NWT Association of Communities
Connecting Community Governments Since 1966

2027 ANNUAL GENERAL MEETING RESOLUTIONS FORM AND GUIDELINES

Many issues affecting NWT community governments require action by territorial or federal governments, national agencies, or other organizations. Because communities often face these issues collectively, NWTAC members are encouraged to submit them as formal resolutions at the Annual General Meeting (AGM).

Resolutions endorsed by the NWTAC membership are highly effective tools for bringing critical issues to the attention of Territorial or Federal governments, as well as national agencies, such as the Federation of Canadian Municipalities (FCM). Additionally, they also provide the NWTAC Board and staff with a clear, unified mandate to advocate for action on behalf of all member communities.

This booklet explains who is eligible to submit a resolution, how to draft and support it, how resolutions are reviewed, and how they are categorized for consideration at the Annual General Meeting. A 'Resolution Submission Checklist' included to help communities' complete their submission accurately.

WHAT IS A RESOLUTION?

A resolution is a formal decision on a specific issue that requires the support of NWTAC membership. Once approved, it gives the NWTAC Board and staff directions to advocate for the action requested in the resolution.

After the Annual General Meeting, NWTAC will submit each endorsed resolution requiring territorial or federal action to the appropriate minister, department, agency, or organization for a response.

To successfully submit a resolution, please ensure that you:

- ✓ use the standard resolution structure
- ✓ address one applicable communities' broad issue
- ✓ obtain formal council endorsement
- ✓ attach no more than one to two pages of supporting information
- ✓ submit the complete package by the stated deadline.

NWTAC staff may request revisions or clarification before the resolution is considered at the Annual General Meeting.

HOW TO DRAFT A RESOLUTION

A well-drafted resolution provides a strong, unified mandate that allows NWTAC to advocate effectively on behalf of all member communities. Use the following steps to prepare a resolution that delegates can understand, debate, and capable of being acted on by NWTAC Board and staff.

STEP 1: Identify the issue and desired outcome	Identify the problem in one clear sentence. Then decide what change is needed, who has the authority to make it, and what you want NWTAC to request, support, or undertake.	Example: Aging water systems need dedicated territorial replacement funding.
STEP 2: Draft the descriptive clause(s)	Begin each clause with WHEREAS. Present only the essential facts needed to explain why action is required. Arrange the clauses in a logical order: describe the issue, explain its broader communities importance, and identify any gap in current policy, funding, legislation, or service.	Example: WHEREAS aging water systems threaten reliable communities services;
STEP 3: Write one clear operative clause	Begin with THEREFORE BE IT RESOLVED that the NWT Association of Communities…	Example: THEREFORE BE IT RESOLVED that the NWT Association of

	Follow with a precise action verb, such as urge, request, endorse, or petition. Name the government, department, agency, or organization that should act and state the result being sought.	Communities urge the Government of the Northwest Territories to fund the replacement of aging communities water systems.
STEP 4: Keep the resolution broadly applicable	Frame the issue so it is relevant to NWT communities generally. Do not name your community in the resolution itself. Avoid vague wording, unnecessary detail, multiple unrelated requests, and statements that cannot be supported.	Example: Write “NWT communities need water-system funding,” not “Our community needs a new water main.”
STEP 5: Provide focused supporting information	Attach no more than one to two pages of relevant background, such as a council report, data, policy references, previous correspondence, or cost information. The supporting material should explain the issue without introducing a different request.	Example: Attach a one-page summary of system condition, costs, and funding gaps.
STEP 6: Obtain council endorsement	Have the member council formally endorse the resolution and include proof of that endorsement with the submission.	Example: Attach the certified council motion or approved minutes.

Before submitting, ask a reader who is unfamiliar with the issue to review the resolution. The reader should be able to identify the issue, the requested action, the responsible decision-maker, and the intended outcome.

Confirm that the resolution:

- ✓ addresses one issue and requests one clear outcome
- ✓ uses facts that are accurate, relevant, and easy to verify
- ✓ applies broadly to NWT communities and does not name the sponsoring community
- ✓ identifies who should act and what action is requested
- ✓ includes required background information and proof of council endorsement

HELPFUL TIPS FOR WRITING RESOLUTIONS

USE COLLECTIVE PHRASING

- ✓ Replace specific community names with universal terms like "NWT Communities," "community governments," "member communities," or "northern local governments."

FOCUS ON THE SYSTEMIC ISSUE

- ✓ Frame the problem around territorial policies, systemic funding gaps, or shared environmental realities rather than localized events.

TARGET THE CORRECT DEPARTMENT

- ✓ Ensure the "Therefore Be It Resolved" clause explicitly names the exact government department, minister, or external agency that holds the power to fix the problem.

MAKE THE MANDATE CLEAR

- ✓ Avoid vague verbs like "look into" or "consider." Use decisive, actionable verbs such as *"petition," "advocate for," "request,"* or *"demand."*
- ✓ has been proofread for plain language, grammar, and consistency

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RESOLUTION APPROVAL

The **NWTAC Resolutions and Policies Committee** reviews and categorizes all resolutions submitted by the deadline. The Committee includes representatives from each caucus and may also include delegates appointed by the President.

The Committee:

- Reviews all submitted resolutions
- Recommends action on each resolution for consideration at the AGM
- May request revisions for clarity or additional information from the sponsoring community

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

Category A	**Territorial-Wide Communities' Issues**	Resolutions that address issues of direct or indirect concern to communities across the NWT. The resolution must describe the issue in territory-wide terms and must not identify the sponsoring community.
Category B	**Regional Issues** (*or not within Communities' jurisdiction)*	Resolutions that concern only one region or address matters outside communities' jurisdiction. These resolutions may be identified for discussion or information, but NWTAC will not take advocacy action on them.
Category C	**Matters Dealt with by the NWTAC within the last 3 years**	Resolutions on matters that the NWTAC have considered within the previous three years. These resolutions will be received for information only and not considered as new business.

Important:

- Resolutions received after the deadline may be rejected and cannot be guaranteed inclusion in the AGM booklet.
- Emergency resolutions will only be considered with Board approval.
- Only resolutions submitted through the established process will be debated and considered by delegates

Each Resolution requires a community representative to present at the Annual General Meeting so delegates can better understand the issue and the action being requested.

See attached Resolution form to complete and submit by January 29, 2027 to Yvonne Fleming

Resolutions received after that deadline may not be included in the AGM booklet.

NWTAC website:
Resolutions - Northwest Territories Association of Communities

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