

## **NCLGA POLICY FOR MEMORANDUM OF UNDERSTANDINGS**

This policy outlines the North Central Local Government Association (NCLGA) procedures for developing a Memorandum of Understanding (MOU) with another organization. The MOU could also be called a partnership agreement. MOU is referenced in this policy for either form of agreement.

### **Procedures**

1) NCLGA's Planning & Priorities Committee will be responsible for considering any MOU requests from organizations or determining any Board led MOUs with organizations. MOUs will be assessed based on the following parameters:

- An organization's mandate and strategic direction is strongly correlated with NCLGA's mandate and strategic direction;
- The advocacy activities of the organization are similar to topics raised in NCLGA and UBCM resolutions or NCLGA's Emerging and Emergency Issues Policy; and
- An organization works in areas related to local government jurisdiction.

2) If support for an MOU is given, the Committee will undertake a process of consultation with member governments (e.g. member survey, feedback to NCLGA Regional Reps at regional district board meetings, NCLGA consultation meeting) during the drafting phase of any proposed MOU. Members will be asked to indicate whether or not they support the MOU. If the majority of members are supportive, the agreement will be finalized with the other party.

3) The final MOU will be considered, approved and signed at the next NCLGA AGM & Convention.

4) When MOUs are due for possible renewal, the Planning & Priorities Committee will consider whether or not to renew the agreement.

5) If a renewal request includes significant proposed changes to the existing agreement, the Committee will notify members of its intent to renew, and request members to indicate whether they support the proposed changes to the MOU. After evaluating responses, the Committee will determine whether or not to renew the agreement with the changes.

6) The Planning & Priorities Committee will also conduct an annual review of active MOU(s). This review will consider the status of the agreement(s), progress made and future prospects.