

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

October 3, 2008

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 11:00 a.m. to 1:00 p.m. on October 3, 2008, in the 2nd Floor Café East meeting room, 4330 Kingsway, Burnaby, B.C.

ATTENDANCE:	
SUB COMMITTEE	
Councillor Corinne Lonsdale (FASC Chair)	District of Squamish
Mayor Ralph Drew	Metro Vancouver
Councillor Bob Osterman	City of New Westminster
Councillor Barbara Steele	City of Surrey
Councillor Colin Richardson	Village of Belcarra
STAFF	
Regan Schlecker	LMTAC Managing Director (Recording Secretary)

CALL TO ORDER

FASC Chair Lonsdale confirmed quorum was in attendance and called the meeting to order at 11:15 a.m.

1. ADOPTION OF AGENDA

The agenda was varied to discuss in-camera item 3.1 at the end of the meeting and to add under other business an in-camera update as item 4.3.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

The minutes of July 4, 2008, were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

NOTE: The agenda was varied to move Item 3.1 (in-camera) as the final discussion item.

3.2 Status Update – 2008 Workplan*

Members received the workplan update for information.

3.3 Draft 2009 FASC-related Workplan Items*

Ms. Schlecker, Managing Director, provided members with an overview of LMTAC's workplanning process that included input from both the *Technical & Strategic Working Group* (TSWG) on policy-related activities and FASC input on finance and communications-related activities. It was noted that TSWG and FASC recommendations would be brought forward to the October Executive for consideration and that a final 2009 workplan required Board endorsement by the end of November.

Further to the report, FASC members supported the addition of a specific project to update LMTAC documentation, as required, to include reference to the new MOU. Regarding standing activities, an update was noted to preparation of the 2010 Budget.

RECOMMENDATION:

That the LMTAC Executive recommend the Draft 2009 Workplan FASC-related activities (as presented) for Board endorsement.

CARRIED UNANIMOUSLY

3.4 Draft 2009 Budget*

The FASC Chair provided members with an overview of the Draft 2009 Budget. It was noted that LMTAC awaited confirmation of service agreement details with Metro Vancouver for 2009; however no amendments to the draft budget were recommended.

RECOMMENDATION:

That the LMTAC Executive recommend the Draft 2009 Budget for final Board endorsement.

CARRIED UNANIMOUSLY

The FASC Chair informed members that LMTAC recently received an information request letter from the SLRD regarding LMTAC's budget forecast for the next five years and a response was required by October 24th, 2008. Previously, LMTAC was only required to provide its funding request information on an annual basis. FASC members discussed the matter and it was suggested that although the TAC structure makes five year planning a challenge, it would be a useful process to assist LMTAC's regional district funding partners.

RECOMMENDATION:

That the LMTAC Executive consider adoption of a five year financial planning process, similar to processes undertaken by other local government bodies. .

CARRIED UNANIMOUSLY

3.5 2009 Orientation Session*

Ms. Schlecker provided members with an overview of the draft outline for FASC consideration. Members noted that for 2009, two significant events were anticipated: implementation of the new MOU and *Tsawwassen Final Agreement*. As the *Tsawwassen Final Agreement* was the focus of a special presentation at the October Board, members suggested that preliminary planning focus on the new MOU. The LMTAC Chair suggested that an upcoming Executive Committee meeting with the Minister could provide a valuable opportunity to extend an invitation.

Following discussion, FASC members provided the following direction to the Managing Director:

RECOMMENDATION:

That the LMTAC Executive Committee recommend that the Managing Director proceed with 2009 Orientation session planning, including:

- a) confirmation of Friday, January 16th as the preferred date;
- b) a full day event to be held at the Metro Vancouver Holiday Inn;
- c) a theme focused on the new MOU signed between UBCM and the Province and that invitations be extended to the following guest speakers:
 - Lieutenant-Governor Steven L. Point (former BCTC Chief Commissioner) to provide opening comments
 - Minister de Jong to provide a Provincial perspective on the expanded role for local government in the New Relationship
 - UBCM President to provide comments on how UBCM will work with its members to implement the new MOU
 - UBCM and MARR staff representatives to provide a detailed overview of the MOU and its goals and objectives.

CARRIED UNANIMOUSLY

3.6 Board-in-Brief: Results of Three-Month Trial Period*

Ms. Schlecker, Managing Director, provided an overview of her staff report that highlighted very positive feedback received from Board members on the briefs. FASC members concurred that the briefs were very useful communication tools. With respect to content, FASC members

were supportive of the Managing Director's choice of summary items and suggested that when briefs are circulated to members via email she could request feedback on this matter.

RECOMMENDATION:

That further to receiving positive feedback from Board members, LMTAC staff be directed to continue to prepare Board-in-Brief documents.

CARRIED UNANIMOUSLY

4. OTHER BUSINESS

4.1 LMTAC Executive Committee Meeting with Minister Lekstrom and Minister de Jong

The FASC Chair informed members that the LMTAC Executive Committee was scheduled to meet with both Ministers on October 23rd and included among the various discussion topics was TAC funding and implementation of the new MOU.

4.2 Annual Regional District Presentations

FASC members requested an update from the LMTAC Chair on the status of the LMTAC funding request. Further to discussion, Councillor Steele expressed an interest to pursue the matter as a member of the UBCM Executive.

Request of Staff:

That in preparation for upcoming presentations to regional districts, emphasis be given to the new MOU, including suggestions for how to address anticipated information and communication needs.

4.3 Update- Annual Performance Review for LMTAC Policy Analyst

Ms. Schleckler informed members of the results of an informal, annual review with staff on September 26th, 2008. It was noted that a formal review will occur in conjunction with the one year anniversary in the position. Further to her update, she recommended FASC give consideration to establishing an expense policy related to cell phone usage.

RECOMMENDATION:

That the LMTAC Executive committee endorse the inclusion of personal cell phone usage (i.e. per minute rate), when used for the purposes of LMTAC business, as an authorized expense for the Policy Analyst position.

CARRIED UNANIMOUSLY

5. INFORMATION

5.1 Financial Statements – as of August 31, 2008

Members received the statements for information.

5.2 News Release: Province & UBCM Renew Commitment to First Nations

Members received the release, along with a verbal update from the FASC Chair, for information.

[In-Camera]

Note: The agenda was varied to consider item 3.1 last.

3.1 Managing Director Annual Performance Review*

On-table recommendation from the LMTAC Chair was circulated for consideration and subsequently collected at the conclusion of the meeting.

The LMTAC Chair and Vice-Chair provided a verbal update regarding their annual review meeting with Ms. Schleckler on September 10th.

RECOMMENDATION:

That the LMTAC Executive Committee recommend the LMTAC Chair's on-table recommendations a) through c) for Board endorsement.

CARRIED UNANIMOUSLY

6. NEXT MEETING: To be determined.

CONCLUSION: The meeting concluded at 12:35 p.m.