

**LOWER MAINLAND TREATY ADVISORY COMMITTEE
FINANCE AND ORGANIZATIONAL SUB-COMMITTEE (FOSC)
REGULAR MEETING**

February 1, 2000

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee** held at 9:20 a.m. on Tuesday, February 1, 2000, in the 8th floor committee room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:		
JURISDICTION:	LMTAC REPRESENTATIVE:	ALTERNATE:
District of Maple Ridge	Councillor Candace Gordon (Chair)	
Corporation of Delta	Councillor Vicki Huntington (Vice-Chair)	
Lions Bay	Councillor Peter Stevenson	
District of North Van	Mayor Don Bell	
LMTAC STAFF ATTENDANCE:		
David Didluck	LMTAC Executive Director	
Kirstie Pirie	LMTAC Coordinator	

1. **Approval of Agenda**
It was MOVED (Gordon) and SECONDED (Huntington) **CARRIED**

2. **Role and Purpose of Sub-Committee - Overview**
Councillor Gordon provided an overview of FOSC activities and accountability processes of the past. Improved accounting procedures established about 2 years ago. Past FOSC meetings involved only Councillor Gordon and Mr. Didluck, Executive Director. Councillor Gordon expressed appreciation to members for their eager participation in the coming year.

3. **Chair's Report**
Councillor Gordon outlined past FOSC activities.
 - 1998 Audit
 - 2000 Budget
 - BC and Regional District contributions
 - Review of contractor agreements
 - Negotiation of new contracts
 - Staffing process
 - Accounting Improvements / coding

4. **Identification of Sub-Committee Priorities: Workplan 2000**
Councillor Gordon and members identified priorities for FOSC in the coming year:
 - complete 1999 Audit and Year-end
 - 2001 Budget preparation
 - revise Regional District formula
 - track and review GVRD Admin Service costs
 - support LMTAC Chair and Vice-Chair in seeking revised BC contribution / FOSC to develop possible business cases and measure municipal/regional district "in-kind" contributions
 - develop a "member satisfaction survey "
 - develop new financial policies: limits on meeting/travel expenses, review of what honorariums are eligible for claim, set purchasing policy for new services/contractors
 - FOSC linkages with CSC: FOSC to comment on CSC recommendations on LMTAC Communications Plan 2000

Discussion ensued whether the satisfaction survey should deal with a review of member activity or only organizational/operational issues (eg. meeting agendas, communications). Members noted that a review of member activity may be a more appropriate role for the LMTAC Executive.

Members reviewed how the Province of BC funds LMTAC annually.

Recommendation to Executive: recommend that Chair and Vice-Chair to meet with Deputy Minister Philip Steenkamp to seek revised BC contribution recognizing the uniqueness of the urban setting.

5. Business Arising

5.1 Draft FOSC Terms of Reference - Discussion

Staff to draft Terms of Reference for review at next FOSC.

5.2 Budget 2000 - Update

Members reviewed the 1999 trial balance sheet and identified the need to measure in-kind contributions of members. Members expressed interest in limiting meeting expenses by scheduling back-to-back meetings.

LMTAC has a surplus of approximately \$65,000.00 for 2000. This surplus will likely be allocated in coming months once the Communications Plan 2000 is ratified and implemented and once table specific activity is properly measured. FOSC to review 2000 budget at a future meeting.

Recommendation to Executive: LMTAC Executive to approve KPMG to conduct the 1999 audit.

5.3 Regional District Funding Formula

Attachments were reviewed by members. Members discussed options for formulas and expressed the strong desire for continued regional district participation. A note was made that the regional districts get guaranteed seats on the LMTAC Executive. An exclusive per-capita formula means that regional district members would not be paying their full share of expenses.

Staff to determine percentage of Whistler and District of Squamish's requisition to SLRD.

Recommendation to Executive: LMTAC Executive to send FOSC Chair and Executive Director to be a delegation to the SLRD board to discuss the regional district funding formula. Staff to work with FOSC Chair at developing a response to SLRD suggestions (e-mail proposal).

5.4 Limits on Meeting and Travel Expenses – recommendations to LMTAC Executive

Deferred to next meeting.

6. Other Business

Future Agenda Item: can members claim LMTAC honorariums for time spent on LMTAC business outside of meetings? Should a flat-fee be developed for the LMTAC Chair and Vice-Chair? FOSC to review 2000 Budget at next meeting, with surplus noted.

7. Adjournment: 11:00am

Discussion about possible meeting dates occurred. Members expressed preference for scheduled meetings on every 3rd Monday of month. 9:30am-11:30am.

Date of next meeting confirmed for: Feb 21, 2000