



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

ANNUAL REPORT AND RESOLUTIONS

**TO BE CONSIDERED AT THE 2023
ANNUAL GENERAL MEETING**

TO BE HELD ON THURSDAY, MAY 4th, 2023

2022 LOWER MAINLAND LGA ANNUAL REPORT & 2023 RESOLUTIONS BOOK

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LETTER OF TRANSMITTAL TO LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION MEMBERS

We are pleased to convey the seventeenth Annual Report and Resolutions Book of the Lower Mainland LGA. Included in this report is a record of the year's activities and items for consideration at the Annual Meeting to be held on May 4, 2023, in Harrison Hot Springs, BC at the Harrison Hot Springs Resort.

This publication has been divided into two parts:

- 1. Annual Report**
- 2. Nominations and Resolutions**

1. ANNUAL REPORT

In the first part of this publication, you will find the:

- President's Report
- 2022 Financial Statements
- 2023 Budget

2. NOMINATIONS AND RESOLUTIONS

The second part of this publication contains materials to be considered at the 2023 Annual General Meeting.

Nominations:

Under this process, the Nominating Committee issues a Call for Nominations and manages that process but does not make recommendations. Information on those nominated for the 2023/2024 Lower Mainland LGA Executive is included in this report and can be found in the conference newsletter.

Resolutions:

This section contains resolutions to be considered at the 2023 AGM. Included in the package are:

- Resolutions from Members Received by the Deadline

PART 1

ANNUAL REPORT

PRESIDENT'S REPORT

2022 was a year where we all felt a sigh of relief as we were able to return to a more normal way of life with our social interactions moving a little more away from “Zoom events only” to being able to get together in person once again. The Lower Mainland Local Government Association’s Executive was so excited to hold our first in person conference since 2019. Our conference was held in Whistler, and we had an all time-record number of attendees.

I was elected as your President at the conference, and I have thoroughly enjoyed serving our membership this year and working along side our progressive 11-person executive of hard-working Mayors and Councillors from across the Lower Mainland.

In 2022, British Columbia also held its General Municipal Election which saw big changes in Council composition across BC. As a result, we have many new members which we look forward to welcoming at our 2023 conference in Harrison Hot Springs.

The Lower Mainland LGA continued through 2022 to bring local governments together, from Hope to Bowen Island, from Pemberton to White Rock, and to advocate on the critical issues facing all of our communities. We held advocacy meetings with several provincial Ministries during 2022 with a focus on topics that came out of our resolution’s session.

I look forward to seeing you at our conference in Harrison Hot Springs from May 3-5, 2023.



Councillor Patricia Ross, President

2022 ACCOMPLISHMENTS IN BRIEF

EXECUTIVE/COMMITTEES

- Eight meetings of the Executive were held.
- One Conference Sub Committee meeting was held.

MEMBERSHIP/FINANCIAL

- Membership remains strong with representation from 32 member municipalities and regional districts.

CONVENTION & EVENTS

- The 2022 Convention was held from May 4-6th in Whistler, BC, The theme of the conference was “Resilient Communities/Stronger Region.”

ADVOCACY

- The Lower Mainland LGA Executive met with two provincial ministers during the UBCM Convention on the following topics important to our membership:

- Minister of Energy, Mines and Low Carbon Innovation, Bruce Ralston

- Re-Investing in EV Infrastructure
- Fossil Fuel Non-Proliferation Treaty

-Minister of Public Safety and Solicitor General, Mike Farnworth and Parliamentary Secretary for Emergency Preparedness, Jennifer Rice:

- Emergency Operations Centre Reserve Funds
- Cost of Policing for Small Communities
- “Build Back Better” Funding for Critical Infrastructure

COMMUNICATIONS

- Two member newsletters were emailed to members and posted to the Association’s web site.
- Message from the President sent.
- Numerous emails were sent to the membership.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

2022 ANNUAL GENERAL MEETING

Thursday, May 5, 2022
Emerald A/B Ballroom, Westin Resort & Spa
4090 Whistler Way, Whistler, BC

MINUTES OF BUSINESS MEETING

The Business Meeting was called to order at 1:40 p.m. on May 5, 2022

1. **ADOPTION OF AGENDA**

THAT the Agenda be adopted as circulated.

CARRIED

2. **ADOPTION OF MINUTES**

2021 Annual General Meeting Minutes dated May 13, 2021

THAT the Minutes of the May 13, 2021, AGM be adopted as circulated.

CARRIED

3. **PRESIDENT'S REPORT-LAURA DUPONT**

THAT the President's report be received.

CARRIED

4. **ELECTION RESULTS**

After calling for nominations from the floor and receiving none, Past President Jack Crompton announced that the following positions were elected by acclamation:

President
First Vice-President

Councillor Patricia Ross, City of Abbotsford
Councillor Paul Albrecht, Langley City

Second Vice-President
Third Vice-President

Councillor Michie Vidal, Harrison Hot Springs
Director Jen McCutcheon, the Metro Vancouver RD

The following people submitted nomination documents for the three Director at Large Positions before the AGM:

Ken Herar, District of Mission
Jessica McIlroy, City of North Vancouver
Chris Pettingill, District of Squamish

Past President Jack Crompton called for nominations from the floor for Director at Large and the following nomination was made from the floor:

Sylvia Pranger, District of Kent

Jack Crompton declared an election for the three position of Director at Large. Elections will take place following the resolutions session and the results will be announced at the Gala Dinner.

5. 2021 FINANCIAL STATEMENTS

THAT the 2021 financial statements be received as circulated.

CARRIED

6. 2022 BUDGET

THAT 2022 Budget be approved as circulated.

CARRIED

7. APPOINTMENT OF THE COMPANY TO CONDUCT FINANCIAL REVIEW ENGAGEMENT

THAT KPMG be appointed to conduct the financial review engagement for the 2022 year.

8. ADJOURNMENT

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 2:04 p.m.

Certified Correct

Shannon Story
Executive Director

Laura Dupont
President

DRAFT Financial Statements of

**LOWER MAINLAND LOCAL
GOVERNMENT
ASSOCIATION**

And Independent Practitioner's Review Engagement
Report thereon

Year ended December 31, 2022

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Lower Mainland Local Government Association

We have reviewed the accompanying financial statements of Lower Mainland Local Government Association, which comprise the statement of financial position as at December 31, 2022, the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended,.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

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Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Lower Mainland Local Government Association as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

DRAFT

Chartered Professional Accountants

Vancouver, Canada

April 13, 2023

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statement of Financial Position

DRAFT

December 31, 2022, with comparative information for 2021

(Unaudited)

| | 2022 | 2021 |
|--------------------------------|-------------------|-------------------|
| Assets | | |
| Current assets: | | |
| Cash | \$ 164,032 | \$ 105,366 |
| Investments (note 3) | 80,680 | 79,148 |
| Prepaid expenses | 26,524 | 50,401 |
| | <u>271,236</u> | <u>234,915</u> |
| Restricted investment (note 4) | 10,431 | 10,358 |
| | <u>\$ 281,667</u> | <u>\$ 245,273</u> |

Liabilities and Net Assets

| | | |
|---|-------------------|-------------------|
| Current liabilities: | | |
| Accounts payable and accrued liabilities (note 5) | \$ 11,067 | \$ 6,376 |
| Deferred revenue (note 6) | - | 2,500 |
| | <u>11,067</u> | <u>8,876</u> |
| Net assets: | | |
| Unrestricted | 214,635 | 180,432 |
| Internally restricted (note 7) | 55,965 | 55,965 |
| | <u>270,600</u> | <u>236,397</u> |
| | <u>\$ 281,667</u> | <u>\$ 245,273</u> |

See accompanying notes to financial statements.

Approved on behalf of the Board:

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statement of Operations

DRAFT

Year ended December 31, 2022, with comparative information for 2021

(Unaudited)

| | 2022 | 2021 |
|--|------------------|------------------|
| Revenue: | | |
| Membership | \$ 77,133 | \$ 78,880 |
| Conference registration fees | 93,309 | 19,000 |
| Sponsorships | 86,500 | 58,000 |
| Interest income | 5,988 | 1,389 |
| Other income | - | 1,000 |
| | <u>262,930</u> | <u>158,269</u> |
| Expenses: | | |
| Annual general meeting and conference | 122,023 | 6,755 |
| Office and general | 106,704 | 108,574 |
| | <u>228,727</u> | <u>115,329</u> |
| Excess of revenue over expenses | \$ 34,203 | \$ 42,940 |

See accompanying notes to financial statements.

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statement of Changes In Net Assets

DRAFT

Year ended December 31, 2022, with comparative information for 2021

(Unaudited)

| | Unrestricted | Internally restricted (note 7) | Total |
|---------------------------------|--------------|--------------------------------------|------------|
| Balance, December 31, 2020 | \$ 137,492 | \$ 55,965 | \$ 193,457 |
| Excess of revenue over expenses | 42,940 | - | 42,940 |
| Balance, December 31, 2021 | 180,432 | 55,965 | 236,397 |
| Excess of revenue over expenses | 34,203 | - | 34,203 |
| Balance, December 31, 2022 | \$ 214,635 | \$ 55,965 | \$ 270,600 |

See accompanying notes to financial statements.

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Statement of Cash Flows

DRAFT

Year ended December 31, 2022, with comparative information for 2021

(Unaudited)

| | 2022 | 2021 |
|--|------------|------------|
| Cash provided by (used in): | | |
| Operations: | | |
| Excess of revenue over expenses | \$ 34,203 | \$ 42,940 |
| Items not involving cash: | | |
| Accrued interest on investments | (1,532) | (121) |
| Accrued interest on restricted short-term investment | (73) | (68) |
| Changes in non-cash operating working capital: | | |
| Accounts receivable | - | 1,218 |
| Prepaid expenses | 23,877 | (26,950) |
| Accounts payable and accrued liabilities | 4,691 | (4,404) |
| Deferred revenue | (2,500) | (2,000) |
| Increase in cash | 58,666 | 10,615 |
| Cash, beginning of year | 105,366 | 94,751 |
| Cash, end of year | \$ 164,032 | \$ 105,366 |

See accompanying notes to financial statements.

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Notes to Financial Statements

DRAFT

Year ended December 31, 2022

(Unaudited)

1. Nature of operations:

Lower Mainland Local Government Association ("Lower Mainland LGA" or "Association") is incorporated under the Societies Act (British Columbia) and its principal activity is to promote the welfare and the well-being of taxpayers and residents of the members of the Lower Mainland LGA. The Lower Mainland LGA is a not-for-profit organization and is exempt from income taxes.

2. Significant accounting policies:

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") in Part III of the CPA Canada Handbook - Accounting. The Association's significant accounting policies are as follows:

(a) Revenue recognition:

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount received can be reasonably estimated and collection is reasonably assured.

Annual membership dues, registrations, and sponsorships are recognized as revenue in the year when services are provided.

Amounts received in advance of services provided are recorded as deferred revenue.

(b) Contributed materials and services:

Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

(c) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

(Unaudited)

2. Significant accounting policies (continued):

(c) Financial instruments (continued):

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

(d) Use of estimates:

The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

3. Investments:

Investments are comprised of pooled investments held with the Municipal Finance Authority in money market funds. For the year ended December 31, 2022, the average annualised yield was 1.93% (2021 - 0.15%).

4. Restricted investment:

Restricted investment is comprised of a guaranteed investment certificate ("GIC") held as security for the Company's credit card account and not available for general use. The GIC earns interest at 0.95% per annum and matures on May 6, 2023.

5. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are \$96 (2021 - \$1,143) for Goods and Services Taxes.

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

Notes to Financial Statements (continued)

DRAFT

Year ended December 31, 2022

(Unaudited)

6. Deferred revenue:

Deferred revenue consisted of sponsorship revenues received in advance of the annual conference.

7. Internally restricted:

Internally restricted net assets are comprised of reserves restricted by the Executive Committee of the Lower Mainland LGA for future expenditures related to specific purposes. The Executive Committee approved a contingency reserve of \$55,965 during fiscal 2018 that is restricted for providing funding in the case of an emergency event such as cancellation of a convention.

8. Financial instrument risks:

Credit risk is the risk that one party to a financial instrument will cause financial loss for the other party by failing to discharge an obligation. Lower Mainland LGA is exposed to a concentration of credit risk in its cash and investments. Cash is entirely held at one federal credit union located primarily in BC. Investments are entirely held with the Municipal Finance Authority (note 3).

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. The Lower Mainland LGA invests in investments traded on the open market, and derived revenue in part, from the income earned on money market funds. As a result, the Lower Mainland LGA is exposed to fluctuations in the market on the value of these investments.

The Lower Mainland LGA believes that it is not exposed to significant currency, interest rate, or liquidity risk arising from financial instruments.

There have been no changes to the risk exposure from 2021.

9. Employee and contractor remuneration:

For the year ended December 31, 2022, one contractor for services received total annual remuneration of \$93,273 (2021 - \$86,500). No remuneration was paid to any directors of the Lower Mainland LGA during the year.

