



Resolution Guide 2024

Union of Municipalities of New Brunswick

What are resolutions and why are they important?

- Resolutions are how our membership **guides the work of our Board and staff**. They come from individual councils and guide the work and direction of the Union of the Municipalities of New Brunswick.
- Resolutions can cover a variety of topics such as infrastructure, high-speed internet, and healthcare.
- UMNb uses as a base to advocate to the provincial and federal government on behalf of the 56 members of our association.



Why put forward a resolution?

- A resolution should be used when a given member has identified a challenge or opportunity that affects the delivery of local government services.
- UMNB resolutions focus advocacy towards the provincial or federal governments on issues that affect all local governments be they related to public safety, municipal reform, climate change or more...



Call for Resolutions - How it works

- UMNb invites our members to submit resolutions for the UMNb 2023 Annual General Meeting, to be held on Oct. 6, 2024, in Fredericton.
- **All resolutions must be received by Wednesday, August 28, 2024.** Resolutions received after this date will not be on the agenda for the 2024 AGM.



Guidelines for Drafting a Resolution



Guidelines for Drafting a Resolution

1. Resolutions should focus on issues that are the direct responsibility or concern of all New Brunswick municipalities and fall within the jurisdiction of the provincial or federal governments.
2. Resolutions should be drafted with a focus on all New Brunswick municipalities. The Resolution Committee will remove references to local, regional, or provincial governments in the resolution's operative clauses. Where appropriate, the Resolution Committee may amend the title of a resolution for the sake of clarity.



Guidelines for Drafting a Resolution

3. Members submitting resolutions regarding Community Safety and Crime Prevention matters are advised to focus on the “principle” of the issue being addressed and avoid attempts to reword the Criminal Code.
4. Keep it concise and ensure the title refers to the intent of the resolution.
5. “Whereas” clauses should clearly and briefly lay out the rationale and how it relates to municipal concerns.



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6. The “Resolved” section must clearly set out the intent and specific proposal. What do you want UMNB do? Please be specific.

7. Resolutions that request UMNB’s support without clearly explaining the action that should be taken by the government will be returned to the municipality with a request for clarification, and will not be brought forward to the Board of Directors for consideration until the resolution has been reworded. Staff are happy to review your draft if you'd like feedback!



Examples

Instead of . . .

Resolution (Town of XYZ) -
Help with municipal elections.

Whereas people want to know who is
running in their municipality

BE IT RESOLVED that the UMNB and
GNB improve the information available.

Try . . .

Resolution (Town of XYZ) - Funding for
candidate websites in local government
elections.

Whereas the public is looking for more information on
candidates registered in municipal elections

BE IT RESOLVED that the UMNB advocate to GNB to
provide funding for local government election candidate
websites for the 2026 municipal election.



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8. When a resolution is not self-explanatory or when adequate background information is needed, UMNB will return a resolution to the municipality with a request for additional information or clarification before it is further considered.
9. Proof of endorsement by the municipal government or affiliate member must accompany all resolutions submitted to UMNB.



