2026 CONFERENCE & AGM

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

The Lower Mainland LGA Executive is calling for resolutions to be considered at the 2026 Conference & AGM. The conference will take place in person from April 29th to May 1st in Whistler, BC.

DEADLINE FOR RESOLUTIONS

All resolutions must be received by the Lower Mainland LGA by **Wednesday, February 25, 2026.**

IMPORTANT SUBMISSION REQUIREMENTS

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

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

2. Title the email "Resolution-Title of Resolution" or in the case of multiple resolutions subject header "Resolutions-X Number Enclosed".

3. Include a cover letter as an attachment outlining how many resolutions that have been sent and list the title of each resolution.

4. Confirm that the resolution(s) was endorsed by your Council or Board.

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

• Members are responsible for submitting accurate resolutions. Lower Mainland LGA recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from the Lower Mainland LGA and UBCM about each resolution.

• Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.

• Resolutions should not be too regional in nature but instead be relevant to other local governments within the Lower Mainland LGA rather than specific to a single member government.

• The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

• The resolution should have no more than two enactment clauses (Therefore be it resolved…). Each enactment clause must only have one sentence.

**Lower Mainland LGA AGM &
Convention – 2026**

UBCM RESOLUTION PROCEDURES

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

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 15th. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.

2. The Area Association submits resolutions endorsed at its Convention to UBCM.

3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.

4. Resolutions endorsed at the UBCM Convention are conveyed to the appropriate level of government or other organization for response.

5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

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

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

Preamble:

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

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

Only one sentence per WHEREAS clause.

Enactment Clause:

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

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

HOW TO DRAFT A RESOLUTION

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

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

3. Use simple, action-oriented language and avoid ambiguous terms.
Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

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

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and

- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

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

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.

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

6. Construct a brief, descriptive title.

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

7. Avoid repeat resolutions.

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

TEMPLATE FOR A RESOLUTION

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

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

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

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

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