2023 DRAFT BUDGET

| REVENUE | Actual 2021 | Actual 2022 | Budget 2023 |
|-------------------------------------|------------------|------------------|------------------|
| Operating Fund Revenue | | | |
| Annual Dues | 78,880 | 77,133 | 79,416 |
| Investment Income | 1,389 | 5,988 | 6,000 |
| Other Events/Recoveries | 11,000 | 0 | 14,000 |
| Total Operating Revenue | 91,269 | 83,121 | 99,416 |
| CONFERENCE/AGM Fund Revenue | | | |
| Registration Fees | 19,000 | 93,309 | 110,000 |
| Sponsorship & Exhibitors | 48,000 | 86,500 | 101,000 |
| Total CONFERENCE/AGM Revenue | 67,000 | 179,809 | 211,000 |
| TOTAL REVENUE | \$158,269 | \$262,930 | \$310,416 |

EXPENSES

| | | | |
|--|------------------|------------------|------------------|
| Operating Fund Expenses | | | |
| Meeting Expenses | 526 | 429 | 500 |
| Office Expenses & Misc. | 1,530 | 739 | 1,000 |
| Executive Director Contract | 86,500 | 93,273 | 94,000 |
| Staff Travel & Expenses | 0 | 562 | 600 |
| Communications | 190 | 190 | 250 |
| Bank Charges | 99 | 109 | 150 |
| Website Development/Maintenance | 643 | 755 | 800 |
| Contingency | 0 | 0 | 64,290 |
| Strategic Planning/Communications Plan | 4,475 | 0 | 5,000 |
| Outreach & Advocacy | 475 | 1,552 | 5,500 |
| Insurance | 2,481 | 2,650 | 2,900 |
| Financial Review/Accountant | 4,723 | 6,446 | 7,426 |
| Total Operating Expenses | 101,642 | 106,704 | 182,416 |
| EVENT Expenses | | | |
| Conference/Annual General Meeting | 6,755 | 122,023 | 120,000 |
| CivX Event | 6,932 | 0 | 8,000 |
| Total CONFERENCE/AGM Expenses | 13,687 | 122,023 | 128,000 |
| TOTAL EXPENSES | \$115,329 | \$228,727 | \$310,416 |
| NET PROFIT/LOSS | \$42,940 | \$34,203 | \$0 |

PART 2

NOMINATIONS

&

RESOLUTIONS



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Mayor Jack Crompton, Lower Mainland LGA Past President

DATE: January 10, 2023

RE: 2023 CALL FOR NOMINATIONS FOR LOWER MAINLAND LGA EXECUTIVE

Please include the following information on your next meeting Council/Board 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 **Monday, March 27, 2023**. The election will take place at the Lower Mainland LGA AGM which will be held in person during the annual conference to be held from May 3-5, 2023, at the Harrison Hot Springs Resort & Spa.

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 also be nominated by two elected officials of a Lower Mainland LGA 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 2023 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: March 27, 2022**

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 2023 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 March 27, 2023:

- 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 for the Executive shall be elected representatives of a member of the Association.

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

2023 EXECUTIVE NOMINATIONS

As a result of the Call for Nominations, the Committee has received the following nominations:

PRESIDENT:

- Councillor Patricia Ross, City of Abbotsford & Vice Chair, Fraser Valley Regional District

FIRST VICE-PRESIDENT:

- Councillor Paul Albrecht, Langley City

SECOND VICE-PRESIDENT:

- Councillor Michie Vidal, Village of Harrison Hot Springs

THIRD VICE-PRESIDENT:

- Director Jen McCutcheon, Metro Vancouver Regional District

DIRECTOR AT LARGE (three to be elected):

- Elain Cheung, City of White Rock
- Councillor Chris Pettingill, District of Squamish
- Sylvia Pranger, District of Kent
- Tim Wake, Bowen Island Municipality

For further information on the nomination and election process contact:

Mayor Jack Crompton, Past President
c/o Lower Mainland LGA
PO Box 729
Pemberton BC V0N 2L0
Phone: (604) 698-5753
sstory@lmlga.ca

Candidates For 2023/2024

Candidate for President:



Patricia Ross

Patricia Ross has more than 28 years of community leadership experience as a councillor with the City of Abbotsford and as a Fraser Valley Regional District board member. These appointments have provided her with a solid understanding of the issues

facing communities across the region, the province, as well as an opportunity to forge excellent relationships with municipal, provincial and federal representatives.

Patricia is a Fellow of Leadership for Environment and Development International, a research and training institute committed to fostering leadership in sustainability worldwide. She graduated from the program in 1996 and has continued to support the program through teaching opportunities with subsequent cohorts. It is through the lens of sustainability that Patricia approaches all decision making. She is also the chair of GroYourBiz Fraser Valley, a mentoring and advisory board for business women across the region. Patricia also sits on the board of the Union of British Columbia Municipalities (UBCM) as the Lower Mainland LGA representative.

Patricia has been widely recognized for her community service, receiving the Paul Harris award from Abbotsford Rotary Club; the Queen's Jubilee Award; named Abbotsford's Woman of the Year in 2009 from the Business and Professional Woman's Club; as well as receiving awards from the Soroptimist Club, Youth Commission, and several from the Abbotsford Chamber of Commerce. She is a true community leader who would be proud to serve for a second year as President for the Lower Mainland Local Government Association.

Candidate for Vice President:



Paul Albrecht

A three-term councillor in Langley City, Paul has been the LMLGA First Vice President for the past year and served previously as Third Vice and a Director at Large for LMLGA.

I have been on the UBCM Executive Board as one of

two Vancouver Metro Area representatives. During these roles I have been able to develop very strong connections and relationships with members of the Provincial government as well as other peers in Local Government across the province. As a Civil Engineering Technologist, I bring over thirty years of municipal experience in all areas of infrastructure, servicing, planning, land use, land development and economic development that I have used in my elected roles to represent and serve my community and the region.

My involvement on UBCM's Economic Development and Health and Social Development Committees have been invaluable in highlighting the needs for the Metro region. I have been recently assigned as a Director at Metro Vancouver for the City of Langley and sit on the Regional Planning, Water and Liquid Waste committees.

We in Local Government are facing very uncertain times in so many areas in each of our communities and the value of an experienced executive board with strong relationships with senior orders of government to obtain the required support legislatively and financially for all Local Governments in BC cannot be overstated. Good governance requires the ability to develop strong relationships with many, listen to all our member communities, and find solutions. I have the skills to collaborate, obtain consensus, and help develop the kind of strong and supportive team needed for the LMLGA to make a difference in providing actionable solutions to meet all the challenges our communities face.

Together we can amplify our collective voices to other orders of Government when dealing with housing, homelessness, mental health, childcare, transit, tax relief, revenue loss, economic recovery, climate change, reconciliation and so many other complex issues that we all face daily. I am always available for further conversations with anyone.

It would be an honour and privilege to continue serving the LMLGA as First (1st) Vice President for a second term with the strong LMLGA Executive Team that we have developed.

Candidate for Second Vice President:



Michie Vidal

Throughout her life, Michie has demonstrated a history of community commitment, leadership and organizational expertise. Her 25-year career as an Emergency Services 911 dispatcher provided extensive knowledge in local government

structure and systems. Following retirement to the Village of Harrison Hot Springs, Michie continued her dedication to her community. She united local residents, businesses and all levels of government towards a common goal related to a significant environmental and economic concern.

Michie has a deep passion for the role of Local Governments and the impact it has on our daily lives. She is especially interested in promoting the principles of reconciliation with First Nations and is actively involved in achieving those goals.

Michie is currently serving her second term as Councillor with the Village of Harrison Hot Springs and Second Vice President with the Lower Mainland Local Government Association. Her Council liaison appointments include Let's'emot Community to Community Forum, Council to Council Committee with St's'ailes, Community Futures North Fraser, Joint Emergency Planning Committee and Corrections Canada Citizens Advisory Committee.

During her spare time, Michie enjoys boating, hiking and golfing in the beautiful Fraser Valley.

Lower Mainland LGA Executive Positions:

An eleven-person Executive Board that is elected at the AGM during the Annual Conference governs the ongoing operations and policy direction of the Lower Mainland LGA.

Seven Elected Positions

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

Non-Elected Positions

Appointed representatives from:

- Fraser Valley Regional District
- Metro Vancouver Regional District
- Squamish Lillooet Regional District

Eleventh Position

- Past President

The Nominations and Elections Process

THURSDAY, MAY 4th (DURING AGM)

- Nomination Committee Chair, Jack Crompton presents the nominations received
- Nominations from the floor can be received for elected positions
- Candidate speeches will follow

Nominations Received for 2023/24 Lower Mainland LGA Executive

As a result of the call for nominations, the Nominating Committee has received and will be placing the following names forward for consideration:

President:

Patricia Ross, City of Abbotsford and Fraser Valley Regional District

First Vice President:

Paul Albrecht, Langley City

Second Vice President:

Michie Vidal, Harrison Hot Springs

Third Vice President:

Jen McCutcheon, Metro Vancouver Regional District

Director At Large (three to be elected)

Elaine Cheung, City of White Rock

Chris Pettingill, District of Squamish

Sylvia Pranger, District of Kent

Tim Wake, Bowen Island Municipality



Candidate for Third Vice President:



Jen McCutcheon

Jen serves as the Director for Metro Vancouver's (MV) only electoral area, which includes approximately 18,000 people on the UBC peninsula and in a number of rural communities and islands across the MV

region. She is in her second term of office, and serves on a number of committees as well as the Board of the Metro Vancouver Regional District and Translink's Mayor's Council.

Jen brings a unique perspective to the LMLGA executive as a representative of both urban and rural communities.

Prior to entering politics, Jen utilized her doctoral degree in public health to help manage complex health projects in various countries across Africa for ten years, and still consults in public health.

In her spare time, Jen volunteers in her community, stays physically active, and spends as much time as she can out in nature with her husband and two children.

Candidate for Director at Large:



Elaine Cheung

Elaine Cheung is a highly motivated and accomplished individual with a proven track record of success in business and community leadership.

As a White Rock City Councillor, Elaine has demonstrated her ability to work effectively within

a team environment and is known for her courage, dedication, and strong sense of integrity. She has the ability to differentiate between facts and subjectivity which has enabled her to make informed decisions and play an instrumental role in creating positive change in her community.

In addition to her business and political experience, Elaine is also a community volunteer and passionate about helping others and her community to grow and improve. She is involved with the SSWR Chamber of Commerce, the Surrey Board of Trade; she is on the board of the Peninsula Community Foundation and volunteers for Peace Arch Hospice Society. Her commitment to her community and her ability to bring people together to achieve a common goal has earned her recognition as a leader and a valuable member of any team.

Overall, she has the skills and knowledge needed to succeed in this role and will bring a strong work ethic and a commitment to making a positive impact to the table.

Candidate for Director at Large:



Chris Pettingill

Chris Pettingill is a Councillor for the District of Squamish on traditional and unceded Skwxwú7mesh territory. Chris also serves as an Alternate Director for the Squamish-Lillooet Regional District Board, and as an active member of

the Climate Caucus. Everyone deserves a bright future so Chris brings thoughtful consideration of equity and climate change to these roles.

Chris has served on the boards for Tourism Squamish and the Squamish Arts Council, and as a chair of the BC Green Party Provincial Council and Squamish Chamber of Commerce respectively. Chris' professional career has focused on software development, and he is a senior technical lead and founding member of a fast-growing Squamish tech startup.

Chris also stays busy as an on-snow mentor for the Vancouver chapter of the Chill Foundation youth development program, and a long-standing volunteer for Squamish's "Amped in the Park" music program. Through this involvement, Chris is able to enjoy his passions of music and snowboarding while supporting others as they learn to be leaders.

Candidate for Director at Large:



Sylvia Pranger

Hello everyone, my name is Sylvia Pranger, and I am pleased to have my name stand as Director at large for LMLGA. I have lived in the District of Kent in the beautiful Fraser Valley for 62 years and consider myself a long-term resident!

I bring a wealth of experience in providing service at both, local and provincial government levels. In 1990, I was first elected as Councillor for the District of Kent and then elected as Mayor in 2000 until 2006. During this time, I was on the Board of the Fraser Valley Regional District, and elected Chair of the Union Board of Health, which was the governing body for Public Health and Vice-Chair of the Provincial Union Board of Health. When I was not on Kent Council, I served as Chair of the South Coast Panel of the Agricultural Land Commission (ALC) for several years. I was re-elected to the Kent Council in 2014 and became Mayor by acclamation for the past two terms.

The LMLGA provides a valuable avenue to voice our regional concerns with our colleagues at the UBCM as well as the provincial and federal governments. Over my years of service as an elected official, I continually see the benefit of learning from one another to serve our main purpose of better serving our communities. I believe that my experiences can bring value to the Executive as we work together to be an effective local government association.

Candidate for Director at Large:



Tim Wake

Tim Wake is currently serving as a councillor for the Bowen Island Municipality. He was also a councillor for the Resort Municipality of Whistler from 2005 – 2008.

With a degree in mechanical engineering, Tim spent twenty years as an owner-operator of Lake O'Hara Lodge in Yoho National Park, where he was responsible for all aspects of running an off-grid business at an altitude of 7,000 ft. After moving to Whistler in 1994, Tim took an interest in affordable housing and helped create the Whistler Housing Authority (WHA), which partnered with the private sector to create more than 1,000 affordable price-restricted townhomes and apartments between 1999 and 2011.

Following his term on Whistler Council, Tim moved to Bowen Island and consulted on affordable housing for municipalities in BC, Alberta, and the Northwest Territories. Working with these civic governments gave him a solid understanding not only of the impacts that the lack of affordable housing has on communities, but also the vital role of a council in facilitating sustainable solutions to address the myriad challenges we all face.

Tim is keen to serve as director at large for the LMLGA to work collaboratively with mayors and councillors from across the region.

2023 Sponsors

- BC Assessment
- BC 1 Call
- BC Dairy Association
- BC General Employees' Union
- BC Council of Forest Industries
- BC Hydro
- BCLC
- BC Transit
- Canada Post
- CUPE BC
- E-Comm 9-1-1
- Enbridge Fueling Futures
- Fortis BC
- Gambling Support BC
- GeoVerra
- ICBC
- Lidstone & Company Law Corporation
- Municipal Finance Authority of BC
- Municipal Insurance Association of BC
- Pattison Outdoor Advertising
- Shaw Communications Inc.
- Stewardship Centre of BC
- TELUS
- Trans Mountain
- Young Anderson
- Vancouver Fraser Port Authority





LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

2023 RESOLUTIONS

As of March 3, 2022

RESOLUTIONS RECEIVED BY THE DEADLINE

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION RESOLUTIONS

PART 1 – EXECUTIVE RESOLUTIONS

None received.

PART 2 – REFERRED RESOLUTIONS

UBCM has referred late resolutions from the 2022 resolutions cycle for consideration by Lower Mainland LGA members.

None received.

PART 3 – RESOLUTIONS RECEIVED BY THE DEADLINE

Part 3 Section A - This section contains resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment.

