

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

**June 7, 2006**

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 10:00 a.m. to 12:00 p.m. on June 7, 2006, in the 2<sup>nd</sup> Floor Café West meeting room, 4330 Kingsway, Burnaby, B.C.

<b>ATTENDANCE:</b>	
<b>SUB COMMITTEE</b>	
Councillor Corinne Lonsdale (FASC Chair)	District of Squamish
Councillor Bob Osterman	City of New Westminster
Councillor Ted Schaffer	City of Langley
Councillor Colin Richardson	Village of Belcarra
Mayor Ralph Drew (LMTAC Chair/Ex Officio) [via conference call]	Greater Vancouver Regional District
<b>STAFF</b>	
Regan Schlecker	LMTAC Managing Director
Mark Kirsop	LMTAC Research/Communications Coordinator
Cheri Hamilton	Administrative Assistant and Acting Recording Secretary

**CALL TO ORDER**

Chair Lonsdale confirmed a quorum was in attendance and called the meeting to order at 10.05 am.

**1. ADOPTION OF AGENDA**

The agenda was adopted as presented.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF MINUTES**

March 8, 2006 - The minutes were adopted as presented.

**CARRIED UNANIMOUSLY**

**3. REPORTS**

**3.1 Preliminary 2007 Budget Preparations**

Chair Lonsdale provided members with an overview of the timeline for FASC budget preparations. In particular, FASC will need to prepare a draft 2007 budget for review and endorsement by the Executive Committee at its next meeting July 12 so that a draft budget can be brought forward to the LMTAC Board for endorsement on July 26, 2006; in advance of the summer break. This is to coincide with the GVRD timeline for receiving an initial funding request before the end of July 2006. Following, a final budget will be endorsed by the Board upon its return in September.

Members discussed the subject of sufficient funding being raised in the event a Provincial contribution is not received in full. Members identified the need to anticipate expenses related to the three active Lower Mainland treaty tables (Tsawwassen, Katzie and Tsleil-Waututh) and activities yet to be determined for the implementation stage of a potential Final Agreement at Tsawwassen. Members also noted the unpredictable activity at Musqueam; as this table may reengage in negotiations. In response to questions regarding alternate funding sources, members discussed reliance on regional district contributions and the already streamlined operating budget.

The Managing Director was requested to work with LMTAC's financial analyst to develop a draft 2007 budget with the following considerations:

- Do not identify the Provincial grant request as a revenue source (as it remains uncertain)
- Distinguish Board Member Fees to identify attendance at LMTAC-related meetings and Treaty Table Meetings
- Identify funding needs of \$20,000 for activities related to the 2 active Lower Mainland AIP Tables (Katzie, Tsleil-Waututh);
- Identify funding needs of \$10,000 for activities related to the implementation/communication activities to be determined at Tsawwassen
- 5% funding increase for Regional District contributions
- 2007 Meeting schedule of: 10 Board; 12 Executive and 6 FASC meetings
- Table Activity of 3 meetings per active table (3) per month
- Maintain Board Member Fee budget based on new rate (on par with GVRD)
- 2.5% increase confirmed for GVRD-LMTAC service agreement
- 3% increase for line items impacted by consumer price index
- Base internal printing, catering, postage/courier and room rental costs on 2006 actuals
- Maintain Treaty Table Fund at minimal of 10% of operating budget (as per LMTAC policy)

**RECOMMENDATION:**

*That the Managing Director prepare a draft 2007 budget, based on the consideration outlined, for review by FASC members at its next meeting June 28, 2006.*

**CARRIED UNANIMOUSLY**

**3.2 Website Contract Services**

The Managing Director provided members with an overview of the staff report outlining comparable webs services as per the FASC request of March 8, 2006.

**RECOMMENDATION:**

*That the Managing Director be authorized to renew a website services contract with the existing service provider for the remainder of 2006 through till the end of 2007 (18 months).*

**CARRIED UNANIMOUSLY**

***Request of Staff:***

FASC also requested the Managing Director to seek quarterly website statistical information; rather than the monthly updates provided within the Board agenda.

**3.3 Summary of Results - Monthly Board Feedback Form**

LMTAC's Research and Communications Coordinator reported on the previous three month trial for the Monthly Board Feedback Form. In response to questions, members were notified that the forms received a response rate of approx. 50%, participants varied each month and the feedback received to date has been valuable for staff to prepare for Board delegations and provide information reports.

Staff outlined that it took approx. one hour to summarize the results and approx. eight to ten hours to respond to information requests each month. Further, it was noted that question 3 "Do you have any information requests?" generated the most variety of answers and it was suggested that this question would be enhanced if revised to "Do you have any information requests or suggestions for Board discussion topics?"

FASC members concurred with the usefulness of the forms as a communications tool for members.

**RECOMMENDATION:**

*That members direct staff to continue to implement the Monthly Board Feedback Form with the*

following revisions:

- Question 3 to read: Do you have any information requests or suggestions for Board discussion topics?
- Addition of the following statement: That requests will be vetted through FASC and the Executive

**CARRIED UNANIMOUSLY**

**4 Other Business [In-camera]**

**4.1 Administrative Assistant Contract Renewal**

The Managing Director provided members with a verbal update on the results of the annual performance review for Administrative Assistant, Cheri Hamilton.

**RECOMMENDATION:**

*That the Managing Director be authorized to renew a contract with the Administrative Assistant, Cheri Hamilton, for another year based on the salary increase outlined in the attached memorandum.*

**CARRIED UNANIMOUSLY**

**5. INFORMATION**

**5.1 Review of April Actuals.**

**RECOMMENDATION:**

*That the April 2006 actuals be received for information.*

**CARRIED UNANIMOUSLY**

**6. NEXT MEETING:** June 28, 2006 (in advance of the Board workshop)

**7. CONCLUSION** - The meeting concluded at 12:00 p.m.