

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

February 2, 2001

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee (FOSC)** held at 9:30 a.m. on February 2, 2001, in the 10th floor Committee room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:		
JURISDICTION:	LMTAC REPRESENTATIVE:	ALTERNATE:
District of Maple Ridge	Councillor Candace Gordon (Chair)	
Village of Lions Bay	Councillor Peter Stevenson (Vice Chair)	
North Vancouver District	Mayor Don Bell (ex-officio)	
LMTAC STAFF ATTENDANCE:		
David Didluck	LMTAC Executive Director	

1. ADOPTION OF AGENDA (9:50am)

The agenda was adopted with additional items as below.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: January 3, 2001 FOSC

The minutes were adopted without amendment.

CARRIED UNANIMOUSLY

3. REPORTS

4. OTHER BUSINESS

4.1 Tracking In-Kind Local Government Contributions – Review of Draft Matrix

Members reviewed the draft matrix and noted that not all members have responded. Some information is missing, particularly the total from the GVRD. The Executive Director also noted that attendance by the SLRD and SCRD staff reps also needs to be corrected. Members noted that the responses received to date are most likely under-represented.

Motion: that the matrix be revised and finalized for presentation, and kept on file in the LMTAC office for future reference and discussion with the Province.

CARRIED UNANIMOUSLY

4.2 Action on the LMTAC Workplan 2001

Members reviewed the Workplan 2001. The Executive Director recommended that FOSC members work first on the highest priority items and identify which projects could be added to a future agenda for more substantive discussions.

FOSC members identified 1 and 4 as items for the next FOSC agenda for discussion. Item 4 should include discussion of sub-committee reporting via the Executive to the Board as well as proposals to restructure LMTAC to focus more on the specific treaty tables.

Motion: that Organizational/Operational Workplan items 1 and 4 be added to the next FOSC agenda for discussion.

CARRIED UNANIMOUSLY

Request of Staff: that a policy book be compiled for all LMTAC policies. Mr. Didluck

will bring copies of the Operating Procedures (LMTAC's policy document) to the next FOSC.

Request of Staff: that bring the "role of LMTAC members" summary from Orientation 2001 to a future meeting to help inform discussion on Workplan item 3.

4.3 Executive Director Performance Evaluation Follow-up

Cllr. Candace Gordon briefed the Committee on Mr. Didluck's performance evaluation.

Motion: that Mayor Bell will provide a report to the next Full TAC in February.

CARRIED UNANIMOUSLY

4.4 Telecommuting and Staffing Issues

The Executive Director reported on a network problem that is significantly affecting staff's ability to function efficiently. Mr. Didluck noted that the GVRD Help Desk has refused (for security and servicing reasons) to connect LMTAC's Clerk externally to the network, effectively preventing her from accessing email from off-site locations. Since the Clerk is a part-time employee, remote connection to the network is essential. A number of solutions are now being explored. All solutions are likely to necessitate an expenditure on computer software or hardware. Mr. Didluck asked for Committee comments on this subject. Mr. Didluck estimated that successful connection may require LMTAC to purchase an additional laptop.

FOSC members support the cost of technological upgrades to support off-site work.

The Executive Director also noted that the staffing contract with the Clerk will expire at the end of February. Mr. Didluck recommends renewal of the 6 month contract with 2% salary increase. All existing contract provisions to apply.

4.5 WCB Update

The Executive Director reported on the status of WCB coverage for LMTAC staff. Mr. Didluck contacted the WCB and obtained a letter stating that we were covered under existing GVRD policies. Mr. Didluck noted that the letter stipulated that LMTAC "does not hire employees". In a follow-up call to the WCB to clarify, Mr. Didluck explained that LMTAC does hire staff. WCB confirmed that who issues T4's is the determining factor for assessing whether employees have coverage. A summary of the telephone conversation and the WCB letter were forwarded to the GVRD for their files.

Cllr. Gordon noted that the GVRD does not charge-back WCB premium costs to LMTAC. Perhaps this is the reason why GVRD thinks we are not covered.

Motion: that the Executive Director meet with Ian Jarvis, GVRD Treasurer, to clarify this issue.

CARRIED UNANIMOUSLY

4.6 Liability Coverage

The Executive Director reported that he had contacted GVRD's in-house council to determine whether LMTAC and GVRD were sufficiently protected in the event of legal action by an employee. GVRD Council advised that she would be in a conflict of interest to provide LMTAC advice on this issue, despite acknowledging that this may pose a liability question for the GVRD as well. The Executive Director asked if FOSC seeks any further attention to this matter.

FOSC members also inquired about liability coverage for elected Board members. FOSC members noted that elected members may already be covered by their municipal policies. Question arises whether acting on behalf of LMTAC negates this protection.

Motion: that the Executive Director pursue legal advice on whether LMTAC staff and elected Board members are sufficiently covered for liability issues.

CARRIED UNANIMOUSLY

4.7 Taxable Benefits

The Executive Director reported that he was contacted by GVRD staff regarding parking and transit utilized by LMTAC staff. Concern was raised that LMTAC staff were using parking or transit for personal use and therefore should be viewed as taxable benefits. In subsequent meetings with GVRD staff, the Executive Director noted that parking and transit to attend meetings and to carry on the business of LMTAC have never been viewed by the GVRD or CCRA as a taxable benefit before and no provision in the LMTAC staffing contracts account for these potential costs. Thanks to the meetings with GVRD staff and subsequent e-mails, the GVRD is satisfied that parking and/or transit is not a taxable benefit.

Motion: that the verbal report be received for information.

CARRIED UNANIMOUSLY

4.8 Sub-Committee - Executive Committee Linkages

FOSC members discussed the financial implication of having a sub-committee Chair on the Executive who was not elected to the Executive. Members noted that no financial implications occur. Members noted that the LMTAC Operating Procedures should explicitly note which members sit on the Executive, and this membership should now include sub-committee Chairs on the Executive (having the potential outcome of expanding the Executive by 2 members; one from each of LMTAC's two sub-committees). It should also be noted that in the sub-committee Chair's absence, the sub-committee Vice-Chair should be able to attend the Executive.

Motion: that Operating Procedures be amended and brought to the Board for a future meeting.

CARRIED UNANIMOUSLY

5. INFORMATION

5.1 January Actuals

5.2 Year End 2000 Actuals [on table]

The Executive Director noted that the pre-audited year-end financial statements indicate an approx. \$40,000 surplus from the 2000 budget. Mr. Didluck also noted that the apparent over-expenditure in "computer equipment purchases" resulted from delivery of the equipment (an in-house scanner) in 2000, although the scanner was actually ordered in 1999.

Motion: that all information items be received.

CARRIED UNANIMOUSLY

Request of Staff: to bring comparison of budget and actuals for honourariums, 1999 and 2000. Bring summary status of surplus account to next meeting. Add note to actuals showing why audit costs are billed in increments.

6. ADJOURNMENT: 11:55 am – Next Meeting: March 2, 2001