

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

February 6, 2017

10:00 a.m.

Blaney Room, 1st Floor, City Hall

The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is live streamed and recorded by the City of Maple Ridge.

REMINDERS

February 6, 2017

Closed Council

Committee of the Whole Meeting

following Workshop

1:00 p.m.

February 14, 2017

Council Meeting

7:00 p.m.

1. ***ADOPTION OF THE AGENDA***
2. ***MINUTES***
 - 2.1 Minutes of the January 16 and January 23, 2017 Council Workshop Meeting
3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
4. ***MAYOR AND COUNCILLORS' REPORTS***
5. ***UNFINISHED AND NEW BUSINESS***
 - 5.1 TransLink Presentation – Proposed New Bus Routes in Maple Ridge
 - Sarah Ross, Director of System Planning
 - Peter Klitz, Senior Planner, Transportation Planning & Policy
 - Shirley Samujh-Dayal, Senior Advisor, Stakeholder Relations

6. ***CORRESPONDENCE***

The following correspondence has been received and requires a response. Staff is seeking direction from Council on each item. Options that Council may consider include:

- a) Acknowledge receipt of correspondence and advise that no further action will be taken.*
- b) Direct staff to prepare a report and recommendation regarding the subject matter.*
- c) Forward the correspondence to a regular Council meeting for further discussion.*
- d) Other.*

Once direction is given the appropriate response will be sent.

6.1 **Lower Mainland Local Government Association (“LMLGA”)**

Memo dated January 27, 2017 from Jason Lum (LMLGA President, Interim), advising on 2017 Annual General Meeting and Conference and the call for resolution and nominations.

Recommendation: Deadline for resolutions to LMLGA is March 24, 2017

6.2 **Lower Mainland Local Government Association (“LMLGA”)**

Memo dated January 27, 2017 from Councillor Chuck Puchmayr, LMLGA Past President, advising of the LMLGA Executive positions open for nomination and the call for nominations.

6.3 **Upcoming Events**

February 16, 2017 7:00 p.m.	2017 Heritage Awards – St. Andrew’s Heritage Church Hall Organizer: Community Heritage Commission, Maple Ridge
--------------------------------	---

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL***

Links to member associations:

- Union of British Columbia Municipalities (“UBCM”) Newsletter *The Compass*
 - <http://www.ubcm.ca/EN/main/resources/past-issues-compass/2016-archive.html>

- Lower Mainland Local Government Association (“LMLGA”)
 - <http://www.lmlga.ca/>
- Federation of Canadian Municipalities (“FCM”)
 - <https://www.fcm.ca/>

8. ***MATTERS DEEMED EXPEDIENT***

9. ***NOTICE OF CLOSED COUNCIL MEETING***

That the Council meeting immediately following this meeting be closed to the public pursuant to Section 90(1) and 90 (2) of the Community Charter as the subject matter being considered relates to the following:

1. Litigation affecting the municipality.
2. Any other matter that may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.

10. ***ADJOURNMENT***

Checked by: _____
Date: _____

Rules for Holding a Closed Meeting

Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (d) the security of property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection (2)
- (o) the consideration of whether the authority under section 91 (other persons attending closed meetings) should be exercised in relation to a council meeting.

Section 90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
- (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act*.

COUNCIL WORKSHOP MINUTES

January 16, 2017

The Minutes of the City Council Workshop held on January 16, 2017 at 10:00 a.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor N. Read
Councillor K. Duncan
Councillor G. Robson
Councillor B. Masse
Councillor T. Shymkiw
Councillor C. Speirs

Appointed Staff

E.C. Swabey, Chief Administrative Officer
K. Swift, General Manager of Community Development,
Parks and Recreation Services
P. Gill, General Manager Corporate and Financial Services
F. Quinn, General Manager Public Works and Development
Services
L. Darcus, Manager of Legislative Services
A. Gaunt, Confidential Secretary

ABSENT

Councillor C. Bell

Other Staff as Required

L. Siracusa, Manager of Economic Development
D. Pollock, Municipal Engineer
J. Dingwall, Manager of Utility Planning
D. Mikes, Manager of Procurement

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca

Note: Mayor Read was not in attendance at the start of the meeting. Councillor Masse chaired the meeting.

1. *ADOPTION OF THE AGENDA*

The agenda was adopted as circulated.

Note: Mayor Read joined the meeting at 10:07 a.m.

2. *MINUTES*

2.1 Minutes of the January 9, 2017 Council Workshop Meeting

R/2017-004

It was moved and seconded

That the minutes of the Council Workshop Meeting of January 9, 2017 be adopted as circulated.

CARRIED

2.1

Note: Mayor Read assumed the Chair at 10:11 a.m.

