



December 18, 2013

District of Chetwynd
Box 357
Chetwynd, BC V0C 1J0

Re: Resolution Submission Deadline: March 7th, 2014

Dear Mayor and Council,

The North Central Local Government Association's 59th Annual General Meeting and Convention will be held May 7th - 9th, 2014 in Fort St. John. 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 7th, 2014**. 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.

In an effort to streamline the resolution process, both at our own Convention and at UBCM, if resolutions are received that cover the same topic we may combine them to form one resolution giving all sponsors credit.

Enclosed please find:

- a sample resolution with preparation guidelines.
- examples of well written resolutions.
- criteria for the Best Crafted Resolution Gold Star Award.

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 staff at the NCLGA office.

Sincerely,

Regional Councillor Kim Eglinski
Resolutions Chair, NCLGA

Encl.

OPTIONS

1. Receive for information; or
2. THAT Council submit topics to Staff for preparation of resolutions for the North Central Local Government Association's 59th Annual General Meeting and Convention.