From: Vanessa Pettersson
Cc: Andrew Black
Subject: UMNB Governance Structure & elections I Structure de gouvernance et élections de l"UMNB
Date: June 19, 2025 3:41:05 PM
Attachments: UMNB2025 - Voting Resolution Template.docx
UMNB2025 - Resolution Guideline EN.pdf
UMNB2025 - Resolution Guideline FR.pdf

June 19th, 2025

Re: UMNB Governance Structure & elections

PLEASE SHARE WITH YOUR COUNCIL!

Dear Members,

With a new board structure in place, we want to remind all members about the process for electing representatives in their regions.

Serving on the Board of Directors - Any elected member of council is eligible to run for a seat on UMNB's board of directors. Councils can put forward one candidate at a meeting of the sub-region that will take place between June - August.
The new sub-regions are the members within a given RSC region:

- Northwest, Restigouche, Chaleur, Miramichi, Kent, Kings, Fundy, Southwest, Western Valley (1 rep each)
- Capital (2 reps)
- Southeast (3 reps)

Nominations are due by August 21st, 2025. The voting on nominations will take place at regional meetings this summer. Should an election need to take place, each community will be entitled to one vote.

Directors will officially be elected by the members at the AGM on October 5th.

Voting at UMNB: Our new by-laws require councils to formally appoint via resolution their voting representative. We would ask that you designate a voting representative before Sept 15th, 2025. Once approved, please send a copy of the resolution to info@umnb.ca

Resolutions at the AGM: The deadline to submit resolutions this year is July 31, 2025. Resolutions can be directed to Amy Anderson at amy.anderson@umnb.ca

19 juin 2025

Objet : Structure de gouvernance et élections de l'UMNB

À PARTAGER AVEC VOTRE CONSEIL!

Chers membres,

Avec la mise en place d'une nouvelle structure du conseil d'administration, nous souhaitons rappeler à tous les membres la procédure à suivre pour élire leurs représentants dans leur région.

Siéger au conseil d'administration - Tout membre élu du conseil est éligible pour siéger au conseil d'administration de l'UMNB. Les conseils peuvent proposer un candidat lors d'une réunion de la sous-région qui aura lieu entre juin et août.
Les nouvelles sous-régions sont les membres d'une région RSC donnée :

- Nord-Ouest, Restigouche, Chaleur, Miramichi, Kent, Kings, Fundy, Sud-Ouest, Vallée de l'Ouest 1 représentant chacun
- Capitale (2 représentants)
- Sud-Est (3 représentants)

Les candidatures doivent être déposées au plus tard le 21 août 2025. Le vote sur les candidatures aura lieu lors des réunions régionales cet été. Si une élection doit avoir lieu, chaque communauté aura droit à une voix.

Les administrateurs seront officiellement élus par les membres lors de l'AGA du 5 octobre.

Vote à l'UMNB: Nos nouveaux statuts exigent que les conseils nomment officiellement leur représentant votant par voie de résolution. Nous vous demandons de désigner un représentant votant avant le 15 septembre 2025. Une fois approuvée, veuillez envoyer une copie de la résolution à info@umnb.ca

Résolutions à l'AGA : La date limite pour soumettre des résolutions cette année est le 31 juillet 2025. Les résolutions peuvent être adressées à Amy Anderson à l'adresse amy.anderson@umnb.ca

Andrew Black, Chair
UMNB Nominations Committee

Andrew Black, président
Comité des nominations de l'UMNB

RESOLUTION GUIDE

Union of Municipalities of New Brunswick

www.umnb.ca

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WHAT ARE RESOLUTIONS AND WHY ARE THEY IMPORTANT?

Resolutions are proposed and voted on by UMNB members and guide the work and direction of the Union of the Municipalities of New Brunswick. These include internal topics such as increasing UMNB's advocacy resources, as well as other priorities such as infrastructure, high-speed internet, and healthcare which UMNB uses as a base to advocate to the provincial and federal government on behalf of the membership.

Resolutions are typically proposed by our members through their council, sent to zone meetings for discussion, and then voted on during UMNB's Annual General Meeting. The resolution must receive a majority vote of the members to be adopted.

