

Marius Miklea

From: Erin Marriner
Sent: Tuesday, February 2, 2021 6:41 AM
To: corporate
Subject: FW: Lower Mainland LGA-Call for Resolutions and Nominations
Attachments: 2021-Call for Resolutions.pdf; Lower Mainland Call for Nominations for Executive 2021.pdf

Hi Marius,

Please see attached for inclusion in the February 16, 2021 Council Package.

Kind Regards
Erin

From: info
Sent: Thursday, January 28, 2021 10:26 AM
To: Erin Marriner
Subject: FW: Lower Mainland LGA-Call for Resolutions and Nominations

Leslie Weir
RESORT MUNICIPALITY OF WHISTLER
TEL: 604-932-5535

From: Shannon Story [<mailto:sstory@lmlga.ca>]
Sent: Wednesday, January 27, 2021 1:07 PM
To: [REDACTED]
Subject: Lower Mainland LGA-Call for Resolutions and Nominations

CALL FOR RESOLUTIONS AND NOMINATIONS

**PLEASE FORWARD THIS EMAIL AND ATTACHMENTS TO ELECTED OFFICIALS
IN YOUR COUNCIL/BOARD MEETING PACKAGE**

The Lower Mainland LGA Executive has made the difficult decision that due to the ongoing COVID-19 pandemic and the roll out schedule of vaccinations, that the 2021 Conference and AGM will be held virtually from May 12-14, 2021. More details will come soon in regards to the program and registration.

The Lower Mainland LGA Executive is calling for resolutions to be considered at the 2021 virtual convention. Lower Mainland LGA member local governments may now

submit board or council endorsed resolutions following the requirements outlined in the attached call for resolutions. Resolutions will be accepted until **March 26, 2021**. The resolutions process will take place virtually with more details to come. No late resolutions or resolutions from the floor will be accepted. **Due to the online format, we request that our members streamline their resolutions process and only submit timely resolutions of high importance to all Lower Mainland LGA members. Please see the attached Resolutions Notice.**

Please also see the attached Call for Nominations for our Executive Positions that will be elected at our virtual AGM. Nominations are due by Thursday, **April 1, 2021**.

Shannon Story
Executive Director
Lower Mainland Local Government Association
www.lgma.ca



LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

2021 VIRTUAL AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The Lower Mainland LGA Executive is calling for resolutions to be considered at the 2021 virtual convention. The virtual conference will be held from May 12-14, 2021. The resolutions process will also take place in a virtual format. Pending finalization of the procedures, members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the Lower Mainland LGA office by **Friday, March 26, 2021**.

Late resolutions or off-the-floor resolutions will not be accepted this year. Resolutions that emerge after Friday, March 26, 2021 need to be submitted directly to UBCM.

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the Lower Mainland LGA for consideration please send:

1. A Word document by email to ssstory@lmlga.ca by the deadline.
2. Title the email "Resolution-title of resolution" or in the case of multiple resolutions subject header "Resolutions-X number enclosed".
3. Include a cover letter as an attachment outlining how many resolutions that have been sent and list the title of each resolution.

Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Members are responsible for submitting accurate resolutions. Lower Mainland LGA recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from the Lower Mainland LGA and UBCM about each resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Resolutions must be relevant to other local governments within the Lower Mainland LGA rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – whereas clause(s) – and an enactment clause. The preamble describes ***the issue***, and the enactment clause outlines ***the action being*** requested of UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem.

The enactment should propose a specific action by UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the Lower Mainland LGA and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned or having to be submitted directly to UBCM.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through their website at www.ubcm.ca. Click on the "Resolutions and Policy" tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the responses have been.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >>.

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?* >>:

Therefore be it resolved that the Lower Mainland LGA & UBCM << *specify here the action(s) that the **Lower Mainland LGA & UBCM** are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Mayor Jack Crompton, Lower Mainland LGA Past President

DATE: January 26, 2020

RE: 2020 CALL FOR NOMINATIONS FOR LOWER MAINLAND LGA EXECUTIVE

Please include the following information on your next meeting agenda.

This circular is notice of the Lower Mainland LGA Executive positions open for nomination, the process and the procedures for nomination.

The deadline for receipt of your nomination is **Thursday, April 1, 2021**. The Lower Mainland LGA Conference and AGM will be held virtually this year from May 12-14, 2021. Voting for the executive positions will be online. There will be no nominations from the floor this year.

The Lower Mainland LGA is the collective voice for local government in the Lower Mainland, including local governments in the Greater Vancouver Regional District, the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the Lower Mainland LGA between Conventions.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Directors at Large (3 positions)

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of a Lower Mainland LGA member. The candidate must be nominated by two elected officials of a Lower Mainland LGA local government member.

Background information regarding the primary responsibilities and commitments of a Lower Mainland LGA Executive member is available upon request.

A nomination and consent form are attached and should be used for all nominations.

The Chair of the 2021 Nominating Committee is Mayor Jack Crompton, Lower Mainland LGA Past President.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 200-word biography will be prepared under the direction of the Nominating Committee and distributed in the Lower Mainland LGA Convention Newsletter, which is distributed via email before the conference. It is not the responsibility of the Lower Mainland LGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, the Lower Mainland LGA reserves the right not to include them in the newsletter.

To be included in the Convention Newsletter, send your current photo, biography and completed nomination form to:

sstory@lmlga.ca

**With subject line: Lower Mainland LGA Nomination Package – “applicant name”
Deadline: April 1, 2021**

5. FURTHER INFORMATION

All other inquiries should be directed to:

Shannon Story, Executive Director of the Lower Mainland LGA
at sstory@lmlga.ca
PO Box 729
Pemberton, BC V0N 2L0
604 698-5753

NOMINATIONS FOR THE 2021 LOWER MAINLAND LGA EXECUTIVE

We are qualified under the Lower Mainland LGA Constitution to nominate¹ a candidate and we nominate:

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

Lower Mainland LGA Executive office nominated for: _____

Printed Name of nominator: _____ Printed Name of nominator: _____

Position: _____ Position: _____

Local Gov't: _____ Local Gov't: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the Lower Mainland LGA Constitution². I also agree to provide the following information to the Executive Director by April 1, 2021:

- 2"x3" Photo (high resolution)
- Biographical information. No more than 200 words in length.

Printed Name: _____

Running for (position): _____

Local Government: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: sstory@lmlga.ca
c/o Lower Mainland LGA, PO Box 729, Pemberton, BC V0N 2L0**