

NCLGA POLICY FOR EMERGING AND EMERGENCY ISSUES

This policy outlines the North Central Local Government Association (NCLGA) procedures for addressing emerging and emergency issues, which are raised by members, between the annual general meetings (AGM).

Definitions

Emerging Issue: An important topic or problem/opportunity in the earliest stage of development that is expected to continue for a longer period of time (greater than 1 year).

Emergency Issue: An important topic or problem/opportunity that arises suddenly and rapidly, is time sensitive, and is expected to continue for a shorter period of time (less than 1 year).

Procedures

Members may notify NCLGA about new emerging and emergency issues in two ways:

1. Submit an Emerging or Emergency Issue Resolution:

Between AGMs, members may submit Emerging or Emergency Issue Resolutions in writing to the NCLGA at admin@nclga.ca. Similar to AGM Resolutions, Emerging or Emergency Issues Resolutions shall be consistent with the [NCLGA Resolution Writing Guidelines](#).

2. Submit an Emerging or Emergency Issue Delegation Request for an NCLGA Board Meeting:

Between AGMs, members may apply to be a delegation at a quarterly NCLGA board meeting to present their issue. Members must submit an Emerging or Emergency Issue Delegation Request (using the attached Delegation Guidelines and Request Form) to admin@nclga.ca.

Emerging or Emergency Issue Submission Review and Decision Making Process:

- Emerging and emergency issue submissions will be reviewed by the Planning and Priorities Committee (Committee of the Whole) at NCLGA board meetings based on the following parameters:
 - Relevance to NCLGA's mandate, strategic direction and municipal jurisdiction;
 - Issue (or similar topic) has been presented in NCLGA and UBCM resolutions; and
 - Membership support (e.g. determined via surveys, feedback to NCLGA Regional Representatives at regional district board meetings).
- Based on the above considerations, the Planning and Priorities Committee will decide whether to take action on specific emerging or emergency issues between AGMs, and if so, the type of action. Final decisions will be made within 2-3 weeks of the meeting.
- If an emergency issue resolution is submitted immediately following an NCLGA Board meeting and is urgent, it will be considered by the Table Officers based on the preceding parameters. The Table Officers will email the resolution and recommended action by NCLGA to the Planning and Priorities Committee for approval.
- Members that submit emerging and emergency issues will be notified of the decisions of the Planning and Priorities Committee.

Delegation Guidelines and Request Form

The delegation request form and any supporting materials must be submitted by **5:00 pm three weeks prior to an NCLGA board meeting**. NCLGA will notify members about upcoming board meetings about one month in advance. Please email all information to admin@nclga.ca. You will be notified of the outcome of your application.

Presentations are limited to 15 minutes per delegation. NCLGA Board members may then ask questions. Up to two speakers per delegation are allowed.

If the NCLGA board meeting is held virtually, delegations will be expected to attend the meeting by phone or video conference. If the meeting occurs in person in Prince George, delegations will have the option to either present virtually or in person. If attending in person, delegates will be expected to cover their own travel expenses.

If the delegation wishes to prepare a power point presentation, the presentation needs to be submitted 4 business days prior to the board meeting to admin@nclga.ca.

Local Government: _____

Full Address: _____

First Presenter Name: _____

Phone: _____ Email: _____

Second Presenter Name: _____

Phone: _____ Email: _____

Presentation Topic:

Applicant Signature*: _____ Date: _____

*Only one signature is required in the case of two presenters.