

Guide for Submitting a Resolution in 2025

January 2025



About Resolutions

Alberta Municipalities conducts an annual resolutions process that enables member municipalities to bring forward common issues and solutions and seek member approval to give direction to ABmunis' Board of Directors to advocate to the federal and provincial governments on members' behalf.

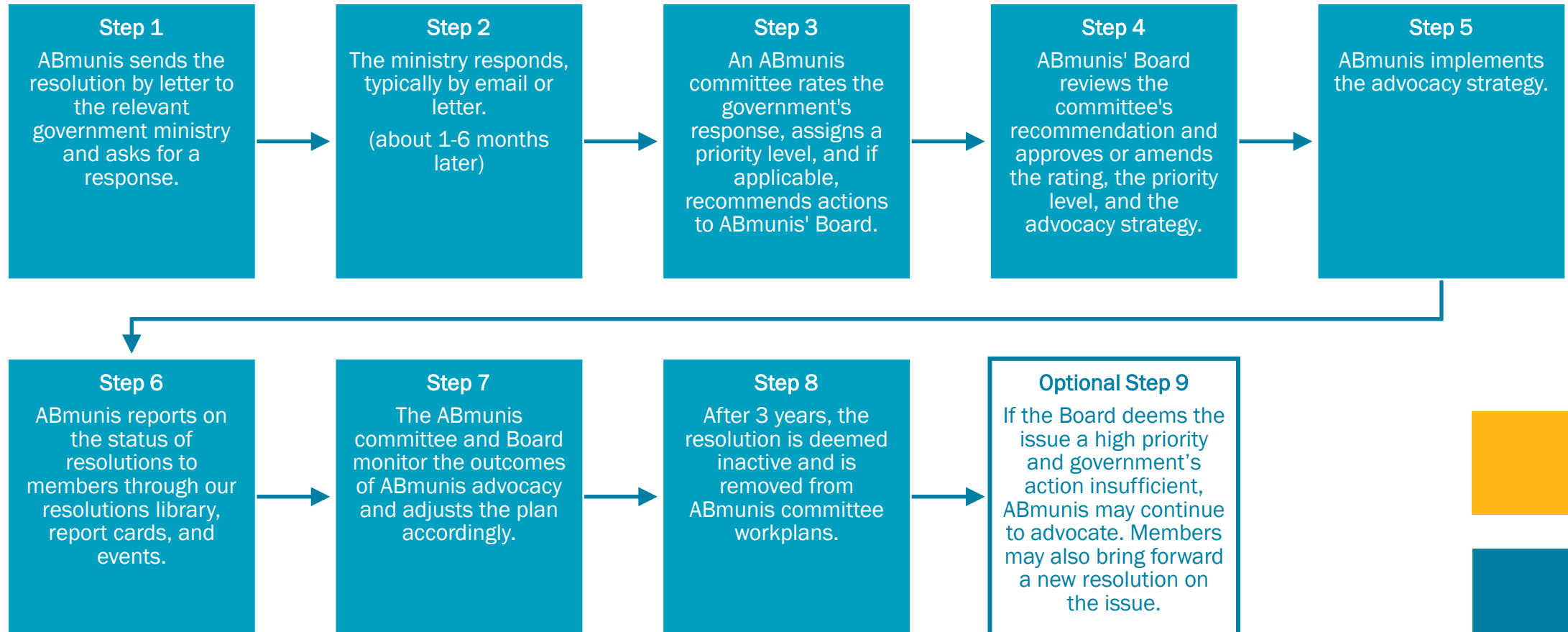
For a resolution to be presented at ABmunis' Convention, the resolution must:

- address a topic of concern affecting municipalities on a regional or provincial level,
- be approved by the council of the sponsoring municipality, and
- be seconded by an additional municipal council of a different sized population.

Timeline for 2025 Resolutions

January	ABmunis begins accepting resolutions for the 2025 year.
June 30	Deadline to submit a resolution including endorsement by the moving and seconding councils.
July	ABmunis' Municipal Governance Committee reviews, categorizes, and checks that each resolution meets the requirements of ABmunis' Resolutions Policy.
August	ABmunis' Board of Directors approves each resolution to be considered for debate at the 2025 Convention.
September	ABmunis publishes the 2025 Resolutions Book.
November 12-14 Convention in Calgary	Members debate and vote on the 2025 resolutions.
December	ABmunis begins advocacy on all resolutions that were adopted by members at Convention.
Ongoing	ABmunis regularly publishes a report card on the outcomes of ABmunis' advocacy efforts until the 3-year active period ends.

What happens after members adopt a resolution?



