



**RESOLUTIONS**

**General**

1. The Municipal Governance Committee shall serve as the Resolutions Committee of the Association.

The responsibilities of the Committee are to review proposed resolutions for format and content, and assign a category.

Resolutions may be submitted for consideration at the annual convention by

- (a) a regular member or group of regular members or
- (b) the Board of Directors.

Resolutions shall be in the form:

**WHEREAS ...**

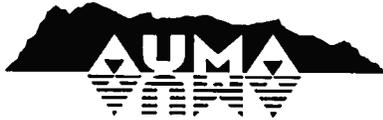
**AND WHEREAS ...**

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association  
(take some action)

**Resolution Guidelines**

Resolutions must meet the following criteria:

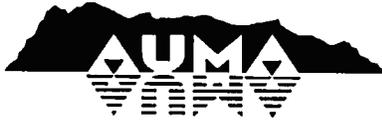
- (a) Each resolution
    - (i) must be approved by the council of the sponsoring municipality.
    - (ii) should strive to address a topic of concern to municipalities throughout the Province.
  - (b) Resolutions must not direct a municipality to adopt a particular course of action, but must be worded as a request for consideration of the issue.
  - (c) Whereas clauses should clearly and briefly set out the reasons for the resolutions.
6. Each resolution should be accompanied by background information outlining the issue as it relates to the sponsoring municipality, when and how often the resolution has been submitted in the past, and how the resolution is related to AUMA policy. This material will assist the Municipal Governance Committee, and later the convention body, in understanding the issues.
  7. The operative clause of the resolution (i.e. the one beginning **NOW THEREFORE BE IT RESOLVED THAT...**)
    - (a) must clearly set out what the resolution is meant to achieve, and
    - (b) state a specific proposal for action.
    - (c) The wording should be straightforward and brief so that the intent of the resolution is clear. Generalization should be avoided.
  8. Resolutions are to be in the hands of the Chief Executive Officer no later than May 31 each year, provided that, the Chief Executive Officer may grant an extension of the deadline.



- (a) if the annual convention is scheduled later than Thanksgiving Day in any year; or,
  - (b) if a request by a member, if the Chief Executive Officer is satisfied that severe weather conditions, a pandemic or other emergency reason, has made it impossible for the member to submit the resolutions by the deadline date.
9. The annual call for resolutions may include information on key issues identified in the AUMA strategic or business plan on which the Board wishes to focus and/or information regarding any other matters on which AUMA seeks assistance in the coming year. As well, the annual call for resolutions will remind members that alternatives to convention resolutions available during the year include bringing Requests for Decisions to the appropriate Mayors Caucus and bringing a matter directly to the attention of the AUMA Board.

### Extraordinary Resolutions

10. A resolution arising from the proceedings of the convention or related to a matter of an urgent nature arising after the resolution deadline may be considered an Extraordinary Resolution.
11. A regular member wishing to propose an extraordinary resolution shall present it, together with a rationale as to why it is extraordinary, to the Chief Executive Officer after the first day of the convention. The sponsoring municipality(ies) shall provide 1000 copies of the resolution.
12. The determination whether the proposed resolution meets the criteria of an extraordinary resolution will be made by
- (a) in the case of a proposed extraordinary resolution submitted after the Resolution Deadline but before the final Board meeting prior to the Convention, by the Board on the recommendation of the Municipal Governance Committee.
  - (b) in the case of the proposed extraordinary resolution submitted after the final Board meeting prior to the Convention, by the Executive Committee, in consultation with the Resolutions Session Chair.
13. The AUMA Executive Committee, in consultation with the Municipal Governance Standing Committee chair, will determine whether the proposed resolution meets the criteria of an extraordinary resolution.
14. Criteria for an Extraordinary Resolutions are:
- (a) they deal with an emergent issue of concern to the general membership that has arisen after the resolution deadline;
  - (b) they deal with an emergent issue of concern to the general membership that will be addressed by another order of government BEFORE the next AUMA annual Convention; and
  - (c) they comply with the guidelines for resolutions set out elsewhere in this policy (AP002).
15. A 2/3 majority vote of the assembly is required prior to any Extraordinary Resolution accepted by the Executive Committee being considered by the assembly.
16. No debate on the merits or “urgency” of any Extraordinary Resolution will take place prior to the vote.
17. Extraordinary resolutions accepted for consideration by the assembly shall be presented following debate of **Targeted Scope** resolutions.

