



January 26, 2022

To: All Member Communities

Fr: NWTAC Office

**Re: Deadline for Submission May 6, 2022**

Please find attached the Form and Guidelines for the NWT Association of Communities 2022 Annual General Meeting Resolutions.

The guidelines detail, step-by-step, how to construct a resolution for any issues that you feel require action by other levels of government. **PLEASE** make sure when you are constructing your resolution that your wording is universal in nature - do not reference your community. If you have any questions or concerns, please do not hesitate to contact me at [yvonne@nwtac.com](mailto:yvonne@nwtac.com).

**Please be advised that the deadline for inclusion in the 2022 Annual General Meeting Booklet is Friday, May 6, 2022 at 5:00 p.m.**

Thank you!

Yvonne Fleming  
Senior Finance Officer  
NWTAC



## FORM AND GUIDELINES FOR PRESENTATION OF ANNUAL GENERAL MEETING RESOLUTIONS

Many issues confronting community governments require actions by levels of government other than the municipal level. Sometimes these issues are common to many municipalities. It is by way of resolutions that Municipal Members bring their concerns to the NWTAC for consideration at the Annual General Meeting. Resolutions endorsed by member of the NWTAC are an effective way to bring important issues to the attention of Territorial or Federal Governments or national agencies such as the Federation of Canadian Municipalities (FCM).

- Resolutions may be submitted by any municipal member who is a member in good standing of the NWT Association of Communities.
- All resolutions endorsed at the Annual General Meeting and which require action from the Territorial or Federal Government shall be submitted to the appropriate minister, department or agency for response.
- It is important that the resolutions be clearly and carefully worded so that the NWTAC is given clear direction on the appropriate action and that the proper message is addressed.
- Make sure when you are constructing your resolution that your wording is universal in nature - do not reference your community.

## CONSTRUCTION OF RESOLUTIONS

Please observe these guidelines when preparing resolutions for submission to the NWT Association of Communities.

- a) **The descriptive clauses** (WHEREAS...) should clearly and briefly set out the reasons for the resolution. If the member believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.
- b) **The operative clause** (THEREFORE BE IT RESOLVED...) must clearly set out its intent stating a specific proposal for action which the member wishes the NWT Association of Communities to take. (I.e. **THEREFORE BE IT RESOLVED that the NWT Association of Communities urge/endorse/petition....**) The wording should be clear and brief. Generalization should be avoided.

- c) **Background information** such as Council reports or supplementary background information (1-2 pages max.) should be submitted with the resolution. Not every descriptive clause can be comprehensive enough to give a full account of the situation that gave rise to the situation. It is important that delegates voting on the resolution, and later the Association taking the issue to senior governments, have a complete understanding of the issue at hand. When a resolution is not self-explanatory and when adequate information is not received, NWTAC staff may return the resolution to the member with a request for additional information or clarification.
- d) **Proof of endorsement** by the member council must accompany the resolution.

## TIPS FOR WRITING RESOLUTIONS



Writing a resolution does not need to be a difficult task. A clear resolution is much more effective than one that is challenging to understand. So please consider the following:

**Tip #1: Remember the Categories**

- **Is this Local or Regional? Do not reference your community!**

**Tip #2: Identify the Problem**

- **Be clear and to the point**

**Tip #3: Identify what you want to be done to address the problem**

- **What is the desired result?**

**Tip #4: Include additional background if needed**

- **Reference the source in your Resolution in the background information you have attached**

**Tip #5: Check our website so Resolutions are not repeated from past years**

## RESOLUTION APPROVAL

All resolutions submitted to the NWTAC Resolution and Policies Committee by deadline are reviewed and categorized. The Committee is comprised of a Director from each Caucus and/or a delegate appointed by the President. This committee reviews all proposed resolutions and submits its recommendation on each resolution at the Annual General Meeting. The Committee may request a resolution be reworded for clarity and may seek additional information from the sponsoring community before endorsing it to go before delegates at the Annual General Meeting.

The Resolution and Policies Committee stresses that resolutions received after the deadline cannot be processed in time for inclusion in the 2022 Annual General Meeting's Booklet and may be rejected.

Resolutions of an emergency nature, as determined by the Committee on Policies and Resolutions will be debated only with the Board's approval. No new resolutions will be accepted during the resolution session of our virtual AGM. Only resolutions that have been submitted will be addressed.

***The deadline for submission is Friday, May 6, 2022, 5:00 p.m.***

A member community that submits a resolution will be asked to speak to their resolution at the Annual General Meeting, allowing all delegates a greater understanding of the concerns highlighted within the resolution.

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For more information please contact the NWTAC office by phone at (867) 873-8359, fax (867) 873-3042 or email [yvonne@nwtac.com](mailto:yvonne@nwtac.com)

# NWT Association of Communities

## **Categorization of Resolutions**

The NWTAC Resolution Committee is responsible for categorizing resolutions into the following categories:

### **CATEGORY A      Territorial Wide Municipal Issues**

This category will contain resolutions on issues that are of a direct or indirect concern to all territorial Communities. Do not reference your community.

### **CATEGORY B      Issues which Pertain to Regional Concerns Only or Are Not Within Municipal Jurisdiction**

This category will contain resolutions, which are of a regional concern only or are not within municipal jurisdiction. No action is taken on Category B resolutions.

### **CATEGORY C      Matters Dealt with by the NWTAC in the Previous Three Years**

This category will contain resolutions relating to specific matters, which have already been considered by the NWT Association of Communities within the previous three years. These resolutions will be received for information only.

**NWT Association of Communities  
2022 Resolution Form**

**TITLE OF RESOLUTION:**

**WHEREAS:**

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**WHEREAS:**

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**THEREFORE BE IT RESOLVED:**

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**BE IT FURTHER RESOLVED:**

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**Submitted by the Community of:**

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**Signature of Mayor/Chief or Council Member**

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**Date**

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