



LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

2023 CONFERENCE & AGM

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The Lower Mainland LGA Executive is calling for resolutions to be considered at the 2023 Conference & AGM. The conference will take place in person from May 3-5 in Harrison Hot Springs, BC.

DEADLINE FOR RESOLUTIONS

All resolutions must be received by the Lower Mainland LGA by **Friday, March 3, 2023**.

IMPORTANT SUBMISSION REQUIREMENTS

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

1. A Word document by email to ssory@lmlga.ca by the deadline. You will receive a confirmation email that your resolution was received. Lower Mainland LGA staff are happy to answer any questions in regard to the resolutions process. **It is not necessary to mail your resolution.**
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 2 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 regional in nature and 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, 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.