NCWC • CNFC

NATIONAL COUNCIL OF WOMEN OF CANADA
LE CONSEIL NATIONAL DES FEMMES DU CANADA

Resolution Committee

TRAINING - Resolution Guide



Need assistance with a Resolution?
We're here to help!

Please contact the NCWC Resolutions Chair, Mary Potter: jmpotter068@gmail.com

Who Will Receive Your Resolution(s)?

Resolutions are directed to:

- **Cities and Boroughs of the Urban Area** through the Local Councils of Women
- **Provincial Government** through Provincial Councils of Women
- **Federal Government** through National Council of Women of Canada (NCWC)



The NCWC Resolution Submission Process for AGM (SPRING)

January

> Select an Issue to be Addressed

> Research & Draft: Research the issue and draft the Resolution and supported documentation.

February

> Submit: Final Resolution(s) and Background Documents submitted to Resolutions Chair.

> Council Membership & Board Review: After vetting, Resolutions are shared with Council members and the Board for input and approval.

April

> Amendments: Any requested changes must be sent in.

May

> Circulate Resolutions with Docket: Resolutions with amendments are shared with Councils for review before AGM (The docket contains all the info for the meeting).

June

> NCWC AGM: Resolutions are presented, discussed, and voted on. (Generally held in June).

PASSED RESOLUTIONS AT THE AGM BECOME NCWC POLICIES

The NCWC Resolution Submission Process for Midterm Meeting (FALL)

September

> Select an Emerging Issue to be Addressed

> Research & Draft: Research the issue and draft the Resolution and supported documentation.

October

> Submit: Emerging Issues Resolution(s) and Background Documents submitted to Resolutions Chair.

> Council Membership & Board Review: After vetting, Resolutions are shared with Council members and the Board for input and approval.

Early November

> Amendments: Any requested changes must be sent in.

Late November

> Circulate Resolutions with Docket: Emerging Issue Resolutions with amendments are shared with Councils for review before Midterm (The docket contains all the info for the meeting).

> NCWC MIDTERM: Emerging Issue Resolutions are presented, discussed, and voted on.

PASSED RESOLUTIONS AT THE MIDTERM BECOME NCWC POLICIES



FIRST STEP:
Research

1. REVIEW Existing Policies

REQUIREMENTS:

- NCWC Resolutions must be National in scope
- A minimum of 3 Official References - **NOT** newspaper articles ***(Appropriate Source Examples Below)***

FURTHER REQUIREMENTS BELOW

Examples of Appropriate Sources/Background Documentation

The following are examples only. Please feel free to use other official sources.

- Canada Without Poverty: https://cwp-csp.ca/
- Canadian Centre for Policy Alternatives: https://www.policyalternatives.ca/
- National Association of Women and The Law in Canada: https://nawl.ca/
- Native Women's Association of Canada: https://www.nwac.ca/

NOTE: If you're unsure of an appropriate source, please don't hesitate to contact NCWC Resolutions Chair, Mary Potter: jmpotter068@gmail.com



SECOND STEP:

Propose Solution(s)

2a. Provide a Policy Statement

2b. Propose Solutions

Examples:

- Support a **Point of Principle** (EX: Rule of Law)
- **Urge a Change** to existing government positions, policies, or programs
- **Address Identified Gaps** in public policy and laws

Further Requirements

Keep in mind resolutions must:

- **Respect** Canada's Constitution, the Canadian Charter of Rights and Freedoms, and Quebec's Charter of Human Rights and Freedoms.
- **Be directed** to the appropriate jurisdiction: Federal, Provincial, or Municipal.
- **Clearly state** why the National, Provincial, or Local Councils should take a position or advocate for action.
- **Be factual and evidence-based**, reflecting recognized experts and relevant research.

Writing a Resolution

MAX: 275 Words

1. **Title**
2. **Preamble** *(required only for Emerging Resolutions)*
3. **Numbered "Whereas" Clauses:** Describe the situation, issue, or context that gives rise to the resolution.
4. **Numbered "Resolved" Clauses:** Begin with a **POLICY** statement.
5. **Numbered Continuing "Resolved" *Clauses*:** Propose an appropriate government course of action.
6. List relevant background documents and/or sources with a written summary of their contents.

