

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

February 3, 2004

Minutes of the Finance and Administration Sub-Committee (FASC) meeting held at 9:30 a.m.

COMMITTEE ATTENDANCE		
Gordon, Candace	District of Maple Ridge	Councillor (FASC Chair)
Turner, John	Electoral Area D	Director (FASC Vice-Chair)
Rankin, Lee	City of Burnaby	Councillor
Anderson, Mary-Wade	City of White Rock	Councillor
Lonsdale, Corinne	District of Squamish	Councillor, via teleconference
Drew, Ralph	GVRD	Director, LMTAC Chair/Ex-Officio, arrived at 10:13

GUESTS		
Ferguson, Jean	District of West Vancouver	Councillor, left at 10:38
Steves, Harold	City of Richmond	Councillor, left at 10:38

STAFF		
Pirie, Kirstie	LMTAC	Manager
Schlecker, Regan	LMTAC	Aboriginal Affairs Analyst, left at 10:38
Smith, Joy	LMTAC	Admin Assistant & Recording Secretary

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 9:44 a.m. and thanked Councillors Ferguson and Steves for attending.

1. ADOPTION OF AGENDA

The agenda was adopted varying the order of items to accommodate Councillors Ferguson and Steves' schedule.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

November 6, 2003 Joint FOSC & CSC
December 10, 2003 FOSC
The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Review FASC Terms of Reference

Councillor Gordon, FASC Chair, asked for comments and/or changes to the Terms of Reference. Kirstie Pirie, LMTAC Manager, reviewed the process of arriving at these new Terms of Reference which were basically the former FOSC Terms of Reference with the addition of communication issues being covered by adding items (i) and (j) to the Key Roles.

Agenda Varied

3.4 Table Representation Discussion

The following documents were distributed via e-mail prior to the meeting:

- Review of LMTAC Elected Alternate Table Representation Opinions [Feb.2-04]
- Attachment A – Table Representatives [Jan.4-04]
- Attachment B - Table Representatives - Elected Alternate Considerations Chart
- Attachment C – Treaty MOU

The recommendation from the LMTAC January 28th, 2004 Board meeting was that the FASC review the current LMTAC Operating Procedures and provide suggestions on how to integrate elected alternate table representatives into LMTAC's organizational structure given that table activity in the Lower Mainland area is anticipated to increase significantly in 2004, especially with the ratification of the Tsawwassen Agreement-in-Principle; and LMTAC members are interested in providing sufficient support and information exchange amongst those jurisdictions that fall within a particular Statement of Intent.

Councillor Gordon, FASC Chair, introduced Councillor Harold Steves, Table Representative for Tsawwassen and Musqueam. There was lengthy discussion after comments introduced by Councillor Harold Steves regarding the potential for his schedule to be overloaded with meetings for both tables. In reference to his position as table representative, Councillor Steves provided the following updates:

Tsawwassen Table Update:

- The Parties are aiming to reach a final agreement by end of this year
- Several additional table meetings are not yet on the meeting schedule
- his backup from Richmond is Councillor Linda Barnes beginning in August 2004

Musqueam Table Update:

- this table has moved into Agreement in Principle negotiations, however, the next table meeting will be held in March

Chair Gordon noted that Councillor Steves would likely require assistance and there must be an effective way of providing backup with a qualified person while at the same time recognizing the need for consistent representation at the table. Further discussion brought up these key points/questions:

- members acknowledged that there is a steep learning curve for new table representatives
- table support could be someone from another table [under-study]; for example, review issues and assign an expert to provide continuity of discussions
- the Provincial funding could be utilized to contract someone to support policy work
- someone from the Executive could attend if Councillor Steves or Regan cannot, LMTAC Chair is also a backup
- Kirstie Pirie referenced her memo "Review of LMTAC Elected Alternate Table Representation Options" and referenced Section 8.0 (f) of the LMTAC Operating Procedures and reviewed backups on the various tables
- it was noted that Operating Procedures need not be changed and no election would be required
- Does LMTAC look at all five tables or just Tsawwassen?
- Chair Gordon clarified that the Katzie Table is well represented with the staff alternate from her municipality attending all Katzie meetings
- How far into the future should LMTAC be planning (short or long term planning)?
- Chair Gordon noted that limited provincial resources would negate any of the other tables becoming a breakthrough table, like Tsawwassen, this year
- how can we receive more regular table progress reports from representatives?
- Potential strategy: review issues and divide up amongst Executive members to have consistency
- types of table meetings – simultaneous meetings
- Important to note that relationships are established at each table and an effort needs to be made to minimize changing backup person
- what other kind of resources are needed in the office?
- it is beneficial for LMTAC representatives to attend treaty meetings in person.

