

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

November 2, 2005

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 10:00 am to 12 noon on November 2, 2005, in the 2nd Floor West meeting room, 4330 Kingsway, Burnaby, B.C.

ATTENDANCE:	
SUB COMMITTEE	
Councillor Candace Gordon (FASC Chair)	District of Maple Ridge
Chair John Turner (FASC Vice Chair)	Squamish Lillooet Regional District
Councillor Corinne Lonsdale	District of Squamish
Councillor Alan Nixon	District of North Vancouver
Mayor Ralph Drew (LMTAC Chair/Ex Officio) [via conference call]	Greater Vancouver Regional District
STAFF	
Regan Schlecker	LMTAC Managing Director
Mark Kirsop	LMTAC Research/Communications Coordinator
Cheri Hamilton	Administrative Assistant and Acting Recording Secretary

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 10:15 a.m.

1. ADOPTION OF AGENDA

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1 September 7, 2005 - The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 2006 Orientation Refresher Session

Councillor Candace Gordon, FASC Chair, walked members through the October 27, 2005 report. It was suggested that LMTAC consider the GVRD's request to host a joint GVRD Board/ LMTAC Board orientation session. The FASC Chair noted that it was a critical time to involve all three of LMTAC's regional district members on a more formal basis; as invitations were extended to member councils and boards in years previous.

FASC members agreed that regional district participation should be encouraged by broadening the invitation to include all new, returning and interested local government representatives. Members discussed the impact of increased numbers on the budget. Estimated costs for an alternate venue and catering were discussed. One member suggested the possibility of a registration fee and members responded that this would not be in-keeping with the objective of encouraging participation. Members noted that although participant numbers and costs needed to be considered, the orientation session was a valuable session to continue to pursue in advance of the inaugural Board meeting in January and an alternate venue to the regular Boardroom was more conducive to an orientation session.

Some discussion ensued around the feasibility of hosting the session at other venues, such as area hotels and recreation centers for economic comparison. Members suggested a larger space than used for the 2005 session, to accommodate up to persons 80, and to include tables for note-taking. One member also noted the importance of acoustics and microphones for such an event.

Request of Staff – That the Managing Director undertake a cost comparison of alternate venues and catering for up to 80 attendees.

Members discussed and agreed to the draft agenda and proposed presentations from Corporate and Indigenous Training and the BCTC. Members inquired whether other presenters had been considered. Staff noted that Mr. Joseph's presentation was created to provide general context suitable for the orientation session and that other presenters or case studies on intergovernmental relations could be explored for future workshop or information sessions on particular topics. Members further suggested that an invite be extended to Minister Christensen to provide opening comments. Staff noted that the provincial government would be provided an opportunity to address the Board at its January meeting.

Members reviewed potential dates and agreed that a session in advance of the inaugural Board meeting be scheduled; avoiding the same day as the Board meeting. Members expressed a preference for Friday, January 20th if a venue and presenters could be confirmed for this date.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the LMTAC Executive endorse the draft outline for the 2005 LMTAC Orientation/Refresher Session as presented, in addition to the following:

- Direct staff to extend invites to all interested LMTAC member Councils/Boards, both new and returning;
- Scheduling the orientation session for a full-day (preferably Friday, January 20) in advance of the January 25 inaugural Board meeting;
- Direct staff to proceed with organizing the event at the most cost-efficient, alternate venue;
- Direct staff to approach the GVRD for the purposes of hosting a 'joint' meeting;
- Direct staff to contact the Minister's office to request his attendance for opening comments.

CARRIED UNANIMOUSLY

3.2 2005 LMTAC Annual Member Survey

Regan Schlecker, Managing Director, reviewed the results of the 2005 LMTAC Member Survey that was distributed at the September LMTAC Board meeting. Members were advised that the summarized results would be presented at the November 23, 2005 LMTAC Board meeting. There was general discussion regarding comments on the organization of Board agendas and meetings, public education, enhanced communications and policy work.

The FASC Chair reported that responses were positive overall, consistent with the 2004 results, and although some members find the information provided by LMTAC to be extensive, that it was important for members to receive all available information with the option of reading further if interested. One FASC member noted the importance and usefulness of the blue 'context summary' page for table updates and suggested that a general reminder be provided to Board members that this is an existing resource for updating Councils/Boards.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the LMTAC Executive Committee receive for information the document titled "2005 LMTAC Annual Member Survey Results".

CARRIED UNANIMOUSLY

3.3 LMTAC Communication and Information Services – Responses from Member Jurisdictions

Regan Schlecker, Managing Director, reviewed the responses received from member jurisdictions and highlighted that recommendations regarding the annual orientation session, a servicing workshop and monthly updates were incorporated into the 2006 workplan. Further to requests for regular updates, FASC members commented that the bi-monthly Update Bulletins were valuable reports for Councils/Boards to receive, especially as they highlighted new policy work. Ms. Schlecker commented that staff is currently in the process of drafting a November Update Bulletin for release by the end of the week.

FASC members received the report and responses for information.

4. OTHER BUSINESS

4.1 Provincial Funding Request

Members discussed the potential implications of including an anticipated provincial funding contribution (as per the \$40,000.00 request) within the 2006 Budget. The FASC Chair advised that amendments to the 2006 budget should not be contemplated until the end of the fiscal year, March 2006.

4.2 Managing Director's Probationary Period

Staff was requested to depart for this portion of the meeting.

4.3 Future FASC agenda items:

Members suggested the following topics for discussion at a future FASC meeting:

- web site
- phone tree/ messaging services

5. INFORMATION

5.1 Statement of Expenses and Recoveries: August 2005

5.2 Statement of Expenses and Recoveries: September 2005

The Chair reviewed the current statement.

RECOMMENDATION:

That the August and September 2005 actuals be received for information.

CARRIED UNANIMOUSLY

6. NEXT MEETING: December 7, 2005 (as required)

7. CONCLUSION - The meeting concluded at 11:20 a.m.