

**LOWER MAINLAND TREATY ADVISORY COMMITTEE
COMMUNICATIONS SUBCOMMITTEE (CSC) AND
FINANCE AND ORGANIZATIONAL SUB-COMMITTEE (FOSC) JOINT MEETING**

October 7, 2003

Minutes of the **Joint Meeting** of the **Communications Sub-Committee (CSC)** and **Finance and Organizational Sub-Committee (FOSC)** held at 10:00 a.m. on October 7, 2003 in the 10th Floor North Meeting Room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:	
District of Maple Ridge	Councillor Candace Gordon (<i>Designated FOSC Chair</i>)
City of Burnaby	Councillor Lee Rankin (FOSC & CSC Vice-Chair), <i>arrived at 10:18</i>
City of Coquitlam	Councillor Louella Hollington (<i>Designated CSC Chair and FOSC member</i>)
City of White Rock	Councillor Mary-Wade Anderson, <i>CSC committee only</i>
District of North Vancouver,	Mayor Don Bell, CSC & FOSC committee , <i>arrived 10:25, departed 11:23, returned 11:26</i>
District of Squamish	Councillor Corinne Lonsdale, <i>CSC committee only, via teleconference call at 10:12</i>
Greater Vancouver Regional District	Director Ralph Drew, CSC & FOSC committee , <i>via teleconference call at 11:17</i>
LMTAC Manager	Kirstie Pirie
LMTAC Aboriginal Affairs Analyst	Regan Schlecker
LMTAC Administrative Assistant & Recording Secretary	Joy Smith

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 10:12 a.m.

1. ADOPTION OF AGENDA

The agenda was approved with amendment to the order of reports given and the addition of Recent Information on SCR D Funding and TFN and Staffing Update to Other Business.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES:

September 10, 2003 FO SC and July 2, 2003 CSC

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.2 Final Draft of 2003 LMTAC Member Survey

Directive: Members are requested to review the final draft survey based on comments from the July 2nd CSC meeting and make any further suggestions re content and format. Following today's meeting, the draft will be forwarded to the Executive meeting.

The Designated Chair for this portion of the meeting, Councillor Louella Hollington, asked members for feedback on the survey. The LMTAC Manager advised the need to go over the purpose, timing and logistics. There was general discussion on the survey and one change was recommended which was to change Question 9 from ***"Any additional comments?"*** to ***"If there is one thing that LMTAC could do to improve its effectiveness, what would it be?"***

RECOMMENDATION AND MOTION:

That the Member Survey, as amended, be released at the next board meeting.

CARRIED UNANIMOUSLY

4. OTHER BUSINESS

10:28 a.m. Regan Schlecker, LMTAC Aboriginal Affairs Analyst and Joy Smith, LMTAC Administrative Assistant departed the meeting and returned at 10:45a.m.

FOSC Items:

4.1 Performance Evaluation: Aboriginal Affairs Analyst

Kirstie Pirie, LMTAC Manager, briefed members on Ms. Schlecker's performance evaluation in preparation of a contract renewal.

RECOMMENDATION AND MOTION TO EXECUTIVE :

That the LMTAC Manager and FOSC Chair will provide a verbal report to the Executive and Board for information and their recommendation.

CARRIED UNANIMOUSLY

4.2 Review of Actuals (provided on table)

The Chair reviewed the Actuals and acknowledged that there have been cost saving measures put in place ie: the Administrative Assistant's reduced hours from 20 hours per week to 15 hours per week and it was noted that the variance will actually be closer to \$29,000 rather than \$31,000.

There was discussion here regarding the recent Sunshine Coast Regional District [SCRD] information and it was noted that the Squamish Lillooet Regional District will continue to support LMTAC.

There was general discussion on LMTAC's three member regional districts and, in particular, the overlapping membership of LMTAC and the GVRD. Members discussed a comment regarding the possibility of GVRD taking over the LMTAC function; clarification was provided that GVRD currently represents the corporate interests of GVRD and LMTAC represents the collective interests of regional districts and individual municipalities.

4.3 Recent Information on Sunshine Coast Regional District [SCRD] Funding

The LMTAC Manager advised that LMTAC is working with SCR D staff to write a report that outlines the benefits to SCR D of being a member of LMTAC that will go to the next SCR D meeting.

4.4 TFN and Staffing Update

The LMTAC Manager advised that it is estimated that the Tsawwassen Table will be meeting three days per week, two or three weeks per month, commencing in the New Year to proceed towards Final Agreement and this will have an impact on attendance by Regan Schlecker or Councillor Harold Steves. In addition, staff is coordinating another table representative meeting to address overarching communication and work planning issues.

3.1 Review of LMTAC Sub Committee Structure

The Designated Chair for this portion of the meeting, Councillor Candace Gordon, reviewed the history of the sub-committee structures. It was noted that there is great deal of overlap in the membership and this issue was discussed in depth with the general consensus that the committees be combined and the name changed. The Chair reviewed the current membership of both committees and the positions were discussed relative to the new committee structure.

RECOMMENDATION AND MOTION TO EXECUTIVE AND BOARD:

That the FOSC and CSC join into one committee focusing on Finance and Organizational issues and addressing Communication issues when they arise. The new committee will be a five-member committee with the incoming Vice-Chair of LMTAC as Chair of the sub committee. The revised sub committee structure will commence on January 1, 2004. The name and terms of reference for the new committee will be determined at a later date.

CARRIED UNANIMOUSLY

3.3 Draft 2004 LMTAC Workplan

The Designated Chair for this portion of the meeting, Councillor Candace Gordon, reviewed the excerpt from the draft 2004 Workplan. It was noted that the Workplan should differentiate between standing/on going items and specific projects. The following additional changes were noted:

- Maintain e-mail/web agenda distribution until 2003 year-end
- New Member Orientation and the Annual Members Survey would remain as Standing Activities
- Addition of the LMMA Annual Conference participation as a Standing Activity

(There was discussion that staff attendance at this conference would be an excellent networking opportunity versus going around to different councils.)

RECOMMENDATION AND MOTION TO EXECUTIVE:

That LMTAC write a letter to the Lower Mainland Municipal Association (LMMA) requesting LMTAC become an affiliate association given the shared membership.

CARRIED UNANIMOUSLY

The LMTAC Manager suggested that "Table Specific Projects" be deleted from the Communications Activity and it was agreed. The Designated Chair asked for Potential Projects for 2004 and there were non forthcoming at this meeting. The LMTAC Manager advised that the finance and communication information along with the specific policy work plan items will be brought forward to the Executive meeting to be held the following day.

RECOMMENDATION AND MOTION:

That the Executive review the revised 2004 Workplan and provide comments.

CARRIED UNANIMOUSLY

5. INFORMATION

- 5.1 Schedule of Meetings for 2003
- 5.2 BCTC 2003 Annual Report – On Table
- 5.3 Letter from SCRD – On Table

6. CONCLUSION - The meeting concluded at 11:45 am.