HOUSING

R1 Expanding Property Transfer Tax Exemptions

City of Burnaby

Whereas the high cost of land is one of the greatest barriers to non-market housing development in British Columbia;

And whereas municipalities have been asked by the Province to support the development of new non-market housing developments, including by forgoing market value of their own lands

to provide to not-for-profit organizations at a nominal rate and for extended periods of time to facilitate the development of affordable housing;

And whereas municipalities view not-for-profit organizations as partners in non-market housing development, regardless of their registration status as a society or charity:

Therefore be it resolved that UBCM urge the provincial government to review the Property Transfer Tax and other provincial legislation to expand the exemption from payment of Property Transfer Tax to all not-for-profit societies, co-operatives or corporations incorporated and in good standing under the *BC Societies Act*, *Cooperative Association Act*, or the *Canada Not-for-profit Corporations Act* who are leasing municipal lands for the development of affordable housing from payment of Property Transfer Tax to eliminate this financial burden on the creation of non-market housing.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to expand the exemption from payment of Property Transfer Tax to all not-for-profit societies, co-operatives or corporations incorporated and in good standing under the *BC Societies Act*, *Cooperative Association Act*, or the *Canada Not-for-profit Corporations Act* who are leasing municipal lands for the development of affordable housing from payment of Property Transfer Tax to eliminate this financial burden on the creation of non-market housing.

However, the Committee notes that the membership endorsed resolution 2022-NR14 which asked the provincial government support the recommendation of the Canada-British Columbia Expert Panel on the Future of Housing Supply and Affordability, to develop a provincial acquisition strategy and grant program that would allow non-profit housing providers to purchase and repair aging rental stock for the purposes of maintaining existing affordable housing.

Of note, the second whereas clause in resolution 2022-NR14 included reference to a statement by the Expert Panel on Housing Supply that "...BC government should exempt non-profit organizations from the property transfer tax for building acquisitions that will be used to provide affordable housing:"

The Committee further notes that the UBCM membership has consistently endorsed resolutions that requested the provincial government allocate a portion of revenues from the Property Transfer Tax to address issues of homelessness and housing affordability (2017-B17, 2011-B67, 2008-A3, 2007-B23, 2007-B109, 2006-B23, 2004-A8).

R2 Municipal Authority for Empty Homes Tax

City of Burnaby

Whereas encouraging unoccupied residential properties to become available for long-term occupancy represents an opportunity to increase the availability of housing in our communities;

And whereas the authority to adopt an Empty Homes Tax is not currently available to municipalities operating outside of the *Vancouver Charter*:

Therefore be it resolved that UBCM call upon the Province of British Columbia to amend the *Community Charter* to enable municipalities to administer a specific property tax on unoccupied Class 1 Residential properties, with net revenues to be used by the municipality towards affordable housing projects.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed a number of resolutions which asks the Province to empower local governments to collect a levy on vacant residential properties (2020-EB33, 2020-NR69, 2019-B19, 2019-B181, 2018-A3, 2017-B91).

R3 Incentives for Heat Pumps and Other Climate Resilient Retrofits In Multi-Residential Buildings

City of Port Moody

Whereas climate change is worsening conditions and increasing vulnerabilities in the built environment, and existing multi-unit residential buildings (MURBs) are some of the most vulnerable and housing the most vulnerable populations;

And whereas the CleanBC Better Homes program provides incentives and rebates for some, but not all, dwelling types, excluding MURBs (such as high-rises and apartment buildings) yet over 30% of British Columbians reside in these dwellings:

Therefore be it resolved that UBCM request that the Province make the necessary changes to the CleanBC Better Homes program to ensure that all dwelling types are eligible for incentives and rebates for retrofits to ensure the health and safety of all British Columbians, particularly the most vulnerable, while working towards the Province's GHG reduction targets.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to make the necessary changes to the CleanBC Better Homes program to ensure that all dwelling types, including multi-residential buildings, are eligible for incentives and rebates for retrofits to ensure the health and safety of all British Columbians, particularly the most vulnerable, while working towards the Province's GHG reduction targets.

However, the Committee notes that the membership has endorsed several additional resolutions calling for provincial assistance and programs to support and incent energy retrofits of buildings to, in-part, help lower GHG emissions (2022-EB31, 2022-NR18, 2021-EB40, 2019-B152, 2018-B31, 2014-B28, 2014-B64, 2012-B25) and calling for federal and provincial programs to provide incentives for residential energy efficiency (2020-NR52, 2014-B28, 2014-B93, 2012-B25, 2010-B86, 2009-B166, 2007-B33, 2007-B177, 2006-B111).

COMMUNITY SAFETY

R4 Provincial Government Re-Established as Diking Authority

City of Abbotsford

Whereas the Province has designated municipalities as diking authorities and established a wide range of authoritative powers over them including requirements to fully administer and resource ongoing dike maintenance, flood protection planning, monitoring, inspection, as well as to substantively fund disaster prevention and relief initiatives;

And whereas the Province of BC completed a Preliminary Strategic Climate Risk Assessment for BC in 2019 that found that extreme weather events will continue to worsen across the province in coming years including heat waves and severe river flooding with extreme precipitation events continuing to increase toward 1 in 20 year events becoming 1 in 10 year events or lower;

And whereas the administrative and financial resources required for local governments to undertake the responsibilities as diking authorities are an increasingly unsustainable burden on local communities with no dedicated funding sources from senior government:

Therefore be it resolved that UBCM ask the Province to be re-established as the diking authority in local governments.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed multiple resolutions calling on the Province to be re-established as the diking authority in all local governments (2022-SR3, 2015-B52 and 2014-B75 (in local governments under 20,000 in population)).

Resolution 2022-SR3 was brought forward by the UBCM Executive in recognition of recent flooding events, and subsequent calls from the UBCM membership for the Province be re-established as diking authority in all local governments. In its response to the resolution, the Province was unwilling to commit to the proposed changes, instead offering to examine additional strategies and funding opportunities for local governments.

The Committee also notes that the membership has consistently endorsed resolutions requesting support and/or funding for flood protection, prevention and mitigation measures (2021-EB6, 2020-SR1, 2020-NR16, 2019-B12, 2018-B123, 2018-B94, 2018-B37, 2016-B56, 2015-B97, 2015-B7, 2014-B76, 2013-A1, 2013-A2, 2012-B3, 2012-B4, 2011-B11, 2011-B12, 2011-B79, 2010-B8, 2009-B3, 2008-B69, 2007-A1).

ENVIRONMENT

R5 Illegal Dumping on Agricultural Lands

Fraser Valley Regional District

Whereas the Province of British Columbia amended the *Agricultural Land Commission Act* in 2018 under Bill 52;

And whereas these changes included new prohibitions for dumping waste and other damaging substances on farmland, with significant penalties and new tools for enforcement:

Therefore be it resolved that UBCM urge the Province of British Columbia to follow through on these changes and invest more resources in prosecuting offenders who unlawfully deposit waste on agricultural lands.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that asked the Province to follow through on changes prohibiting dumping waste on farmland and to invest more resources into prosecuting offenders who do.

However, the Committee notes that the membership has many endorsed resolutions that address illegal dumping and which call for adequate funding and enforcement (2021-EB30, 2021-EB31, 2021-EB32, 2020-EB56, 2018-B36, 2017-B25, 2017-B64, 2017-B97, 2012-B29, 2011-B89).

R6 Ban on the Sale of Invasive Species

District of West Vancouver

Whereas invasive plants can cause significant economic harm by damaging crops, fisheries, forests, and infrastructure, and impose costs on industry and taxpayers for control and eradication efforts;

And whereas regulating the sale and distribution of invasive plants is a key strategy for preventing their introduction and spread, and for protecting native ecosystems and economies:

Therefore be it resolved that UBCM request that the Province ban the sale and distribution of invasive plants within the jurisdiction of the Province of British Columbia, except for plants that have been determined to be non-invasive.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has previously endorsed resolutions asking the Province to ban the sale and distribution of invasive plants within the Province of British Columbia (2017-B28, 2011-B44, 2008-B71).

FINANCE

R7 Sustainable Canadian Local Governments Asset Management Fund City of Langley

Whereas Canada’s infrastructure deficit is estimated to be as high as \$570 billion with almost 60% of the deficit within local government jurisdictions;

And whereas the costs to replace and repair local government infrastructure for critical services such as roads, arenas, bridges, drinking water and wastewater systems are estimated to be \$141 billion, which is well beyond the financial capacity of municipalities across the country due to limited revenue generation options, and all while costs for infrastructure renewal continue to escalate at an exponential rate:

Therefore be it resolved that UBCM urge the Government of Canada to create a sustainable and reliable local government asset management fund, like the permanent Building Canada’s Public Transit Future Fund, to increase investments in infrastructure renewal, which is essential to enhance public safety, reduce health risks, ensure economic sustainability, and lessen the financial burden on future generations to pay for the infrastructure deficit.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has previously considered several resolutions asking the federal and provincial government to improve and/or enhance the delivery of funding programs. This includes resolution 2020-EB35 which states: Therefore it be resolved that UBCM and FCM respectfully lobby the federal government to continue to support grass root community quality of life by permanently doubling the Gas Tax Fund transfer to support local infrastructures. The Canada Community Building Fund (formally the Gas Tax Fund), is considered a permanent and reliable funding program for local governments.

Additional endorsed resolutions that requests improvements and/or enhancements to both federal and provincial funding programs include; 2020-B36, 2020-B40, 2018-B111, 2014-B19 and 2012-B13.

In addition, endorsed resolution 2018-B74 supported the development of a common asset management approach to support local governments in building capacity to develop and implement asset management best practices.

LEGISLATIVE

R8 Creation of Independent Municipal Ethics Commissioner Village of Harrison Hot Springs

Whereas the UBCM Working Group on Responsible Conduct has worked to support British Columbia local governments in addressing misconduct by elected officials and providing local governments with a set of fundamental principles which can be utilized to enact codes of conduct;

And whereas smaller local governments in British Columbia do not have the financial resources to establish an independent and autonomous Ethics Commissioner to investigate and resolve allegations of misconduct;

And whereas the current legislative framework available to small local governments in British Columbia regarding alleged breaches of code of conduct can result in expensive legal processes which may produce limited conclusions:

Therefore be it resolved that LMLGA and UBCM call upon the provincial government to immediately create an Independent Municipal Ethics Commissioner within the Ministry of Municipal Affairs to serve the public, elected officials and officers in an advisory, instructive and investigative role in the application and enforcement of codes of conduct.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that UBCM's membership has endorsed two related resolutions requesting the Province to establish Ethics Commissioner/Integrity Commissioner offices to assist local governments with matters relating to conduct, including investigation and enforcement of Codes of Conduct:

- 2022-B77 which asked the Province to create an Office of the Municipal Ethics Commissioner within the Ministry of Municipal Affairs; and
- 2021-2020 NR1 which asked the Province to establish an Independent Office of Integrity to serve the public, elected officials and local government officials.

The Ministry in its response to the 2022 resolution Independent Office of the Municipal Ethics Commissioner with the Ministry of Municipal Affairs, stated that embedding a culture of responsible conduct in the daily activities of local government elected officials is an incremental process and further work and collaboration is required. The Province also indicated that any future work related to independent third-party approaches (e.g. integrity or ethics commissioners) would involve working with local government partners and include an evaluation of responsible conduct tools currently available. “Changes in this policy area,” said the Province “are complex and multi-faceted and require consideration of issues such as the role of councils and boards, funding arrangements, and the impact on existing responsible conduct tools.”

The Working Group on Responsible Conduct released a guide (Forging the Path to Responsible Conduct) which includes information on the considerations for a local government to develop procedures for the enforcement of a Code of Conduct, including the use of an independent third-party investigator to review alleged breaches of conduct in a manner that ensures procedural fairness for all parties.

SELECTED ISSUES

R9 Equitable Communities

**City of Burnaby, City of New Westminster,
City of North Vancouver, City of Port Coquitlam**

Whereas systemic inequities are present in all municipalities and prevent all citizens from fully participating in civic life, but numerous municipalities across British Columbia and Canada have made progress towards becoming more equitable by committing to embed equity in all government action through the use of analytical processes for the assessment of systemic inequities (e.g. Gender-Based Analysis Plus);

And whereas the Province of British Columbia and the Government of Canada have adopted Gender-Based Analysis Plus to assess how diverse Canadians experience policies, programs, and government initiatives:

Therefore be it resolved that UBCM call upon the Province of British Columbia and the Government of Canada to provide resources and policy direction to enable local governments to implement analytical process for the assessment of systemic inequalities (i.e. Gender-Based Analysis Plus) across local government capital investments, operations and strategic initiatives to ensure all citizens can participate fully in civic life and to make measurable progress towards dismantling systemic inequality in our communities.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership did endorse a nearly identical resolution (2022-NR69) which asked “all relevant Ministries to work in partnership with Indigenous peoples, including the British Columbia Assembly of First Nations, provide resources and policy direction to enable local governments to implement analytical process for the assessment of systemic inequalities (i.e. Gender-Based Analysis Plus) across local government capital investments, operations and strategic initiatives to ensure all citizens can participate fully in civic life and to make measurable progress towards dismantling systemic inequality in our communities.”

Part 3 Section B - This section contains resolutions that offer the recommendation of No Recommendation or Not Endorse.

HEALTH AND SOCIAL DEVELOPMENT

**R10 Exception to the *Controlled Drugs and Substances Act* City of New
Westminster
Exemption to Address Illicit Drug Use in Spaces for Children
and Youth**

Whereas the BC Government has been granted an exemption by Health Canada from the *Controlled Drugs and Substances Act* to decriminalize the possession of certain illegal drugs;

And whereas an omission to the exceptions for this exemption could result in nuisance illicit drug use in public park spaces designed for and used by children and youth:

Therefore be it resolved that the LMLGA and UBCM request that the BC Government request Health Canada add “public park spaces designed for and used by children and youth” to the list of exceptions to the *Controlled Drug and Substances Act* exemption.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has supported decriminalization of illicit drugs, through resolution 2021-NR44.

However, the Committee advises that the membership has not specifically considered a request that Health Canada add “public park spaces designed for and used by children and youth” to the list of exceptions to the *Controlled Drug and Substances Act* exemption.

