

**THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION  
EXECUTIVE MEETING**

**Metro Vancouver Offices, Burnaby, BC**

**June 19, 2013**

**IN ATTENDANCE:** Councillor Patricia Heintzman, President, Squamish  
Councillor Corisa Bell, Second Vice President, Maple Ridge  
Councillor Barbara Steele, Past President, Surrey  
Councillor Rick Glumac, Director at Large, Port Moody  
Councillor Barinder Rasode, Director at Large, Surrey  
Councillor Jason Lum, Director at Large, City of Chilliwack  
Director Bill Dickey, FVRD Representative  
Councillor Raymond Louie, Metro Vancouver Representative  
Joslyn Young, Executive & Association Services Coordinator

Unable to attend: Councillor Chuck Puchmayr, First Vice President, New Westminster  
Chair Susan Gimse, SLRD Representative  
Councillor Dave Hensman, Director at Large, Mission

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President Heintzman called the meeting to order at 12:40 p.m.

**1. AGENDA**

A motion was ADOPTED:

That the agenda for the June 19, 2013 meeting be adopted as circulated.

**2. MINUTES**

A motion was ADOPTED:

That the Minutes from the April 17, 2013 meeting be approved. Minutes from the 2013 AGM were circulated and will be approved at the 2014 AGM.

**3. REPORTS**

President's Report

President Heintzman provided a report on recent activities, including an overview of an informal convention debrief held on May 24<sup>th</sup> and an update on CivX workshop planning.

A motion was ADOPTED:

That the report be received for information.

### Flood and River Management Report

Councillor Lum noted that the Committee presentation at the AGM was well received. He noted that the next meeting of the Committee will be in Chilliwack and is currently slated for some time in September. The Committee will be actively speaking to their MLAs and encourage other members of the Executive to do the same, in support of LMLGA resolutions regarding flooding being considered at UBCM.

A motion was ADOPTED:

That the report be received for information.

### Staff Report

Staff provided a report on recent activities. In addition to meeting prep and follow-up, staff recorded delegate conference evaluation comments and scores and transcribed the Minutes. The resolutions disposition was created and sent to UBCM for consideration and new Executive members were added to the LMLGA website.

A motion was ADOPTED:

That the report be received for information.

## **4. FINANCIAL AND ADMINISTRATION**

### Financials

An interim financial statement for period ending May 31, 2013 was provided.

A motion was ADOPTED:

That the report be received for information.

### Future Executive Meeting Dates and Locations

A list of recommended meeting dates were provided for consideration.

A motion was ADOPTED:

That the following meeting dates be approved; and, that the meetings continue to be held at the Metro Vancouver RD office whenever possible.

<b>2014 MEETING DATES</b>	<b>NOTES</b>
January 15	
February 19	
March 12	<i>One week earlier due to Spring Break from March 17-28</i>
April 16	
April 30 - Resolutions	AGM May 7 - 9; resolutions accepted until end of March
	AGM only – May 7 - 9
June 18	
<i>July/August</i>	<i>No Meeting</i>
September 10	<i>One week prior, due to UBCM Convention</i>
October 15	
November 19	<i>This is the Wednesday after municipal elections</i>

## 5. CONVENTION REVIEW

### Rare Affairs Report

Sherryl Parsons presented the final event planner's report including an analysis on registration, venue, sponsorship and tradeshow, audio visual and the results of charitable giving to the Passion Foundation in place of speaker gifts.

A motion was ADOPTED:

That the thank you letter provided to sponsors be presented at the same time as their (charitable gift notification) certificate.

### Convention Evaluation Results

Staff provided three attachments outlining the results of the delegate evaluation. We heard from approximately 16% of delegates and received an overall rating of 4.3 out of 5. Various details of the conference were also evaluated and comparisons were made between 2012 and 2013. Comments were recorded and also provided for information.

A motion was ADOPTED:

That the report be received for information.

### 2013 Convention Financials

Both the budget and actuals for conference expenses were presented to the Executive. Great savings were gained this year, as IBM provided the keynote speaker's time in-kind. Staff also cut administrative costs whenever possible and as a result, the convention came in under budget.

A motion was ADOPTED:

That the report be received for information.

## **6. CONVENTION 2014**

### Sub-Committee Appointments

The president opened the discussion by inviting those interested in sitting on the Convention Committee to put their names forward. Discussion surrounding the upcoming CivX event informed the need for a separate planning committee for this event.

A motion was ADOPTED:

That the Convention sub-committee consist of the following Executive members:

- Councillor Barbara Steele
- Councillor Corisa Bell
- Councillor Rick Glumac
- Councillor Dave Hensman
- Director Bill Dickey

That the CivX sub-committee consist of the following Executive members:

- Councillor Corisa Bell
- Director Susan Gimse
- Councillor Barinder Rasode
- Councillor Rick Glumac

### Convention Planner Contract

Staff presented the 2014 contract submitted by Rare Affairs. The contract outlined a small fee increase of \$500 and included a continuation of the current level of service. The Executive discussed the fine work of Rare Affairs staff, but also the need for continued leadership in best practices.

A motion was ADOPTED:

That we accept the one-year contract with Rare Affairs with an increase of \$500; and, that a sub-committee be struck to consider and develop policies related to sponsorship and procurement.

## **7. POLICY & PLANS**

### Resolutions Disposition

The Executive received a copy of the resolutions disposition outlining the results of the AGM's plenary session.

A motion was ADOPTED:

That the report be received for information.

### Fall Workshop

President Heintzman and staff updated the Executive on the current planning status of the CivX workshop. A late November date had been chosen, but members of the Executive noted some scheduling challenges with that date and requested it be changed. Staff agreed to work with CivicInfo on securing an alternate date.

A motion was ADOPTED:

That the report be received for information.

### Graduate Student

The Executive were reminded of previous research done by Councillor Rasode and staff on the option to hire a graduate student. It was noted that the fall is an optimal time to secure a student for a project culminating in the spring, should we wish to move in this direction. Councillor Rasode agreed to look into our options and report back.

A motion was ADOPTED:

That the report be received for information.

## **8. CORRESPONDENCE/COMMUNICATIONS**

A motion was ADOPTED:

That correspondence be received for information.

## **9. OTHER BUSINESS**

None at this time.

## **10. NEXT MEETINGS**

It was noted that the next upcoming meeting is as follows:  
October 16

## **ADJOURNMENT**

The meeting was adjourned at 2:20 p.m.

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Councillor Patricia Heintzman  
President

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Joslyn Young  
Executive & Association Services Coordinator