

For electronic distribution – November 1, 2012

Re: **AVICC Resolutions and Nominations Notice & Two Items of Interest**

Please forward this email to the Mayor and Council or Chair and Board, CAO and Corporate Officer.

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Stanhope on behalf of Executive seeking members' assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Monday, February 25, 2013.**

Information Sharing from Other Organizations:

October 19, AKBLG held a one-day workshop titled "For Richer Or Poorer - Building The Case For Taxation Tools." Attached is a news release in follow-up that includes a resolution supporting the replacement of ad hoc grant funding with a long-term revenue-sharing formula. Gaetan Royer was the keynote speaker. Following is a link to his presentation:

[**Time for Cities for Association of Kootenay Boundary Local Governments.wmv**](#)

Also attached is a short update from the Healthy Forests—Healthy Communities Initiative.

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MEMORANDUM

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Joe Stanhope

DATE: November 1, 2012

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 25, 2013**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate. Both organizations continually seek ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement. This year, Executive wishes to bring three issues forward and two recommendations to its members.

Review of the 2012 Resolutions Process

This past year, AVICC had the dubious honour of having the second highest number of resolutions submitted to UBCM, but the lowest percentage considered by the Area Association in advance. AVICC members also submitted five of the 16 late resolutions to the UBCM Convention.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

Following is an excerpt from the UBCM Report of the 2012 Resolutions Committee that shows the statistics for the past 5 years resolutions presented in advance for all five area associations:

This year, 206 resolutions appear in the Resolutions Book; 203 of those submitted by UBCM members. However, only 54% of those resolutions were first debated at Association conferences. In total, 109 resolutions were endorsed by Area Associations for consideration at the UBCM Convention.

AREA ASSOCIATION CONSIDERATION LOWER

Areas	2012			2011	2010	2009	2008
	Resolutions from area	Presented to AA					
AVICC	51	20	39%	54%	34%	52%	58%
LMLGA	48	29	60%	34%	55%	76%	76%
AKBLG	14	9	64%	82%	70%	88%	81%
SILGA	36	19	53%	71%	82%	71%	38%
NCLGA	54	32	59%	67%	80%	79%	69%
Overall	203	109	54%	61%	61%	65%	65%

According to the UBCM Resolutions Committee Procedures, members are urged to submit resolutions first to Area Associations for consideration. A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. Endorsement by the Area Association offers sponsors the benefit of having greater support than one that is sent directly with only the support of an individual Council or Board.

Number of Resolutions

In terms of numbers of resolutions, more is not necessarily better. Members are encouraged to bring new issues of regional or provincial interest forward by resolution. However, we note that resolutions have, more often than necessary, come back year after year on the same topic.

Late Resolutions

Last year, AVICC received five resolutions after the regular resolutions deadline of February 24. Only two were admitted for debate as a result of meeting the late resolutions criteria. At the recent UBCM Convention, AVICC members submitted five resolutions after UBCM's June 30 deadline. Only two were admitted for debate as a result of meeting the late resolutions criteria.

Request of Our Members:

All three issues noted above will be significantly improved by implementing the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 25, 2013.**
- ✓ Focus resolution on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the 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 response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



2013 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 25, 2013**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

- One copy of the resolution by regular mail and one copy by email to avicc@ubcm.ca (Word version of the resolution itself preferred);
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 10, 2013**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first 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.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

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UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and 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 the issues it addresses are too complex for them to understand quickly.

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

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

3. *Provide factual background information.*

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. *Construct a brief, descriptive title.*

A title assists to identify the intent of the resolution and eliminates 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 of intent, a title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. *Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. *Avoid repeat resolutions.*

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the 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 response has been.

8. *Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.*

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

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2013 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

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

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2013 Nominating Committee will be named at the January 18, 2013 regular meeting of Executive.

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 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 25, 2013**

4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

**President Joe Stanhope, Chair
2013 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2013-14 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

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 AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 25, 2012**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

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

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**



KOOTENAY & BOUNDARY LOCAL GOVERNMENTS THINK IT'S BROKEN

For immediate Release, **October 22, 2012**

Cranbrook, BC – Local Governments provide a broad range of services for their constituents and cannot continue to do so given the current funding formula of 8 cents on the dollar. 60 local government officials, from communities throughout southeastern BC, met with the Executive Board of the Association of Kootenay and Boundary Local Governments on Friday, October 19, to discuss the need for a new approach to distributing provincial revenues to municipalities.

At the end of their day-long meeting, the Association of Kootenay & Boundary Local Governments (AKBLG), in support of the work to date of the BC Mayors' Caucus, endorsed the following statement:

“The Association of Kootenay & Boundary Local Governments recommends the replacement of ad hoc grant funding with a long term revenue sharing formula.

This means:

- ***Your local government will maintain its infrastructure and continue to deliver needed services on a daily basis;***
- ***Sufficient, predictable funding will ensure each local government can fund their different needs; and,***
- ***All elected officials will be able to plan and budget according to established needs and priorities through collaboration with other government agencies and levels of government.”***

Members of the Association outlined specific concerns that need to be addressed as part of ending the use of ad hoc funding and grants:

- The sharing and distribution of revenues between the three levels of government must reflect the true cost of the partnership and the responsibilities that are assigned to local governments;
- Funding levels must be realistic, and reflect the actual cost of programs that local governments are required to deliver;
- Local governments need ongoing predictable funding so that budgets, infrastructure and programs can be planned in the long term;
- If Provincial and/or Federal regulatory changes affect delivery of basic services, such as water and sewage treatment, the departments and agencies involved must help provide the funds required by local government to implement these changes.

Wesley Graham, Councillor, Town of Creston, and Past-President of the AKBLG, says “We want to make the public aware that when the Province and Federal government shift responsibilities to local governments, this impacts our ability to pay for priorities mandated by our local tax payers.”

Andy Shadrack, Director of Area D, of the Regional District of Central Kootenay, and President of the AKBLG Executive, added that “We want the Province to work with us to end the policy of having local governments compete against each other for grants. We believe that every local government should be treated as a partner when it comes to long term planning and budgeting for our infrastructure”.

Mayor Christina Benty, of Golden, and Vice-President of AKBLG, says, “It is time the Province realized that downloading implementation and cost of delivering services to local government – simply shifts the burden from income and sales taxpayers to those who pay property taxes. It does not actually look at how we might partner to deliver a program more efficiently and effectively”.

Cranbrook Mayor Wayne Stetski noted that “The current approach to ad hoc grants distorts community priorities and makes long term planning for infrastructure and community services extremely difficult – what we need is consistent, predictable funding that allows us to plan and budget for the next five years”.

The AKBLG, established in 1933, is the local government association that represents the municipalities and electoral areas of the south-eastern portion of British Columbia. The area includes the Regional Districts of Kootenay Boundary, Central Kootenay, East Kootenay, and a number of communities, including the Town of Golden, the City of Cranbrook, the Cities of Nelson, Castlegar, Trail, Grand Forks and the Town of Creston.

Members of the AKBLG Executive Board are:

- Andrew Shadrack - Director, RDCK - Area D - President
- Christina Benty - Mayor, Town of Golden - Vice President
- Wesly Graham - Councillor, Town of Creston - Past President
- Rob Gay - Director, RDEK - Area C and Chair RDEK
- Deb Kozak - Councillor, City of Nelson
- Gerry Taft - Mayor, District of Invermere
- Cher Wyers, Councillor, City of Grand Forks
- Hilary Elliot, Councillor, Village of Slocan and Vice Chair RDCK
- Patricia Cecchini - Mayor, Village of Fruitvale

For further information, please contact Andy Shadrack 250 354-2948.....

