



Canadian  
Chamber of  
Commerce

Chambre de  
Commerce  
du Canada

# A GUIDE TO PREPARING A RESOLUTION

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# Canadian Chamber Team

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# Guiding Questions

Consider these factors when formulating your resolution to encourage informed debate at the annual meeting and strong policy positions for the Canadian Chamber.

## What is at issue?

It is important that you carefully define the problem and/or opportunity and what the Government of Canada should do about it. Consider the key concerns, problems or challenges that this issue/opportunity brings to the business community. Define a possible solution, and be as specific as possible.

**EXAMPLE:** Instead of: “Taxes are too high and should be lowered,” be specific: “The federal corporate income tax rate is too high and should be lowered by 2 percentage points by 2020.”

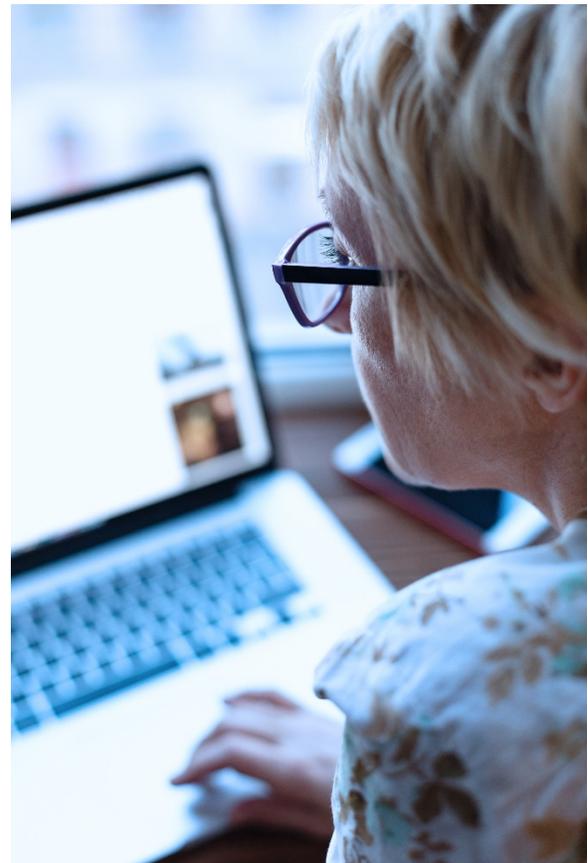
## Is this issue a national one?

The resolution should deal with an issue relevant to Canadian business that is within federal jurisdiction and is of national significance. Does it affect businesses in more than one region of Canada? Does the issue affect all businesses or is it specific to a particular segment of the business community?

Background information should be broadly-based; information from various regions can help to demonstrate the issue’s national relevance. Any resolution primarily focused on one area must clearly demonstrate why the matter is nationally important and include information as to why the business community at large would want to see the requested action taken.

### Helpful Hints:

- If the resolution was previously passed at provincial or territorial chamber meeting, revisions may be necessary to give it a national scope. Provide national statistics and/or more than one provincial/territorial example, and eliminate recommendations targeted at provincial/territorial/regional governments.
- Remember that any references to provinces should include the territories (as appropriate).





## Is the issue current and timely?

The issue should be one on which the Government of Canada should take action now or within a specified timeframe. Make an effort to include the most recently available Information and statistics in the background.

If this is a renewal from a previously submitted resolution, ensure the issue is still important. Are there new facts that can help bolster the previous recommendation?

## Does this require Government of Canada action?

The issue should be under federal jurisdiction, not something that ought to be resolved at a provincial/territorial or municipal level. Each of the recommendations must be specific, clearly actionable, and directed at the Government of Canada.

Some issues are national but not federal - examples might be interprovincial/territorial trade barriers or harmonization of environmental regulations. In these cases, it is important to explain why the issue should be dealt with by the Canadian Chamber, especially if there is little or no federal involvement in the area.

Canadian Chamber resolutions should not discuss issues or make recommendations that do not involve the Government of Canada. For areas of shared jurisdiction amongst the provinces, territories and Government of Canada, it must be clear that there is a role for the Government of Canada to play. Place emphasis on what the Government of Canada should do, or how they should work with the provinces and territories to accomplish the objective.

**EXAMPLE:** "That the Government of Canada work cooperatively with the provinces and territories to establish a consistent air quality standard throughout Canada."

