



AFA Resolution Checklist

What follows is a series of questions which can guide you through the process of preparing your resolution. By answering these questions, you should have a resolution that will provide an informed debate at the annual general meeting and a strong policy position for the Alberta Federation of Agriculture.

1. What is the issue?

- It is important that you carefully define what the problem and/or opportunity is and what the government should do about it.
- What are the key concerns, problems or challenges that this issue/opportunity brings to the agricultural community?
- Define a possible solution (be as specific as possible). The more specific that you can be, the more likely it is that you can provide a workable solution to the government. Also, a specific recommendation is more likely to get a specific answer.

2. Is this issue a provincial or national one? Does it affect producers throughout Alberta? Are there producers affected in more than one region of Canada?

- The resolution should deal with an issue relevant to agricultural producers that is within the provincial and/or federal jurisdiction.
- Does the issue affect all producers or is it specific to a particular segment of the agricultural industry?
- Background information should be broadly-based and indicate the issue's relevance.

3. Is the issue current and timely?

- The issue should be timely and one which the government should take action on now or within a specified timeframe.
- The background should include information and statistics that are the most recently available. This includes renewals of resolutions passed at previous annual meetings.
- If this is a renewal from a previously submitted resolution, is the issue still important? Are there new facts that can help update/improve it from its previous version?

4. Does the resolution make the case in a concise and factual way?

- Consider whether someone who is not an expert on this issue could make a decision on the recommendations based on the information included in the background.
- The background should be concise but still provide enough information to build the case for the recommendations and explain what benefits will be achieved by their implementation.

5. Does this resolution conflict with or duplicate existing Canadian Chamber policy?

- Have you checked to ensure your issue is not the same, or substantially the same, as an existing resolution?
- If you see that approval of your resolution would be contrary to existing AFA policy, include a note at the bottom as to which policy (and specific recommendations, if applicable) it would supercede.

6. Is your resolution formatted correctly?

- All resolutions must be submitted in the format indicated on the AFA Resolution Worksheet found on our website.