

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

February 15, 2006

Minutes of the Finance and Administration Sub-Committee (FASC) meeting scheduled at 11:00 am to 1:00 pm on February 15, 2006, in the 8th Floor meeting room, 4330 Kingsway, Burnaby, B.C.

ATTENDANCE:	
SUB COMMITTEE	
Councillor Corinne Lonsdale (FASC Chair)	District of Squamish
Chair John Turner (FASC Vice Chair)	Squamish Lillooet Regional District
Councillor Bob Osterman	City of New Westminster
Councillor Ted Schaffer	City of Langley
Councillor Colin Richardson	Village of Belcarra
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 Lonsdale confirmed a quorum was in attendance and called the meeting to order at 11:05 a.m.

The new FASC Chair, Councillor Corinne Lonsdale, provided a brief overview of the FASC Terms of Reference for the benefit of new committee members. In particular, the FASC Chair highlighted the committee's role with respect to monitoring the budget and discussing organizational and communications issues. Members noted that the regular meeting time of Wednesday morning, 9:00am -11:00am, worked and that afternoon meetings could also be considered if necessary.

1. ADOPTION OF AGENDA

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1 December 14, 2005 - The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 LMTAC Website

The Managing Director provided members with an overview of the cover report and information related to the existing website contract for services. In particular, FASC requested an opportunity to review the existing contract before renewing a contract for 2006. Members were advised that the current contract was extended until the end of March 2006 to accommodate this review process.

Ms. Schlecker also provided members with an on-table information item that included average monthly time estimates provided by the web consultant as per the advance request of a FASC member. Members engaged in a discussion of the current services and costs in

light of budgetary concerns. It was noted that LMTAC is the only TAC in the province that provides a comprehensive and regularly maintained website and members agreed that it was a valuable communications tool.

Request of Staff – That the Managing Director undertake a cost comparison of alternate website providers.

RECOMMENDATION AND MOTION TO EXECUTIVE:

Authorize the Managing Director to proceed with extending the existing web contract on a month-to-month basis until such time as the FASC Committee is ready to recommend next steps regarding a contract renewal.

CARRIED UNANIMOUSLY

3.2 Monthly Board Feedback Form

LMTAC's Research/Communications Coordinator, Mr. Kirsop, provided members with an overview of the cover report and highlighted that this was a workplan item carried over from 2005 and intended to provide staff with regular and ongoing feedback in the preparation of future Board meetings. Members supported the objective of the form and inquired about the process anticipated by staff when receiving feedback.

In particular, members noted that such a form would be beneficial for those members who were reluctant to ask questions in a group setting and that inquiries could help to initiate future discussions. In response to questions, the Managing Director noted that summaries of the feedback (as done for annual member surveys) were not anticipated and that staff would make best attempts to follow up with member requests. It was noted that any concerns expressed by members should be relayed to FASC and the Executive for consideration of next steps. Further, members wanted to ensure requests were gathered for the benefit of the Board and not focused on individual requests that could become difficult to manage in light of staff time.

Based on discussion, members recommended the following revisions to the form:

- Questions:
 - Revise wording for question 1 to target comments on whether the information within agenda packages was sufficient and whether Board meetings were effective/productive.
 - To delete question 3
 - Remove the phrase "...at the next board meeting?": in question 4 and provide in brackets (For response by staff or at a future Board meeting)
- Add a text box at the bottom that states "For individual requests please contact LMTAC Staff at 604-451-6179".
- That the form be included on the opposite side of the expense claims form

Further, members noted that:

- Staff could incorporate a new section in Board agenda packages that would allot time for discussion of Board feedback and/or information requests.
- The potential to solicit members (via the email reminder message) for questions or comments in advance of the Board to ask of special presenters such as the Province; these could be relayed through the Chair.
- That the form could be instituted for a trial period (3 months)

RECOMMENDATION

THAT staff revise the form and provide further information on the process to manage feedback once received at the next FASC meeting.

CARRIED UNANIMOUSLY

4. OTHER BUSINESS

4.1 2006 Orientation Session – Verbal update

LMTAC Managing Director provided a verbal update on the 2006 orientation session and provided members with an on-table summary of the feedback received. She noted that the feedback was very positive regarding the guest presenters and that this session encouraged record participation. Further, members were informed that the GVRD offered to reimburse LMTAC for half of the venue/catering costs.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the LMTAC Chair send a formal letter of thanks to the GVRD Chair for the GVRD's support and participation in the February 1, 2006 LMTAC orientation session.

CARRIED UNANIMOUSLY

4.2 Staffing – Managing Director 6-month Performance Review

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

RECOMMENDATION AND MOTION TO EXECUTIVE:

THAT the LMTAC Executive Committee endorse the Finance and Administrative Sub Committee's recommendation relative to the successful completion of the LMTAC Managing Director's 6-month performance review as per the terms of her contract.

CARRIED UNANIMOUSLY

5. INFORMATION

5.1 Year End Actuals: December 2005

The FASC Chair reviewed the Statement of Expenses and Recoveries for 2005 and noted that the expenditures were under budget by \$23,626.00; however due to LMTAC not receiving its \$40,000.00 funding request from the Province there was an overall shortfall of \$16,774.00 at year end which required a transfer from the Treaty Table Reserve Funds.

5.2 2006 Budget

Members discussed the potential implications of including an anticipated provincial funding contribution (as per the \$40,000.00 request) within the 2006 Budget. Members noted that this impacted the anticipated deficit and amount required to be transferred from the Treaty Table Fund. Following, the FASC Chair advised that amendments to the 2006 budget were required for consideration by FASC members in early March.

Request of Staff – That the Managing Director draft a funding request letter to the Province for FASC consideration at its next meeting.

RECOMMENDATION:

That the FASC chair and Managing Director review the 2006 Budget with the financial analyst and provide recommendations for reductions for consideration at the next FASC and Executive meetings in March.

CARRIED UNANIMOUSLY

5.3 FASC Terms of Reference 2006

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

7. CONCLUSION - The meeting concluded at 12:30 pm.