## Does your resolution make the case concisely and factually?

Consider whether someone who is not an expert on this issue could make a decision on the recommendations based on the information included in the background. It should be concise but still provide enough information to build the case for the recommendations and explain what benefits will be achieved by their implementation.

Please note that through the online process, submissions will be limited in character length.

## Will your resolution conflict with or duplicate existing Canadian Chamber policy?

Have you checked to ensure your issue is not the same, or substantially the same, as an existing resolution?

If you see that approval of your resolution would be contrary to existing Canadian Chamber policy, include a note in the description section as to which policy (and specific recommendations, if applicable) it would supersede. Be sure to explain why this change in policy direction should be made.

## How much will implementing your resolution cost?

Consider whether the recommended actions will increase government expenditures (such as new spending programs) or decrease government revenues (tax cuts). Does the resolution include an estimate of how much implementation will cost? If there is an increase in expenditures, where should the money come from? Including information about the cost of the recommendations will increase the credibility of the resolution.



## Does your resolution have support?

Each local chamber of commerce/ board of trade may submit up to two resolutions. Canadian Chamber policy committees may sponsor one resolution each.

A chamber/board of trade/committee may add its name as co-sponsor to as many resolutions as it wishes. Including co-sponsors from several different regions can help demonstrate the national importance of an issue.

# Preparing and Submitting Your Resolution

Resolutions must be submitted through the [Canadian Chamber resolutions portal](#). Note that all sections are limited by character count.

The formatting includes:

**Theme** - Select the thematic area that best aligns with the resolution from the provided list.

**Title** (up to 150 characters)

**Description** (up to 750 characters) - This paragraph should state concisely the issue that is being covered by the resolution.

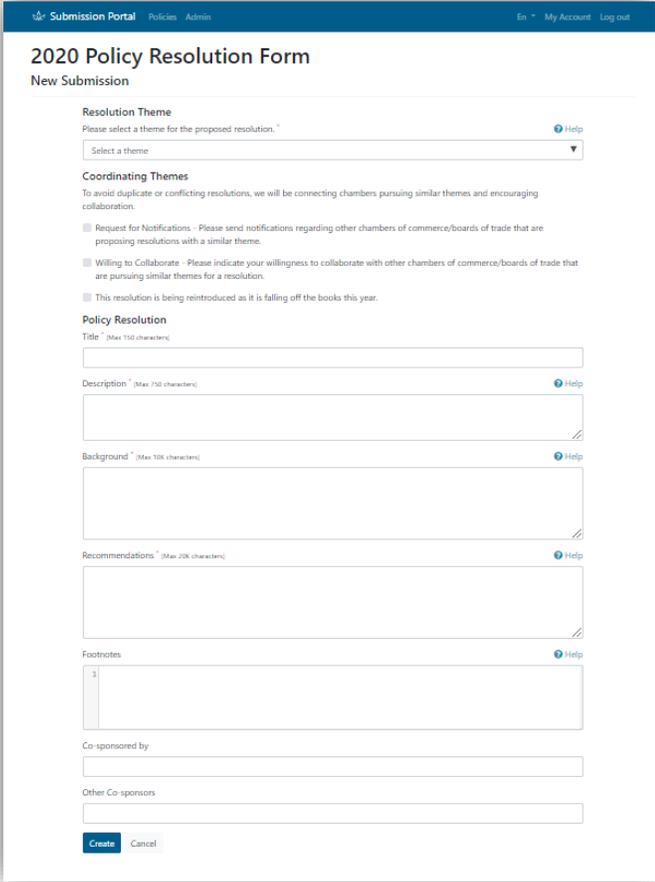
**Background** (up to 10,000 characters) - The main body of the resolution should include case-building facts and data demonstrating why this issue is relevant and why it matters to the national business community. Explain the impact this issue/opportunity is having, or would have, on the bottom line of business and its ability to compete, and/or how it is affecting, or could affect, Canadian economic growth and development. If you include specific statistics, note the source.

Reference to further background data, properly cited, from other reputable sources can be a helpful way of providing access to related information without actually including it in the resolution.

**Recommendations** (up to 20,000 characters) - The recommendation begins with "That the Government of Canada..." and is followed by specific actions that the government should take; e.g., "That the Government of Canada reduce the GST rate by 2 percentage points."

