

**LOWER MAINLAND TREATY ADVISORY COMMITTEE
EXECUTIVE COMMITTEE
REGULAR MEETING**

May 11, 2005

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Executive Committee** scheduled 1:00 p.m. to 2:00 p.m. on Wednesday, May 11, 2005, in the Laliq Meeting Room, Hilton Vancouver Metrotown, 6083 McKay Avenue, Burnaby, B.C.

ATTENDANCE:		
JURISDICTION:	LMTAC ELECTED REPRESENTATIVE:	LMTAC STAFF REPRESENTATIVE:
Greater Vancouver RD	Mayor Ralph Drew (Chair)	Marino Piombini
Bowen Island, Municipality of	Mayor Lisa Barrett	
Squamish, District of	Councillor Corinne Lonsdale	
Squamish-Lillooet RD	Director John Turner	
Sunshine Coast RD	Director Barry Janyk	
West Vancouver, District of	Councillor Jean Ferguson	Rick Beauchamp
LMTAC STAFF ATTENDANCE:		
Kirstie Pirie	Manager	
Regan Schlecker	Aboriginal Affairs Analyst	
PREPARATION OF MINUTES:		
Karen Miller	Recording Secretary, Raincoast Ventures	

CALL TO ORDER

Chair Drew confirmed a quorum was in attendance and called the meeting to order at 1:14 p.m.

1. AGENDA FOR ADOPTION

1.1 May 11, 2005

It was MOVED and SECONDED

THAT the Agenda for the Regular Meeting of the LMTAC Executive Committee scheduled May 11, 2005, be adopted with the addition of Item 6.1(c): Staffing Status Report.

CARRIED UNANIMOUSLY

2. MINUTES FOR ADOPTION

2.1 April 27, 2005 and April 13, 2005 LMTAC Executive Committee Meeting

It was MOVED and SECONDED

THAT the Minutes of the Regular Meetings of the LMTAC Executive Committee held April 27, 2005 and April 13, 2005, be adopted as circulated.

CARRIED UNANIMOUSLY

3. DELEGATIONS

No delegations were received at the meeting.

4. LMTAC REPORTS

No reports were presented.

5. TABLE PROGRESS REPORTS

5.1a) Katzie

Context Summary for the Katzie Table labeled "Public" and dated May 11, 2005.

No additional items were presented.

5.1b) Musqueam

No items were presented.

5.1c) Squamish

No items were presented.

5.1d) Tsawwassen

No items were presented.

5.1e) Tsleil-Waututh

No items were presented.

5.1f) Other

No items were presented.

6. SUBCOMMITTEE REPORTS

6.1 Finance & Administrative Sub Committee

6.1a) Email Disclaimer for LMTAC Office Messages

Document titled "LMTAC Office Email Disclaimer".

Kirstie Pirie, Manager, provided an overview of the recommendation from FASC relative to storing and sharing information, noting that an email disclaimer had been discussed and endorsed by FASC.

It was MOVED and SECONDED

THAT the LMTAC Executive Committee receive for information and endorse the "LMTAC Office Email Disclaimer" as presented.

CARRIED UNANIMOUSLY

6.1b) LMTAC Office – Operating Procedures Update

Kirstie Pirie, Manager, reviewed an update to the operating procedures recommended by FASC, and noted that payment approvals were still subject to applicable operating procedures.

It was MOVED and SECONDED

THAT the LMTAC Executive Committee recommend the LMTAC Board endorse the addition of the following policy to the LMTAC Operating Procedures:

"In the event of the absence of the LMTAC Manager, the LMTAC Chair or Vice Chair shall be given authority to approve honorarium, expense, contract and other payments."

CARRIED UNANIMOUSLY

6.1c) Staffing Status Report

- a) *On-table "Staffing Status Report Recommendation from FASC", dated May 10, 2005 and related Attachment A: "Staffing Status Report", dated May 6, 2005; and*
- b) *On-table "LMTAC Job Description for the Position of Administrative Assistant", dated February 25, 2004.*

Kirstie Pirie, LMTAC Manager, advised that the LMTAC Administrative Assistant would be leaving LMTAC effective June 30, 2005. It was noted that the cost of posting advertisements for the vacant position could be accommodated within the existing budget. Ms. Pirie further advised that the Administrative Assistant's job description would be circulated to the full membership to assist in securing the best candidate.

It was MOVED and SECONDED

THAT the LMTAC Executive Committee direct the LMTAC Manager to:

- a) begin the process of hiring a new Administrative Assistant based on the presented Option A; and
- b) post the position on "CivicInfo", in the Vancouver Sun and the Province based on the estimated time lines.

7. CHAIR AND STAFF REPORTS

7.1 Chair's Report

No report was provided.

7.2 Staff Report

Kirstie Pirie, Manager, informed the meeting that both the LMTAC Chair and Vice-Chair would be absent June 6-10, 2005. For staff direction and meeting facilitation it was suggested that an interim Chair be established for that week, or alternatively that the June 8, 2005 meeting be rescheduled.

Request for Action

In the absence of the LMTAC Chair and Vice-Chair, Director John Turner agreed to assume the position of LMTAC Interim Chair from June 6-10, 2005.

8. MISCELLANEOUS REPORTS

8.1 UBCM

Chair Drew advised that a UBCM workshop regarding regional governance was anticipated in late June 2005.

8.2 FCM

No items were presented.

8.3 LMMA

It was noted that the LMTAC Chair and Vice-Chair planned to attend the May 12, 2005 LMMA meeting and that the LMTAC Chair would be presenting along with the Chair of the FVTAC

9. OTHER BUSINESS

9.1 LMTAC Workplan – Status Update

Workplan 2005 A Summary of Key LMTAC Milestones

Kirstie Pirie, LMTAC Manager, referenced the status report update and invited questions from members in this regard.

10. INFORMATION

The LMTAC Executive Committee received for information the following items:

10.1 Correspondence:

Letter dated April 19, 2005 to Chief Leah George-Wilson from the LMTAC Chair;

Letter dated April 11, 2005 to Mayor Ralph Drew, LMTAC from Lorne Brownsey, Deputy Minister;

Sample letter dated May 2, 2005 from the LMTAC Chair;

10.2 Honorarium and Expense Form; and

10.3 LMTAC Preliminary Statement of Expenses and Recoveries from January 1, 2005 to March 31, 2005.

11. CONCLUSION

It was MOVED and SECONDED

THAT the Regular Meeting of the LMTAC Executive Committee held May 11, 2005 be concluded.

CARRIED UNANIMOUSLY

(Time: 1:31 p.m.)