



June 4, 2025

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Councillor Jen Ford, UBCM Past President
Chair, UBCM Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **July 31, 2025 at 4:00 pm (Pacific Time)**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

The Nomination and Consent Form is attached as Appendix A. Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form. Candidates do not need to be nominated by their own council or board members.

The Nominating Committee reviews the qualifications of each candidate. The members of the 2025 Nominating Committee are:

- Councillor Jen Ford, UBCM Past President, Chair, Nominating Committee
- Director Judy Greenaway, North Central Local Government Association
- Councillor Louise Wallace-Richmond, Southern Interior Local Government Association
- Councillor Kevin McIsaac, Association of Kootenay & Boundary Local Governments
- Councillor Paul Albrecht, Lower Mainland Local Government Association
- Councillor Ben Geselbracht, Association of Vancouver Island & Coastal Communities

4. Advance Nominations / Nominating Committee Report / Candidate Video Messages

The Nominating Committee will prepare a Report on Nominations including, at the candidates option, a photo and 300 word/1500 character biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **July 31st at 4:00 pm (Pacific Time)**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidates name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

As well, candidates will have the opportunity to submit a pre-recorded 2-minute video message that will be uploaded to the Convention website for viewing by Convention delegates. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

New for 2025: Candidates will upload, to the Nominating Committee Chair:

- 1) **Nominations and Consent form**
- 2) **Photo**
- 3) **Biography**
- 4) **Video**

Link: <https://forms.office.com/r/Wxy9xUw2x4>

Deadline for submission of all documents (including videos) is July 31st at 4:00 pm (Pacific Time).

5. Nominations Off the Floor

Any qualified candidate may be nominated “off the floor” at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation. Candidates do not need to be nominated by their own council or board members.

Those candidates coming ‘off the floor’ will have an opportunity to have a 2-minute video message uploaded to the Convention website once they have been duly nominated on-site at Convention. Video messages must follow the parameters as outlined above under section 4.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention and Resolutions > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

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