DETAILED TEMPLATE & EXAMPLES BELOW

Title
Submitted by: Council Name

Preamble: **italicized and only necessary for Emerging Resolutions*

Whereas #1 .....; and

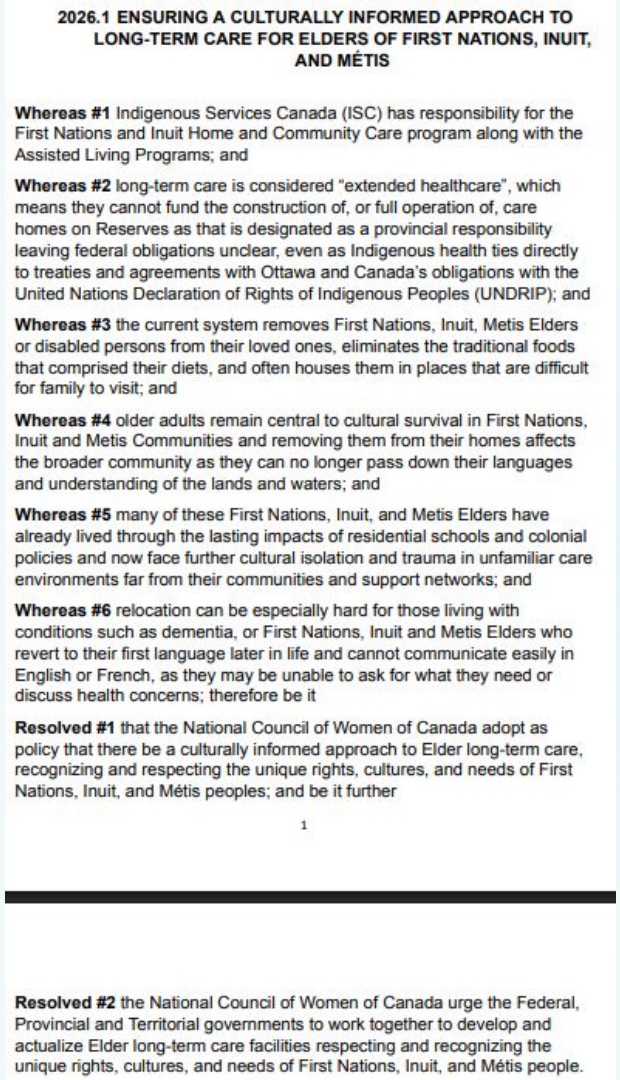
.....; therefore be it

(The first Resolve Clause is a brief/broad Policy Statement)

Resolved #1 that the National Council of Canada (NCWC) adopt as policy...; and be it further

Resolved #2 that the NCWC urge the Federal and Territorial governments to.....; and be it further

Resolved #3 that...;



2026.1 ENSURING A CULTURALLY INFORMED APPROACH TO LONG-TERM CARE FOR ELDERS OF FIRST NATIONS, INUIT, AND MÉTIS

Whereas #1 Indigenous Services Canada (ISC) has responsibility for the First Nations and Inuit Home and Community Care program along with the Assisted Living Programs; and

Whereas #2 long-term care is considered "extended healthcare", which means they cannot fund the construction of, or full operation of, care homes on Reserves as that is designated as a provincial responsibility leaving federal obligations unclear, even as Indigenous health ties directly to treaties and agreements with Ottawa and Canada's obligations with the United Nations Declaration of Rights of Indigenous Peoples (UNDRIP); and

Whereas #3 the current system removes First Nations, Inuit, Metis Elders or disabled persons from their loved ones, eliminates the traditional foods that comprised their diets, and often houses them in places that are difficult for family to visit; and

Whereas #4 older adults remain central to cultural survival in First Nations, Inuit and Metis Communities and removing them from their homes affects the broader community as they can no longer pass down their languages and understanding of the lands and waters; and

Whereas #5 many of these First Nations, Inuit, and Metis Elders have already lived through the lasting impacts of residential schools and colonial policies and now face further cultural isolation and trauma in unfamiliar care environments far from their communities and support networks; and

Whereas #6 relocation can be especially hard for those living with conditions such as dementia, or First Nations, Inuit and Metis Elders who revert to their first language later in life and cannot communicate easily in English or French, as they may be unable to ask for what they need or discuss health concerns; therefore be it

Resolved #1 that the National Council of Women of Canada adopt as policy that there be a culturally informed approach to Elder long-term care, recognizing and respecting the unique rights, cultures, and needs of First Nations, Inuit, and Métis peoples; and be it further

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Resolved #2 the National Council of Women of Canada urge the Federal, Provincial and Territorial governments to work together to develop and actualize Elder long-term care facilities respecting and recognizing the unique rights, cultures, and needs of First Nations, Inuit, and Métis people.

EXAMPLE: [NCWC Approved Resolution from 2026]

Example of an NCWC Resolution Action Plan.

Action Plan

1. Write to the ISC to ensure it is fulfilling its fiduciary duty to provide First Nations, Metis and Inuit Indigenous health services for Elders by providing full federal funding as per the treaties and agreements with the Government of Canada.

2. Write to the ISC and the Government of Canada to encourage funding for a Health Facilities program similar in design to the one from January 2023, wherein ISC provided $5 million along with $250,000 through the Lands and Economic Development program to fund architectural design for a care home in the Tyendinaga Mohawk Territory.

3. Write to the Assembly of First Nations encouraging them to include care homes as a condition of the legal settlements with the Government of Canada, such as the Grassy Narrows Mercury Care Home in Ontario which is being built as part of its legal settlement with Ontario and Canada.

4. Write to the federal Ministry of Finance to amend the 2025 budget to specifically earmark funding for long-term care for First Nations, Inuit and Metis, thus positively advancing the improvement of long-term care for First Nations, Inuit and Metis communities. This initiative was begun in 2019, when the government provided $8.5 million for Indigenous Services Canada to create a holistic care framework. Indigenous-led regional consultations were completed in 2022 and their findings helped guide joint policy discussions in 2023. This is a good beginning that deserves follow-up to ensure it includes measures to support Indigenous communities in the development of an Indigenous Housing Strategy. (Note #5 in the Background material)