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** – Nil

4 ***MAYOR'S AND COUNCILLORS' REPORTS***

Councillor Duncan

Councillor Duncan attended a meeting of the Ridge Meadows Recycling Society. She advised on the new membership process for the Society. She also advised on how to report pot holes and provided information on the new Landlord Registry.

Councillor Masse

Councillor Masse attended a meeting of the Environmental Advisory Committee and advised on the work the committee is planning.

Councillor Robson

Councillor Robson thanked Operations staff for work done during the recent weather conditions.

5. ***UNFINISHED AND NEW BUSINESS***

5.1 **Branding Review Presentation and Final Report**

- Presentation by Michelle Custodio and Rebecca Chau, Illuminata Marketing

Staff report dated January 16, 2017 recommending the endorsement of the Branding Review and the provision of an implementation plan for consideration.

The Manager of Economic Development introduced the topic and reviewed the staff report. Ms. Chau, Illuminata Marketing, gave a PowerPoint presentation providing the following information and highlights on the branding review:

- Research and Analysis
- Brand Opportunities
- Brand Objectives
- Target Audiences
- Brand Action Plan
 - Establish Brand Action Committee
 - Clarify City Vision and Aspirations
 - Develop Brand Story
 - Develop Brand Guide

- Appoint Brand Champion(s)
 - Launch Brand
 - Roll-Out Brand
 - Evaluate Brand Performance
 - Ongoing Brand Management
- Budget and Timing

The Manager of Economic Development summarized the next steps in the process and feedback from Council was provided.

R/2017-005

It was moved and seconded

That the Branding Review be endorsed and that staff be directed to provide an implementation plan for consideration.

CARRIED

5.2 Drinking Water Master Plan

Staff report dated January 16, 2017 recommending that the 2016 Drinking Water Master Plan be endorsed and that the identified project upgrades be incorporated into the 2018 Financial Plan.

(For the full version of the Drinking Water Master Plan visit the City's website under the "I Want To ... Read" section or [click here for the link](#))

The Municipal Engineer introduced the topic and the Manager of Utility Engineering gave a PowerPoint presentation outlining the Drinking Water Master Plan.

R/2017-006

It was moved and seconded

That the 2016 Drinking Water Master Plan be endorsed; and

That the identified project upgrades, along with any Utility Rate adjustments, be brought forward for consideration as part of the 2018 Financial Plan.

CARRIED

5.3 Sanitary Master Plan Update

Staff report dated January 16, 2017 recommending that the Sanitary Master Plan be endorsed and that the identified project upgrades be incorporated into the 2018 Financial Plan.

(For the full version of the Sanitary Master Plan visit the City's website under the "I Want To ... Read" section or [click here for the link](#))

The Manager of Utility Engineering gave a PowerPoint presentation providing information on the Sanitary Master Plan.

R/2017-007

It was moved and seconded

That the Sanitary Master Plan be endorsed; and

That the identified project upgrades, along with any Utility Rate adjustments, be brought forward for consideration as part of the 2018 Financial Plan.

CARRIED

5.4 Review of Purchasing Policy 5.45

Staff report dated January 16, 2017 recommending that Purchasing Policy 5.45 be revised and brought back to Council for consideration.

The General Manager of Public Works and Development Services introduced the topic.

The Manager of Procurement reviewed the staff report. She outlined the need to review the policy due to changes in legislation, the Auditor General for Local Government focus on Procurement in public sector agencies and the need for updates in today's environment of procurement.

R/2017-008

It was moved and seconded

That Purchasing Policy 5.45 be revised as discussed in the staff report dated January 16, 2017 and brought back for Council consideration.

CARRIED

6. ***CORRESPONDENCE*** – Nil

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** – Nil

8. ***MATTERS DEEMED EXPEDIENT*** – Nil

9. ***NOTICE OF CLOSED COUNCIL MEETING***

R/2017-009

It was moved and seconded

That the Council meeting immediately following this meeting be closed to the public pursuant to Section 90(1) and 90 (2) of the Community Charter as the subject matter being considered relates to the following:

- 1. The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**
- 2. Any other matter that may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.**

CARRIED

10. ***ADJOURNMENT*** – 11:48 a.m.

