

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

September 7, 2005

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 12:00 p.m. to 2:00 p.m. on September 7, 2005, in the 2nd Floor Meeting room, 4330 Kingsway, Burnaby, B.C.

| ATTENDANCE: | |
|--|---|
| SUB COMMITTEE | |
| Councillor Candace Gordon (FASC Chair) | District of Maple Ridge |
| Chair John Turner (FASC Vice Chair) | Squamish Lillooet Regional District |
| Councillor Corinne Lonsdale | District of Squamish |
| Councillor Mary-Wade Anderson [via conference call] | City of White Rock |
| Mayor Ralph Drew (LMTAC Chair/Ex Officio) | Greater Vancouver Regional District |
| STAFF | |
| Regan Schlecker | LMTAC Managing Director |
| Cheri Hamilton | LMTAC Administrative Assistant and Acting Recording Secretary |

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 12:15 p.m.

1. ADOPTION OF AGENDA

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1 July 27, 2005 - The minutes were adopted as presented.

2.2 August 3, 2005 - The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Revisions to Operating Procedures

Councillor Candace Gordon, FASC Chair, provided members with an overview and rationale behind each of the suggested revisions to the LMTAC Operating Procedures. Members were advised that most revisions were to provide clarification to existing policies. Chair Gordon acknowledged a need for updates in LMTAC's Operating Procedures relative to the language pertaining to staff titles, confidentiality, the Executive Committee's authority for addressing issues of urgency, and a financial reserve policy.

Members recommended the following additional revision:

- Section 13.e- That new wording be provided to read "The LMTAC Treaty Table Fund balance should be maintained to be at least ten percent (10%) of the annual budget.

Further, members flagged the following sections and issues for consideration at a future FASC meeting:

- Pending Board endorsement of the 2006 Budget and honorarium increase, the need to update section 11.1 a) and b)

- Discuss potential new provisions in the event both the LMTAC Chair and Vice-Chair are absent (i.e. electing an interim Chair)
- Discuss policies relative to staffing (comparative salary)

RECOMMENDATION

That the FASC recommend that the Executive Committee and Board endorse the highlighted revisions to the LMTAC Operating Procedures (as amended).

CARRIED UNANIMOUSLY

[12:42 p.m Councillor Anderson departed the meeting]

3.2 2006 Workplan Report – FASC-related Items

LMTAC Managing Director, Regan Schlecker, provided members with an overview of the FASC-related items for the 2006 Workplan and noted changes from 2005.

RECOMMENDATION

That members:

- (a) Receive this report for information; and
- (b) Endorse the FASC-related items of the 2006 Work plan as presented for endorsement by the Executive Committee and LMTAC Board.

CARRIED UNANIMOUSLY

3.3 Raincoast Ventures Contract

Chair Gordon provided members with an update on the current status of the budget allocation for Recoding Services. In particular, it was noted that more Executive meetings were being held than anticipated and this meant an increased number of meetings requiring recording services. Members agreed to the need to allocate funds and the LMTAC Chair suggested that rather than the approach recommended by staff, that the 2005 operating budget be amended.

RECOMMENDATION

That the LMTAC Executive Committee endorse the recommendation of the Finance and Administration Sub-Committee to:

- a) amend the 2005 Operating Budget to authorize a spending limit of \$14,500 for Minutes/Recording Services; and
- b) reallocate \$2,100 from the “Contract Services” budget to the “Recording Services” budget; and further

CARRIED UNANIMOUSLY

3.4 LMTAC Member Jurisdiction Survey

Ms. Schlecker provided an overview of the cover report and draft questions for members to consider when drafting a survey for member jurisdictions. The reason for developing this survey was to compliment the annual survey provided to LMTAC members and to provide member jurisdictions with an opportunity to provide feedback on LMTAC services.

Members expressed concern that a survey format would not receive the intended attention of Councils/Boards due to competing agenda items, Therefore, to be more effective it was suggested that rather than seek feedback on communications and information services through a survey, a letter should be sent from the LMTAC Chair. Members suggested that the letter be distributed in September so that comments could be considered prior to the Board endorsing a workplan for 2006.

RECOMMENDATION

That a letter from the LMTAC Chair addressed to LMTAC member Mayor/Councils and Chair/Boards be drafted to seek comments relative to communications with LMTAC.

CARRIED UNANIMOUSLY

4.1 July 2005 Actuals

Chair Gordon walked members through the July 31, 2005 document, noting that LMTAC was currently under budget but over in a few areas (i.e. catering and room rental) given the extra off site meetings held as required to hold special meetings. In general, the Chair remarked on the favourable position LMTAC was in at present.

4.2 Staffing Update

Ms. Schlecker provided members with an update on the process to hire new staff for the Research/Communications Coordinator position. Members were advised that following interviews with short-listed candidates, a job offer was made and accepted. LMTAC Chair, Mayor Drew, and Councillors Ferguson and Gordon provided comments as members on the interview panel and noted the excellent selection of candidates and were pleased with the panel format for interviews.

4.3 2005 Regional District Presentation Update

Mayor Drew provided members with an update on his presentation to the GVRD's Corporate and Intergovernmental Committee (CIC) on September 2, 2005. He noted that GVRD representatives expressed appreciation for LMTAC's work and are supportive of LMTAC's undertakings. Members were notified of an information request for LMTAC remuneration reports for 2004 and 2005 (YTD). Chair Gordon suggested that the reports distinguish the various positions held by LMTAC members (i.e. Chair, Vice-Chair and Table Representatives) and the variety of meetings attended (i.e. meetings that are internal to LMTAC's operations and those directly related to treaty table activities)

5. NEXT MEETING: October 5, 2005 [as required]

6. CONCLUSION - The meeting concluded at 1:35 p.m.