R11 Provincial Funding for Municipal Medic Trucks

City of Mission

Whereas the provincial investments in the BC Ambulance Service have not kept pace with growth and inflation in BC municipalities;

And whereas municipal fire and rescue services are often the first responders to calls for medical service causing elevated wear and tear on fire apparatus and are unable to leave the scene until an ambulance arrives thus putting the community fire protection services at risk:

Therefore be it resolved that UBCM request the Province to consider funding the capital and operating costs of medic trucks in municipalities to ensure that an adequate level of fire protection is maintained in the community and the cost of providing purely medical services, a provincial responsibility, are not unfairly burdening municipalities.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to fund the capital and operating costs of medic trucks in municipalities to ensure that an adequate level of fire protection is maintained in the community and the cost of providing purely medical services, a provincial responsibility, are not unfairly burdening municipalities.

However, the Committee notes that the membership has endorsed resolutions which asked for better coordination between BC Emergency Health Services and local governments, whose fire departments may be called upon to provide pre-hospital emergency care (2022-EB3, 2019-SR3).

The Committee also notes that the membership has endorsed several resolutions seeking fair compensation for local government provision of first responder services (2022-NR2, 2019-SR3, 2019-B11, 2018-B141, 2014-A2, 2012-A6, 2009-B14, 2004-B26).

R12 Agri-Industrial Activities

City of Abbotsford

Whereas the BC Food Security Task Force recommended in 2019 that the Province allocate up to a quarter of a percent (0.25%) of the ALR be made available for agri-industrial activities and establish a commissioner for agri-industrial lands;

And whereas creating a dedicated area for agri-industrial activity will give businesses in food and agritech a strategic opportunity to support the modernization of agriculture and enhance food security;

And whereas local governments are unable to consider pilot projects that align with this concept:

Therefore be it resolved that UBCM work with the Province of BC to provide an opportunity for communities to pilot agritech opportunities in alignment with the BC Food Security Task Force Findings and Recommendations report.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to provide an opportunity for communities to pilot agritech opportunities in alignment with the BC Food Security Task Force Findings and Recommendations report.

However, the Committee notes that the membership has endorsed several resolutions calling on the Province to ensure food security for British Columbians (2022-NR8, 2021-EB70, 2020-EB78, 2019-B66, 2011-B100, 2011-B101, 2014-A3).

R13 Review of Benefits for People with Disabilities

City of Mission

Whereas a single person with a disability receives \$1,358 per month in disability assistance from the provincial government;

And whereas the cost of living has increased substantially making it very challenging for a person with a disability to make ends meet:

Therefore be it resolved that UBCM ask that the provincial government review the current assistance rates and increase the assistance amount to no less than \$1,800 per month for a single person and that the rate be reviewed annually to keep pace with cost of living increases.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed numerous resolutions in support of increased income assistance (2022-EB13, 2018-B163, 2016-B120, 2015-B45, 2014-B12, 2013-B55, 2013-B130, 2011-B175, 2006-B171, 2005-B51, 2004-B134); however, the membership has not considered a request for the specific amount stated in the resolution.

HOUSING

R14 Rights of Tenants Facing Displacement Through Redevelopment

District of North Vancouver

Whereas vulnerable tenants are evicted from low-costs rental homes for redevelopment purposes;

And whereas there are insufficient protections within the *Residential Tenancy Act* for tenants to be re-homed in the redeveloped properties they were evicted from:

Therefore be it resolved that UBCM request that the Government of British Columbia enable legislative changes to require developers who evict residents from low-cost rental homes to allow tenants right of first refusal to return to the developed property at either their rental rate at time of eviction or a discounted rental rate, and, should no rental units be part of the redeveloped site, with an option for right of first refusal with a purchase discount option;

And be it further resolved that the *Residential Tenancy Act* and any other applicable legislative change be enacted to allow enhanced rights of tenants in British Columbia and that a Municipal Guide for Tenant Relocation Policies be provided to local governments.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has supported resolutions looking to protect tenants' rights, including addressing issues of renovations and demovictions, and to limit rent increases (2020-EB84, 2020-EB85, 2017-B53, 2017-B126, 2016-B121 2016-B137).

The UBCM Executive endorsed referred resolution 2019-B184 which requested the creation of an Office of the Renters Advocate to monitor and analyzes renters' services and issues in BC, and make recommendations to government and service providers to address systemic issues caused by rental shortages, renovations, demovictions and housing affordability.

However, the Committee advises that the membership has not previously considered a resolution that asked the Province to require developers who evict residents from low-cost rental homes to allow tenants right of first refusal to return to the developed property at either their rental rate at time of eviction or a discounted rental rate, and, should no rental units be part of the redeveloped site, with an option for right of first refusal with a purchase discount option. Nor has the membership considered a request for a Municipal Guide for Tenant Relocation Policies be provided to local governments. The Committee would also note that the proposed legislative changes may have unintended consequences by impacting development finance and discouraging needed redevelopment in some instances.

**R15 Supporting Non-Profit Ownership of Non-Market Housing
In Air Space Parcels**

City of Burnaby

Whereas municipalities have been asked by the Province to support the development of new non-market housing developments;

And whereas municipalities have adopted policies to encourage the inclusion of non-market housing owned and operated by a non-profit organization as part of market housing developments;

And whereas non-profit organizations are being denied mortgage financing to acquire non-market dwelling units due to lack of title or lease while the building is under construction:

Therefore be it resolved that UBCM request the provincial government to amend the *Land Title Act* to enable lot line adjustments for air space parcels, to allow non-profit organizations to obtain title and financing on a provisional air space parcel which may then be further subdivided prior to occupancy to align with the building's elevations as constructed.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend the *Land Title Act* to enable lot line adjustments for air space parcels, to allow non-profit organizations to obtain title and financing on a provisional air space parcel which may then be further subdivided prior to occupancy to align with the building's elevations as constructed.

R16 Vacant Property Tax on Commercial Properties

City of New Westminster

Whereas the Province has adopted vacancy taxes on vacant residential properties as one tool to assure land speculation does not result in property standing fallow to the detriment of community livability and other goals;

And whereas commercial property values are inflating province-wide, and increasingly face investment speculation resulting in similar underutilization of commercial property in many municipalities across British Columbia:

Therefore be it resolved that UBCM urge the Province of BC to provide local governments with an option to introduce a vacant property tax applicable to commercial properties.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously endorsed a resolution asking the Province to provide local governments with an option to introduce a vacant property tax applicable to commercial properties.

The Committee notes that the UBCM Executive considered referred resolution 2019-B181 that asked for local government authority to impose a vacancy tax on both residential and commercial properties. The Executive chose to endorse 2019-B181 with an amendment that removed the reference to commercial properties due to concerns about potential unforeseen consequences with commercial assessment without a comprehensive analysis.

The Committee further notes that the membership has endorsed a number of resolutions which asks the Province to empower local governments to collect a levy on vacant residential properties (2020-EB33, 2020-NR69, 2019-B19, 2019-B181, 2018-A3, 2017-B91).

R17 Advocacy for Pet Friendly Housing

City of Port Moody

Whereas companion animals have been proven to enhance physical, emotional and mental wellbeing, particularly for vulnerable British Columbians such as women, young people, households with lower incomes, renters and those experiencing homelessness who identify greater reliance on their companion animals for support and greater difficulty finding affordable, pet-friendly housing;

And whereas the lack of pet-friendly housing continues to be the primary reason for the surrender of healthy, loved, adult companion animals to the BC SPCA, despite the provincial government's work to increase housing affordability and supply:

Therefore be it resolved that UBCM and LMLGA ask the Province of British Columbia to direct BC Housing to develop strategies and guidance that support pet-friendly housing in the non-profit sector;

And be it further resolved that UBCM and LMLGA ask the Province of British Columbia to consider pet friendly housing in the BC Housing Strategy update and to work with stakeholders (including but not limited to landlord's and tenant's associations, animal welfare organizations, public health, mental health and seniors organizations, and poverty reduction and homelessness advocates) to find cooperative solutions to increase the availability and affordability of pet-friendly housing for all British Columbians while providing appropriate protections and mechanisms of compensation for landlords.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking BC Housing to develop strategies and guidance that support pet-friendly housing in the non-profit sector. Nor has the membership considered the request to consider

pet friendly housing in the BC Housing Strategy update and to work with stakeholders (including but not limited to landlord's and tenant's associations, animal welfare organizations, public health, mental health and seniors organizations, and poverty reduction and homelessness advocates) to find cooperative solutions to increase the availability and affordability of pet-friendly housing for all British Columbians while providing appropriate protections and mechanisms of compensation for landlords.

The Committee also advises that the UBCM Executive considered, but did not endorse, referred resolution 2020-NR74 which asked the Province to change the *Residential Tenancy Act* and *Strata Property Act* such that landlords and strata organizations may not reject applicants for rental units because their family unit may include pets.

R18 Updating the *Strata Property Act* to Include Allowances for Heat Pumps and Other Mechanical Cooling Systems **City of Port Moody**

Whereas climate change is worsening conditions, increasing daytime and nighttime temperatures and other vulnerabilities for low-income residents of multi-unit residential buildings;

And whereas the current *Strata Property Act* permits Strata Councils to enact bylaws that permit or restrict the addition of mechanical cooling to an individual unit within a strata property, and therefore this restriction creates an unsafe interior environment in the case of heat domes and other high temperatures:

Therefore be it resolved that UBCM ask the Province of BC to amend the *Strata Property Act* to allow the addition of heat pumps or other efficient mechanical cooling systems without the need to amend individual Strata corporation bylaws.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend the *Strata Property Act* to allow the addition of heat pumps or other efficient mechanical cooling systems without the need to amend individual Strata corporation bylaws.

The Committee would note that were the proposed change to be implemented, consideration would need to be given to addressing potential impacts on common property, such as building envelope impacts (e.g. wall penetrations).

However, the Committee notes that the membership has endorsed several additional resolutions calling for provincial assistance and programs to support and incent energy retrofits of buildings to, in-part, help lower GHG emissions (2022-EB31, 2022-NR18, 2021-EB40, 2019-B152, 2018-B31, 2014-B28, 2014-B64, 2012-B25) and calling for federal and provincial programs

to provide incentives for residential energy efficiency (2020-NR52, 2014-B28, 2014-B93, 2012-B25, 2010-B86, 2009-B166, 2007-B33, 2007-B177, 2006-B111).

R19 Requirement for Cooling in Rental Units

City of Port Moody

Whereas climate change is worsening conditions and increasing vulnerabilities in the built environment, and the majority of heat dome deaths were in low-income and multi-unit residential buildings that lacked access to cooling;

And whereas the *Residential Tenancy Act* states in general terms that landlords must comply with health, safety, and housing standards required by law, including heat but not cooling:

Therefore be it resolved that UBCM urge the Province to make the necessary changes to the *Residential Tenancy Act* to require cooling in rental units and buildings to ensure the health and safety of all British Columbians.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to make the necessary changes to the *Residential Tenancy Act* to require cooling in rental units and buildings to ensure the health and safety of all British Columbians.

This proposed changes may have unintended consequences relating to the costs of affordable rental housing including costs for local government housing corporations.

However, the Committee notes that the membership did support resolution 2022-EB11 that addressed the need for cooling centres during extreme heat events. Membership have also endorsed wide ranging resolutions relating to provision of safe housing in general (2022-EB27, 2022-EB26).

R20 Large Infrastructure Project Impacts on Housing Crisis

District of Squamish

Whereas the Province has acknowledged that there is a housing crisis affecting communities across all of British Columbia and has chosen to take unprecedented action to address this challenge by looking for opportunities and taking action to deliver long-term housing supply;

And whereas large infrastructure projects mandated or approved by the Province put immense pressure on available housing rental and ownership stock, and tourism infrastructure by requiring a significant number of temporary workers without appropriate workforce housing plans as a requirement of project approval:

Therefore be it resolved that LMLGA and UBCM request that the Province require robust and detailed workforce housing plans integral to the approval process for large infrastructure projects, to address and minimize the cumulative impacts of temporary workforce housing on communities and deliver a positive housing legacy.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to require robust and detailed workforce housing plans integral to the approval process for large infrastructure projects, to address and minimize the cumulative impacts of temporary workforce housing on communities and deliver a positive housing legacy.

However, the Committee notes that the membership has endorsed two resolutions addressing the impacts of workforce housing plans or work camps:

- 2014-A4 which asked the provincial government to establish a “single window approval process” for work camps that allows for stakeholder comment to address the location, operation, safety, health and socio-economic impacts associated with a work camp; and
- 2005-B36, which in part expressed concern about the impacts of increased economic activity on housing, medical services, recreation and other aspects of communities and sought consultation (in this specific resolution) with the Oil and Gas Commission in advance so local jurisdictions were aware of their plans that would affect future community and regional development.

COMMUNITY SAFETY

R21 Provincial Cannabis Tax Sharing with Local Governments

City of Port Moody

Whereas the Canadian federal government has clearly stated its expectation that provincial cannabis tax revenue be shared with local governments and such revenues are currently being shared between the provinces and local governments in Ontario, Quebec, and Alberta, but not in British Columbia;

And whereas the sharing of cannabis tax revenue will provide much needed funding for local governments:

Therefore be it resolved that UBCM ask the Province to share up to 50% of provincial revenues generated from the production and sale of cannabis products with BC local governments.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to share up to 50% of provincial revenues generated from the production and sale of cannabis products with BC local governments.

However, the Committee notes that the membership has consistently endorsed resolutions seeking an equitable share of cannabis taxation revenue for local governments to address costs and responsibilities resulting from the legalization of non-medical cannabis (2022-EB32, 2020-SR2, 2019-A2, 2018-SR1, 2017-SR1, 2016-A3).

In August 2021, the UBCM Select Committee on Local Government Finance released its report, *Ensuring Local Government Financial Resiliency*, focusing on cost drivers related to attainable housing, community safety and climate change. Recommendation #12 in the report is to “seek a targeted consumption tax that provides local governments a share of provincial cannabis taxation revenue.”

The Committee understands that several taxes are applied to cannabis sold in BC: the federal excise tax, GST, PST, and a further 15 percent provincial mark-up on the landed cost of cannabis. The Province, to this point, has not shared any of its cannabis taxation revenue with local governments.

