CALL FOR RESOLUTIONS – 2027

Help shape our collective advocacy.

The annual resolutions process is an important opportunity for AKBLG members to raise issues, share common concerns and work together to influence provincial and federal government policy.

AKBLG invites all member local governments to submit resolutions for consideration at the 2027 AKBLG Convention in Kimberley (April 22-25, 2027). Whether your community is large or small, your voice matters.

SUBMISSION DEADLINE: Friday, February 19, 2027
4:30 p.m. Pacific Time • Early submissions are strongly encouraged.
Submit resolutions in Word format to admin@akblg.ca. All submissions will be acknowledged by email.

Start Early – We're Here to Help!

Begin identifying potential resolution topics now. Allow time to research the issue, draft the resolution and obtain endorsement from your council or regional district board. Early submissions allow time for review and any necessary revisions.

Have an idea but aren't sure how to word it, whether it is appropriate or how to get started? Please reach out! We are happy to help, ideally before the resolution goes to Council or the Board for endorsement.

Contact the Executive Director: admin@akblg.ca | 250-551-5215

Submission Requirements

- **Endorsement:** Resolutions must be submitted by an AKBLG member local government and endorsed by its municipal council or regional district board.
- **Broader relevance:** Address issues relevant to other local governments, rather than matters specific to a single community.
- **Background information:** Include a separate backgrounder of no more than three pages for each resolution. Links to supporting reports may be included.
- **Format and clarity:** Follow the writing guidelines and template in Appendix A.
- **Collaboration:** Members considering similar resolutions are encouraged to co-sponsor a single resolution, with the agreement of each sponsor.

What Happens to Your Resolution?

Consideration at the AKBLG Convention

Resolutions provide an opportunity for members to collectively identify priorities and establish positions on issues affecting local governments.

Resolution sponsors should be prepared to introduce their resolutions during the convention's resolutions session. Two minutes will be provided for this introduction.

If a resolution is endorsed, the action requested in the resolution (the "Therefore be it resolved" clause) forms the basis for future advocacy.

Regional and Province-Wide Resolutions

AKBLG welcomes resolutions addressing both regional and province-wide issues.

- **Province-wide resolutions:** Resolutions endorsed at the AKBLG Convention that have relevance across British Columbia may proceed to UBCM for consideration, subject to UBCM's screening criteria.

- **Regional resolutions:** Resolutions addressing issues specific to the AKBLG region will not proceed to UBCM for debate. **If endorsed, they will remain with the AKBLG Board for further action and advocacy.**

Regional resolutions are an important part of AKBLG's work, and members are encouraged to bring forward issues affecting our region.

How UBCM Handles Resolutions

UBCM reviews AKBLG resolutions before the AKBLG Convention and provides feedback on whether they will be eligible for consideration at the UBCM Convention.

A resolution will not be considered for debate at UBCM if the UBCM Resolutions Committee determines that it:

- Addresses an issue on which UBCM has already established a policy position within the past five years, through an endorsed or not endorsed resolution or policy paper;
- Addresses an issue outside the scope of BC local governments and member First Nations;
- Does not meet UBCM's requirements for format or clarity; or
- Addresses an issue that is regional rather than province-wide.

Where a resolution reflects an existing endorsed UBCM policy, UBCM will continue to lead advocacy on that issue, even if the resolution is not debated again.

Members are encouraged to review previous UBCM resolutions when developing their submissions.

Please don't wait until the deadline to ask for assistance.
We want to help you develop resolutions that will have the greatest possible impact.

Thank you,
Your AKBLG Resolutions Committee

Attachment: Appendix A (A Guide to Writing Effective Resolutions and Final Checklist for Submission)

Appendix A

A Guide to Writing an Effective Resolution

A good resolution does not need to be lengthy or complicated. It should clearly answer three questions: What is the problem? What is causing it? What action is needed to address it?

1. Focus on one issue
Each resolution should address a single, clearly defined issue. Combining several issues makes debate more difficult and may result in the resolution being returned for revision.

2. Consider who is affected
Is the issue relevant across British Columbia or specific to the AKBLG region? This helps determine whether to request action by AKBLG, UBCM or both.

3. Use simple, action-oriented language
Keep wording clear and concise. Avoid unnecessary technical language and acronyms. Readers should understand the issue and requested action without prior knowledge of the subject.

4. Check facts and legislative references
Ensure references to legislation, ministries, agencies and government responsibilities are accurate. Identify the appropriate level of government or agency responsible for addressing the issue.

5. Provide a factual backgrounder
Include a separate backgrounder of no more than three pages for each resolution. It should help delegates understand the issue and support effective advocacy. Links to supporting information may be included. Resolutions without adequate background information will not be considered until it is provided.

6. Choose a short, descriptive title
The title should reflect the action or intent of the resolution and, wherever possible, be no more than three or four words.

Understanding the Parts of a Resolution

The WHEREAS clauses explain the problem.

Use no more than two WHEREAS clauses, each consisting of one sentence. Briefly explain the issue and why action is needed. Leave detailed explanations for the backgrounder.

The THEREFORE BE IT RESOLVED clause states the action requested.

Identify the specific action and who should take it. Use language appropriate to the local governments affected. The clause must be understandable on its own, without reference to other clauses or supporting documents.

Why is this important?
Only the “Therefore be it resolved” clause is debated at the AKBLG and UBCM Conventions. If endorsed, it becomes the basis for advocacy. A vague request may be screened out by UBCM.

Resolution Template

TITLE (three or four words)
WHEREAS [briefly describe the problem or issue that needs to be addressed];

AND WHEREAS [if necessary, provide additional information explaining the problem or why action is needed];

THEREFORE BE IT RESOLVED that AKBLG and/or UBCM [identify the specific action being requested and the government or agency being asked to take that action].

Additional Guidance

- A second WHEREAS clause is optional. Use it only if needed to explain the issue.
- For resolutions specific to the AKBLG region, refer only to AKBLG in the "Therefore be it resolved" clause.
- A second action clause should only be included **if absolutely necessary,** using the following format:

AND BE IT FURTHER RESOLVED that AKBLG and/or UBCM [identify the additional specific action required to address the same issue].

A Final Checklist Before Submitting

- ☐ The resolution addresses one clearly defined issue.
- ☐ The issue is relevant to other local governments.
- ☐ The requested action is clear, specific and can be understood on its own.
- ☐ The resolution includes a brief, descriptive title (no more than 3-4 words).
- ☐ Legislative references and government responsibilities are accurate.
- ☐ A separate backgrounder of no more than three pages is included (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).
- ☐ The resolution has been endorsed by council or the regional district board.
- ☐ **The resolution is in Word format and ready to submit.**

For additional information, including resolution writing guidelines and procedures, visit the UBCM website at http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html

Start early. Ask for help. Submit on time.
Questions? Contact AKBLG at admin@akblg.ca or 250-551-5215.
Deadline: Friday, February 19, 2027, at 4:30 p.m. Pacific Time.