**Footnotes** - The submission portal will automatically insert references as footnotes into your resolution upon download when anchors have been placed in the text. Wherever a footnote should be inserted, place an anchor using curly brackets and the appropriate number for the footnote: e.g. {1}. Enter the corresponding reference information on the appropriately numbered line in the Footnotes section of the portal.

If no anchor is placed in the text using curly brackets, references entered in the footnotes section will automatically be populated at the end of the document (i.e. as endnotes).



Emailed resolutions will not be accepted.

### Helpful Hints:

- If you have more than 3 recommendations, consider whether you are diluting the effect of the resolution by focusing on too many objectives.
- A phone call or email to the appropriate policy director (listed at the start of this guide) at the Canadian Chamber can help determine which resolution(s) to submit or how to make a resolution stronger. Our policy directors can provide useful information, including:
  - Suggestions as to timely topics that might make good resolutions
  - Where you might be able to find supporting facts/statistics
  - Ideas as to where you might be able to find a co-sponsor for your resolution
  - Some sense as to how your resolution might be received by the government – e.g. some issues can be expected to have traction.

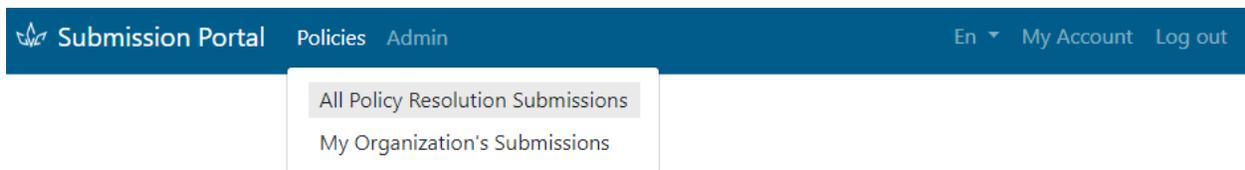
## Navigating the Resolutions Submission Portal

To submit a resolution using the Canadian Chamber of Commerce Policy Resolutions Portal, each local chamber or board of trade must log in using the credentials provided by Canadian Chamber staff.

Complete all sections of the submission form and click *Create* to save a draft for further editing or *Save and submit for comment* to submit your resolution for others to read.

**NOTE:** While your resolution is in draft, no one from outside of your organization will be able to access it and it will not be included in a download of proposed resolutions. You must click *Save and submit for comment* for your resolution submission to be complete.

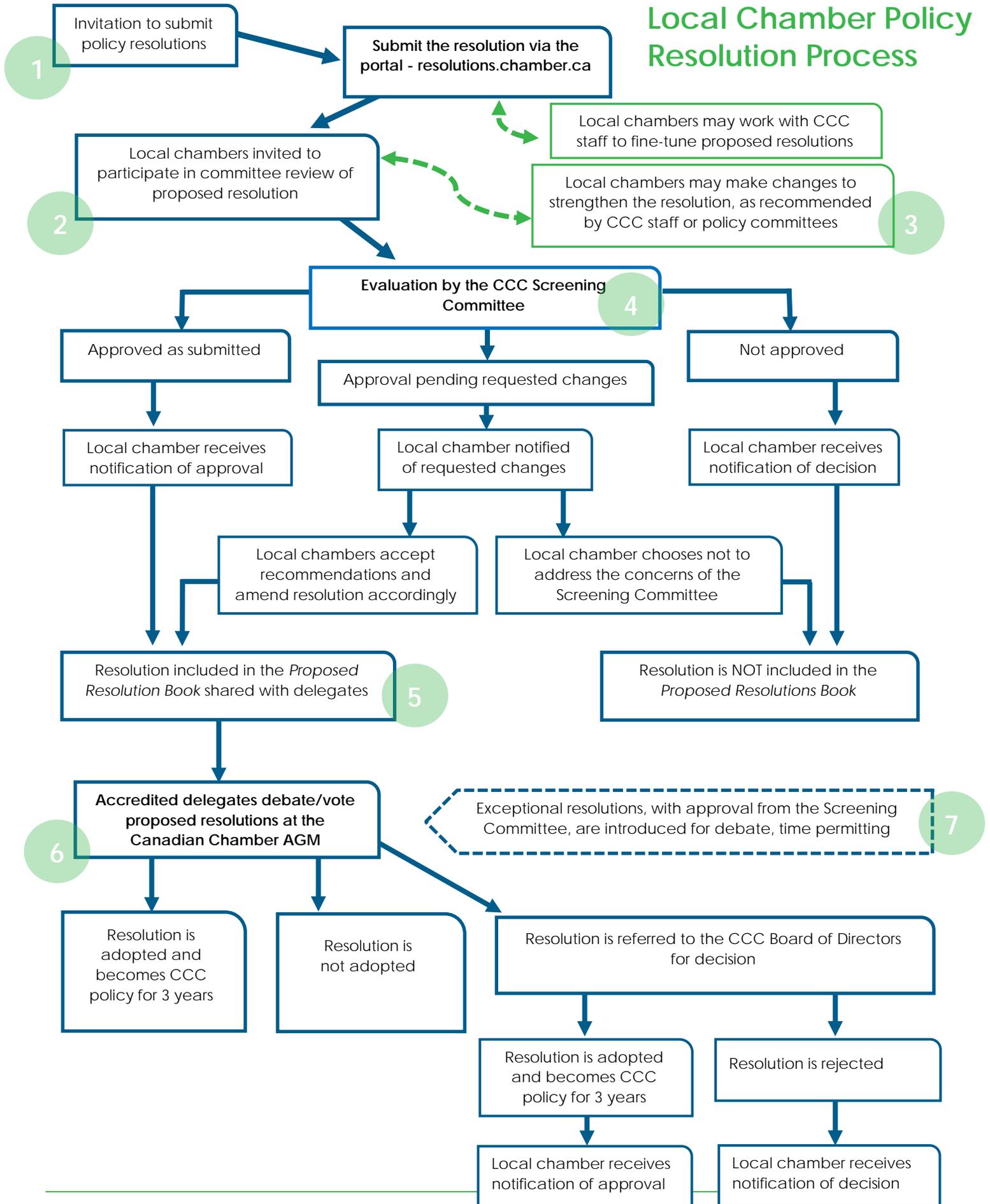
To see all the submitted resolutions, navigate to the top ribbon and click *Policies*.



