

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

May 4, 2005

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

COMMITTEE		
Gordon, Candace	District of Maple Ridge	Councillor (FASC Chair), via conference call
Turner, John	Squamish Lillooet RD	Chair (FASC Vice-Chair)
Anderson, Mary Wade	City of White Rock	Councillor
Nixon, Alan	District of North Vancouver	Councillor, via conference call
Drew, Ralph	GVRD	Director, LMTAC Chair/Ex-Officio, via conference call arrived at 10:07
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 10:04 a.m.

1. ADOPTION OF AGENDA

The agenda was adopted with the addition of Items 4.4 LMTAC Office and 4.5 LMTAC Staff Update.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1 April 6, 2005 - The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 LMTAC 2004 Audit – Update

Kirstie Pirie, LMTAC Manager reviewed the draft Statement of Operating Revenues and Expenditures. It was noted that there was some delay in the process this year due to changes in the Auditor's office and some concerns were raised due to this delay.

Request of Staff: That a letter be written regarding LMTAC concerns regarding the delay in the audit service.

4. OTHER BUSINESS

4.1 March 2005 Actuals – It was noted that LMTAC is on track and under budget in labour costs, etc.

RECOMMENDATION:

That the Actual documents be received for information.

CARRIED UNANIMOUSLY

4.2 E-mail Disclaimer for LMTAC Office Messages

The LMTAC Manager noted that an office e-mail disclaimer was drafted to address interests of LMTAC members and staff. The message was reviewed and after discussion, it was agreed that the disclaimer message should be implemented. Some members questioned whether the disclaimer should become a part of our Operating Procedures. The LMTAC Manager suggested that it was an administrative matter.

Members agreed with the following addition to the first line of the message:

“This message and any accompanying documents MAY contain confidential information intended for a specific individual and purpose.”

RECOMMENDATION TO EXECUTIVE:

That the e-mail disclaimer be endorsed with the noted change.

CARRIED UNANIMOUSLY

4.3 Responses to LMTAC Letter re Procedures to Share and Store LMTAC Documents

A summary of responses was prepared by LMTAC staff.

4.4 LMTAC Office (June/July)

Chair Gordon noted matters to be covered during the LMTAC Manager's absence.

RECOMMENDATION TO EXECUTIVE:

That the Executive Committee recommend that the Board endorse the following policy to be added to the LMTAC Operating Procedures: *in the event of the absence of the LMTAC Manager, the LMTAC Chair and Vice Chair be given authority to approve honourarium, expense, contract and other payments.*

CARRIED UNANIMOUSLY

4.5 LMTAC Staff Update

Kirstie Pirie, LMTAC Manager, advised that the LMTAC Administrative Assistant, Joy Smith, has given her resignation to be effective June 30th. Joy was asked to give an overview of her position and qualifications for the new Administrative Assistant. Joy noted that an office re-structure would be in the best interest of all concerned. A further conference call will be set up to cover off next steps and in the interim, the LMTAC Manager is researching the GVRD contract and related matters.

Members thanked Joy for her dedicated and professional service to LMTAC for over 4 ½ years and noted that she will be greatly missed by the organization and its representatives.

5. INFORMATION

5.1 Correspondence

Lorne Brownsey, Deputy Minister response regarding Provincial Funding to LMTAC

A letter from Deputy Minister Brownsey was received in response to our request regarding the 2005/2006 funding budget noting that the Provincial budget for the fiscal year 2005/2006 has not been approved by the Legislative Assembly.

There was discussion on a Vancouver Sun article by Vaughn Palmer in today's paper regarding changes relating to First Nations and resource and land management. It was suggested that LMTAC contact the province requesting a briefing to the LMTAC Executive.

RECOMMENDATION:

That the letter be received for information.

CARRIED UNANIMOUSLY

There was discussion here regarding the necessity for a June meeting and the LMTAC Manager noted the GVRD budget process mid June forecast and suggested that the committee look at budget assumptions on conference call regarding staff issues. It was also suggested that GVRD BE requested to build in an inflation increase and contingency into the budget.

Dennis Bettiol, Ernst & Young

A letter was received explaining the recent amendments to British Columbia's partnership legislation as it affects Ernst & Young.

RECOMMENDATION:

That the letter be received for information.

CARRIED UNANIMOUSLY

6. CONCLUSION - The meeting concluded at 10:43 am.