

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

October 5, 2001

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee (FOSC)** held at 8:48 on October 5, 2001, in the 10th floor (North) 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	
City of Port Moody	Councillor Meghan Lahti	
North Vancouver District	Mayor Don Bell (ex-officio)	
LMTAC STAFF ATTENDANCE:		
Kirstie Pirie	Manager	
Joy Smith	Administrative Assistant & Recording Secretary	
REGRETS:		
Village of Lions Bay	Councillor Peter Stevenson (Vice Chair)	

1. ADOPTION OF AGENDA

The agenda was adopted without amendment.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: September 7, 2001 FOSC minutes

The minutes were adopted without amendment.

CARRIED UNANIMOUSLY

3. REPORTS

4. OTHER BUSINESS

4.1 Spending Guidelines for LMTAC Manager

Members reviewed the Operating Procedures and confirmed the need to change all references of Executive Director to Manager.

Motion that a new spending guidelines policy be added to the Operating Procedures by adding a new section entitled "Financial Policies" – The Manager has the authority to spend within the established budget and workplan. In cases where expenditure is over \$1,000 .00, written authorization by LMTAC Chair or Finance Chair is required. In cases where expenditure is not within the established budget and workplan, it must be forwarded to the Full Board for approval.

CARRIED UNANIMOUSLY

4.2 Draft 2002 Budget

Members reviewed the list of 2002 budget assumptions approved by the Full Board, the Statement of Revenue and Expenditure Budget, and the most recent set of actuals.

Members brainstorm ways to reduce costs for 2002, including minute taking.

Request of Staff: Members requested THAT:

- the GVRD Admin. Services Contract expenses for 2002 be reduced to \$20,100 from \$24,000
- the Honorariums budget for 2002 be reduced from \$85,000 to \$78,500
- the Labour Costs be increased from \$126,000 to \$128,520
- the Catering/Meals be increased from \$5,000 to \$8,000
- the Telephone/Cellular be increased from \$800. to \$1,200

- change name of 8504 from Memb, Tuition, Conf Fees to Education/training/seminar to reflect continuity between Statement of Revenue and Statement of Expenses. An updated budget should be provided at the next FOSC meeting
- printing increase to \$10,500
- mileage increase to \$9,000
- move web contract costs to account #8733
- integrate all Urban Forum costs and recoveries into appropriate accounts

4.3 Workplanning 2002

Members requested that the following be included in the FOSC workplan:

- Development of procedures to deal with unbudgeted items after the Workplan and budget are approved by full LMTAC
- Development of policy for use of the membership, conference and tuition budget. (Request from Executive committee)
- Staff Benefits Plan
- Committee Reporting Structure
- Update FOSC Terms of Reference based on Strategic Planning Report

Request of Staff: THAT a cost savings estimate be completed on minute taking if LMTAC did not have formal verbatim minutes at meetings. If the cost savings are significant, then Councillor Gordon to send an email to members regarding the usefulness of the meeting minutes in their current form.

5. INFORMATION

5.1 Updated LMTAC Mission Statement, Roles and Project Screening Criteria

6. ADJOURNMENT: 10:17 am – Next meeting November 1, 2001