R22 Large Infrastructure Project Impacts on Public Safety

District of Squamish

Whereas in 2019 BC enacted the *Declaration on the Rights of Indigenous Peoples Act*, and the National Inquiry into Missing and Murdered Indigenous Women and Girls found that Indigenous women and girls experienced violence as a result of industrial work camps in proximity to their communities;

And whereas large infrastructure projects mandated or approved by the Province are in the planning, construction, operation and closure phases across BC;

And whereas significant numbers of temporary workers are required to reside in or near communities to execute these projects, and the provincial government has committed to addressing the public safety concerns of British Columbians:

Therefore be it resolved that LMLGA and UBCM request that provincial regulation of temporary workforce accommodation be expanded beyond basic servicing and environmental requirements, and that monitoring, evaluation and accountability be expanded for specific recommended mitigation measures to minimize impacts on local communities including but not limited to gender-based violence.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to expand the regulation of temporary workforce accommodations to include enhanced monitoring, evaluation and accountability measures that address gender-based violence and improve community safety.

However, the Committee notes that the membership has endorsed two resolutions addressing the impacts of work camps:

- 2014-A4, which asked the provincial government to establish a “single window approval process” for work camps that allows for stakeholder input to address the location, operation, safety, health and socio-economic impacts associated with a work camp; and
- 2005-B36, which in part expressed concern about the impacts of increased economic activity on housing, medical services, recreation and other aspects of communities and sought consultation (in this specific resolution) with the Oil and Gas Commission in advance so local jurisdictions were aware of their plans that would affect future community and regional development.

The Committee further notes that the membership has also endorsed numerous resolutions addressing the Truth and Reconciliation Commission Calls to Action, Missing and Murdered Indigenous Women, Girls and Two-Spirit People (MMIWG2S) Calls for Justice, and the UN Declaration on the Rights of Indigenous Peoples, including 2022-EB85, 2021-EB77, 2019-LR4, 2018-B150, 2018-B23, 2015-B106, 2012-B32, and 2009-B143.

R23 Working Committee for Flood Disasters

Village of Harrison Hot Springs, District of Kent

Whereas flooding is one of the most common natural disasters in British Columbia that impacts communities, flood plains, agriculture, and prominent First Nations lands;

And whereas flood risks continue to substantially grow due to climate change and the lack of pro-active flood management and protection such as regional flood risk assessment and flood protection program by the Province of British Columbia and the federal government:

Therefore be it resolved that LMLGA request UBCM to establish a working committee consisting of local government, provincial, federal and First Nation members to address the future flooding disaster and to restore flood protection by completing and implementing a flood risk assessment to develop strategic flood protection for critical infrastructure and to build back resilient communities.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking UBCM to establish a working committee with local governments, provincial

and federal governments and First Nations members to address future flooding risks and to enhance flood protection.

However, the Committee also notes that the membership has consistently endorsed resolutions requesting support and/or funding for flood protection, prevention and mitigation measures (2021-EB6, 2020-SR1, 2020-NR16, 2019-B12, 2018-B123, 2018-B94, 2018-B37, 2016-B56, 2015-B97, 2015-B7, 2014-B76, 2013-A1, 2013-A2, 2012-B3, 2012-B4, 2011-B11, 2011-B12, 2011-B79, 2010-B8, 2009-B3, 2008-B69, 2007-A1).

ENVIRONMENT

R24 Understanding BC Hydro's Electrification Capacity

District of Squamish

Whereas BC municipalities are moving quickly to enable electrification through community climate action plans and municipal energy and emissions plans;

And whereas there is currently a lack of funding or incentives to support electrification in existing residential, commercial and institutional building retrofits, and a lack of certainty that the electrical grid has the capacity to accommodate the anticipated electrical demand that will result from future retrofits:

Therefore be it resolved that LMLGA and UBCM coordinate with the Province, BC Utilities Commission and BC Hydro regarding the need for communities to understand BC Hydro's readiness to meet electrification requirements and to support electrification in retrofits in order for communities to meet climate action goals.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution seeking to understand BC Hydro's readiness to meet electrification requirements and to support electrification in retrofits in order for communities to meet climate action goals.

However, the Committee notes that the membership has supported resolutions addressed to BC Hydro on electricity issues, including:

- 2022-EB47 and 2020-NR49 which asked BC Hydro to reinstate their electricity purchase program for renewable energy projects from local governments;
- 2021-NR29 which asked the Province to change the regulatory framework to support communities in partnering with BC Hydro to provide safe reliable clean energy and to generate revenue sources to support local economies;
- 2016-B38 which asked BC Hydro to reinstate and adequately fund the BC Hydro Remote Community Electrification program to sustain the economic and social well-being of remote and rural communities throughout BC; and

- several resolutions asking the Province and BC Hydro to support extensions of electrical power infrastructure to specific area of the province that are currently underserved or not presently serviced (2012-B36, 2008-B45, 2004-B25).

FINANCE

R25 eGaming Revenue Distribution

City of Burnaby

Whereas eGaming revenue is increasing as a proportion of overall gaming revenue collected by the Province;

And whereas eGaming revenue is not currently shared with municipalities, unlike casino revenues which are shared with host cities for the purpose of public benefits:

Therefore be it resolved that UBCM call upon the Province of British Columbia to allocate a portion of BCLC's online revenues based on per capita or eGaming revenue earned from each municipal resident spend.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to allocate a portion of BCLC's online revenues based on per capita or eGaming revenue earned from each municipal resident spend.

However, the Committee notes that the membership has endorsed resolutions requesting that BCLC eGaming revenues be used to fund a Community Gaming Grant program to financially support non-host communities with populations of less than 25,000 (2018-B112) and that 10% of net revenue from online gambling be shared with local governments on the basis of population (2019-B131).

Further, the membership has endorsed resolutions calling on the Province to share a portion of lottery revenue with:

- all BC local governments (2011-B28, 2008-B119);
- communities under 10,000 (2020-EB37); and
- host communities who should receive an increased percentage return (2013-B100).

Alternatively, the Committee advises that the membership considered, but did not endorse, the following resolutions addressing the share of gambling revenue:

- 2020-NEB1 which asked that revenues generated by online gaming be allocated to local governments to replace lost casino gaming revenues for host local governments experiencing shortfalls due to the closure of gaming facilities as a result of the COVID-19 pandemic; and

- 2012-B135 which asked the Province to redistribute gaming revenue based on the residence of the patron at the gaming facility and the amount played, and share a percentage of gaming revenue with all local governments on a per capita basis while maintaining existing arrangements with casino host local governments to keep the host local governments of gaming facilities whole.

R26 Casino Revenue Sharing in Regional Districts

City of Port Moody

Whereas the original intent of solely sharing casino revenue with host communities was to offset the perceived and projected negative impacts of hosting a casino, and according to the Province, most communities have experienced minimal, if any, negative financial consequences as a result of hosting such a facility and are using the revenue they receive for other, locally determined priorities;

And whereas there has been a precedent set with the Town of View Royal for partial regional casino revenue sharing, and residents from all communities throughout a region contribute to the revenue of a casino but do not receive the benefits, and therefore this creates an inequitable distribution of funds which could and should benefit residents of the entire regional district;

Therefore be it resolved that UBCM urge the Province to make the necessary legislative changes to ensure equitable distribution of casino revenue within regional districts.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to make the necessary legislative changes to ensure equitable distribution of casino revenue within regional districts.

However, the Committee notes that the membership has endorsed resolutions calling on the Province to share a portion of lottery revenue with:

- all BC local governments (2019-B131, 2011-B28, 2008-B119);
- communities under 25,000 (2018-B112);
- communities under 10,000 (2020-EB37); and
- host communities who should receive an increased percentage return (2013-B100).

Alternatively, the Committee advises that the membership considered, but did not endorse, the following resolutions addressing the share of gambling revenue:

- 2020-NEB1 which asked that revenues generated by online gaming be allocated to local governments to replace lost casino gaming revenues for host local governments experiencing shortfalls due to the closure of gaming facilities as a result of the COVID-19 pandemic;

- 2012-B135 which asked the Province to redistribute gaming revenue based on the residence of the patron at the gaming facility and the amount played, and share a percentage of gaming revenue with all local governments on a per capita basis while maintaining existing arrangements with casino host local governments to keep the host local governments of gaming facilities whole; and
- 2001-B56 which asked that the BCLC pay back 10% of profits from sales generated in a municipality, regional district or first nation to the municipality, regional district or first nation; and further that net casino profits be divided as 10% to the host municipality and 10% to the host regional district with proceeds to be shared on a per capita basis within the regional district, with the exception of the host municipality.

The Committee acknowledges that the final resolution, 2001-B56, is dated.

TAXATION

R27 Permissive Tax Exemptions for Religious Organizations

District of Squamish

Whereas statutory tax exemptions are automatically granted and applied to recipients, while municipalities are given the choice of whether or not to apply a permissive exemption, as well as set other parameters and limitations around permissive exemptions, such as size, duration, percentage of budget, and establish application processes and benefits tests to maximize the public benefit derived from permissive tax exemptions;

And whereas municipalities lack the ability to control the size and allocation of statutory tax exemptions, which can constitute a significant portion of municipal budgets, and statutory tax exemptions for places of worship are granted in perpetuity:

Therefore be it resolved that LMLGA and UBCM lobby the provincial government to amend the *Community Charter* to move the tax exemption granted to places of public worship under the statutory Section 220(1)(h), to the permissive Section 224(2).

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM Executive considered, but did not endorse, referred resolution 2020-NR30 which made the same request, to move the tax exemption "places of public worship" from statutory [Section 220 (1) (h)], to permissive [Section 24 (2)].

Prior to 2020, the matter had not been brought forward for consideration. The Committee is offering no recommendation recognizing that the broader membership has not considered this matter.

TRANSPORTATION

R28 Bringing Equity to Traffic Enforcement

City of New Westminster

Whereas the primary deterrent from exceeding speed limits or violating other road safety regulations on municipal roads in British Columbia are fines administered under the Violation Ticket Administration and Fines Regulation;

And whereas fixed rate fines are inequitable, disproportionately impacting people with lower incomes while applying lower deterrent value to people with higher incomes, creating a structural inequity in the application of justice:

Therefore be it resolved that UBCM calls upon the provincial government to implement a means-tested traffic fine system, similar to Finland, Switzerland, Sweden or the UK, where fines may be calculated on the basis of the offender's income.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to implement a means-tested traffic fine system, similar to Finland, Switzerland, Sweden or the UK, where fines may be calculated on the basis of the offender's income.

However, the Committee notes that members have endorsed resolutions addressing fines for speeding and road safety violations, including:

- 2022-NR62 which asked the Province to increase fines for driving over a fire hose;
- 2020-NR11 which asked the Province to review and adjust traffic fines for speeding in an effort to make driving above the speed limit 'less attractive' for drivers in BC;
- 2007-B102 which asked for the reduction in speed limits and to double the fine amount when passing emergency vehicles stopped on roadways; and
- 2006-B16 which asked to double the fines for speeding in school and playground zones.

LEGISLATIVE

R29 Personal Leaves for Elected Officials

City of Coquitlam

Whereas Section 125(7) of the *Community Charter* only exempts elected officials from disqualification due to absences of 60 consecutive days or 4 consecutive regular scheduled board or council meetings if the absence is due to illness or injury or is with the leave of the council or board, but does not consider diverse realities or lived-experiences such as providing caregiving or compassionate care for loved ones, or parental leave for new parents;

And whereas it is recognized that the current language in the *Community Charter* and the *Local Government Act* do not protect leave rights for elected officials and require local governments to renew leave policies pertaining to elected officials after every new council composition;

And whereas it is recognized that reducing barriers to inclusion in civic governance requires intentional action to recognize diverse lived-experiences:

Therefore be it resolved that the LMLGA and UBCM encourage the provincial government to amend the *Community Charter* and *Local Government Act* to guarantee caregiver, compassionate care, and parental leave provisions that would grant elected officials, who must provide support to loved ones or are new parents, an exemption from being disqualified from office for absences of 60 consecutive days or 4 consecutive regular scheduled council or board meetings.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has supported resolutions specifically seeking parental leave for local elected officials (2022-EB79, 2021-NR1, 2016-B99).

However, the above referenced resolutions were limited to the topic of parental leave, and did not reference broader personal leaves for elected officials who find themselves in a role as caregiver or providing compassionate care to loved ones.

In response to 2022-EB79, the Province provided the following response:

“Under the existing legislation, local governments have full authority to grant leave for a wide variety of reasons to elected officials seeking this option. This authority includes the establishment of policies for such leave including handling of appointments (such as to boards and committees), and other duties during the leave and upon return. Furthermore, council members who have received approval for their absence from council attendance will not be at risk of disqualification for non-attendance at council meetings. The existing authority allows individual communities to design leave policies that reflect considerations for their unique circumstances for various types of leave.

The Province continues to observe an increase in the number of local governments that have adopted their own specific policies to allow elected officials to go on maternity or parental leave. The province will continue to favour an approach that allows individual communities to determine policies related to various types of leave under existing local government legislation, just as local governments determine remuneration and other benefits for local elected officials. Local governments are best placed to continue to develop policies that best account for circumstances in their communities.”

ASSESSMENT

R30 Varied Taxation Rate for Residential (Class 1) Properties

City of Langley

Whereas the Province of British Columbia specifies that there is one assessment class for all types of residential properties even though the assessed value of attached and detached residential properties change values at different rates and other jurisdictions, such as Ontario, allow different tax rates for attached and detached residential properties;

And whereas in Langley City, a 4.94% property tax increase in 2018 resulted in a 0.4% decrease for detached residential properties and a 14.31% increase for attached residential property, and in 2022, a 4.35% property tax increase resulted in a 12.49% increase for detached residential properties and 3.37% decrease for attached residential properties:

Therefore be it resolved that UBCM ask the Province of British Columbia to amend the BC *Assessment Act* and the *Community Charter* to allow the residential class to be split into two distinct residential classes so that a different rate may be applied to each type to account for the difference in the rate at which attached and detached residential properties change their value and to allow local government to more accurately charge for the cost of providing services to attached and detached residential properties.

