

## Resolution Submission Guidelines

### 2026 Deadline for Submitting Resolutions

For resolutions to be included in the Annual Report and Resolutions Book, they must be submitted to NCLGA Staff no later than **5:00 PM on Friday, March 13, 2026**.

### Resolutions Submitted After the Deadline

Resolutions received after the submission deadline might not be printed in the Annual Report and Resolutions Book and may only be admitted for debate by special motion during the AGM & Convention. The process for handling resolutions received after the deadline is outlined below:

#### Late Resolutions

- Late resolutions will be accepted until **noon on April 17, 2026** but the topic must have arisen since the March 13, 2026 deadline.
- 2/3 majority of voting delegates in attendance must vote in favour of considering late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
- NCLGA will ensure that copies of late resolution(s) are circulated to all delegates.

#### Emergency Resolutions

- A resolution may be deemed emergency in nature only if the topic has arisen since the March 13, 2026 deadline. Emergency resolutions will be accepted until **noon on April 17, 2026**.
- The Board has the ability to ensure it is considered with the regular resolution session.
- NCLGA will ensure that copies of emergency resolution(s) are circulated to all delegates.

#### Off-the-Floor Resolutions

- A sponsor may put forth resolutions from the floor during the Resolutions Debate; however, they will only be discussed after all regular, late, and emergency resolutions have been debated.
- It is the responsibility of the sponsor to ensure that a copy of the resolution is sent to NCLGA staff prior to debating the resolution.
- 2/3 majority of voting delegates in attendance must vote in favour of considering off-the-floor resolutions.

### How to Submit Your Resolutions

Please submit your resolutions via email in a Word document to [admin@nclga.ca](mailto:admin@nclga.ca). You will receive a confirmation email that your resolution was received. NCLGA staff are available to answer any questions about the resolution process.

## Resolutions Electronic Submission Checklist

- ✓ Does the resolution address a **local government/provincial issue** and clearly identify a **lead agency** for whom action should be directed? (i.e. NCLGA/UBCM/Province of BC)
- ✓ Does the operative clause state a **specific action** for NCLGA to take? (i.e. “Be it resolved that NCLGA urge/endorse/petition/lobby....”)
- ✓ Does the submission include **endorsement** from the sponsoring local government?
- ✓ Does the resolution have a **title**?
- ✓ Optional: Does the submission include **background information** (2 pages max.), such as a Council or Board report that explains the rationale for the resolution?
- ✓ Is it ready to submit **electronically** to [admin@nclga.ca](mailto:admin@nclga.ca)?

**Resolutions that do not meet the above criteria may not be admitted for debate at the Annual General Meeting.**

## Resolution Writing Guidelines

### The Structure of a Resolution

All resolutions contain a preamble and enactment clause. The **preamble** *describes the issue* and the **enactment** clause *outlines the action* being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

#### **The Preamble:**

The **preamble** commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain **no more than two** "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

#### **Enactment Clause:**

The **enactment clause** begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a **specific action** for the NCLGA that is within our jurisdiction.

Keep the enactment clause as short as possible and clearly describe the action being requested. Please limit the enactment clause to **one** "THEREFORE BE IT RESOLVED" and state which organization is responsible for taking action (e.g. NCLGA and/or UBCM).

### Tips for Writing a Resolution

#### **1. Address one specific subject in the text of the resolution**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

#### **2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to analyze complicated text or vague concepts.

## Resolution Writing Guidelines, Continued

### **3. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

### **4. Check legislative references for accuracy.**

Where necessary, identify:

- the correct jurisdictional responsibility (e.g. Ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act.

### **5. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist the NCLGA in representing your concern effectively to the provincial or federal government on behalf of the municipalities and regional districts.

### **6. Recommendation: Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood. The background information should be two pages maximum.

Two types of background information help to clarify the "intent" of a resolution:

#### **i. Supplementary Memo:**

A brief, one-page memo from the author, which outlines the background that led to the presentation and adoption of the resolution by the local government.

#### **ii. Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

## **Examples of Well-written Resolutions**

### **Medical Transportation in Rural BC**

### **District of Stewart**

WHEREAS the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

AND WHEREAS accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

### **Wireless High Speed Internet**

### **District of Hudson's Hope**

WHEREAS the lack of access to high-speed internet adversely affects the economic wellbeing of communities;

AND WHEREAS the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service;

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.