N. Read, Mayor

Certified Correct

L. Darcus, Corporate Officer

COUNCIL WORKSHOP MINUTES

January 23, 2017

The Minutes of the City Council Workshop held on January 23, 2017 at 10:00 a.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor N. Read
Councillor K. Duncan
Councillor B. Masse
Councillor G Robson
Councillor C. Speirs

Appointed Staff

E.C. Swabey, Chief Administrative Officer
K. Swift, General Manager of Community Development,
Parks and Recreation Services
P. Gill, General Manager Corporate and Financial Services
F. Quinn, General Manager Public Works and Development
Services

ABSENT

Councillor C. Bell
Councillor T. Shymkiw

L. Darcus, Manager of Legislative Services

A. Gaunt, Confidential Secretary

Other Staff as Required

M. Van Dop, Deputy Fire Chief
Y. Chui, Recreation Manager Arts and Community
Connections

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca

1. ***ADOPTION OF THE AGENDA***

The agenda was adopted with the addition of the following:

- 8.1 Update on Fraser Health Hospital Parking
- 8.2 Update on Parking Management Services Downtown Maple Ridge
– RFP-CL16-65

2. ***MINUTES*** – Nil

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** - Nil

4 ***MAYOR'S AND COUNCILLORS' REPORTS***

Councillor Masse

Councillor Masse attended meetings of the Maple Ridge Environmental Advisory Committee and the Metro Vancouver Climate Action Committee.

Councillor Duncan

Councillor Duncan advised that the Maple Ridge Active Transportation Committee will hold its inaugural meeting on January 25, 2017. She also advised on Bell's "Let's Talk" Campaign.

5. ***UNFINISHED AND NEW BUSINESS***

5.1 **Remedial Action for the Demolition of Hazardous Buildings located at 12639 232 Street**

Staff report dated January 23, 2017 recommending the buildings at 12639 232 Street, Maple Ridge, BC be declared a hazardous condition and that the owner of the property be required to perform specified remedial action requirements within thirty days of delivery of a Council resolution.

The Deputy Fire Chief reviewed the staff report. He gave a PowerPoint presentation providing photos of the situation on the property.

R/2017-033

It was moved and seconded

1. That the buildings at 12639 232 Street., Maple Ridge, BC, legally described as PID 011-157-569, Lot 5, Section 20 Township 12 New Westminster District Plan 5467 be declared a hazardous condition within the meaning of paragraph 73 1 (a) of the Community Charter;
2. That the Owner of the Property is required to perform the following Remedial Action requirements:
 - i) Demolish the Structures, remove the foundations and all demolition materials from the site.
 - ii) Any excavation resulting from the demolition must be filled in to prevent water from ponding on the site.
 - iii) The owner must follow all Work Safe BC Hazardous Materials requirements for the safe removal of any and all hazardous materials in the structures.

In the event the Owners have not performed all of the Remedial Action requirements within thirty (30) days after notice of this resolution is delivered to the Owners, the City may, by its own forces or those of a contractor

engaged by the City, enter the Property and perform the Remedial Action requirements.

If the City takes the above referenced action, the City may recover the expense from the Owners, together with costs and interest, in the same manner as municipal taxes in accordance with sections 17, 258, and 259 of the Community Charter.

If a person with notice of this resolution wishes to request reconsideration of these requirements by Council, written notice of this request must be provided to the Manager of Legislative Services within fourteen (14) business days of that person receiving notice of this resolution.

CARRIED

5.2 Introduction of the Cultural Plan Consultant

- **Patricia Huntsman, Principal Culture & Communications**

Susan Hayes, Chair, Public Art Steering Committee, introduced the topic and introduced Patricia Huntsman who presented the following:

- BC and Canada Context: Creative Economy
- Cultural Resources and Assets
- Cultural Strategy for Community Impact
- Project Purpose
- Approach
- Cultural Services as Connector

It was advised that an online survey will be done. Timelines were discussed.

5.3 Public Art Steering Committee

- **Update on Gateway Monument Project and Canada 150**
 - Susan Hayes, Chair
 - Yvonne Chui, Arts and Community Connections Manager

Ms. Hayes provided an update on the Canada 150 grant received by the Public Art Steering Committee and highlighted a variety of projects being considered to celebrate Canada's 150th Anniversary as a result of the funding received which included community public art projects, a First Nations exhibition and a Playbox at Maple Ridge Park.

The Arts and Community Connections Manager described the Committee's proposal for one functional public art installation.

6. ***CORRESPONDENCE*** – Nil

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** – Nil

8. ***MATTERS DEEMED EXPEDIENT***

8.1 **Update on Fraser Health Hospital Parking**

Mayor Read advised on the outcome of a meeting she attended with the Director of Parking for Fraser Health. Fees for parking at the Ridge Meadows Hospital were discussed and lower rates were requested. Mayor Read reported that Fraser Health has not heard from citizens on issues with parking and advised that citizens who have concerns contact the Director of Parking for Fraser Health directly.

8.2 **Update on Parking Management Services Downtown Maple Ridge, RFP-CL16-65**

The Manager of Legislative Services and Emergency Program advised on the best practices for municipalities in terms of service contracts. She also advised that all interested parties are encouraged to respond to an RSP to allow the City to seek best value for taxpayers.

