



How to Write a Resolution

By Stefanie Vieira, Senior Policy Analyst

Resolutions are extremely important as they help determine priority issues for AMM members as well as provide the basis for the AMM's lobbying activities and policies. Resolutions also provide our membership an additional opportunity to have a voice through sponsorship or voting at June District meetings and the annual Convention in November.

Writing a resolution does not need to be a difficult task, but a clear resolution is more effective than one that is difficult to understand. Here are a few tips to assist you with writing a clear and concise resolution.

Tip #1: Remember the categories

Category 1 – Municipal Issues

- Resolutions whose outcome has the potential to impact all or a majority of municipalities, either immediately or at some point in the future.
- The impact can be direct or indirect.
- Examples: Category 1 resolutions may include direct changes to legislation that govern municipalities, such as *The Municipal Act*, changes to direct funding to municipalities, such as the Provincial-Municipal Tax Sharing Agreement, or more indirect changes that might impact municipalities, such as changes to provincial drainage regulations.

Category 2 – Local or Regional Municipal Issues

- Local or regional issues that affect one region or a small number of municipal governments.
- Resolutions in this category are presented at the June District meetings; however, they are not presented at the annual Convention.
- Carried Category 2 resolutions at the June District meetings will subsequently be dealt with by the AMM Board of Directors as they see fit.

Category 3 – Non-Municipal Issues

- Non-municipal issues do not affect municipal governments.
- Resolutions in this category are not presented at the June District meetings or the Annual Convention. These resolutions are dealt with by the AMM Board of Directors as they see fit.

Tip #2: Identify the problem

Clearly identifying the problem(s) you want addressed makes it easier for AMM Board members and staff to advocate on your behalf. A resolution has two components, the first being the WHEREAS clause which provides a small amount of background. This is where the issue(s) or problem(s) should be briefly stated. **Resolutions without whereas clauses will not be accepted.**

Tip #3: Identify what you want the AMM to do to address the problem

The second component of a resolution is the THEREFORE BE IT RESOLVED clause, which states what the members would like the AMM to lobby for.

As the 'be it resolved' clause is ultimately what the AMM membership votes on, it should clearly convey exactly what the desired result is on its own. In other words, one should be able to understand what the AMM will lobby for without reading the WHEREAS clause(s).

Please note that resolutions must be directed at the provincial or federal governments or AMM. Resolutions directed at individual AMM members will not be accepted (any member can send the AMM a letter to review issues of this nature).

Tip #4: Include additional background

If your resolution relates to an issue that is particularly complicated, please include up to a page of background information to assist AMM staff in the preparation of a lobbying strategy if the resolution is carried at the annual Convention. As well, please verify information included in your resolution is correct by referencing the information source(s) in your background material if possible.

Additional suggestions to consider

- ***Has your municipality contacted the corresponding provincial/federal department(s) about the issue and copied the AMM?***
- ***Have you called the AMM office and asked for assistance?***
- ***Have you consulted with neighbouring municipalities and/or the Manitoba Municipal Administrators' Association (MMAA)?***

Our resolution is ready...now what?

Your local Council must pass the resolution and submit it to the AMM office before the **June 1** deadline. If your 'be it resolved' clause(s) are reasonably similar to those in another resolution in your district, AMM staff may approach both sponsors to combine the resolutions.

Every resolution will be categorized prior to the June District meetings by the Resolutions Committee, which consists of an elected district representative and the two corresponding District Directors. The Chair of the Resolutions Committee in each district not only facilitates the

resolutions session at their District Meeting, (s)he also attends a meeting at the AMM office in September and another meeting during the annual Convention to review all resolutions.

What happens in September 2020?

In September, all resolutions carried at the June District meetings are reviewed by AMM staff and the Resolutions Committee. Defeated or withdrawn resolutions do not go any further after the June District meetings.

During the Resolutions Committee meeting, every Category 1 resolution that was carried at the June District meetings is reviewed to ensure clarity and conformity with AMM guidelines. Only Category 1 resolutions proceed to the annual Convention for debate. As well, if any new resolutions are similar to existing ones, the Committee can designate them as Standing Policy.

Hopefully, these tips prove helpful to assist local communities in determining if a municipal issue can be brought attention through the resolution process. Should you require any further assistance regarding the resolution process, please contact Stefanie Vieira at **204-856-2376** or svieira@amm.mb.ca.

Resolution reminders will be sent out on the first day of March, April and May. **Please remember to submit your resolutions before the June 1 deadline!**

NOTE: *The resolutions process is not the only way to make us aware of issues/challenges facing your municipality! We encourage your Council to submit an official letter outlining your concerns to the AMM, which will be carefully reviewed by the AMM Board of Directors. This option may potentially result in your municipal issue being resolved prior to the June District Meetings or the Annual Convention.*