

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

June 23, 2000

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee** held at 10:30 a.m. on Friday, June 23, 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	
OBSERVERS:		
Village of Anmore	Mayor Hal Weinburg	

1. Approval of Agenda

Agenda approved without changes.

CARRIED UNANIMOUSLY

2. Approval of Minutes: May 15, 2000

Minutes approved without amendment.

CARRIED UNANIMOUSLY

3. Key Issues for Discussion

3.1 Tracking In-Kind Local Government Contributions

Members recommend adding "travel costs and meeting expenses" to the list of sample contributions to be tracked (2nd bullet).

Suggestion were made that the letter should emphasize that we are only interested in the direct contributions members make to LMTAC, not to internal regional district/municipal activities related to treaty negotiations.

Add after 1st bold face sentence: "to prepare for, or for attendance at, treaty negotiations".

FOSC motion: that the attached letter be sent to all LMTAC members as amended.

CARRIED UNANIMOUSLY

3.2 Proposed LMTAC Expense Policy

Catering/Meals – no receipts required. Members can claim up to a maximum of \$30.00 dollars per day.

Mileage – as worded

Parking – as worded

Incidentals – combine incidental per diem into meal per diem and code under segment 18000-100-8559. Increase meal pre diem to \$50.00 dollars maximum claim. Receipts would not be required.

FOSC motion and Recommendation to LMTAC Executive: that the attached policies be summarized and endorsed as amended; and that the LMTAC expense claim form be amended as per the endorsed policies.

CARRIED UNANIMOUSLY

3.3 Staffing Capacity – Status Report

Cllr. Gordon has been dealing with this issue since January 2000. Three meetings with GVRD officials have occurred to help boost administrative support. The GVRD has no internal capacity to provide additional support to LMTAC.

Members reviewed and discussed the attached report. Interest in Option A expressed, based on a part-time work at 25 to 30 hours per week. Focus of work would be agenda production, administrative and operational duties. Posting for position should be circulated amongst municipalities.

FOSC motion and Recommendation to LMTAC Executive: add “staffing discussion and recommendation” to the agenda for the July Executive and full TAC.

CARRIED UNANIMOUSLY

3.4 Review Efficiency of LMTAC Agenda formats

Concerns were raised that sub-committee business cannot be forwarded in time to the Executive and Full TAC, and that sub-committee meeting dates should be changed to support this system.

Printing deadlines should be shared with all LMTAC Chairs.

FOSC motion and Recommendation to LMTAC Executive: 1) that the meeting schedule be set up so that all LMTAC sub-committees can meet the agenda deadline for the 2nd Exec of the month and full TAC agenda production deadlines; and, 2) the new agenda should stipulate whether the recommendation comes from staff Vs. a committee, and that two municipal clerks (Dennis Back and Trevor Wingrove) assess and evaluate the current LMTAC agenda process.

CARRIED UNANIMOUSLY

3.5 Review Actuals 2000

Members reviewed the actuals.

FOSC motion: actuals received for information.

CARRIED UNANIMOUSLY

4. Business Arising

4.1 Review Sample Procurement Policies

Deferred to next meeting.

CARRIED UNANIMOUSLY

Request to staff: to prepare a letter to Mayor Lonsdale re: her attendance on FOSC.

Request to staff: add review and recast of 2000 budget for Fall FOSC meeting.

Request to staff: to add to the next FOSC agenda a discussion re: assumptions for the draft 2001 budget. Agenda attachments to include a copy of the LMTAC Budget 2000 as well as a copy of the regional district formula.

- 5. Information Items**
All items were received

CARRIED UNANIMOUSLY

- 6. On Table Documents**

- 7. Adjournment: 12:20pm**