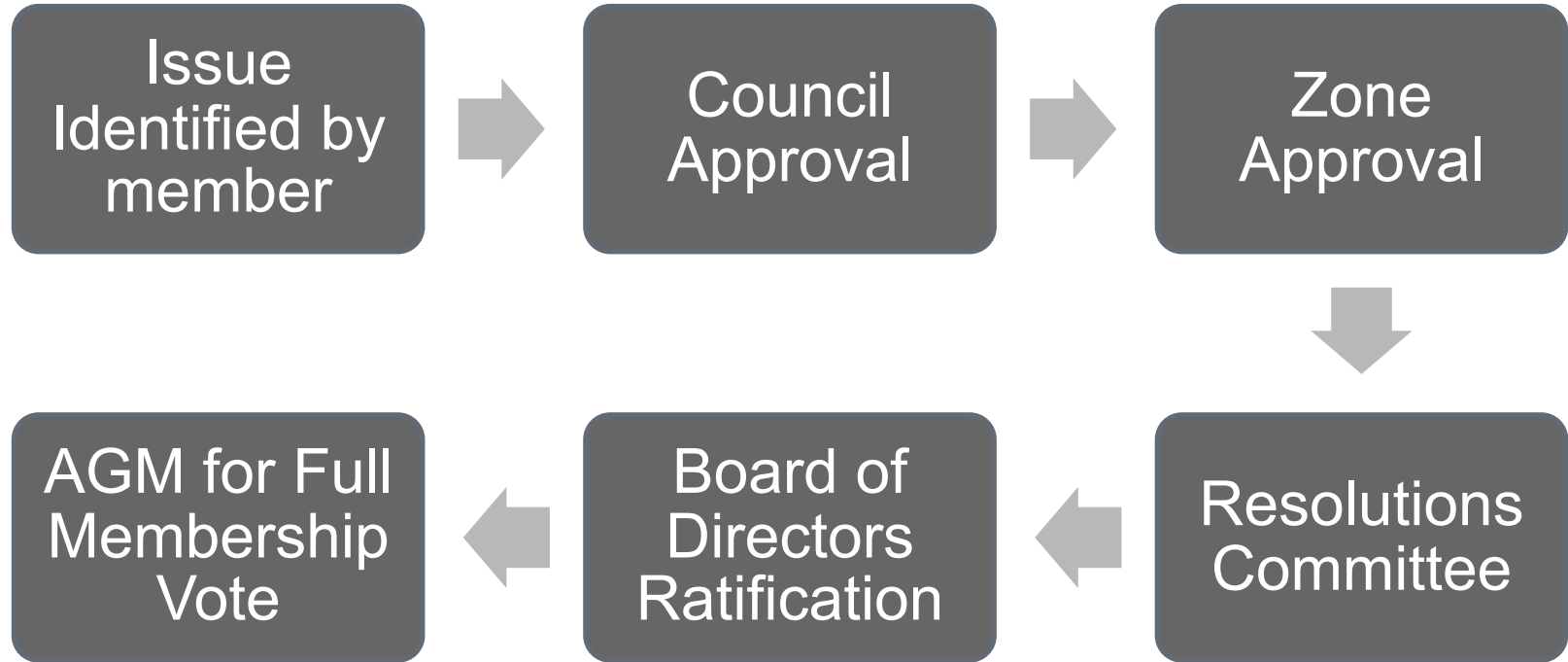
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10. Resolutions must be **endorsed at a duly constituted zone meeting** prior to being submitted to UMNB's resolution committee, with the exception of emergency resolutions and board-endorsed resolutions.

11. All Resolutions must be submitted electronically or mailed to the UMNB office, receiving no later than **August 28, 2024**, at midnight.



The Resolution process



**Resolutions can be
submitted
electronically or by
mail:**

Email: amy.anderson@umnbc.ca

Mail: Union of Municipalities of New
Brunswick

Attn: Resolutions / Politics /
Constitution Committee
259 Brunswick St., Suite 302
Fredericton, NB E3B 1G8

If you have any questions about
submitting resolutions, please
contact Amy Anderson at 506-
444-2285 or

amy.anderson@umnbc.ca



Resolution Model for Members

Resolution (Name of Municipality) Your title with a clear intention

Whereas (your statement about why it's important)

Whereas (your information about how municipalities are affected)

Whereas (your brief reference to any similar programs or models that you'd like to see implemented) :

BE IT RESOLVED THAT the UMNB . . .

- clear action requested (ask, advocate, work, act, etc.)
- with / to (who? GNB, the federal government, other partners)
- in order to accomplish (your clearly stated goal or outcome).



Checklist

- Does the resolution focus on an issue that is the direct concern of municipalities and falls within provincial or federal jurisdiction?
- Does the operative clause state a specific action for UMNB to take? (i.e., "Resolved, That UMNB urge / endorse / petition / write...")
- Does the submission include proof of endorsement by the municipal government?
- Have you presented your resolution to your zone for feedback and approval?**



Any Questions?

Contact Information:

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