Request for Action: That, as per the 2004 Workplan Specific Project #2 (Develop enhanced method to share table representative information across treaty tables), LMTAC staff coordinate a meeting with all LMTAC Table Representatives to address a system for implementing regular updates to the broader board

RECOMMENDATION AND MOTION to EXECUTIVE:

That Councillor Harold Steves continue to be the Primary Table Representative to the Tsawwassen treaty table with Regan Schlecker as the LMTAC staff backup representative and a Table Representative or Executive Member be chosen as additional backup.

CARRIED UNANIMOUSLY

There was dialogue on how to discuss this with the Executive and it was decided that, as required, they could be polled along with the four Table Representatives. It was also noted that we could distribute a list of interests and availability.

3.2 FASC-Related Items in LMTAC 2004 Workplan

Kirstie Pirie, LMTAC Manager, reviewed the Finance, Organizational and Communication Standing Activities and Specific Projects outlined in the attached Workplan. It was agreed to maintain priorities as outlined. Chair Gordon noted here that there is a continued need to improve the understanding of colleagues in the member jurisdictions.

There was discussion on the need for recordings during this crucial chapter in history and it was noted that the specific table Openness Protocol Agreements address this issue.

A member spoke of PIXTAC and suggested there be an interface with between them and LMTAC.. PIXTAC representatives will be attending the FVTAC meeting on February 10th as will Chair Gordon and LMTAC staff. It was suggested that LMTAC ask PIXTAC to attend a future LMTAC meeting.

Request for Action: That an official invitation be sent to Elinor Warner at PIXTAC from the LMTAC Chair to attend a future LMTAC meeting.

It was also suggested that we invite FVTAC to one meeting per year.

3.3 Review December 2003 Actuals/2004 LMTAC Budget

The Final 2003 LMTAC Statement of Revenue and Expenses was provided on table. Councillor Gordon walked the members through the final Actual document for 2003 and highlighted that LMTAC reduced its expenses again last year and is expecting to receive some additional funding from the Province this year. Members thanked staff for their efforts in this regard. Following, members reviewed the 2004 budget documents. The alternate table representatives system was re-visited and a suggestion of an overtime payment was referenced.

Request for Action:

That the LMTAC Manager do an Internal Review on how office resources are working to cover the workload and report back to this Committee in a couple of months.

There was further discussion on the Workplan and the Actuals; the Chair questioned how LMTAC would finance understudies and what the implications might be. The Chair noted that the final 2003 figures from Auditor will be ready in April and that the provincial funding needs to be added into the financials. Members discussed whether the UBCM Community to Community Forums program would continue. There was some further discussion and it was agreed that if funding is available, LMTAC could continue to encourage its individual jurisdictions to coordinate events with First Nation neighbours.

Request for Action: That the LMTAC Staff investigate Community to Community Forums funding.

4. OTHER BUSINESS – order varied

4.2 Update from LMTAC Manager

In an effort to reduce the external confusion between LMTAC and GVRD, Kirstie Pirie, LMTAC Manager, is researching the possibility of an e-mail address change to reflect LMTAC rather than GVRD and will give an update at the next meeting

4.3 FASC 2004 Meeting Schedule: Set dates

Kirstie Pirie, LMTAC Manager, noted that, traditionally, sub-committee meetings are held in the first week of the month in order to prepare for the subsequent Executive and Full Board meetings. Discussion ensued on dates and times and it was decided to hold the FASC meetings from 10:00 am to noon instead of 9:30 - 11:30 on the first Wednesday of each month, as required.

Joy Smith departed the meeting.

4.1 Administrative Assistant Performance Evaluation/Contract Renewal – Report from LMTAC Manager

Kirstie Pirie, LMTAC Manager, briefed the Committee on Ms. Smith's performance evaluation.

RECOMMENDATION AND MOTION:

That Councillor Gordon, FASC Chair, and the LMTAC Manager, provide a verbal report and recommendation on the Administrative Assistant's performance evaluation to the next Executive meeting and Full Board.

CARRIED UNANIMOUSLY

5. INFORMATION - No information items were included.

6. ADJOURNMENT- The meeting concluded at 11:20 am.