

Sample –Resolution

Instructions

In order to be eligible for Municipal Asset Management Program funding you will need to have a resolution drafted and adopted by your council, band council, or board of directors. When submitting your application to FCM, please include proof that the resolution was adopted by submitting *one* of the following:

- a formal copy of the resolution (on letterhead with a seal or signature and date);
- a signed and dated copy of the minutes at which the motion was adopted (including the text of the resolution); or
- a signed and dated copy of the text of the resolution, with confirmation from the applicant that the text is identical to that adopted by council.

Council Resolution Requirements

If you choose to draft your own resolution, it must include the following points:

- Acknowledgement that staff is submitting the application;
- Commitment to undertake the activities proposed in the application to FCM, should the application be approved;
- Declaration of your municipality's financial contribution (unless you have secured alternate sources of funding to cover 100% of total project costs); and
- Signature or official seal, resolution number, date passed, and confirmation that the resolution passed.

Sample Council Resolution Text

Be it resolved that <Council / Band Council / Board> directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for <Project Title>.

Be it therefore resolved that the <Municipality / Organization> commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- <Activity 1>
- <Activity 2>, and
- <Activity 3>.

Be it further resolved that the <Municipality / Organization> commits \$XXXX from its budget toward the costs of this initiative.