



Resolutions Package 2018:
**North Central Local Government
Association**

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Foreword

The North Central Local Government Association (NCLGA) made changes to its resolutions process following the creation of its new, Four-Year Strategic Plan in September 2014.

After years of roundtable discussions, strategic planning sessions at AGMs, and careful deliberation by the NCLGA Board and its committees, a series of changes have been put in place to ensure a more standardized and effective resolutions process.

Many of these changes bring the NCLGA's procedures up-to-date with other local government organizations, such as the Union of British Columbian Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). Other changes establish lines of responsibility for resolutions, and open up channels of communication. The NCLGA hopes that with these changes, we may bring closure to a substantial amount of resolutions, both new and old.

Finally, the NCLGA is now opening up its call for resolutions earlier than usual. This gives local governments more board meetings to discuss, formulate, edit, and submit substantial and informed resolutions that will guide both our regional and provincial work going forward.

Highlights:

- Federal, provincial, or local categorization
- Requirement of additional background information
- Formatting requirements
- Three-year timeline
- Increased communication to sponsor communities
- Packages to be distributed in December, early call for resolutions

Resolutions 101

Resolution: a written motion adopted by a deliberative body.

Resolutions are used as marching orders for the NCLGA. Each year, local government councils and boards submit resolutions to the NCLGA. These are specific calls to action, instructing the NCLGA to do something on behalf of all member communities in the region. Resolutions submitted before the deadline (March 19th, 2018) are discussed at the AGM & Convention each May. There, it is decided by the membership which resolutions to adopt or not. Adoption of the resolution signals the full support of all NCLGA member communities. This adds significant strength to the NCLGA's calls for change when advocating for the resolution's proposed action.

Resolutions follow a specific format, and must be submitted by a member community in order to reach the floor at the NCLGA AGM & Convention. The NCLGA does not take resolutions from non-members. After the AGM & Convention, all adopted resolutions are sent to UBCM for further advocacy. However, only resolutions that address issues of a province-wide concern are adopted by UBCM.

- The deadline for submitting resolutions to NCLGA is 60 days before the AGM & Convention (**March 19th, 2018**). This year, however, we have set a **friendly deadline of February 9th, 2018** to allow us to create a more robust advocacy process.
- Only NCLGA members may submit resolutions. Resolutions are not accepted from hospital districts, industry, or other organizations.
- Resolutions may be sent back to communities asking for specific changes to be made (punctuation, formatting, etc). For example, the enactment clause must specifically ask the NCLGA to do something. If NCLGA is not mentioned in this clause, resolutions will be sent back and the member will be asked to change the wording.
- If resolutions come in that are very similar in nature, sponsor communities may be asked to agree to a merged resolution. In this instance, both communities will receive recognition as having sponsored it – this streamlines the resolutions process and reduces time spent debating resolutions at the AGM & Convention.
- If the resolution is of a regional nature (pertaining to a northern highway for example), be aware that UBCM may reject it as being “too regional” and will request that NCLGA advocate for it on their own.

Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue, and the enactment 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?

Preamble

The preamble begins with "WHEREAS," and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

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

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED," and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM. Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

Resolution Writing Tips

- a) Address one subject in the text of the resolution. Since your community seeks to influence attitudes and inspire action, limit the resolution to one specific subject or issue.
- b) Use simple, action-oriented language and avoid ambiguous terms. Explain the situation briefly and state the desired action clearly.
- c) Provide factual background information. Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

i. Supplementary Memo

A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

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 information and submit it with the resolution.

- d) Construct a brief, descriptive title. A title identifies the intent of the resolution and is usually drawn from the "enactment clause." For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.
- e) Focus on issues that are regional. The issue identified in the resolution should be relevant to other local governments across the NCLGA region. This will support productive debate and assist NCLGA to represent your concern effectively to the provincial or federal government on behalf of all NCLGA regional districts and municipalities.

S.M.A.R.T Criteria for Resolutions

Specific – Target a specific area for improvement.

This criterion stresses the need for a specific goal rather than a more general one. This means the goal is clear and unambiguous. To make resolutions specific, they must tell the NCLGA membership exactly what's expected, why it's important, who's involved, where it's going to happen and which attributes are important.

