

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

**September 7, 2001**

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee (FOSC)** held at 12:30 on September 7, 2001, at Griffins Restaurant in the Fairmont Hotel Vancouver.

<b>ATTENDANCE:</b>		
<b>JURISDICTION:</b>	<b>LMTAC REPRESENTATIVE:</b>	<b>ALTERNATE:</b>
District of Maple Ridge	Councillor Candace Gordon <b>(Chair)</b>	
Village of Lions Bay	Councillor Peter Stevenson <b>(Vice Chair)</b>	
Corporation of Delta	Councillor Vicki Huntington	
North Vancouver District	Mayor Don Bell (ex-officio)	
<b>LMTAC STAFF ATTENDANCE:</b>		
David Didluck	Executive Director	
Kirstie Pirie	Manager	
<b>REGRETS:</b>		
City of Port Moody	Councillor Meghan Lahti	

**1. ADOPTION OF AGENDA**

The agenda was adopted with the addition of item 4.1.a.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF MINUTES: July 6, 2001 FOSC minutes**

The minutes were adopted without amendment.

**CARRIED UNANIMOUSLY**

**3. REPORTS**

**4. OTHER BUSINESS**

**4.1.a Staffing/Hiring Procedures**

Members discussed the composition of the hiring committee for the Aboriginal Affairs Analyst position to include: LMTAC Manager, LMTAC Chair, Two Active Table Representatives, and LMTAC Vice-Chair (if available).

**4.1.b Review of GVRD Admin Services Contract**

**Request of Staff:** Members asked that a meeting with the GVRD Treasurer be set with the Manager, LMTAC Chair and FOSC Chair to discuss the Administration Services cost reductions and to reaffirm LMTAC's future in the finance department.

Members discussed importance of providing LMTAC updates to our regional district funding partners.

**Request of Staff:** That delegations to all three regional districts be organized for the LMTAC Chair and Manager. Discussion topics to include: report on LMTAC activities and new mandate, staffing changes, and request for more BC funding during meeting with Minister Plant.

**4.2 Administrative Assistant Performance Review**

LMTAC Executive Director briefed the Committee on Ms. Smith's performance evaluation. Members discussed the possibility of including benefits for staff.

Motion: that Mayor Bell, on behalf of FOSC, provide a verbal report and recommendation on the Administrative Assistant's performance evaluation to the next Executive meeting and Full LMTAC.

**CARRIED UNANIMOUSLY**

**4.3 Budget Assumptions 2002**

Members continued to identify general budgetary guidelines for 2002 as follows:

- LMTAC to show contributions of \$90,000 from BC.
- Any costs for office space renovations or moves would come from reserves as a one-time cost.
- Staffing budget to include a 2% increase for cost of living.
- Honorarium costs to be reduced as a result of the 2<sup>nd</sup> Wednesday of the month Executives (total of 10 per year) being called on an "as needed" basis. The 2002 honourarium budget to be reduced by one half of these Executives (i.e. 5 meetings x the Executive membership).
- Potential capital purchases: cell phone or pager for new staff.
- Both the costs and recoveries of the Urban Forum project to be included in budget.
- The ongoing contractor costs (e.g. web contract and the Urban Forum project) to be shown in the general LMTAC budget, rather than in the Communications Sub-Committee budget.
- The Communications Sub-Committee budget envelope would total approximately \$10, 000-12,000 - based on 2001.

Motion: that Mayor Bell, on behalf of FOSC, provide a summary report of preliminary budget assumptions identified by FOSC to the next Executive meeting and Full LMTAC.

**CARRIED UNANIMOUSLY**

**4.4 Workplanning 2002**

Discussion of item 4.4 was deferred until the October FOSC meeting.

**Request of Staff:** Due to time restraints, staff were requested to schedule an additional FOSC meeting, perhaps during the UBCM Convention, to finish discussion on Workplanning 2002. All workplan items must be brought forward to the Executive prior to presentation to the Full Board in November.

Members began initial discussion on some items which, due to upcoming staffing changes, FOSC members would like to deal with in an upcoming FOSC agenda:

- Identification of the LMTAC Manager as the staff signing authority for expenses.
- Identification of spending limits and guidelines for LMTAC Manager (e.g. that expenses approved must be within established LMTAC budgets and workplans, and procedures for what to do when expenses are beyond these limits).
- Development of procedures to deal with unbudgeted items after the workplan and budget are approved by full LMTAC.

These amendments would be brought by the FOSC to the Executive and Full TAC in the form of recommended changes to the LMTAC Operating Procedures.

**Request of Staff:** That an Accounts Payable (AP) summary be included in all future FOSC agendas.

**5. INFORMATION**

**5.1 August Actuals**

Motion: that all information items be received.

**CARRIED UNANIMOUSLY**

**6. ADJOURNMENT: 2:30pm**