



2027 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2027 AGM and Convention, which will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from **April 16-18, 2027**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 4, 2027**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

The AVICC Executive encourages members to reference the [AVICC Resolutions Database](#) for historical information about resolutions considered at the AVICC Convention. The database includes information about the actions taken to advance advocacy on issues endorsed by AVICC members since 2021 and will help members identify current policy at AVICC.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its enactment clause ("therefore be it resolved clause") will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and member First Nation governments and must have been endorsed by the Board or Council.
- **Each member may submit a maximum of three (3) resolutions.**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions and check the accuracy of legislative references; staff should also be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Resolutions must be relevant to other local governments within the AVICC region (or province-wide for resolutions to go to UBCM for consideration) rather than specific to a single member government.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature. The report on Late Resolutions will only be considered if all regular resolutions have been considered, or at the discretion of the Executive.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 14, 2027**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered on Sunday morning of convention only after all resolutions in the Resolutions Book and all Late Resolutions have been considered, or at the discretion of the Executive. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning of the convention. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for consideration at Convention. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. UBCM may indicate that some resolutions fall under one of four criteria that excludes them from consideration at UBCM (see more information below) and that they won't be admitted for debate at the UBCM convention even if endorsed at AVICC. All resolutions, including those that may not be admitted for debate at UBCM, will be included for debate at the AVICC convention following the procedures outlined in AVICC's Annual Report and Resolutions Book.
3. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.
4. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
5. AVICC submits all resolutions endorsed at its Convention to UBCM.
6. Following AVICC's Convention the AVICC Executive will review endorsed resolutions that will be excluded from consideration at UBCM. AVICC may decide to convey these resolutions to the appropriate level of government or take other action as determined by the AVICC Executive. AVICC will forward any response to the resolution sponsor and will include responses in its Resolutions Database.

UBCM HANDLING OF AVICC RESOLUTIONS

Please note that UBCM has changed the way it handles resolutions. All AVICC Resolutions will be reviewed by UBCM prior to the AVICC convention and will provide feedback on whether a particular resolution will be considered at UBCM. **Resolutions that fall under one or more of the following criteria, as determined by the UBCM Resolutions Committee, will be excluded from consideration by the membership at the UBCM Convention:**

- a) Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper). Note that this window of existing policy is established as 5 years. For resolutions considered to fall within existing UBCM endorsed policy, UBCM will continue to be the lead on advocacy even if a particular resolution isn't admitted for debate;
- b) Resolution is outside of the scope of BC local governments and member First Nations;
- c) Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity;
- d) Resolution is regional in focus.

UBCM PROCESS FOR AVICC RESOLUTIONS

1. Resolutions which are considered to fall under one of the four criteria excluding them for debate will be included in an appendix to the Resolutions Book.
2. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
3. UBCM will forward the response to the resolution sponsor for review.

AVICC RULES & PROCEDURES FOR HANDLING RESOLUTIONS

All Resolutions endorsed by AVICC members at Convention will be forwarded to UBCM. Resolutions that are not endorsed at AVICC will not be forwarded to UBCM and therefore not included in the UBCM Resolutions Book.

The AVICC Executive is continuously evaluating our resolutions process. The 2027 Convention Rules & Procedures for Handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members with the Annual Report, a minimum of 14 days in advance of the Convention.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments and UBCM-member First Nations may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15, 2027**. Detailed instructions are available on the UBCM website.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble known as the *whereas* clause(s) – and an enactment clause (the *therefore* clause). The preamble/*whereas* clause(s) describes ***the issue*** and the enactment/*therefore* clause outlines ***the action*** being requested of AVICC and/or 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 sentence 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.**

There should be 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 clause should propose a specific action to be taken by AVICC and/or 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. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

At the AVICC and UBCM Conventions it is only the enactment clause that is admitted for debate and will form the "ask" to other levels of government. To be most effective, this clause should be concise and specific and able to stand alone. Enactment clauses which are vague or refer to other documents (e.g., request implementation of actions identified in an external document while not being specific about the actions) risk not being endorsed or screened out by UBCM for not meeting its' standard for clarity.

HOW TO DRAFT A RESOLUTION

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

Because your community seeks to influence attitudes and inspire action, limit the scope of the enactment clause of a resolution to one specific subject or issue. Including multiple topics in a resolution can be confusing and is more likely to result in amendments during convention. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. In the enactment clause, be specific whether you are requesting action by AVICC, UBCM, or both. Align the request with the most relevant body to conduct advocacy, keeping in mind the UBCM criteria for consideration at the UBCM convention:

- a) **For resolutions to be debated at UBCM, issues must be considered relevant province-wide:** The issue identified in the resolution that requests action by UBCM must 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 local governments.
- b) **Resolutions considered to be relevant to only one area of the province will be considered “regional”** and will not be admitted for debate at UBCM (as per UBCM policy). Local governments are welcome to submit resolutions that address issues specific to the AVICC region and request action of AVICC in the enactment clause: A resolution that addresses a topic specific to the AVICC region will not be entered for debate during the UBCM Convention (although it will be included in an appendix to the UBCM Resolutions Book) but may be actioned by the AVICC Executive if endorsed.

3. Use simple, specific, action-oriented language in the enactment clause.

At convention, debate occurs solely on the enactment (therefore) clause. To allow productive debate state the desired action clearly. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention or may be screened out by UBCM for clarity.

4. Check legislative references for accuracy. Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- a) the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- b) 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 intent of the resolution is fully understood for the purpose of debate so that AVICC and/or UBCM can advocate effectively with other levels of government and agencies.

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

- a. 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 and having to be resubmitted.
- b. Resolution sponsors will be given time at the convention (AVICC allows up to 2 minutes) to introduce their resolution to the members and can highlight useful background material at that time.

7. Construct a brief, descriptive title.

A title identifies the intent of the resolution. 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.

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 **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** 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. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **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 **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>