Resolutions Committee recommendation: **Not Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has consistently chosen to not endorse resolutions seeking to split the residential assessment class in order to apply different tax rates to different types of residential property. Members considered, but did not endorse, resolutions 2021-NEB4, 2020-NEB7, 2019-B35, 2016-B105, 2003-B79, 2002-B41 all of which sought to have the residential class split.

However, the Committee notes that the UBCM Executive endorsed with an amendment, referred resolution 2018-B114, which read: “Therefore be it resolved that UBCM ask the Provincial Government to explore the merits of establishing new property tax sub-classes, or amending the existing residential tax class, as a tool to address housing affordability.” The Province’s response to 2018-B114 noted that “British Columbia already has more property classes than most jurisdictions across Canada, and any changes would further complicate the assessment process. And, unless the Province prescribes the tax rates or a methodology to determine the tax rate ratios, there is no guarantee that the sub-classes or additional classes would be used as the Province intended, particularly when the real estate market shifts or when there is a shift in priorities.”

COMMUNITY ECONOMIC DEVELOPMENT

R31 Review of Stumpage Rate for Community Managed Forest Tenures City of Mission

Whereas the Province assesses the same stumpage rates against small Tree Farm Licences as it does for large industrial forest tenures;

And whereas smaller tenures near urban centres must manage for multiple resource users at higher costs and typically invest surplus funds within the community for the benefit of the general public and province:

Therefore be it resolved that UBCM request the Province to consider a new approach to calculating stumpage rates that accounts for the higher management costs required to effectively manage forest resources for any tenure that operates in the rural interface areas.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to consider a new approach to calculating stumpage rates that accounts for the higher management costs required to effectively manage forest resources for any tenure that operates in the rural interface areas.

In contrast, the Committee notes that the membership endorsed resolution 2022-EB82 which asked the Province to maintain the tabular rate structure for community forest agreements.

However, the Committee notes that the Mission forest tenure is different from other community forest agreements (CFA) in that it was established prior to community forest agreements coming into place. As a result Mission is paying market rates, not tabular rates, for stumpage as is the case for other communities with CFAs. And the sponsor has noted in its background documentation, the Province has not been willing to convert it to a CFA for fear of triggering US lumber lobby concerns. As a result the sponsor is paying much higher stumpage (market rate) and is seeking a new approach to calculating stumpage that would address their situation.

ELECTIONS

R32 Exemptions for Elections Workers

City of Burnaby

Whereas there is no exemption under the *Employment Standards Act* for temporary municipal election workers hired to work on advance and general voting days;

And whereas the provincial government has an exemption from Part 4 of the *Employment Standards Act* relating to hours of work and overtime, and is therefore not required to meet these legislative requirements for temporary election workers:

Therefore be it resolved that UBCM request the provincial government to provide to local governments an exemption from Part 4 (Hours of Work and Overtime) of the *Employment Standards Act*, except section 39 which refers to excessive hours of work, as it would relate to temporary election workers during the local government elections and by-elections.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to provide local governments with an exemption from Part 4 (Hours of Work and Overtime) of the *Employment Standards Act*, except section 39 which refers to excessive hours of work, as it would relate to temporary election workers during the local government elections and by-elections.

R33 Extending Election Nomination Period

City of Burnaby

Whereas the manner in which election work is undertaken has evolved and can vary based on the size of the local government, current issues, and voter concerns;

And whereas processing nominations for local government general elections within a compressed period of nine days can be challenging for those local governments with large numbers of candidates choosing to run for office:

Therefore be it resolved that UBCM request the provincial government to amend the *Local Government Act* to begin the nomination period for local government elections at least three weeks earlier than currently legislated, and allow for a three week nomination period.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution ask the Province to amend the *Local Government Act* to begin the nomination period for local government elections at least three weeks earlier than currently legislated, and allow for a three week nomination period.

However, the Committee notes that the membership did endorse resolution 2016-B65 which sought an amendment to the *Local Government Act* to increase the time period between the end of the candidate nomination period and the beginning of the election period, to facilitate the administration of the mail ballot process and provide greater voting opportunities for citizens.

R34 Public Funding of Municipal Election Campaigns

City of Port Moody

Whereas Elections BC made changes to donation rules for municipal candidates to reduce perceived influence of corporations and unions, and while this has helped to increase participation in democracy, participation in municipal elections is still limited by the ability to participate financially through access to personal wealth and connections, rather than ideas and candidate skill set;

And whereas there has been increased scrutiny of endorsements and donations, and this has further divided communities and highlighted inequities in the electoral system:

Therefore be it resolved that UBCM ask the Province to consider public funding of municipal election campaigns that includes ensuring equitable access and participation in municipal electoral campaigns for a more diverse range of candidates;

And be it further resolved that the Province investigate election measures such that all candidates have equitable access to endorsements.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to consider public funding of municipal election campaigns that includes ensuring equitable access and participation in municipal electoral campaigns for a more diverse range of candidates. Nor has the membership considered a request that the Province investigate election measures such that all candidates have equitable access to endorsements.

However, the Committee notes that the membership has sought changes to the campaign financing rules related to real-time disclosure; contribution limits; and who can contribute to election campaigns (2020-SR3, 2015-B94, 2013-B95), but have not considered the matter of publicly funding municipal election campaigns.

R35 Moving Away from Fossil Fuel Sponsorships

District of Squamish

Whereas LMLGA member municipalities have supported many resolutions asking for urgent action on climate change, and in particular a transition away from fossil fuels including: asking the Municipal Finance Authority to divest from fossil fuels, requesting that the province support a transition off of fossil fuels, asking that Clean BC be updated to “make every new building constructed in BC "zero emissions" and "net-zero energy ready" by 2032 , and the endorsement of a “Fossil Fuel Non-Proliferation Treaty”;

And whereas current LMLGA Executive Policy on Sponsorship states that a, “... sponsor’s public

image, mandate, products, and services must be consistent with the goals and values of the Lower Mainland LGA”, and the most recent (6th) International Panel on Climate Change Report identifies lobbying and advertising by fossil fuel companies as an obstacle to climate action.

Therefore be it resolved that the Lower Mainland Local Government Association directs its board to take meaningful, prudent steps to move away from fossil fuel sponsorships.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

This resolution is specific to the Lower Mainland Local Government Association and won't be going onto UBCM.

APPENDICIES



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

CONSTITUTION

1. The name of the society is **LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION**. (the “Association”)

2. The purposes of the Association shall be:
 - (a) To represent, in one organization, the various regional districts and local governments of the Membership Area, as defined in the Bylaws;
 - (b) to secure all possible united action in dealing with local government matters of interest to our members;
 - (c) to co-operate with other organizations dealing with matters under Provincial or Federal jurisdiction;
 - (d) to co-operate with the Union of BC Municipalities and other associations of municipalities in British Columbia for the advancement of the principles of local government;
 - (e) to secure united action among its members and to promote greater autonomy within local government;
 - (f) to acquire and distribute amongst the members, municipal information that may be deemed to be of value to members; and
 - (g) to hold meetings for promoting the aforesaid purposes.

BYLAWS

Part 1 - Interpretation

1. (1) In these bylaws, unless the context otherwise requires,
 - (a) "directors" means the directors of the Association for the time being;
 - (b) "Executive" has the meaning ascribed thereto in paragraph 25(2);
 - (c) "Non-Voting Members" has the meaning ascribed thereto in paragraph 5(1);
 - (d) "registered address" of a member means the members address as recorded in the register of members;
 - (e) "*Societies Act*" means the *Societies Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - (f) "Voting Members" has the meaning ascribed thereto in paragraph 5(2).
- (2) The definitions in the *Societies Act* shall apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 - Membership

3. The members of the Association are:
 - (1) the applicants for incorporation who have not ceased to be members;
 - (2) those municipalities and regional districts within the Squamish-Lillooet Regional District, the Greater Vancouver Regional District (Metro Vancouver) and the Fraser Valley Regional District (collectively, the "Membership Area"), who subsequently become members in accordance with these bylaws and that have not ceased to be members; and
 - (3) a person who holds the office of mayor or councillor of a member municipality or chair or director of a member regional district and who has not ceased to be a member.
4. All past Presidents of the Association shall be members of the Association for their

lifetimes, but they shall only be entitled to vote at all meetings of the members if they are also Voting Members.

5. (1) Non-Voting Members - A municipality or regional district within the Membership Area, may apply to the directors for membership in the Association and on acceptance by the directors shall be a member. Those member municipalities and regional districts accepted for membership under this paragraph shall not be entitled to vote at any meeting of the members of the Association (such members being hereinafter collectively called the "Non-Voting Members").
 - (2) Voting Members – Upon acceptance for membership of a municipality or regional district in accordance with paragraph 5(1), then the mayor and all councillors of such municipality and then the chair or directors of such regional district and all future elected mayors and councillors of such member municipalities and chairs and directors of such member regional districts shall automatically become members of the Association without application. The aforesaid memberships shall continue until the earlier of:
 - (a) the date such municipality or regional district ceases to be a member;
 - (b) the date such mayor, councillor, chair or director ceases to hold such office; and
 - (c) the date such person otherwise ceases to be a member in accordance with these bylaws.

Those members accepted for membership under paragraph 5(2) shall be entitled to vote at all meetings of the members of the Association (such members being hereinafter collectively called the "Voting Members").
 - (3) Each Non-Voting Member shall be responsible for keeping an accurate list of the names, addresses for delivery, email addresses and telephone numbers of the Voting Members representing its municipality or regional district, and shall provide this list to the executive coordinator or administrative support staff within 30 days upon request.
6. Every member shall uphold the constitution and comply with these bylaws.
 7. (1) The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the Association.
 - (2) Any outstanding dues or fees must be paid before the annual general meeting and before members will be permitted to vote at the annual general meeting. The annual membership dues must be paid upon receipt of the dues invoice, which will be sent out following each AGM.

- (3) Only the Non-Voting Members are required to pay any annual membership dues.
8. A person shall cease to be a member of the Association:
- (a) by delivering his/her resignation in writing to the Executive or by mailing or delivering it to the address of the Association;
 - (b) on his/her death;
 - (c) on being expelled;
 - (d) on having been a member not in good standing, as described in paragraph 10 hereafter, for 12 consecutive months;
 - (e) on ceasing to hold the office of mayor or councillor of a member municipality or of chair or director of a member regional district;
9. (1) A member may be expelled by a special resolution of the members passed at a general meeting.
- (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- (3) The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
10. All members are in good standing except a Non-Voting Member who has failed to pay its current or previous annual membership fees or any other subscription or debt due and owing by it to the Association. It is not in good standing, so long as the debt remains unpaid.

Part 3 - Meetings of Members

11. General meetings of the Association shall be held at the time and place, in accordance with the Societies Act, that the directors decide. All members shall be entitled to attend all meetings of the members of the Association. The senior staff of a Non-Voting Member shall be entitled to attend all meetings of the members of the Association, but shall not be entitled to vote or to address matters placed before the Association, unless requested by the Executive to do so.
12. Every general meeting, other than an annual general meeting, is an extraordinary general

meeting.

13. (1) The directors may, when they think fit, convene an extraordinary general meeting.
- (2) A minimum of 10% of members of the Association may request, in writing, an extraordinary general meeting. The written notice shall specify in detail the nature of the business intended to be conducted at the general meeting. The Executive, notice will be provided to all members and the meeting will be held within 60 days of the distribution of the notice. The only business conducted at such extraordinary general meeting shall be business referred to in the said written notice.
14. (1) Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
15. An annual general meeting shall be held at least once in every calendar year.

Part 4 - Proceedings at General Meeting

16. Special business at a general shall be:
 - (a) all business at an extraordinary general meeting, except the adoption of rules of order; and
 - (b) all business transacted at an annual general meeting, except:
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required; and
 - (vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under

consideration by the report of the directors issued with the notice convening the meeting.

17. (1) No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
 - (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is quorum present or until the meeting is adjourned or terminated.
 - (3) A quorum is 15 Voting Members, representing at least 5 Non-Voting Members present or a greater number that the members may determine at a general meeting.
18. If, within 30 minutes from the time appointed for a general meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated but in any other case, it shall stand adjourned. If at the continuation of the adjourned meeting, a quorum is not present, the voting members present shall constitute a quorum for the purposes of that meeting.
19. Subject to paragraph 20, the President, or the Vice-President or in the absence of both, one of the other directors present, shall preside as chairperson of a general meeting.
20. If at a general meeting:
- (a) there is no President, Vice-Presidents or other director present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the President and all the other directors present are unwilling to act as chair, then the members present shall choose one of their number to be chair.
21. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at the continuation of an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned, notice of the continuation of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

22. (1) The chair of a meeting may move or propose a resolution.
 - (2) In case of an equality of votes the chair shall not have a casting or second vote in addition to the vote to which he/she may be entitled as a member and the proposed resolution shall not pass.
 - (3) Unless the *Societies Act*, or these Bylaws otherwise provide, any action to be taken by a resolution of the members of the Association may be taken by ordinary resolution.
 - (4) Resolutions proposed by members will be considered by the Association at the annual general meeting only if they are received by the directors no later than 45 days prior to the annual general meeting.
 - (5) Resolution(s) proposed by a member must be distributed to the members and their representatives at least 14 days prior to the annual general meeting;
 - (6) Notwithstanding the foregoing, the members may submit any resolution, except a resolution to amend the Constitution or these Bylaws, to the annual general meeting for consideration or action at any time if 2/3 of Voting Members in attendance at the annual general meeting approve.
23. (1) Each Voting Member in good standing present at a meeting of members is entitled to one vote.
 - (2) Voting is by show of hands.
 - (3) Voting by proxy is not permitted.

Part 5 - Directors and Officers

24. (1) The directors may exercise all the powers and do all the acts and things that the Association may exercise and do, but subject to:
 - (a) all laws affecting the Association;
 - (b) these bylaws; and
 - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Association in general meeting.
- (2) No rule, made by the Association in general meeting, invalidates a prior act of the

directors that would have been valid if that rule had not been made.

