

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

July 12, 2000

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee** held at 11:50 a.m. on July 12, 2000, in the 8th floor committee room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:		
JURISDICTION:	LMTAC REPRESENTATIVE:	ALTERNATE:
District of Maple Ridge	Councillor Candace Gordon (FOSC Chair)	
Corporation of Delta	Councillor Vicki Huntington	
Village of Lions Bay	Councillor Peter Stevenson	
LMTAC STAFF ATTENDANCE:		
David Didluck	LMTAC Executive Director	
Kirstie Pirie	LMTAC Communications Coordinator	

1. Approval of Agenda

New additions to agenda under "business arising": meeting dates (4.3) and "recommendation for appointment of new FOSSC member" (4.2)

CARRIED UNANIMOUSLY

2. Approval of Minutes: June 23, 2000

Minutes approved without amendment.

CARRIED UNANIMOUSLY

3. Key Issues for Discussion

3.1 Agenda Reform - Discussion

Members reviewed the sample agenda formats attached, and expressed interest in the GVRD-style format (sample B). Members expressed interest in ensuring that the agenda cover page identify where the recommendation came from, although this would create extra paperwork to update the staff reports.

Members agreed that:

- there is no need to identify who is speaking to the report or note, on the agenda cover page, where the report came from. This is noted on the 1st page of the attachment.
- the report recommendation to appear explicitly on the agenda, where appropriate.
- times and page numbers to be shown on agenda cover page.
- staff to develop standardized agenda divisions: put all info items together under one category called "Information" for ease of review and endorsement. Info items would include: general announcements, etc.
- minutes from all LMTAC sub-committees to be included under "Adoption of Minutes".
- for Exec and Full TAC agendas:
 - add section called "Reports" for all staff and committee reports with recommendations and that need action – this is where all the substantive business at the meeting occurs. "Reports" should be before the "Standing Reports" on the agenda.
 - add section called "Standing Reports" for CSC, FOSSC, Chair and ED reports (and FVTAC on the full TAC agenda).
 - clearly identify "table reports" on the in-camera agendas.
 - delegations for guests (eg. BC or UBCM) to appear at top of each agenda.

- “Adoption of Minutes”: differentiate between past full LMTAC minutes for adoption; minutes of sub-committees to be grouped in a sub-section of “adoption of minutes” with only a motion for receipt as information.

FOSC motion and Recommendation to LMTAC Executive: that agenda sample B, with revisions as noted above, be endorsed as LMTAC’s new agenda format.

CARRIED UNANIMOUSLY

It is noted that agenda reform is an administrative matter which the Executive can act upon.

FOSC motion and Recommendation to LMTAC Executive: that the full LMTAC meeting time be revised as follows: 6:00pm – 9:00pm (3 hours).

CARRIED UNANIMOUSLY

3.2 New Agenda Deadlines for Agenda Production

Motion: that the staff report by David Didluck be received for information.

CARRIED UNANIMOUSLY

3.3 Links Between agenda reform and staff capacity - discussion

The staff report prepared by David Didluck was reviewed and discussed.

Motion and Recommendation to LMTAC Executive: that members of the Finance and Organizational Sub-Committee (FOSC) endorse Option A for a part-time, contract employee (minimum 20 hours per week and maximum 30 hours per week, with a maximum financial cost to LMTAC of \$27,000.00 dollars to include benefits, salary and cost of staffing process), and recommend that the LMTAC Executive direct LMTAC’s Executive Director to begin the process of hiring an additional employee.

CARRIED UNANIMOUSLY

3.4 Discussion re: assumptions for the draft 2001 budget

Assumptions for Budget 2001:

- use new RD funding formula;
- BC contribution to be \$90,000.00;
- staffing will be at 2 full time and 1 part-time LMTAC staff;
- review actuals to see expenditure pattern from 2000;
- recognition of new activity at Katzie (increases in travel, mileage, accommodation and parking, and honorariums)

Motion: to bring to future FOSC meeting for continued discussion.

CARRIED UNANIMOUSLY

Request to staff: to check on status of Regional District and provincial contributions to LMTAC.

Request to staff: staff to draft preliminary 2001 budget for FOSC review in October.

4. Business Arising

4.1 Review Sample Procurement Policies

The report prepared by David Didluck was received for information. Interim LMTAC procurement policy to remain unchanged.

CARRIED UNANIMOUSLY

4.2 Appointment of new FOSC member [added]

Motion and Recommendation to LMTAC Executive: that members of the Finance and Organizational Sub-Committee (FOSC) endorse Meghan Lahti (Port Moody) as a new member and recommend that she be appointed to the FOSC committee.

CARRIED UNANIMOUSLY

4.3 Meeting Dates for FOSC [added]

General discussion occurred regarding future FOSC meeting dates. The August 2000 FOSC meeting is cancelled. All remaining FOSC meetings to remain unchanged on the 1st Friday of each month.

5. Information Items

All items were received

CARRIED UNANIMOUSLY

6. On Table Documents

7. Adjournment: 1:50pm