9. ***NOTICE OF CLOSED MEETING***

R/2017-034

It was moved and seconded

That the Council meeting immediately following this meeting be closed to the public pursuant to Section 90(1) and 90 (2) of the Community Charter as the subject matter being considered relates to the following:

- 1. Personal information about an identifiable individual who holds or is being considered for a position on a Committee of Council.**
- 2. Any other matter that may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.**

CARRIED

Councillor Robson - OPPOSED

10. ***ADJOURNMENT*** – 11:36 a.m.

N. Read, Mayor

Certified Correct

L. Darcus, Corporate Officer



LOWER MAINLAND

LOCAL GOVERNMENT ASSOCIATION

TO: Mayor/Chair; Council/Board

FROM: Jason Lum, LMLGA President (Interim)

DATE: January 27, 2017 (5 pages total)

RE: 2017 RESOLUTIONS - ANNUAL GENERAL MEETING

Please include the following information on your next meeting agenda.

The LMLGA Conference and AGM will be held on May 10 – 12, 2017 in Harrison Hot Springs and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 24, 2017**.

We encourage LMLGA members to submit their resolutions to the LMLGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. LMLGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the LMLGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 24, 2017**.

SUBMISSION REQUIREMENTS

Resolutions submitted to the LMLGA for consideration shall be submitted as follows:

- one copy of the resolution via email to Jamee Justason at jjustason@ubcm.ca with subject header "Resolution-title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and the title of each resolution;
- each resolution should not contain more than two "whereas" clauses; and
- background documentation must accompany each resolution submitted, when available, and should be labeled "Background-Name of Resolution".

You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Jamee Justason at 604-270-8226, Ext. 100.

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

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline (March 24) shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by LMLGA no later than 12 noon on Monday, May 8, 2017.
- b. Late resolutions shall be considered 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 LMLGA shall produce sufficient copies for distribution at the Convention.

SUBMIT RESOLUTIONS TO:

**LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9**

Phone: (604) 270-8226 ext. 100

Fax: (604) 270-9116

Email: jjustason@ubcm.ca

THE RESOLUTIONS PROCESS

1. Members submit their resolutions to 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 submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the 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 sentence 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 "WHEREAS" 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 LMLGA.

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 struggle with 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)
- the correct legislation, including the name of the Act

6. *Focus on issues that are relevant to all LMLGA members.*

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

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 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. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

8. *Ensure that your own local government’s process for consideration, endorsement, and conveyance of resolutions to LMLGA/UBCM is followed.*

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 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 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 the relevant Area Association prior to UBCM Convention.

If you have any questions, please contact Jamee Justason by email at jjustason@ubcm.ca or by calling (604) 270-8226 ext. 100.

MODEL RESOLUTION

SHORT TITLE: _____

Local Government 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 _____



TO: Mayor/Chair; Council/Board

FROM: Councillor Chuck Puchmayr, LMLGA Past President

DATE: January 27, 2017

RE: 2017 CALL FOR NOMINATIONS

Please include the following information on your next meeting agenda.

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

The deadline for receipt of your nomination is **Friday, March 31**. The LMLGA Conference and AGM will be held on May 10-12, 2017 in Whistler.

LMLGA is the collective voice for local government on 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 LMLGA 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)*

**At the May 2015 conference, Resolution SR1 "Resolution to Amend the LMLGA Bylaws to Change the Executive Structure" was endorsed by the membership. SR1 changed the Executive structure to include a Third VP and eliminated one Director at Large position.*

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

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

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2017 Nominating Committee is Councillor Chuck Puchmayr, 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 LMLGA Convention Newsletter, which is distributed on-site at the conference. It is not the responsibility of LMLGA to edit applicant materials to make them suitable for print. If materials are not provided on time and print ready, LMLGA 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:

jjustason@ubcm.ca AND cpuchmayr@newwestcity.ca

**With subject line: LMLGA Nomination Package – “applicant name”
Deadline: March 31, 2017**

4. FINAL COMMENTS

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

The attached consent form is available online at lmlga.ca. All other inquiries should be directed to:

Councillor Chuck Puchmayr, Past President
Chair, 2017 Nominating Committee
c/o LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W9
Email: cpuchmayr@newwestcity.ca

NOMINATIONS FOR THE 2017 LMLGA EXECUTIVE

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

Name of nominee: _____

Local government position (Mayor/Councillor/Director): _____

Local government represented: _____

LMLGA 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 LMLGA Constitution². I also agree to provide the following information to the Chair, LMLGA Nominating Committee (c/o LMLGA Office) by March 31, 2017.

- 2"x3" Photo (high resolution)
- Biographical information. The maximum length of such information shall be 200 words.

Printed Name: _____

Running for (position): _____

Local Government: _____

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.

**Return to: Chair, 2017 Nominating Committee
c/o LMLGA, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9**