25.
 - (1) The first directors are those directors shown on the list of directors filed with the Registrar of Companies;
 - (2) Unless and until changed by ordinary resolution, at the first and at each successive annual general meeting the Voting Members shall elect, from among the Voting Members in good standing:
 - (i) a President, a First Vice-President, a Second Vice-President and a Third Vice-President, who shall also be directors; and
 - (ii) three (3) additional directors from amongst the Voting Members in good standing.
 - (3) At the first and each successive annual general meeting, each Regional District that is a Non-Voting Member in good standing, shall appoint a nominee to act as a director and an alternate director. In the event that the nominee fails or refuses to act or can no longer continue as a director, then the alternate director shall act as director. This bylaw 25(3) may be altered by ordinary resolution provided that such alteration also has the unanimous approval of all Regional Districts that are Non-Voting Member in good standing;
 - (4) A person is eligible to be a director only when they are and while they remain a Voting Member in good standing.
26.
 - (1) The directors shall retire from office at each general meeting when their successors shall be elected.
 - (2) The Past President and all directors shall comprise the executive committee of the Association (the "Executive").
 - (3) An election may be by acclamation, otherwise it shall be by ballot.
 - (4) if no successor is elected, acclaimed or appointed, the person previously elected, acclaimed or appointed to that position continues to hold office.
 - (5) a director may be nominated in advance of the annual general meeting or may be nominated from the floor at the annual general meeting.
27.
 - (1) Subject to bylaw 25(3), the directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
 - (2) A director so appointed holds office only until the conclusion of the next following

annual general meeting of the Association, but is eligible for re-election at the meeting.

28. (1) If a director resigns his/her office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
 - (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
 - (3) If a director ceases to be a Voting Member in good standing, the director ceases to hold office as a director of the Association.
29. The Executive may by simple majority remove a director before the expiration of his/her term of office, and, subject to bylaw 25(3), may appoint a successor to complete the term of office.
30. No director shall be remunerated for being or acting as a director but a director may be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association.

Part 6 - Proceedings of Directors

31. (1) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
 - (2) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.
 - (3) The President shall be chair of all meetings of the directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as chair; but if neither is present the directors present may choose one of their number to be chair at that meeting. If the President is unable to complete his/her term of office then the First Vice-President will assume the office of President and the Second Vice-President shall assume the office of First Vice-President and the Third Vice-President shall assume the office of the Second Vice-President.
 - (4) At any time two directors may, request, and upon the request, the President shall, convene a meeting of the directors.
32. (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.

- (2) A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
33. A committee chair shall be appointed from the board of directors, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chair of the meeting.
34. The members of a committee may meet and adjourn as they think proper.
35. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Association a waiver of notice, which may be by letter, email or fax, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) no notice of meeting of directors shall be sent to that director; and
 - (b) any and all meetings of the directors of the Association, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
37. (1) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
- (2) In case of an equality of votes the chair does not have a second or casting vote.
38. No resolution proposed at a meeting of directors or committee of directors need be seconded and the chair of a meeting may move or propose a resolution.
39. A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

Part 7 - Duties of Officers

40. (1) The President shall preside at all meetings of the Association and of the directors.

- (2) The President is the chief executive officer of the Association and shall supervise the other officers in the execution of their duties.
 - (3) The President's local government may provide appropriate administrative support at the request of the Executive and the Association shall pay the reasonable cost of such administrative support. In addition, the Executive may hire an Executive Director.
41. The First Vice-President shall carry out the duties of the President during the President's absence and shall assume such additional duties/responsibilities that may be assigned by the President the Executive or the members.
42. The Second Vice-President shall carry out the duties of the President and/or First Vice-President if one or both the President and the First Vice-President are absent and shall assume such additional duties/responsibilities that may be assigned by the President, the Executive or the members. The Third Vice-President shall carry out the duties of the President, First Vice-President or Second Vice-President if the President, First Vice-President and Second Vice-President are absent and shall assume such duties/responsibilities that may be assigned by the President, the Executive or the members.

The Executive Director or administrative support staff shall be responsible for:

- (a) conducting the correspondence of the Association;
- (b) issuing notices of meetings of the Association and directors;
- (c) keeping minutes of all meetings of the Association and directors;
- (d) having custody of all records and documents of the Association;
- (e) having custody of the common seal of the Association;
- (f) maintaining the register of members;
- (g) keeping the financial records, including books of account, necessary to comply with the *Societies Act*; and
- (h) rendering financial statements to the directors, members and others when required.

Part 8 – Indemnities to Directors and Officers

43. Subject to the provisions of the *Societies Act*, the directors must cause the Association to indemnify a director or former director of the Association and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment actually and reasonably incurred by him, her or them including an amount paid to settle an action or satisfy a judgment in a civil or administrative action or proceeding to which he/she are made a party by reason of his/her being or having been a director of the Association, including any action brought by the Association. Each director of the Association on being elected or appointed must be deemed to have contracted with the Association on the terms of the foregoing indemnity.
44. Subject to the provisions of the *Societies Act*, the directors may cause the Association to indemnify any officer of the Association and his/her heirs and personal representatives against all costs and expenses whatsoever incurred by him/her and resulting from acting as an officer of the Association.
45. The directors may cause the Association to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Association and his/her heirs or personal representatives against any liability incurred by him/her as such director or officer.

Part 9 – Execution of Documents

46. Contracts, documents or any instruments in writing requiring the signature of the Association must be signed by any two officers, and all contracts, documents and instruments in writing so signed must be binding upon the Association without any further authorization or formality. The directors must have the power from time to time by unanimous agreement of the directors to appoint an officer or officers on behalf of the Association to sign specific documents, contracts and instruments in writing.

Part 10 – Borrowing

47. In order to carry out the purposes of the Association the directors may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
48. No debenture shall be issued without the sanction of a special resolution.
49. The members may by special resolution restrict the borrowing powers of the directors but a restriction imposed expires at the next annual general meeting.

Part 11 - Auditor

50. This Part applies only where the Association is required or has resolved to have an auditor.
51. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
52. At each annual general meeting the Association shall appoint an auditor to hold office until he/she is re-elected or his/her successor is elected at the next annual general meeting.
53. An auditor may be removed by ordinary resolution.
54. An auditor shall be promptly informed in writing of appointment or removal.
55. No director and no employee of the Association shall be auditor.
56. The auditor may attend general meetings.

Part 12 - Notices to Members

57. A notice may be given to a member via email and by posting on the Association web site.
58. A notice sent by email and/or posted to the Association web site shall be deemed to have been given on the day it was sent and/or posted.
59. (1) At least 14 days notice of a general meeting shall be given to
 - (a) every member shown on the register of members on the day notice is given;
and
 - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of general meeting.

Part 13 - Bylaws

60. On being admitted to membership, each member is entitled to and the Association shall give him/her, without charge, a copy of the constitution and bylaws of the Association

61. These bylaws shall not be altered or added to except by special resolution.



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

APPENDIX 2

EXECUTIVE POLICIES

1. MEDIA RELATIONS

(a) The President is the recognized spokesperson for the Lower Mainland LGA. All media inquiries that are seeking the official position or reaction of the Lower Mainland LGA should be referred to the President.

(b) The First Vice President may act in the absence of the President.

(c) Directors will not act as spokespersons for the Lower Mainland LGA unless they have first consulted with the President and been authorized by the President.

(d) Directors may speak externally about Lower Mainland LGA issues and topics discussed provided that confidential requirements are followed and that their statements do not undermine the reputation or the integrity of the Lower Mainland LGA.

2. AGENDA PREPARATION

(a) A monthly schedule of Executive meetings will be placed on the Lower Mainland LGA website.

(b) Agenda material sent to Executive members prior to an Executive meeting shall remain confidential until disposed of by subsequent Executive action and direction.

(c) The agenda and supporting material should be provided to all Executive members so that it arrives at their designated e-mail address for receipt of correspondence on the Friday prior to the Executive meeting.

(d) The President or Executive Director may, prior to the opening of the meeting, place before the Executive:

- additional materials that support agenda items.
- new items of business (as have been received from members or provincial or federal government) that were not known prior to the date on which the agenda was circulated and which are prudent to be dealt with by the Executive at the meeting.

(e) It shall be prudent for the Executive to refer such items deemed not of an urgent nature to the next Executive meeting.

(f) Other items not appearing on the agenda shall not be placed before the Executive without 2/3 approval of the Executive.

(g) Any member of the Executive wishing to bring forward any new matter or point of information shall do so under "OTHER BUSINESS". Any new matter of major importance, which may require further information that could or would normally be available to the Executive at such a meeting, may be ruled by the President, as a "notice of motion" and be placed on the agenda of the next meeting of the Executive.

3. PUBLIC INFORMATION

(a) Press Releases

Press Releases are encouraged to promote Lower Mainland LGA activities, decisions, projects, and services. Press Releases are to be reviewed and approved by the President and Executive Director and to be sent on official Lower Mainland LGA letterhead. Press Releases should be sent to the media, Executive, emailed to our membership and posted on the Lower Mainland LGA website. The contact person for Executive matters is the President and the contact person for operational matters is the Executive Director.

(b) Newsletter

A pre-Convention Newsletter will be used to keep the members up to date on activities pertaining to the Annual General Meeting and Convention. A post-UBCM Convention newsletter will also be produced in order to inform members of the activities conducted at the UBCM Convention (meetings with Ministers etc.)

(c) Member Communications

Member Communications will be sent out as needed by the Executive Director. Should the communications be going out under the Presidents' name, the Executive Director will send a draft of the communication to the President for approval before distribution.

4. MEMBER SERVICES

(a) Website

- i. The Lower Mainland LGA will maintain an updated user-friendly website to provide members with information regarding Executive decisions, minutes, and activities/events.
- ii. All requests for posting information to the website will be coordinated through the Executive Director.
- iii. Information appearing on the Lower Mainland LGA website will not be used to promote an individual business over any other but will always strive to promote the Lower Mainland LGA.
- iv. Information appearing on the Lower Mainland LGA website will not be used to promote an individual political philosophy but will strive to promote Lower Mainland LGA philosophies and goals.

(b) E-mail

E-mail is to be used for business purposes and should be business like in format and tone. Full sentences, proper grammar, and punctuation are expected. E-mail received during the course of Lower Mainland LGA business becomes part of the Lower Mainland LGA record. Email received by the Lower Mainland LGA will be identifiable through a sign off providing the correspondents

full name, address, and phone number. Unsigned email will be treated as anonymous.

(c) Telephone

Telephone callers calling the Lower Mainland LGA for the purpose of statement of opinion or to make complaint will be told their opinions and complaints are to be submitted in writing and must include a return address in order to be considered by staff or the Lower Mainland LGA Executive.

(d) Surveys

From time to time, the Lower Mainland LGA may conduct surveys or polls to garner member opinion regarding association issues, policy direction and member satisfaction.

(e) Social Media

The Lower Mainland LGA embraces the use of social media and other technologies that enable the Executive to communicate and share information in a professional manner. The Lower Mainland LGA shall endeavor to have a social media presence, which shall be managed and updated by the Executive Director. All postings shall be reflective of Lower Mainland LGA policies.

5. HANDLING CORRESPONDENCE

(a) Incoming Correspondence

The Executive Director shall route all correspondence in accordance with the following guidelines:

- i. Correspondence addressed to “President” or a specific “Executive Member”, unless of a personal nature, will be placed on the Executive agenda.
- ii. Correspondence that is unsigned, unaddressed, form letters, or journal information will not be actioned.
- iii. All correspondence addressed to the Board will be placed on the agenda.

(b) Outgoing Correspondence

- (i) All official correspondence of the Lower Mainland LGA shall be sent out under the letterhead of the Lower Mainland LGA and shall be used for the purpose of obtaining or giving information or conveying the official position of the Lower Mainland LGA established by resolution adopted at a regularly constituted meeting.
- (ii) All correspondence sent by the Lower Mainland LGA to a federal or provincial minister shall be sent out under the signature of the President.
- (iii) All correspondence written by the Executive Director and going out under the Presidents’ name, will be sent to the President for approval before distribution.
- (iv) Correspondence arising from an Executive meeting will be prepared within five business days following the meeting.

6. MEMBERSHIP IN OTHER ORGANIZATIONS

Decisions relating to obtaining memberships in external organizations must be made by the Executive. Membership renewals shall be reviewed on an annual basis. The following questions can be helpful in guiding discussion related to obtaining or retaining external memberships:

- Is membership required?
- How significant is this membership to Lower Mainland LGA local governments?
- Will membership advance the achievement of Lower Mainland LGA policies?

- What are the financial implications for Lower Mainland LGA?
- What are the consequences to Lower Mainland LGA local governments if Lower Mainland LGA is not a member?
- What is the nature of membership?
- Are there alternate ways of ensuring Lower Mainland LGA interests are protected?
- What other groups are members?
- Is there anything else we should consider regarding membership in this organization?

7. COMMITTEES

(a) Committees may be formed as directed by the executive.

(b) The Executive shall appoint and define the powers and duties of every Committee except the Nominating Committee and the Resolutions Committee.

(c) The Nomination Committee shall consist of the Immediate Past President and be supported by the Lower Mainland LGA Executive Director.

(c) There shall be a Resolutions Committee composed of the members of the Executive.

(d) The Resolutions Committee shall:

- examine all resolutions submitted to the Convention.
- recommend in favour of, against or provide no recommendation to the resolutions respectively.
- may correlate resolutions; and,
- may recommend amendments.

8. FINANCES

(a) Expenses

Expenses shall be reimbursed for Executive members on authorized business of the Association except for attending the Annual UBCM Convention. Authorized attendance is defined as ongoing Executive meetings, Committee meetings and any business endorsed by the Executive. Any exceptions are outlined below:

- i. The Lower Mainland LGA President or authorized delegate shall attend the Annual Convention of other Area Associations (AVICC, AKBLG, SILGA and NCLGA) and represent the Lower Mainland LGA. The President shall attend one each year on a rotating basis.
- ii. The travel expenses, registration fee and hotel accommodation for the President's attendance at the Area Association conventions shall be borne by the Lower Mainland LGA. Receipts for all expenses will be required for reimbursement.
- iii. No travel expenses nor part of any other expenses normally incurred by Executive members in attending the Annual Convention will be borne by the Lower Mainland LGA.

