

**ULCC | CHLC**

**UNIFORM LAW CONFERENCE OF CANADA  
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

**ULCC Guide**

## **ASSESSMENT REVIEW PROCESS**

### **HOW IS THE UNIFORM LAW CONFERENCE OF CANADA FUNDED?**

The Uniform Law Conference of Canada (ULCC) is funded through annual assessments provided by the federal, provincial and territorial governments. These annual assessments are the ULCC's sole source of revenue.

### **HOW ARE ANNUAL ASSESSMENT AMOUNTS DETERMINED?**

Pursuant to section 22 of the ULCC By-Laws, the Executive Committee shall, on the recommendation of the Budget and Finance Committee, and in consultation with the Jurisdictional Representatives as part of the annual budget approval process, determine and annually levy on each constituent jurisdiction the assessment required to enable the ULCC to meet the financial obligations of carrying out its mandate.

### **WHEN ARE ANNUAL ASSESSMENTS LEVIED ON CONSTITUENT JURISDICTIONS?**

Assessments are sent to Deputy Ministers in spring of each calendar year. The assessments request contributions to fund the fiscal year beginning April 1 of each year, extending to March 31 the following year.

### **HOW OFTEN ARE ANNUAL ASSESSMENT AMOUNTS REVIEWED?**

The Budget and Finance Committee is responsible for making recommendations to the Executive Committee in relation to assessment amounts.

On an annual basis, the Budget and Finance Committee prepares a budget for the activities of the ULCC for the coming fiscal year for presentation to the Executive Committee. The proposed budget for the coming fiscal year balances anticipated expenses against anticipated income and existing ULCC reserve funds. As part of the annual budgeting process, the Budget and Finance Committee will consider whether a detailed review of assessment amounts should be initiated.

The Budget and Finance Committee may conduct a detailed review of assessment amounts at any time. In any event, a detailed review shall be commenced at the annual meeting in 2025 and at the annual meeting every five (5) years thereafter (2030, 2035 etc.) When a detailed review is conducted, and following consultation with the Jurisdictional Representatives, the Budget and Finance Committee shall present its recommendations to the Executive Committee no later than March 1 of the following calendar year.

### **WHEN WILL ANNUAL ASSESSMENTS BE CHANGED?**

Recognizing that constituent jurisdictions are both the sole funders and main beneficiaries of the work of the ULCC, assessments will only be changed when it is determined by the Executive Committee that a change is required.

### **WHEN WILL A CHANGE IN ANNUAL ASSESSMENTS BE COMMUNICATED?**

If the Executive Committee determines that a change in current assessment amounts is required, constituent jurisdictions will be notified substantially in advance of the fiscal year in which the change takes effect.