From this screen, you will be able to search by title, description or organization. Members may also download resolutions, either individually or as a complete bundle.

Once the Canadian Chamber Policy Committees have completed their reviews and agreed to support/not support resolutions, their endorsements are entered and displayed on the portal below each resolution.

# Local Chamber Policy Resolution Process



# Local Chamber Policy Resolution Process Notes

Numbers correspond to sections the in policy resolution process chart

1. The invitation includes the guidelines for preparing a resolution, the deadline for submission to the Canadian Chamber and other key dates in the process. All these documents are available at [chamber.ca](http://chamber.ca).

2. Policy Committees and Working Groups are composed of Canadian Chamber members and staff who have subject matter expertise. In their review of proposed policy resolutions, committees (and working groups) may encourage changes to strengthen the resolution and will express support or non-support (with explanations). Policy Committees do not have the authority to accept or reject resolutions. The list of Canadian Chamber policy committees and their mandates is available at [chamber.ca](http://chamber.ca).

3. After submission, local chambers may decide to merge their resolution with another chamber's related proposal. Resolutions may also be withdrawn at any time, prior to the publication of the *Proposed Resolutions Book*.

4. The Screening Committee includes three Canadian Chamber Board Policy Committee members and six chamber representatives. Its objective is to evaluate all proposed resolutions (including Exceptional Resolutions) to determine if a resolution will go forward to the AGM for debate. Resolutions are evaluated based on the following four criteria:

- The resolution deals with an issue relevant to Canadian business that is within federal jurisdiction and is of national significance.
- The issue is current, timely and requires action.
- The resolution is complete, detailed and supported by factual information.
- The resolution does not align one sector, industry or region of Canada against another.

5. The *Proposed Resolutions Book* is made available to local chambers at least 30 days prior to the AGM.

6. Two thirds of delegates represented must vote to adopt as presented, adopted as amended, or referred to the Canadian Chamber Board of Directors for decision.

## 7. Exceptional Resolutions

The Exceptional Resolutions Process allows for the introduction of resolutions that cover significant, national, and timely issues that have arisen since the annual deadline for policy resolution submissions. This process does not apply to those resolutions that are simply late due to human error.

The Screening Committee will review all exceptional resolutions to ensure they:

- Have been submitted no later than 10 business days prior to the Canadian Chamber AGM (chambers are encouraged to submit as early as possible)
- Meet the four criteria for standard resolutions, and
- Meet the additional criteria of: addressing an issue that requires immediate action (i.e., can't wait until next year), is timely, and has arisen since the resolution deadline.