

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

September 6, 2006

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 10:00 a.m. to 12 noon on September 6, 2006, in the 2nd Floor Café West meeting room, 4330 Kingsway, Burnaby, B.C.

ATTENDANCE:	
SUB COMMITTEE	
Chair John Turner (FASC Vice Chair)	Squamish-Lillooet Regional District
Councillor Bob Osterman	City of New Westminster
Councillor Ted Schaffer	City of Langley
Mayor Ralph Drew (LMTAC Chair/Ex Officio)	Greater Vancouver Regional District
ABSENT	
Councillor Corinne Lonsdale	District of Squamish
Councillor Colin Richardson	Village of Belcarra
STAFF	
Regan Schlecker	LMTAC Managing Director
Mark Kirsop	LMTAC Research/Communications Coordinator

CALL TO ORDER

FASC Vice-Chair Turner confirmed quorum was in attendance and called the meeting to order at 10:10 a.m.

1. ADOPTION OF AGENDA

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

June 28, 2006 - The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 2006 Annual Member Survey

The Managing Director provided an overview of the draft 2006 Member Survey, noting that responses help gauge member satisfaction, collect feedback and assist in the preparation of the following year's workplan. The survey is to be distributed at September 27, 2006 Board meeting, with results reported on at the November Board.

In consideration of the draft survey, FASC members suggested the following revisions:

- "Do you provide regular updates to your council or board following LMTAC Board meetings" be shortened to "Do you provide regular updates to your council or board?" as not all members have council or board meetings immediately following LMTAC meetings; and
- The *Communication/Member Services* section be placed ahead of the *Organizational/Operational Section* for increased profile.

RECOMMENDATION:

That members receive the report "2006 Annual Member Survey" for information.

CARRIED UNANIMOUSLY

3.2 2007 Budget

FASC members reviewed the draft 2007 budget. It was suggested that pre-filled invoices be distributed to LMTAC members early in the New Year for simple collection of meal expenses. Requisitions would be provided to those members who regularly attend LMTAC Board meetings.

Request of Staff

That staff distribute a draft meal requisition for review by FASC members in advance of distribution in January 2007.

RECOMMENDATION:

That the LMTAC Executive recommend the draft 2007 Budget for final endorsement by the Board in September.

CARRIED UNANIMOUSLY

3.3 Annual Regional District Presentations

Members agreed that the annual regional district presentations were an important communications opportunity, and discussed methods to increase awareness of LMTAC activities and potential impacts of treaty settlements on local governments during the presentations.

Request of Staff

That staff distribute a revised *LMTAC Backgrounder* during the regional district presentations, highlighting the potential impacts treaty settlements will have on local governments and their communities.

4. OTHER BUSINESS

4.1 Research/Communications Coordinator Annual Performance Review and Contract Renewal

RECOMMENDATION:

THAT the LMTAC Executive Committee endorse the recommendation of the Finance and Administrative Subcommittee, relative to the renewal of the LMTAC Research and Communications Coordinator's contract.

CARRIED UNANIMOUSLY

4.2 Managing Director Annual Performance Review and Contract Renewal

RECOMMENDATION:

THAT the LMTAC Executive Committee endorse the recommendation of the Finance and Administrative Subcommittee, relative to the renewal and extension of the LMTAC Managing Director's contract.

CARRIED UNANIMOUSLY

4.3 November Board – year end social and Table Representative appreciation

Request of Staff:

That staff proceed with organizing an annual year end gathering for LMTAC Board members in November and prepare a thank you gift for the Tsawwassen Table Representative.

5. INFORMATION

5.1 2005 Audit Statement

5.2 LMTAC Financial Statements – July 2006

6. NEXT MEETING: November 1, 2006 (as required)

7. CONCLUSION: The meeting concluded at 11:05 a.m.