

January 20, 2010

Regional District of Peace River
 Box 810
 Dawson Creek, BC V1G 4H8



Re: Resolution Submission Deadline: March 5th, 2010

Dear Chair Goodings and Directors,

The North Central Local Government Association's 55th Annual General Meeting and Convention is coming up May 5th - 7th, 2010 in Smithers. The Executive of the NCLGA encourages you to submit your resolutions on issues of concern for debate at the Convention. These resolutions are vital to the Association, as the issues identified and endorsed at this meeting help to focus the work plan for the Executive and staff during the year ahead.

We strongly encourage you to draft and submit your resolutions early. Resolutions must be submitted to the NCLGA office prior to the deadline of **Friday, March 5th, 2010**. We work with a tight schedule to allow enough time for the resolutions to be forwarded to UBCM for comment and then returned to us for compilation into the Annual Report prior to convention. All five of the Area Associations submit resolutions to UBCM during the same time period, which can create challenges for the UBCM staff.

Enclosed please find:

- A sample resolution with preparation guidelines.
- Criteria for the Best Crafted Resolution Gold Star Award and Honourable Mention winners.

If you would like to research whether a topic has come up in previous years there is a searchable database of resolutions dating back to the year 2000 on the NCLGA website at: www.nclga.ca. If assistance or advice is needed with the drafting of your resolutions please do not hesitate to contact either myself or staff at the NCLGA office.

Sincerely,



Councillor Bruce D. Christensen
 Resolutions Chair, NCLGA

Encl.

February 11, 2010

SAMPLE RESOLUTION

SHORT TITLE

SPONSOR'S NAME

WHEREAS ;

AND WHEREAS ;

THEREFORE BE IT RESOLVED that that the NCLGA ...

(Note: A second “operative” clause, if it is absolutely required, should start as follows:

AND BE IT FURTHER RESOLVED that...

Guidelines on Preparing Resolutions

The construction of a resolution:

Each resolution should address only one specific subject.

All resolutions contain a preamble and operative clause.

The preamble clause (“whereas”) describes the issue, and the operative clause (“therefore be it resolved) outlines the action being requested.

The resolution should answer three questions:

- 1) What is the problem?
- 2) What is causing the problem?
- 3) What is the best way to solve the problem?

The preamble should not contain more than two “whereas” clauses. If the sponsor feels that the rationale is not fully stated within the two “whereas” clauses, supporting background documentation should be provided.

The operative clause should be as short as possible, and clearly describe the action being requested.



**NCLGA 2010 GOLD STAR
RESOLUTION CRITERIA**



- Resolution must be properly titled.
- Resolution must employ clear, simple language.
- Resolution must clearly identify problem, reason and solution.
- Resolution must have two or fewer recital clauses.
- Resolution must have a short, clear, stand-alone enactment clause.
- Resolution must focus on a single subject, and 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 5th, 2010
- Resolution must have a recommendation of endorsement by the NCLGA Executive.