

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

**October 3, 2002**

Minutes of the **Regular Meeting** of the **LMTAC Finance and Organizational Sub-Committee (FOSC)** held at 9:55 a.m. on October 3, 2002 in the 10th Floor South Meeting Room, 4330 Kingsway, Burnaby, BC.

<b>ATTENDANCE:</b>	
District of Maple Ridge	Councillor Candace Gordon (FOSC Chair)
Village of Lions Bay	Councillor Peter Stevenson (FOSC Vice Chair)
District of North Vancouver	Mayor Don Bell (LMTAC Chair/Ex Officio), <b>arrived @ 10:10</b>
Greater Vancouver Regional District	Mayor Ralph Drew (LMTAC Vice-Chair/Ex Officio), <b>left @ 10:36</b>
LMTAC Manager	Kirstie Pirie
Administrative Assistant & Recording Secretary	Joy Smith

**1. ADOPTION OF AGENDA**

The agenda was adopted as presented.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF MINUTES: September 6, 2002**

The minutes were adopted with a correction on Item 5 from "September" to "August" Actuals.

**CARRIED UNANIMOUSLY**

**3. REPORTS**

**3.1 2003 Budget**

**Directive:** Members are asked to review the attached budget documents that include changes based on the September 6 FOSC meeting. The draft budget will be forwarded to the Executive and Full Board for endorsement by November.

The Chair advised that she and the LMTAC Manager had reviewed the budget with an outcome of \$29,000 in reductions. The Chair also advised that there is another \$10,000 in possible reductions based on the honorarium comparison showing a decrease in honorarium payments from \$100 to \$80 for the regular meetings. It was noted that the treaty table support honorarium should remain at \$100. Discussion ensued and the possibility of eliminating the Communications Sub Committee and the Finance & Organizational Sub Committee and having the Executive handle these matters with an assigned designate was deliberated. It was agreed that for the time being, the budget savings based on reduced meetings would suffice. The format of the Honorarium Comparison was discussed and it was decided that a 3<sup>rd</sup> column should be added thus showing the comparison with original, experience, and reduced costs. Tracking mechanisms for all honorarium payments were discussed including the table activity.

**Request of Staff:** To update honorarium sheet with a third column.

**Request of Staff:** LMTAC staff has been instructed to investigate the necessary work to put tracking mechanisms into place to compare honorariums used for table support versus other LMTAC meetings.

**Motion:**

**Recommendation to Executive:** That the draft 2003 budget be forwarded to the Executive and then Full Board for endorsement to be completed by November with the advice that if LMTAC want to achieve the objective of only using 50% of the reserve, that they examine some key assumptions ie: honorariums and/or recording services.

**3.2 Workplanning 2003**

**Directive:** Members are asked to give consideration to Financial and Organizational projects that the Committee would like to include in the Full LMTAC Workplan for 2003. Following, these items will be incorporated into the overall LMTAC workplan and forwarded to the Executive and Full Board for review and endorsement in November.

The Chair reviewed the 2003 Workplan items. Discussion ensued and it was suggested that we change Item 3 which currently reads:

- **“Investigate”** timing of monthly LMTAC board meetings TO  
**“Review”** timing of monthly LMTAC meetings.
- add Item 6 Operating Procedures [MOU update] to Workplan

***Motion and Recommendation to Executive:***

That the updated list of Finance and Organizational Sub Committee projects be included in the overall LMTAC 2003 Workplan and be forwarded to the Executive and Board for endorsement by November.

**CARRIED UNANIMOUSLY**

The LMTAC Manager noted that there are additional items being considered for budget reductions, one being putting the Administrative Assistant under contract.

The LMTAC Manager also noted that a letter will be sent to Gord Ruth to thank GVRD for the financial support they have continued to supply.

The LMTAC Manager also noted that there will be updates to Regional Districts in the October Workshop and that the LMTAC Chair, LMTAC Vice-Chair and or FOSC Chair will deliver the presentation.

**4. OTHER BUSINESS**

There was no other business at the meeting.

**5. INFORMATION**

5.1 September Actuals

**6. CONCLUSION**

The meeting concluded at 10:55 am.

**7. NEXT MEETING:** to be advised