A specific goal will usually answer the five 'W' questions:

- **What:** What do I want to accomplish?
- **Why:** Specific reasons, purpose or benefits of accomplishing the goal.
- **Who:** Who is involved?
- **When:** What is the timeline?
- **Where:** Identify a location/region.

Measurable – Quantify, or at least suggest an indicator of, progress.

A resolution is measurable when you are able to identify the following question: “How will I know when the resolution is accomplished?”

The second criterion stresses the need for concrete criteria for measuring progress. The thought behind this is that if a resolution is not measurable, it is not possible to know whether the NCLGA is making progress toward successful completion.

Assignable – Specify who will do it.

Without a group held to account, who takes responsibility for completing the resolution? Assign the resolution to specific parties in order to create accountability. Usually, responsibility for the resolution is assigned to one or more of the following parties: the sponsoring community; NCLGA; and/or UBCM.

Realistic – State what results can realistically be achieved, given available resources.

The fourth criterion stresses the importance of resolutions that are realistic and also attainable. Resolutions that fall outside the purview of local government are not considered realistic. To determine if the resolution is realistic, ascertain if other local governments have accomplished anything similar in the past, and figure out what conditions would have to exist to accomplish this resolution.

Timely – Specify when the result(s) can be achieved.

Each resolution submitted to the NCLGA will remain active for a maximum of three (3) years. Resolutions may be resubmitted, with updated background information as to why it's still relevant, once the three-year period has passed. This change is made for two reasons: firstly, situations are not static. Partnerships, legislation, funding, and more can change rapidly. By providing a timeline for resolutions, it compels communities to update the resolution to reflect the current circumstances.

Secondly, it makes the NCLGA's workload more realistic. If every community submitted just one resolution per year, in Year One, staff would have 41 resolutions to work on. In Year Three, staff would have 123 resolutions. By Year Five, staff would have 205 resolutions. At this point, expectations become unachievable. The NCLGA's resolutions process is being reformatted with the promise of making resolutions effective – each and every resolution submitted and endorsed at the AGM will be meaningfully acted upon.

Sample Resolution

SHORT TITLE

WHEREAS the quick brown fox jumped over the lazy dog;

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

SPONSOR COMMUNITY

← **Semicolon** after first "WHEREAS" clause.

← **Colon** after second "WHEREAS" clause.

NCLGA Gold Star Resolution

Each year, a gold star is awarded to the sponsor community with the best resolution. The criteria for qualifying for the Gold Star Resolution are as follows:

- Resolution must be properly titled.
- Resolution must employ clear, simple language.
- Resolution must clearly identify a problem, reason and solution.
- Resolution must have two or fewer recital (WHEREAS) clauses.
- Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
- Resolution must focus on a single subject, and must be of local government concern region-wide.
- Resolution must include appropriate references to policy, legislation and regulation.
- Resolution must be received prior to the deadline of March 3rd, 2017.
- Resolution must have a recommendation of endorsement by the NCLGA Executive.

Examples of Well-Written Resolutions

SHADOW POPULATIONS

NCLGA EXECUTIVE

WHEREAS local governments in rural British Columbia are experiencing a growing number of people living adjacent to their borders which is placing additional service provision pressures on these communities;

AND WHEREAS the local governments are not presently allowed to include this “shadow” population in their overall population count even though municipal services are utilized by them:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the Provincial Government to amend the Community Charter to allow local governments the ability to conduct municipal census similar to Alberta’s Municipal Government Act’s Determination of Population Regulation 63/2001 and Amendment 10/2013.

Background Information:

Province of Alberta, Municipal Government Act, Determination of Population Regulation Alberta Regulation 63/2001

http://municipalaffairs.gov.ab.ca/documents/msb/Determination_of_Population_Regulation.pdf

Shadow population

- (1) A municipal authority may apply to the Minister to have the shadow population included as part of the municipal census if the shadow population in a municipality is
 - (a) greater than 1000 persons, or
 - (b) less than 1000 persons but greater in number than 10% of the permanent population.
- (2) An application under subsection (1) must be made prior to the municipal authority conducting the municipal census.
- (3) The shadow population for a municipal authority must be verified every 3 years by a count held in the period starting on April 1 and ending on June 30 of the same year.
- (4) The Minister shall determine whether the shadow population may be included as part of the municipal authority’s municipal census.
- (5) If the Minister permits a municipal authority to use the shadow population as part of the municipal census, the municipal authority must submit the results of the count of the shadow population, in the form set out in Schedule 3, to the Minister before September 1 of the year in which the municipal census is conducted.

