by the Alberta Urban Municipalities Association (“AUMA”).

A resolution passed by local council and forwarded to AUMA is one in which you and your council are hoping ultimately to have endorsed by a majority of Alberta’s municipalities. It follows that the resolution should be as clear as possible to as many people as possible, as well as relevant to as many communities as possible.

# Drafting tips

Before drafting a resolution, AUMA members are encouraged to review AUMA’s [Resolutions Library](https://www.auma.ca/advocacy-services/resolutions/resolutions-library) and [search AUMA’s website](https://auma.ca/search/node) to see if the topic of the potential resolution is already addressed by an existing resolution or policy. Members are also encouraged to review AUMA’s [Resolutions Policy](https://www.auma.ca/sites/default/files/Advocacy/resolutions/auma_resolutions_policy_october_2017.docx) to ensure the topic and content meets the criteria set out in the policy. In addition, municipalities are encouraged to reach out to AUMA staff and/or submit resolutions early so that staff can assist in ensuring the resolutions meets 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 along and list the pertinent sections of the legislation in the preamble and/or background

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.

As set out in the enclosed template, each resolution must include the following components:

* A title that is concise yet specific to the issue in the resolution;
* A preamble (beginning with “WHEREAS”…) which:
	+ must describe the issue or opportunity that the resolution is bringing forward;
	+ should outline the applicable legislation and, where possible, the specific section of the Act or Regulation; and
	+ should ideally not exceed five clauses.
* An operative clause (i.e. beginning with “IT IS THEREFORE RESOLVED THAT”…) which must:
	+ clearly set out what the resolution is meant to achieve;
	+ state a specific proposal for action;
	+ specify who should be taking the action (e.g. the federal or provincial government, AUMA, or another party) and the role for AUMA that is being requested or proposed; and
	+ be straightforward and brief so that the intent of the resolution is clear. Generalization should be avoided. Resolutions that are too general or fail to meet this format may be returned to the sponsoring municipality.

Each resolution should also include a background section that:

* Outlines the issue and how it relates to Alberta municipalities;
* Indicates whether the resolution has been submitted in the past; and
* Describes how the resolution is related to AUMA policy.

It is often 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 in which it will appear in the Resolutions Book.

**Municipality of X**

Title of Resolution

**WHEREAS***The purpose of the whereas clauses are to clearly and succinctly* describe the issue *or opportunity* *that the resolution is bringing forward, and identify why the subject is relevant to Alberta municipalities.*

**WHEREAS** **"**Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.;

**WHEREAS** Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.;

**WHEREAS** Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur;and

**WHEREAS** Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum;

**IT IS THEREFORE RESOLVED THAT**  the Alberta Urban Municipalities Association …… *This operative clause is the call to action. It usually includes a request for the Government of Alberta, Government of Canada or another organization to take action. This is the most important part of the resolution and should be written clearly, so there is 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 include details of why the issue should be addressed by the AUMA on behalf of its municipalities. Between the background and the preamble, it should be clear to the reader why the subject is relevant to most municipalities in Alberta and how municipalities will benefit from the action proposed in the operative clause.*