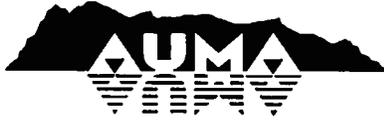


**Administrative Review**

18. The Chief Executive Officer may return any submitted resolution to the sponsoring municipality to have deficiencies corrected.
19. Deficiencies may include but are not limited to:
  - (a) absence of any indication of the resolution being endorsed by the council of the sponsoring municipality;
  - (b) preliminary clauses which are contradictory to the operative clause or the absence of preliminary clauses;
  - (c) lack of a clear supporting narrative where the rationale of the resolution is unclear.
20. The return by the Chief Executive Officer of any proposed resolution for the correction of any deficiencies will not affect its categorization nor will it make a timely resolution late.

**Committee Review**

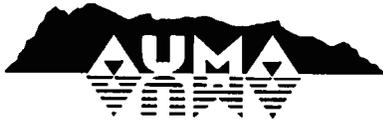
21. The Municipal Governance Committee shall review each proposed resolution and may recommend that the Board refuse to submit to the convention any resolution deemed inappropriate for consideration by the Association.
22. The Municipal Governance Committee will notify the appropriate policy committee of any proposed resolution related to its policy.
23. The Municipal Governance Standing Committee may:
  - (a) amend the grammar or format of the resolution;
  - (b) consolidate resolutions of similar intent or subject matter;
  - (c) provide comments on each resolution with regard to its background;
  - (d) inform the sponsoring municipality where the resolution will materially change or contradict current AUMA policy.
  - (e) recommend to the Board of Directors, that resolutions already adopted and/or forming AUMA policy (see clause 54 of this Policy) NOT be considered at the Convention, and be returned to the sponsor(s) of the resolution(s) with an explanation of the reason for return.
24. When the Committee determines that a proposed resolution is appropriate for submission to the convention, the Committee shall categorize the resolution as:
  - (a) AUMA Strategic/Business Plan Priorities
  - (b) Provincial Scope
  - (c) Targeted Scope
  - (d) Endorsement Requests
  - (e) Non-Municipal Matter
25. The AUMA Strategic/Business Plan Priorities category would address matters related to implementing the AUMA strategic and/or business plan.



26. The Provincial Scope category would have resolutions that address matters of significance to all or most municipalities in the Province.
27. The Targeted Scope would have resolutions that address matters of significance to all or most municipalities located in one area of the Province or municipal members of a similar size.
28. The Endorsement Requests category would address requests of regular Members to endorse positions that are taking without any advocacy action by AUMA.
29. The Non-Municipal Matters category would address matters outside municipal jurisdiction and therefore not appropriate for presentation to the Convention.
30. When the Board has approved the resolutions report (section 31), proposed resolutions assigned to the Non-Municipal Matters category will be returned to the sponsoring member(s) with an explanation of why the resolution will not appear in the Policy and Resolutions Book at the Convention.
31. The Committee will prepare a resolutions report which will include all proposed resolutions determined appropriate for submission to the convention including the following information on each resolution:
  - (a) Number and Title of Resolution
  - (b) Name of Sponsoring Member(s)
  - (c) Proposed Resolution
  - (d) Resolutions Category
  - (e) Municipal Governance Committee Comment (if any)
32. Resolutions will be presented in the following order:
  - (a) AUMA Strategic/Business Plan Priorities
  - (b) Provincial Scope
  - (c) Targeted Scope
  - (d) Endorsement Requests
33. The Committee will recommend to the Board a Policy and Resolutions Book including the resolutions report together with such other information on bylaws, policies and procedures as the Committee may deem appropriate which shall be provided to members at least eight (8) weeks prior to the Convention.

### Resolution Session Agenda

34. Prior to the beginning of the first resolution session the Chair will ask for a motion from the floor to adopt the Resolution Session Agenda as presented in the Policy and Resolutions Book.
35. Amendments from the floor to the Resolution Session Agenda will be accepted when duly moved and seconded.
36. No debate on the proposed amendments to the Resolution Session Agenda will occur.
37. A 2/3rds majority of the delegates will be required to change the Resolution Session Agenda.



38. If there are no amendments to the Resolutions Session Agenda, resolutions will be debated in the order they are presented in the resolution booklet. No further amendments to the resolution agenda will be accepted.

### Considering Resolutions

39. The Board, after consulting with the Municipal Governance Committee Chair, will appoint a Resolutions Session Chair.

40. The session chair will introduce each proposed resolution by indicating its number, the name of the sponsoring municipality, and then will move the resolution. The Chair will then call on the sponsoring or a supporting municipality to second the resolution. If no municipality seconds the resolution, the resolution dies.

