

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

March 13, 2008

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 10:00 a.m. to 12 noon on March 13, 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 Colin Richardson	Village of Belcarra [by telephone]
Councillor Bob Osterman	City of New Westminster
Director John Turner (FASC Vice-Chair)	Squamish-Lillooet Regional District
Barbara Steele	City of Surrey
STAFF	
Regan Schlecker	LMTAC Managing Director
Cheri Hamilton	Recording Secretary

CALL TO ORDER

FASC Chair Lonsdale confirmed quorum was in attendance and called the meeting to order at 10:08 a.m.

1. ADOPTION OF AGENDA

The agenda was adopted as presented and the On-Table Item 5.3 was accepted.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

October 3, 2007. The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Review FASC Terms of Reference

Chair Lonsdale provided new and returning FASC members with an overview the committee's roles and responsibilities.

RECOMMENDATION:

That the FASC Terms of Reference, updated as of January 23, 2008, be endorsed as presented.

CARRIED UNANIMOUSLY

3.2 Review FASC-Related Items in LMTAC 2008 Workplan

Ms. Schlecker provided an overview of the 2008 Workplan and highlighted activities included under "Finance, Organizational, Communication" as matters for FASC to address. The LMTAC Chair identified participation in Intergovernmental Relations Working Groups or Side-tables as another activity to be included under "Treaty Negotiation / Policy" item 2.

RECOMMENDATION:

That the 2008 Workplan be amended to include the phrase "*participation in Intergovernmental Relations Side Tables*" as a specific activity under "Treaty Negotiation / Policy" item 2.

CARRIED UNANIMOUSLY

Ms. Schlecker advised that in addition to the activities listed, a request was received from the SLRD to inquire of both LMTAC and the FVTAC would support an application to UBCM for the Treaty Knowledge Exchange (TKE) Fund. Members supported LMTAC participation in such an event.

3.3 Orientation Session – Summary of Feedback Forms

Ms. Schlecker provided FASC members with an overview of feedback received on the 2008 Orientation session. It was noted that responses were very positive and members greatly appreciated the guest presentation. FASC members commented on the high turnout; specially referencing the high attendance rate of Metro Vancouver staff. In preparation for next year's event, it was suggested that in order to promote continued attendance at future sessions, LMTAC send thank you letters to jurisdictions that encourage staff participation. Further, that the media release following the Inaugural Board elections also highlight Orientation session activities.

During discussion, it was noted that in recognition of new Board members it would be valuable to have the Chair openly invite questions and comments from new members who may not be familiar with treaty and aboriginal policy matters. It was also noted that the acronym list and pronunciation guide that are included within the Orientation package are useful resources for new members.

RECOMMENDATION:

That the report entitled 2008 Orientation Session - Summary of Feedback Forms be received for information.

CARRIED UNANIMOUSLY

3.4 Draft In-Camera “Board-in-Brief”

FASC Chair Lonsdale informed members that this item was part of the 2008 Workplan and was the result of on-going Board member requests for LMTAC to create a communication tool to assist with reports to Council and Boards. Ms. Schlecker provided an overview of her staff report and noted that the proposed template would not replace the Update Bulletin and would be for the use of LMTAC members only.

During discussion, FASC members proposed the following:

- The “Board-in-Brief” Template be sent out via email to elected LMTAC Board members only and that this be clarified in the opening provisions;
- Distribution be in PDF format and within one week of a Board meeting;
- That the template be used to create two separate document – Public and In-Camera information;
- That formatting provide for a clear distinction between Public and In-Camera by using a watermark across the page;
- That the reports be succinct and brief (one page each), the Managing Director is to use discretion with including materials;
- That it be used on a three-month trial period.

RECOMMENDATION:

That the “Board-in-Brief” template, as revised by FASC, be provided to the Executive Committee for its consideration and that the Brief be implemented for a three-month trial period.

CARRIED UNANIMOUSLY

Ms. Hamilton was requested to leave the meeting for in-camera item 3.5.

[IN-CAMERA]

3.5 Review of LMTAC Staff Consulting Agreements

Ms. Schlecker provided FASC members with background information on the Board requests for action and sought direction from FASC on how to proceed. FASC members reviewed the report and considered the proposed next steps as outlined. The Managing Director was encouraged to inquire with Human Resources for additional information that could be of assistance.

A] Review of Job Description for the Research/Communications Coordinator Position

RECOMMENDATION:

That the proposed next steps, as outlined in the report, be endorsed with the additional consideration of the former Aboriginal Affairs Analyst position.

CARRIED UNANIMOUSLY

B] Comparative Analysis of Compensation

RECOMMENDATION:

THAT the Managing Director, in consultation with Metro Vancouver Human Resources, prepare a report for FASC consideration regarding:

- Research of current market salary trends for comparable job descriptions for the existing Managing Director and Research/Communications Coordinator positions, in addition to a new Policy Analyst position; and
- Succession planning for LMTAC staffing.

CARRIED UNANIMOUSLY

[Return to PUBLIC]

4. OTHER BUSINESS

4.1 2008 Meeting Schedule

FASC members provided their availability for future meetings and unanimously agreed to schedule the next meeting on Friday, May 2 (10am – 12noon).

4.2 Lower Mainland Local Government Association (LMLGA) AGM

FASC members strongly encouraged LMTAC staff participation at all social functions for networking purposes. The Managing Director noted that an information booth was reserved and members suggested that a draw prize and survey would be useful for increasing awareness and interest. Councillor Steele and Director Turner offered their assistance in seeking potential draw prizes.

11:25 a.m. Councillor Steele departed.

4.3 LMTAC Office Space

Ms. Schlecker informed members that Metro Vancouver Head Office developed an office space plan that would relocate the LMTAC office to an adjacent building. It was noted that the new floor space was yet to be renovated and negotiations were on-going with respect to LMTAC office space; however the move was to seamless with respect to operations. The relocation was anticipated to occur by May 23, 2008.

5. INFORMATION

5.1 Draft Year End Financial Statement as of December 31, 2007

5.2 2008 Budget

5.3 Financial Statements – as of January 2008 [Provided on-table]

Members received the statements for information.

6. NEXT MEETING: The next FASC meeting was confirmed for May 2, 2008.

CONCLUSION: The meeting concluded at 11:30 a.m.