The importance of the issue will determine our advocacy effort

The level of advocacy by ABmunis will differ depending on whether ABmunis Board assigns a low, medium, or high priority to the resolution.

Low Priority Issue

ABmunis will send a letter to the government and monitor the issue but is unlikely to take any further action beyond the initial letter.

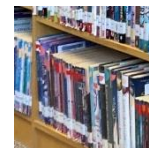


High Priority Issue

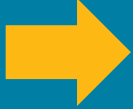
ABmunis advocacy strategy may involve a combination of actions such as:

- Send multiple letters
- Seek a meeting with a minister, premier, or senior official
- Conduct research
- Strike an ad hoc working group
- Collaborate with other stakeholder organizations
- Engage media
- Conduct a public social media campaign
- Encourage members to take specific action
- Other initiatives

Tips to Consider When Creating a Resolution



Before You Create a Resolution

Question to Consider 	If the answer is no...
1. Have you communicated with your MLA or the relevant minister about the issue?	You may still submit a resolution, but ABmunis encourages you to engage your MLA on the issue too.
2. Does the issue currently impact all municipalities or may impact all municipalities in the future?	Research how many municipalities are likely to be impacted by the issue so you can justify that it's a regional or provincial issue.
3. Does the issue align with ABmunis' 2025 strategic initiatives ?	ABmunis may assign a low priority to the resolution and take limited action on the issue.
4. Does the issue trigger any of the rejection criteria in section 32 of ABmunis' Resolution Policy ?	Great, because ABmunis want to avoid any situation where the Board may have to reject a member's resolution.
5. Have you searched the Resolution Library to make sure your issue is not already addressed in a resolution that was adopted in 2023 or 2024?	Please check the library to make sure ABmunis isn't already advocating on the issue through an active resolution.
6. Does the issue align with the priorities of the current government?	Would advocacy on this issue hinder ABmunis' success on other issues that your municipality would consider a higher priority?

Finding a Seconder

Start your search early to find a municipality that will second your resolution. This provides:

- An opportunity for the seconder municipality to provide meaningful feedback on the wording of the resolution.
- Sufficient time for both councils to endorse the resolution before the deadline.

Notify us!

Email resolutions@abmunis.ca as early as possible to notify ABmunis of your interest in submitting a resolution. ABmunis advocacy staff can save you time by:

- Informing you if another municipality is planning a similar resolution.
- Identify municipalities that may be willing to second your resolution.



Requirements for the Seconder

Section 10 of ABmunis' Resolutions Policy 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

Example A

If a municipality of 20,000 population is the mover, then the seconder municipality must be below 10,000 population.

Example B

If a municipality of 7,000 population is the mover, then the seconder municipality must either be less than 2,500 or greater than 10,000 population.

For 2025, a municipality's population is based on [Municipal Affairs' 2023 Official Population List](#).

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 section to describe a local experience but make sure you demonstrate how the issue is relevant to other municipalities and how many municipalities are impacted. In other words, 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 the seconder municipality before your council approves the resolution.
7. Email a draft version to ABmunis Advocacy staff at resolutions@abmunis.ca for input before you present it to either council for approval.

Deadline for Submission

- Resolutions must be submitted by **June 30, 2025**.
- The deadline has been extended this year because ABmunis' Convention will be held later in the year.
- A resolution submitted after June 30 will only be accepted if it is deemed an emergent issue per the criteria in section 19 of the Resolutions Policy and is approved by ABmunis' Board.

How to Submit Your Resolution

Email your resolution to resolutions@abmunis.ca:

- Must be in Word format using [ABmunis' template](#), and
- Confirm that the resolution has been endorsed by the moving and seconding councils by providing:
 - A copy or link to the meeting minutes, or
 - Date of the meeting, motion number, mover's name, and wording of the motion.



Checklist for Success

- We have considered the questions on page 7 and have taken the appropriate actions.
- We understand that ABmunis may take limited action if the resolution issue is deemed to be a low priority for most members.
- We notified ABmunis staff (resolutions@abmunis.ca) of our intent to submit a resolution.
- We wrote the resolution using ABmunis' template and tips (page 10).
- We sent a draft version of the resolution to ABmunis staff (resolutions@abmunis.ca) for input before it was endorsed by the moving and seconding councils.
- We have a seconding municipality that meets the population requirements.
- The moving and seconding councils have passed motions before the June 30 deadline.
- We have submitted all documents to resolutions@abmunis.ca by June 30, 2025.

Questions?

Email resolutions@abmunis.ca

300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6

abmunis.ca

hello@abmunis.ca

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 **Alberta
Municipalities**
Strength
In Members