41. If the resolutions report includes a comment by the Municipal Governance Committee on the proposed resolution, the session chair will then call on a member of the Municipal Governance Committee to give the views of the Municipal Governance Committee (if necessary).

42. The session chair will then call for a spokesperson from the sponsoring municipality(ies) to speak to the resolution and open the debate. The spokesperson will be allowed two (2) minutes for the opening.

43. As provided in the Bylaws, the persons entitled to speak during a Session are:

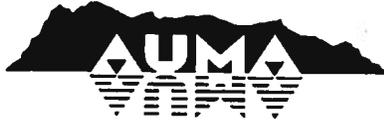
- a. those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing,
- b. in the event a Regular Member is unable to be represented at the annual general meeting or special general meeting by an elected representative, an official appointed by motion of the Council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or special general meeting, and
- c. upon a motion from the floor, a representative of an Associate Member.

44. In the case of a proposed new policy position paper, the session chair will allow a spokesperson or designate a maximum of five (5) minutes to introduce the new policy position paper and place the resolution on the proposed new policy before the convention and to name the seconder.

45. Following the initial speaker, the session chair will then call alternately for persons opposing and supporting the resolution. These speakers will have a two (2) minute time limit and shall not speak more than once on any one question. When no alternate position speaker is available, the Chair will declare the end of the debate and the spokesperson will be allowed one (1) minute for the closing of debate.

46. If no one rises to speak in opposition to a proposed resolution, the question will be immediately called.

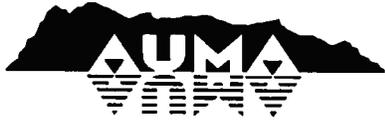
47. A sponsoring municipality or designate may declare its intent to withdraw a proposed resolution when the resolution is introduced. In this event, the session chair shall declare the resolution withdrawn and no further debate or comments will be allowed.



48. Amendments, including “minor amendments” from the floor will be accepted when duly moved and seconded. Amendments, including “minor amendments” must be submitted in writing to the Chair prior to the amendment being introduced.
49. The session chair will rule whether or not an amendment complies with the intent of the original resolution.
50. Discussion procedures for an amendment shall be the same as for a resolution.
51. 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 ensure adherence to this rule.
52. Voting may be by
- (a) a show of delegate accreditation cards, or
  - (b) electronic means.
53. As long as there is a quorum present (as provided in the Bylaws a quorum is comprised of representatives of twenty-five percent [25%] of the Regular Members) the final resolution session shall not be closed until all resolutions listed in the agenda are debated and voted upon, or the allotted time for the session has expired unless the majority of delegates present vote to extend the allotted time.
54. Resolutions which are not debated at a convention resolutions session because of insufficient time or lack of quorum, will be presented by the Municipal Governance Committee, with its recommendations, to a meeting of the Board of Directors following the convention.
55. Resolutions passed by the membership shall not be amended or modified by the Municipal Governance Standing Committee or the Board of Directors.
56. Carried resolutions will be referred to the relevant Standing Committee which will
- (a) develop policy statements and make a recommendation to the Board, or
  - (b) in the event that the committee determines that the background information or WHEREAS clauses are materially incorrect or misleading, may recommend to the Board that a resolution be returned to the sponsoring municipality(ies) with an explanation of the reasons for returning it.

<b>Carried Resolutions</b>
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57. Carried resolutions will be referred to the relevant Standing Committee which will develop policy statements and make recommendations to the Board.
58. When the policy statements are approved by the Board, each statement will be sent to the relevant Minister(s).



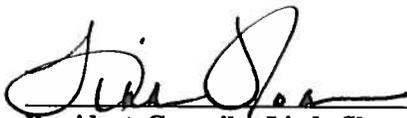
## Alberta Urban Municipalities Association

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59. The Chief Executive Officer will collect all advocacy responses and prepare a status of resolutions inventory on the AUMA website. The status of resolutions inventory will include responses and an indication of what (if any) follow up action AUMA will take with regards to any resolutions for which advocacy was not successful.

60. Resolutions have an active life of three (3) years, then are deemed inactive.

	<b>Date</b>	<b>Minute Page Number</b>
<b>Approved</b>	25/03/04	3
<b>Amended</b>	27/01/05	8
<b>Amended</b>	24/02/05	3
<b>Amended</b>	23/02/06	11
<b>Amended</b>	10/05/20	4
<b>Amended</b>	12/05/24	6
<b>Amended</b>	12/10/25	12



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President, Councilor Linda Sloan



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Chief Executive Officer, John McGowan