(b) Travel Allowance

The mileage allowance for car travel shall be paid at the current year's provincial government rate per kilometer, where authorized business is required.

(c) Signing Authority

The Executive will confirm signing officers annually following the AGM. Cheques written on the Lower Mainland LGA bank account will require two signatures.

Association expenses at or below \$2000 may be handled by the Executive Director without prior approval of the Executive, in keeping with regular business practices. Purchases above \$2000 require the authorization of the Association President or, in the absence of the President, the First Vice-President. Executive approval is required for purchases above \$5000.

(d) Executive Director

The Executive Director will submit an invoice for their contracted services and authorized expenses on a monthly basis. The invoices are to be emailed to the President and First Vice President. The President will approve the invoice in writing via email. In the absence of the President, the First Vice President may approve the invoices. Once approval is received in writing, the Executive Director is then authorized to etransfer the approved amount from the Lower Mainland LGA bank account to the Executive Director.

9. EXECUTIVE

(a) There shall be an Executive, which shall be composed of:

- i. The Officers of the Lower Mainland LGA, consisting of:
 - President
 - First Vice President
 - Second Vice President
 - Third Vice President
- ii. The Immediate Past President, who shall be the last president to have completed the term of office as President.
- iii. A representative from each of the member Regional Districts – Squamish-Lillooet Regional District, the Greater Vancouver Regional District, and the Fraser Valley Regional District, and who must be a member of the respective Board; and,
- iv. Three Directors at Large.

(b) No person shall hold a position as Officer of the Lower Mainland LGA more than twice, whether consecutively or otherwise.

(c) In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

(d) In the event of a vacancy:

- i. The Executive may appoint a First Vice President, Second Vice President and Third Vice President from amongst persons qualified to be elected to the Executive, from the current Directors at Large equal to the number of vacancies.
- ii. Amongst the Directors at Large, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining.
- iii. In the position of Regional District Representatives, such vacancies shall be filled in the manner of the original appointment.

(e) Members of the Executive must be able and willing to fulfill their duties as described below:

- attend a minimum of eight (8) meetings per year.

- attend the annual conference of the Association.
- perform duties of a board member at the AGM, as outlined in the Executive Responsibilities document and any other duties arising as a decision by the Executive.

(f) Past President

All members of the Executive shall hold office only so long as they remain elected representatives of a member of Lower Mainland LGA. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of Lower Mainland LGA while holding the office, they shall only hold the office for the remainder of the then current term. Should the Immediate Past President not be re-elected, and the President be elected for a second term then the most immediate elected Past President assume the duties of Past President.

10. LIFE MEMBERSHIP

(a) Life membership may be granted by the Executive to persons who have made a significant contribution to local government in British Columbia.

(b) All Past Presidents shall be life members.

(c) Life members who are not member delegates shall have the privilege of the floor, but with the exception of the immediate Past President shall not be entitled to vote.

(d) Life Members who no longer hold elected office shall be offered complimentary registration to attend the annual convention.

(e) Life Members will be recognized on the Lower Mainland LGA website.

11. CONVENTION

(a) Registration

- i. A late registration surcharge of 20% of all registration fees will be charged for registrations received six weeks immediately preceding the convention.
- ii. Refunds of prepaid convention fees will be made on the following basis:
 - Cancellations received 21 days before convention starts – 100% refund minus a \$50 administration fee.
 - Cancellation received between 21 days and 14 days before convention starts – 50% refund.
 - Cancellation received 13 days before convention starts – no refund.
- iii. The following individuals shall receive complimentary convention registrations for the business program (tickets must be purchased for meal events):
 - Cabinet Ministers
 - Members of the Legislative Assembly
 - British Columbia Members of Parliament
 - UBCM President
 - Presidents of other BC Area Associations

(b) Convention Charity

- i. The Executive will consider, on a best effort basis, to allocate one exhibitor space to a

charitable non-profit. Applications for this complimentary booth space will be accepted in January of each year.

- ii. The successful applicants for this booth space will be the recipient for the annual “speaker gift” donation process, which includes donations made to a charitable non-profit on behalf of AGM speakers as a thank you to them for their services.

(c) Theme

The Convention Sub-committee will strive to establish the theme by January 15th of each year. And, the choice of charitable non-profits should be reflective of this theme.

(d) Convention Media Policy

- i. Complimentary registration (no meals included) is provided to qualified journalists who meet the conference registration criteria on a space-available basis. Applications for media credentials will be accepted from journalists employed or on assignment from recognized print, broadcast, and online general and government news media
To be accredited, journalists must submit the following
 - Name
 - Complete contact information (office and mobile numbers and email address) and the name of the media outlet that they will be representing
 - Proof of employment by the media outlet (e.g., a copy of the publication’s masthead with the reporter’s name listed) or a letter of assignment from the editor, producer, or news director of the outlet if the reporter is freelance
- ii. Media will receive written confirmation via email confirming their application has been approved or declined. Approval in prior years is not a guarantee for future Lower Mainland LGA Conventions
- iii. The Lower Mainland LGA reserves the right to limit the number of media accreditations issued
- iv. Media agree to conduct themselves in a manner that will not cause offence to or inhibit the enjoyment of all conference attendees, staff, and the convention venue
- v. Media may not record the AGM, Resolutions Session or any networking event nor may interviews take place in the conference sessions or networking spaces
- vi. Media may not ask questions during the convention sessions

12. SPONSORSHIP

(a) The purpose of sponsorship is to advance the goals and values of the Lower Mainland LGA which are:

- i. to enhance and provide the format to improve and refine the quality and level of services provided by Local Government to its citizens.
- ii. to promote the welfare and the wellbeing of taxpayers and residents of the members of the Association.
- iii. to promote and support to a satisfactory resolve, the concerns of members that are in keeping with the overall objectives of the Association; and,
- iv. to promote and advance to UBCM on behalf of the membership, proposed changes in legislation, regulations, or Government policies.

(b) Sponsorship arrangements are an important source of funding for the Lower Mainland LGA Convention and other events allowing the Association to keep the cost of such events affordable for all local governments. Approval is at the prerogative of the Executive and is based on the

following criteria:

- i. The sponsor's public image, mandate, products, and services must be consistent with the goals and values of the Lower Mainland LGA.
- ii. The sponsorship must not result in, or be perceived to result in any competitive advantage, benefit, or preferential treatment for the sponsor outside of the identified benefits associated with the sponsorship agreement.

(c) A sponsorship is a mutually beneficial business exchange between the Lower Mainland LGA and an external organization (the sponsor) whereby the sponsor contributes funds or in-kind services to the Association in return for recognition, acknowledgement, speaking opportunities, or other promotional considerations. Sponsorships typically involve a relationship between the sponsor and a specific program, event, service, or activity being sponsored. Tax receipts are not issued for funds, products or in-kind services made to the Lower Mainland LGA. The Lower Mainland LGA considers donations a form of sponsorship. All sponsors will be listed publicly.

(d) The Lower Mainland LGA will consider all sponsorship proposals, however, is under no obligation to accept any of them. Criteria for consideration and process for approving sponsorships is as follows:

- All sponsorship agreements shall be evaluated by the Executive on an annual basis to determine continued benefit.

(e) The Lower Mainland LGA shall retain ownership and control over any sponsored property or activities. Sponsors may not transfer or delegate their sponsorship to another group without written consent from the Lower Mainland LGA.

(f) The Lower Mainland LGA does not endorse the products, services, or ideas of the sponsor. Sponsors are prohibited from implying that their products, services, or ideas are sanctioned by the Lower Mainland LGA.

(g) All sponsorship relationships shall be confirmed in writing. A written offer or invitation to sponsor and a subsequent acceptance must be formalized in the "Sponsorship Commitment Form". The term of such agreement is the completion of the activity or event associated with the sponsorship. Any breach of the Sponsorship Commitment Form by the sponsor allows the Lower Mainland LGA the right to remove the entity as sponsor at any time. Upon signage of the Sponsorship Commitment Form, the sponsor confirms their commitment to the Lower Mainland LGA and waives the right to a refund.

Returning sponsors that participated in the previous Lower Mainland LGA Conference & AGM will be given first right of refusal to sponsor the same aspect of the event. Confirmation of sponsorship for returning sponsors is due before January 10th of each year.

Allocation of Booth Spaces: Returning sponsors will be given first selection on their preferred exhibit location followed by returning exhibitors. Confirmation by returning sponsors and exhibitors is due by January 10th of each year after which new exhibitors are welcome to the remaining spaces on a first come first serve basis. Consideration will also be given to those sponsors/exhibitors with power needs and the location of outlets within the conference building.

Terms: Upon receipt of the signed Commitment Form, an invoice for the sponsorship will be issued. Payment is due within 30 days to guarantee sponsorship. Sponsors may not transfer this agreement to another agency in part or in whole.

(h) Benefits to the sponsor are to be commensurate with the size, scope, and prominence of the sponsorship. Executive will review annually the regular sponsorship opportunities and their associated benefits available in relation to the annual Convention. Sponsorship opportunities and associated benefits for other events organized by the Association will be reviewed and approved by the Executive.

13. PROCUREMENT PRINCIPLES

The following principles will be adhered to in the procurement of materials and services:

(a) Fair Competition

The Association will treat all bidders with fairness and ensure that they are given the same level of information when preparing Request for Proposals or tenders.

(b) Cost-effectiveness Request for Proposals and tenders will be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services, track records of the bidders and alignment with Association values.

(c) Transparency

Request for Proposal and tender documents must provide all the necessary information to facilitate submission of appropriate and competitive tenders.

(d) Ethical Purchasing

The Association is committed to purchasing goods and services from responsible producers that supply quality products at competitive prices and abide by ethical standards and norms. This Policy ensures that purchasing activities are aligned with the Association's values by seeking to ensure that workplaces producing goods and providing services for the Association respect human and workers' rights where human and civil rights conditions are in compliance with the core labour conventions of the International Labour Organization (ILO). Association suppliers and their sub-contractors will comply with national and other applicable laws of the country of manufacture of products including those laws relating to labour, worker health and safety, and the environment.

(e) Sustainable Purchasing

The Association wishes to purchase products and services that have positive environmental and social attributes. Where there are significant social/environmental impacts, calls may incorporate SE product/service specifications. Proponents may be asked to provide goods with an eco-label and/or demonstrate how the goods/services being offered address key sustainability issues such as: greenhouse gas reduction, waste and packaging reduction, toxin reduction, socio-economic sustainability.

14. PROCUREMENT GUIDELINES

(a) Request for Proposal

- i. The Association will go to RFP every three years for the following:
 - o procurements of value exceeding \$10,000; and/or
 - o for contracts associated with the following:
 - Audio-Visual
 - Hotels

- ii. A notice of tender invitations should be advertised for response by all interested suppliers or contractors.
- iii. Written quotations should be sought from at least three (3) suppliers, if at all possible, including the successful tenderer in the last procurement exercise (whose goods or services met the requirements).

(b) Tender Documents

The Executive Director should prepare the tender documents/quotation and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.

(c) Submission of Tenders

Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their tenders. Tenderers must submit their tenders before the tender closing date and time specified in the tender documents. Any tenders received after the tender closing time shall not be considered.

(d) Tender/ Quotation Evaluation

- i. In general, tender evaluation should be carried out by the Association Executive as a whole, but may be designated to a Committee, should the Executive deem it appropriate.
- ii. The assessment panel should undertake an extensive value for money assessment amongst the eligible tenders and evaluate according to the pre-set assessment criteria.

(e) Acceptance of Tender

- i. After endorsement and approval of the selection result, the successful tenderer should be officially notified and be invited to enter into a contract with the Association.
- ii. Should none of the tenders received fulfill the required specifications and conditions, the tendering exercise should be canceled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.

(f) Procedure of Handling Complaints

The Association is committed to maintaining a fair and open procurement system. Tenderers who consider themselves being treated unfairly may lodge a complaint with the Association.

(g) Approval and Authorization

The Executive Board is the deciding body when considering all RFP's submitted to the Association.

Last Updated:

January 16, 2014

February 6, 2014

February 7, 2014

February 19, 2014

March 5, 2014

March 7, 2014

Approved at April 16, 2014 Executive Meeting

February 15, 2017 – updated section 8

June 4, 2018 – updated section 9

June 17, 2020

APPENDIX 3

2022 LMLGA MEMBERS

CITIES

Abbotsford
Burnaby
Chilliwack
Coquitlam
Delta
Langley
Maple Ridge
New Westminster
North Vancouver
Pitt Meadows
Port Moody
Richmond
Surrey
Vancouver
White Rock

DISTRICTS

Hope
Kent
Langley
Mission
North Vancouver
Squamish
West Vancouver

VILLAGES

Anmore
Belcarra
Harrison Hot Springs
Lions Bay
Pemberton

REGIONAL DISTRICTS

Fraser Valley
Metro Vancouver
Squamish-Lillooet

RESORT MUNICIPALITY

Whistler

ISLAND MUNICIPALITY

Bowen Island

APPENDIX 4

2022-2023 Lower Mainland LGA EXECUTIVE

| NAME | POSITION | LOCAL GOVERNMENT |
|-----------------------------|-----------------------|---------------------------------|
| Councillor Patricia Ross | President | City of Abbotsford |
| Councillor Paul Albrecht | First Vice President | Langley City |
| Councillor Michie Vidal | Second Vice President | Village of Harrison Hot Springs |
| Director Jen McCutcheon | Third Vice President | Metro Vancouver RD |
| Mayor Jack Crompton | Past President | Resort Municipality of Whistler |
| Councillor Ken Herar | Director at Large | City of Mission |
| Councillor Jessica McIlroy | Director at Large | City of North Vancouver |
| Councillor Chris Pettingill | Director at Large | District of Squamish |
| Councillor Chris Kloot | FVRD Representative | City of Chilliwack |
| Mayor Armand Hurford | SLRD Representative | District of Squamish |
| Mayor Nathan Pachal | Metro Vancouver Rep | Langley City |