Why put forward a resolution?

A resolution should be used when a given member has identified a challenge or opportunity that affects local governments. Historically, UMNB resolutions have had the goal of focusing advocacy towards the provincial government on issues that affect all local governments be they related to public safety, municipal reform, climate change or more...

Overall, resolutions play an important role in setting the direction of the UMNB and are essential for ensuring that decisions are made in a democratic and transparent manner.

Further examples of resolutions can be found below. Should you have questions, please do not hesitate to reach out to UMNB Staff.

CALL FOR RESOLUTIONS

The Union of Municipalities of New Brunswick (UMNB) invites our members to submit resolutions for the UMNB 2025 Annual General Meeting, to be held on October 5, 2025, in Saint John. The membership will debate and vote on resolutions at the Annual General Meeting. All resolutions must be received by **Thursday, July 31, 2025.** Resolutions received after this date will not be on the agenda for the 2025 AGM.

According to Article 17.1 of the UMNB Constitution, “Any member municipality desiring a change [to the constitution] may submit amendment/s in writing to the Executive Director, at least four (4) weeks prior to the Annual General Meeting.”

This guide will provide a breakdown of how your council should submit a resolution to the resolution committee to be brought to the member's attention at the AGM this fall. Please give this document a full read before submitting proposals.

Resolutions can be submitted to the following ways:

Email: amy.anderson@umnb.ca

Mail: Union of Municipalities of New Brunswick
Attn: Resolutions/ Policy/ Constitution Committee
259 Brunswick St., suite 302
Fredericton, NB E3B 1G8

If you have any questions about submitting resolutions, please contact Amy Anderson at 506 - 444 - 2285 or amy.anderson@umnb.ca

2024 - 2025 OPEN RESOLUTIONS

Each year during our annual conference and AGM, UMNB delegates vote on resolutions. As a member of UMNB, your council is able to submit resolutions for consideration, and only UMNB members may vote. This year the last day to submit a resolution is **July 31st, 2025.** Adopted resolutions form the basis of UMNB's advocacy priorities.

The **following resolutions** are open as of the UMNB Annual General Meeting held on October 6, 2024. Before proposing a new resolution, we recommend you review this list to see if UMNB has an active resolution relating to your topic.

U-17-10 NB Coastline Protection
U-18-04 Designated Highways Funding Notification & Information
U-18-05 Railway Right of Way Flooding
U-18-08 Low Carbon Economy
U-19-01 Flushable Wipes
U-19-05 Municipal Property Tax Exemptions
U-19-06 Provincial HST Rebates for Municipalities
U-20-01 Support for NB Land-Based Natural Resource Industries
U-20-03 Universal Affordable High-Speed Internet Access in New Brunswick
U-21-01 RCMP Costs
U-21-04 Service New Brunswick
U-21-05 Ban Recyclable and Compostable Materials at Landfills
U-21-06 Permanent Residents Voting Rights
U-21-07 Indigenous Languages on Ballots
U-22-01 Advocacy Resources
U-22-03 Consolidation of Provincial 911 Call-taking, Ambulance, Fire Dispatch, and Provincial Mobile Control Centre functions into a centralized operation with interprovincial integration and backup capabilities.
U-22-05 Shortfall in Budgets due to Tax Increase Limits

2024 - 2025 OPEN RESOLUTIONS

U-22-06	Municipal reform awareness
U-22-07	Ambulance Availability
U-23-01	Meaningful Reserves
U-23-02	Removing Barriers to Housing: Regulation 81-126
U-23-03	Removing Barriers to Housing: Environmental Impact Assessment
U-23-04	Short-term Rentals
U-23-05	RSC Social Focus Mandate
U-23-06	Municipal Land Grants
U-23-07	Cellphone service
U-23-08	Designated Highways
U-23-09	Removal of PST/HST on New Apartment Construction
U-23-10	New Revenue Tools for Municipalities
U-24-01	Reasonable Fees for RTIPPA Requests
U-24-02	Fire Marshall Consistency and Fairness
U-24-03	Financial Contribution Towards Highway Fire Protection
U-24-04	Stronger rules and regulation for private quarries and pits
U-24-05	Removal of HST on Radon Mitigation Systems
U-24-06	Bail Reform Implementation Plan
U-24-07	Banning Private Cannabis Dispensaries
U-24-08	Maintaining and Enhancing adequate Ambulance Coverage Across the Province of New Brunswick
U-24-09	Establishment of a Joint Use Agreement Between the Province of New Brunswick and Municipalities for the Use of Educational Facilities
U-24-10	Transfer of Surplus GNB Lands to Municipalities
U-24-11	Review of UMNB Member Dues Formula
U-24-12	Municipal Representation on Service New Brunswick Board of Directors

