

CITY OF PITT MEADOWS

Special Meeting of Pitt Meadows City Council to be held on Tuesday, March 23, 2010 at 3:00 p.m. in the Meadows Room of the Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, British Columbia.

A G E N D A

A. ADOPTION OF AGENDA

THAT the agenda for the March 23, 2010 Special Meeting of Council be adopted.

B. REPORTS

1. UBCM Resolutions.(01-05360-01)(Page 1)

THAT Council:

- A. Direct staff to forward the resolution included in Attachment A of the report submitted by the Director of Corporate Services dated March 19, 2010, to the Lower Mainland Local Government Association (LMLGA) for consideration at the Annual UBCM Convention 2010;
OR
- B. Other.

C. NOTICE OF SPECIAL (CLOSED) COUNCIL MEETING

There were no items received for this Meeting.

D. ADJOURNMENT

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THE CITY OF PITT MEADOWS

COUNCIL REPORT

To: Chief Administrative Officer **File:** 01-0530-01
Date: March 19, 2010 **Bylaw No.:** N/A
From: Director of Corporate Services

UBCM Resolutions

RECOMMENDATIONS AND OPTIONS:

THAT Council:

- A. Direct staff to forward the resolution included in Attachment A of this report submitted by the Director of Corporate Services dated March 19, 2010, to the Lower Mainland Local Government Association (LMLGA) for consideration at the Annual UBCM Convention 2010; OR
- B. Other.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



PURPOSE:

To advise Council of the process and timing for the submission of resolutions to the LMLGA for consideration at the Annual UBCM Convention 2010 and to present a resolution for consideration.

BACKGROUND:

Each year the UBCM invites BC Municipalities to submit resolutions that deal with province-wide issues, through their local area associations (LMLGA for Pitt Meadows), for consideration at the upcoming Annual UBCM Convention. Pitt Meadows has chosen to make submissions in the past and were successful in having motions for adoption of resolutions passed by the majority at the Annual

UBCM Convention. Some of the resolutions passed at the UBCM convention result in changes to legislation and provincial regulations.

POLICY:

N/A

FINANCIAL IMPLICATIONS:

N/A

DISCUSSION:

The resolution included in Attachment A related to the security of Canada Post Super Mail Boxes has been recommended for Council consideration to be submitted to the LMLGA for support and forwarding to UBCM for the 2010 Convention.

The UBCM prefers area association support for resolutions coming forward. The LMLGA deadline for submissions is:

March 26, 2010.

In order to meet this deadline, Council would be required to pass a resolution at the municipal level, at a Regular or Special Council Meeting, by:

March 23, 2008.


Guidelines for preparing resolutions are included in Attachment B for your consideration.

The UBCM requests that resolutions be in the format of the *Model Resolution* (page 5 of Attachment B).

SUMMARY/CONCLUSION:

That Council approve the resolution included herein, or provide direction on amendments, and direct staff to forward the resolution to the LMLGA for endorsement at the UBCM Convention.

Respectfully submitted,



Laurie Darcus
Director of Corporate Services

- ATTACHMENTS:**
- A. Draft UBCM Resolution
 - B. LMLGA Notice – UBCM Resolutions

Attachment A – Draft Resolutions

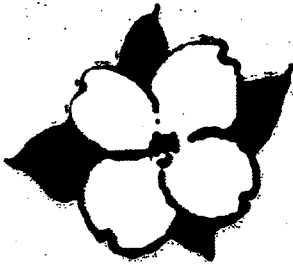
Proposed UBCM Resolutions

1) Security of Canada Post Super Mail Boxes

WHEREAS Canada Post has established the use of Super Mail Boxes for the delivery of residential mail in communities;

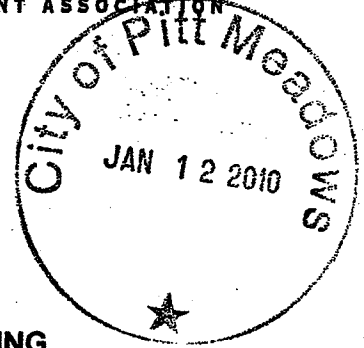
AND WHEREAS residents are reporting increased illegal access to the Super Mail Boxes resulting in the theft of mail which can also contribute to an increased risk of identity theft:

THEREFORE BE IT RESOLVED that the Province of British Columbia call for Canada Post to investigate options for increased security of Super Mail Boxes and implement a solution to reduce illegal access and theft of mail from the Super Mail Boxes.



LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION



TO: LMLGA MEMBERS
 FROM: Angela Turner, Executive Coordinator
 DATE: January 7, 2010
 RE: 2010 RESOLUTIONS - ANNUAL GENERAL MEETING

GOLD STAR CRITERIA

LMLGA implemented the Gold Star Criteria that is currently used by the Union of BC Municipalities. We would encourage all members to review the Gold Star Criteria and the Model Resolution (attached) in an effort to see concise and clear resolutions submitted for debate.

We would encourage LMLGA members to submit their resolutions to the Area Association (LMLGA) for debate prior to submitting them to UBCM.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the LMLGA office by: **MARCH 26, 2010**

SUBMISSION REQUIREMENTS

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

- one copy of the resolution via regular mail to address on page 2 and one copy by email to aturner@ubcm.ca
- the resolution should not contain more than two "whereas" clauses;
- 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 to the LMLGA by the Monday noon (May 10th) preceding the date of the Annual General Meeting (May 13th).
- 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 LMLGA shall produce sufficient copies for distribution to the Convention.

FORWARD RESOLUTIONS TO:

**LMLGA
60-10551 Shellbridge Way
Richmond, BC V6X 2W6**

Phone: (604) 270-8226 ext. 103

Fax: (604) 270-9116

Email: aturner@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 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 LMLGA 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)
- 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 provincial response has been.

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

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 relevant Area Association prior to UBCM.

If you have any questions, please contact Angela Turner by email at aturner@ubcm.ca or by calling (604) 270-8226 ext. 103.

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 _____
