

Sample Resolutions

Please use these sample resolutions to help draft your own. For further guidance, refer to the notes and the fictional examples, below. If you require additional assistance, or have special circumstances, please contact the Policy Branch at (250) 387-8297.

I. Application on behalf of **all** employees:

"RESOLVED that the Municipal Pension Board of Trustees be requested to declare, effective _____, the provisions of the Municipal Pension Plan Rules to apply to all employees of the [**Employer Legal Name**] under subsection 2(1)(c)[see Note B below] of the Municipal Pension Plan Rules, and the employee eligibility rules as set out in section 3 of the Municipal Pension Plan Rules are to apply to those employees."

I certify that the resolution was passed by an affirmative vote of _____ members out of a total of _____ members of the governing authority of the [**Employer Legal Name**]

II. Application on behalf of employees **covered by a collective agreement**:

"RESOLVED that the Municipal Pension Board of Trustees be requested to declare, effective _____, the provisions of the Municipal Pension Plan Rules to apply to employees of the [**Employer Legal Name**] covered by the [**Name of Collective Agreement**] under subsection 2(1)(c)[see Note B below] of the Municipal Pension Plan Rules, and the employee eligibility rules as set out in section 3 of the Municipal Pension Plan Rules are to apply to those employees."

I certify that the resolution was passed by an affirmative vote of _____ members out of a total of _____ members of the governing authority of the [**Employer Legal Name**]

Further Information and Examples:

- A. Please note the resolution **must be signed and dated** by the chair and secretary of your governing authority.
- B. Every motion must specify which subsection of the Municipal Pension Plan Rules applies to the applying employer's situation. Therefore, motions for employers applying under section 2(1)(c) of the Municipal Pension Plan Rules, must include the appropriate subsection as defined by section 2(1)(c) of Plan Rules and illustrated below:
 - (i) local government organizations, including improvement districts;
 - (ii) educational institutions, including school districts and francophone education authorities;
 - (iii) health services organizations, including health authorities and societies that operate health care facilities or provide health care services;
 - (iv) social services organizations, including child and family services agencies; and

(v) unions and associations representing employees or employers that operate within the public sector.

Example 1: The organization is called ABC Social Services—this is the employer’s legal name as it appears on its legal documents such as the certification of incorporation. It is applying for ALL employees and provides social services (section 2(1)(c)(iv)). It would use a motion worded in this way:

"RESOLVED that the Municipal Pension Board of Trustees be requested to declare, effective June 15, 20XX, the provisions of the Municipal Pension Plan Rules to apply to all employees of ABC Social Services under subsection 2(1)(c)(iv) of the Municipal Pension Plan Rules, and the employee eligibility rules as set out in section 3 of the Municipal Pension Plan Rules are to apply to those employees."

Example 2: The organization is called XYZ Health Services—this is the employer’s legal name as it appears on its legal documents such as the certificate of incorporation. It is applying for employees participating in the AAA Collective Agreement, and provides healthcare services (section 2(1)(c)(iii)). It would use a motion worded in this way:

"RESOLVED that the Municipal Pension Board of Trustees be requested to declare, effective July 1, 20XX the provisions of the Municipal Pension Plan Rules to apply to employees of XYZ Health Services covered by the AAA Collective Agreement under subsection 2(1)(c)(iii) of the Municipal Pension Plan Rules, and the employee eligibility rules as set out in section 3 of the Municipal Pension Plan Rules are to apply to those employees."