GUIDELINES FOR DRAFTING A RESOLUTION

1. Resolutions should focus on issues that are the direct responsibility or concern of all New Brunswick municipalities and fall within the jurisdiction of the provincial or federal governments.

2. Resolutions should be drafted with a focus on all New Brunswick municipalities. The Resolution Committee will remove references to local, regional, or provincial governments in the resolution's operative clauses. Where appropriate, the Resolution Committee may amend the title of a resolution for the sake of clarity.

3. Members submitting resolutions regarding Community Safety and Crime Prevention matters are advised to focus on the ''principle'' of the issue being addressed and avoid attempts to reword the Criminal Code.

4. Members must use the following format when preparing resolutions to submit to UMNB:

- The title should be short and refer to the key intent of the resolution.
- The descriptive clauses (WHEREAS...) should clearly and briefly set out the reasons for the resolution and how it relates to municipal-provincial issues.
- The operative clause (RESOLVED, That...) must clearly set out the intent of a resolution and state a specific proposal for any action with which the municipality wishes UMNB to take (i.e. RESOLVED, That UMNB urge/endorse/petition/write...) with the provincial government. The wording should be clear and brief. Generalization should be avoided.
- Resolutions that request UMNB's support without clearly explaining the action that should be taken with the provincial or federal government will be returned to the municipality with a request for clarification, and will not be brought forward to the Board of Directors for consideration until the resolution has been reworded.

GUIDELINES FOR DRAFTING A RESOLUTION

Example:
Instead of . . .
Resolution (Town of XYZ) - Help with municipal elections.

WHEREAS people want to know who is running in their municipality
BE IT RESOLVED that the UMNB and GNB improve the information ...

Try . . .
Resolution (Town of XYZ) - Funding for candidate websites in local government elections.
WHEREAS the public is looking for more information on candidates registered in municipal elections
BE IT RESOLVED that the UMNB advocate to GNB to provide funding for local government election candidate websites for the 2026 municipal election.

5. Background information, when a resolution is not self-explanatory and when adequate information is not attached, UMNB will return a resolution to the municipality with a request for additional information or clarification before it is further considered.

6. Proof of endorsement by the municipal government or affiliate member must accompany all resolutions submitted to UMNB.

7. Resolutions must be endorsed at a duly constituted zone meeting prior to being submitted to UMNB's resolution committee, with the exception of emergency resolutions and board-endorsed resolutions.

8. All Resolutions must be submitted electronically or mailed to the UMNB office, receiving no later than **July 31 2025,** at midnight.

RESOLUTION PROCESS

1. Issue Identified by member
2. Council Approval
3. Zone Approval
4. Resolutions Committee
5. Board of Directors Ratification
6. AGM for Full Membership Vote

RESOLUTION CHECKLIST

- Does UMNB already have a resolution relating to this topic?
- Does the resolution focus on an issue that is the direct concern of municipalities and falls within provincial or federal jurisdiction?
- Does the language of the resolution have a New Brunswick focus?
- Do the descriptive clauses explain how the resolution addresses a municipal-provincial or municipal-federal issue?
- Does the operative clause state a specific action for UMNB to take? (i.e., "Resolved, That UMNB urge/ endorse/ petition/ write...")
- Does the submission include background information, such as a council or policy report, which explains the rationale for the resolution?
- Does the submission include proof of endorsement by the municipal government?
- Have you presented your resolution to your zone for feedback and approval?
- Is it ready to submit electronically to info@umnb.ca?