

**LOWER MAINLAND TREATY ADVISORY COMMITTEE
FINANCE AND ADMINISTRATION SUB-COMMITTEE (FASC) MEETING**

July 6, 2004

Minutes of the Finance and Administration Sub-Committee (FASC) meeting held at 10:00 a.m.

COMMITTEE ATTENDANCE		
Gordon, Candace	District of Maple Ridge	Councillor (FASC Chair)
Rankin, Lee	City of Burnaby	Councillor
Anderson, Mary-Wade	City of White Rock	Councillor
Drew, Ralph	GVRD	Director, LMTAC Chair/Ex-Officio (via conference call)
STAFF		
Pirie, Kirstie	LMTAC	Manager and Acting Recording Secretary

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 10:05 a.m.

1. ADOPTION OF AGENDA

The agenda was adopted with the addition of Item 4.4 *Update re Board of Director Fees*.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1 May 5, 2004

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Audited Statement of LMTAC's 2003 Operating Revenues and Expenditures

Chair Gordon noted that the audit process went very smoothly this year. Kirstie Pirie, Manager, let members know that a copy of the 2003 audit had been shared with LMTAC's regional district funding partners.

RECOMMENDATION:

That the Executive receive the audited statement for information and forward onto the Board.

CARRIED UNANIMOUSLY

3.2 Review of Actuals

Ms. Pirie provided a copy of the preliminary June 2004 actuals to members. It was noted that the IGRTWG consultant fees had been paid in full and that LMTAC will likely end 2004 in a favourable balance.

RECOMMENDATION:

That the Actual documents be received for information.

CARRIED UNANIMOUSLY

3.3 Draft 2005 Budget Preparations

Members discussed the draft assumptions and confirmed their interest to pursue a 2% increase from the regional district funding partners in light of rising costs of living. Chair Gordon outlined that once the assumptions are endorsed by the board, FASC will begin to draft the 2005 budget numbers.

RECOMMENDATION:

That the Executive endorse the list of 2005 budget assumptions and forward to the Board for endorsement.

CARRIED UNANIMOUSLY

3.4 Draft Treaty Table Meal Form

Chair Gordon provided an overview of the form noting that, if approved by the FASC members, it could be circulated to the Table Representatives following the meeting. Ms. Pirie explained that the form had been developed with input from the GVRD staff.

RECOMMENDATION:

That FASC approve the *Treaty Table Meal Form*.

CARRIED UNANIMOUSLY

Request of Staff: That the approved form be distributed to all Table Representatives for their immediate use.

3.5 2004 Annual LMTAC Member Survey

Ms. Pirie walked members through the 2003 survey and requested input on the various sections for the 2004 version. Members discussed the responsibility for ensuring that citizens of LMTAC's member jurisdictions are well informed on treaty issues. It was agreed that this responsibility fell to the provincial and federal governments and the BC Treaty Commission. It was noted that LMTAC is responsible for ensuring timely information is shared with the member councils and boards.

RECOMMENDATION:

That the FASC endorse the attached survey with revisions made to section 6 to more accurately reflect the special meetings held in 2004 and forward to the Executive Committee for endorsement.

CARRIED UNANIMOUSLY

4. OTHER BUSINESS

4.1 LMTAC Office Update

Ms. Pirie reminded members that the two full time staff contracts were up for renewal in September and October; as a result, the feedback forms would be distributed in the summer.

4.2 2004 Regional District Presentations

Chair Gordon emphasized the importance of LMTAC continuing to offer the regional districts an annual presentation from LMTAC. Members noted that it would be left to the regional districts to accept each year.

Mayor Drew noted the report being brought forward to the July 9 GVRD Corporate and Intergovernmental Committee.

Request of Staff: That staff forward the GVRD reports to the Executive Committee for information.

4.3 September Meeting Dates

Members agreed to move all of the September committee dates one week later in light of the September board meeting scheduled on the fifth rather than the fourth Wednesday. Accordingly, the FASC would be held on September 8, the TSWG on September 9 and the Executive on September 15.

Request of Staff: That staff revise the 2004 meeting calendar and notify the LMTAC membership.

4.4 Update re Board of Director Fees

Ms. Pirie provided members with a brief update on how LMTAC honorarium fees are categorized within the GVRD system. It was noted that the current system of payment is being reviewed and that further updates would be provided when available.

5. INFORMATION

5.1 Letters to Regional District Funding Partners regarding 2004 contributions

The FASC received the information items.

**6. ADJOURNMENT - The meeting concluded at 10: 50 am.
The next meeting is scheduled for September 8, 2004.**