STREETLIGHTS AND CARBON NEUTRALITY

PORT CLEMENTS,
QUEEN CHARLOTTE,
MASSET,
NEW HAZELTON,
STEWART

WHEREAS BC Municipalities, who signed the Climate Action Charter, were supposed to achieve carbon neutrality by 2012 and streetlights represent a significant portion of electrical usage, especially for small northern communities;

AND WHEREAS BC Hydro owns a significant percentage of the streetlights under the 1701 designation, especially in smaller communities, which is preventing those communities from being able to address their carbon footprint by changing to LED streetlights:

THEREFORE BE IT RESOLVED that the NCLGA and the UBCM supports lobbying the provincial government to make the necessary changes to BC Hydro to allow all communities to reach locally appropriate solutions to switch BC Hydro owned streetlights to LED lights.

Background Information:

Municipalities who signed the Climate Action Charter are required to be carbon neutral either through changes in operations, by purchasing carbon credits or through some combination thereof. This creates a challenge, especially in small communities who do not have the resources or the density of population to make some of the options cost effective. Streetlights represent a large electrical use for most municipalities. BC Hydro owns most streetlights (classified as Schedule 1701 – Overhead Street Lights) in small communities and in some larger communities as well. LED technology represents at minimum a 45% savings in electrical consumption and carbon emissions (the estimates vary between 45-65%). Currently, for any streetlight fixture owned by BC Hydro, there is no mechanism to allow Municipalities to have them changed to LED fixtures even if the community is willing to fund the retrofit 100%. Small communities are not significant enough power consumers to have Key Account Managers within BC Hydro to advocate on their behalf. Additionally, BC Hydro doesn't currently have a tariff in place to recognize the reduced power consumption of LED lighting. Creating a tariff involves the BC Utilities Commission and is a slow process.

Haida Gwaii has had funding in place since the beginning of 2012 to replace 1701 Streetlights with LED fixtures and have been negotiating with BC Hydro to allow them to switch to LED lights since March of 2012. The north end of Haida Gwaii runs exclusively on diesel generated hydro whose rates are subsidized by the rest of British Columbia residents therefore making the conversion to LED in all British Columbians interest.

Although BC Hydro is a large organization and the wheels often turn much slower where several levels of bureaucracy are involved, LED streetlights are not new technology. NCLGA and UBCM need to strongly encourage BC Hydro to move quicker on this issue and to work with small communities, regardless of the amount of power consumption involved, to reach solutions that support BC Hydro's green initiatives and BC Municipalities obligations under the Climate Action Charter.

WHEREAS small rural communities could benefit economically as service centres for the growing recreational sport of All-Terrain Vehicle (ATV) touring;

AND WHEREAS legislation in British Columbia currently prohibits the operation of All-Terrain Vehicles on highways, roads and streets for recreational purposes:

THEREFORE BE IT RESOLVED that the NCLGA and UBCM lobby the Provincial Government to amend current legislation to permit Local Governments to regulate the operation of ATVs on municipal roads and streets within their boundaries.

Background Information:

Provincial legislation currently provides local governments with the power to regulate the use of snowmobiles on municipal streets. Some municipalities such as the District of Wells take advantage of this empowerment to promote our community as a winter tourism destination by providing snowmobile enthusiasts not only with an excellent winter trail system, but also with the ability to directly access services in our town such as accommodation, restaurants and fuel.

The resolution being proposed is to encourage the Provincial Government to extend this same successful municipal empowerment to include the regulation of recreational All-Terrain Vehicles on municipal streets. Just as with snowmobiles, each Local Government could have the authority, by bylaw, to determine how, where and when ATV on-street use could be permitted within their boundaries. Obviously, this may not be suitable for many urban areas and in such situations local governments need not enact such bylaws. However, for rural communities with a strong economic dependence on recreational tourism such legislation could provide an additional tool with which to promote their communities and sustain their businesses. For this reason we ask your support for this resolution.