

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

February 2, 2005

Minutes of the Finance and Administration Sub-Committee (FASC) meeting held at 12:20 p.m.

COMMITTEE		
Gordon, Candace	District of Maple Ridge	Councillor (FASC Chair)
Turner, John	Squamish Lillooet RD	Chair (FASC Vice-Chair)
Lonsdale, Corinne	District of Squamish	Councillor, arrived at 12:25
Anderson, Mary Wade	City of White Rock	Councillor
Drew, Ralph	GVRD	Director, LMTAC Chair/Ex-Officio, <i>via conference call</i>
Nixon, Alan	District of North Vancouver	Councillor
STAFF		
Pirie, Kirstie	LMTAC	Manager
Schlecker, Regan	LMTAC	Aboriginal Affairs Analyst
Smith, Joy	LMTAC	Administrative Assistant/ Recording Secretary

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 12:20 p.m.

1. ADOPTION OF AGENDA

The agenda was adopted moving item 4.1 Administrative Assistant Performance Evaluation/Contract Renewal to the end of the agenda and adding item 4.3 2005 Orientation/Refresher Session Feedback and 4.4 LMTAC FOI requirements.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1 December 8, 2004 - The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Review FASC Terms of Reference

Kirstie Pirie, Manager, briefly noted the history of the Communications and Finance and Organizational sub-committees now being the Finance and Administration sub-committee.

Members discussed item 2d Key Roles – “develop and pursue secure funding formulas and agreements with funding sources was discussed with regards to the lack of provincial funding”. Chair Gordon noted that with the Tsawwassen Final Agreement pending, treaty advisory committees may see positive funding results. It was noted that Federal funding was provided in the past for a very successful workshop. There was further discussion on LMTAC’s funding requests to the Attorney General and the upcoming election.

3.2 Review FASC related items in LMTAC 2005 Workplan

Kirstie Pirie, Manager, reviewed the FASC related projects outlined in the Workplan and the priorities set for 2005 noting that under Standing Activities, the auditors will likely begin here in early March to complete the annual audit.

3.3 Review Preliminary December 2004 Actuals

Kirstie Pirie, LMTAC Manager, distributed a revised copy of the Preliminary December 30, 2004 Statement of Expenses and Recoveries and Chair Gordon walked the members through the Statement. The Chair highlighted that LMTAC has done an excellent job of keeping costs down. It was noted that our contractual commitments with GVRD are reviewed on a regular basis. Kirstie Pirie gave a brief review of our account structure. There was also discussion on the provincial funding that we have received to date and its positioning on the statements. It was noted that the postage and courier costs were higher due to LMTAC’s increased distribution of correspondence to member jurisdictions.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the revised Preliminary Statement of Expenses and Recoveries be forwarded to the Executive.

CARRIED UNANIMOUSLY

4. OTHER BUSINESS

4.2 Discussion regarding the 2005 FASC Schedule

Joy Smith, Administrative Assistant, handed out copies of the 2005 Meeting Schedule. Chair Gordon asked for input on the timing of these meetings and it was decided to leave the schedule as it is: the first Wednesday of each month.

4.3 2005 Orientation/Refresher Session Feedback

Joy Smith, Administrative Assistant, handed out copies of the feedback form.

Chair Gordon noted that the feedback received was extremely positive. Mr. Bob Joseph's presentation on Aboriginal/Non-Aboriginal history and context was discussed in general terms. Kirstie Pirie, LMTAC Manager, suggested that next year's session will be based on the same format and will perhaps be split into two days. Chair Gordon suggested that the GVRD host its own session.

4.4 LMTAC FOI Requirements

Kirstie Pirie, LMTAC Manager, distributed a copy of a letter from Lidstone, Young, Anderson, Barristers & Solicitors, regarding whether LMTAC is subject to the Freedom of Information and Protection of Privacy (FOIPOP) Act based on the request made by the Executive Committee. Chair Gordon advised that LMTAC is likely subject to FOI requests and there was discussion in particular on the paragraph that states that "...found to be a committee that is created by either a municipality or a regional district..." and on the issue of confidentiality. Members noted that there could be a significant impact on our budget as an additional staff assistance may be required. There is some cost recovery, however, it is minimal. Kirstie Pirie has invited a representative from Lidstone, Young, Anderson to the next Executive Committee meeting. It was also suggested that the GVRD may have an FOI specialist that LMTAC could hire on secondment.

Request of Staff: Contact the UBCM office to clarify their relation to the FOIPOP.

5. INFORMATION

5.1 LMTAC 2005 Budget

There was general discussion and Chair Gordon noted that the legal services are currently included within Consulting costs.

5.2 Provincial Funding to LMTAC

Chair Gordon walked the members through the Timeline on Provincial Funding. It was suggested here that the Orientation session be sponsored by the provincial government.

Joy Smith departed the meeting at 1:15.

4.1 Administrative Assistant Performance Evaluation/Contract Renewal

Kirstie Pirie, LMTAC Manager, briefed the Committee on Ms. Smith's performance evaluation.

RECOMMENDATION AND MOTION:

That Councillor Gordon, FASC Chair, and the LMTAC Manager, provide a verbal report and recommendation on the Administrative Assistant's performance evaluation to the next Executive meeting and Full Board.

CARRIED UNANIMOUSLY

New Business:

Members requested that the next FASC meeting include an agenda item regarding how LMTAC agendas are distributed to and filed within member jurisdictions.

6. ADJOURNMENT - The meeting concluded at 1:35 pm.

The next meeting is scheduled for March 2, 2005 and will be held only if necessary.