

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

May 6, 2003

Minutes of the **Regular Meeting** of the **LMTAC Finance and Organizational Sub-Committee (FOSC)** held at 10:10 a.m. on May 6, 2003 in the 10th Floor North Meeting Room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:	
District of Maple Ridge	Councillor Candace Gordon (FOSC Chair)
City of Burnaby	Councillor Lee Rankin (FOSC Vice Chair) arrived 10:11; departed 10:42 [conference call]
City of Coquitlam	Councillor Louella Hollington
Bowen Island Municipality	Mayor Lisa Barrett
Greater Vancouver Regional District	Mayor Ralph Drew (LMTAC Chair/Ex Officio) arrived 10:32
LMTAC Manager	Kirstie Pirie
LMTAC Aboriginal Affairs Analyst	Regan Schlecker
LMTAC Administrative Assistant & Recording Secretary	Joy Smith

CALL TO ORDER

Chair Gordon confirmed a quorum was in attendance and called the meeting to order at 10:10 a.m.

1. ADOPTION OF AGENDA

The agenda was adopted with the addition of Item 3.4 Report Flow Summary on Treaty Table Reserve Fund and Item 4.1 First Quarter Actuals.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: March 4th, 2003

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 2002 Audited LMTAC Financial Statements

Members are requested to review the attached 2002 Audited Statement and accompanying documents.

The Chair advised that new auditors were used for the 2002 audit. The Chair then reviewed the Statement of Revenues and Expenditures and attachments. Attachment A shows how the Province of BC contributions should have been reflected if an accrual had occurred and Attachment B showed how the auditors arrive at the reserve funds. It was noted here that the reserve fund needs to be officially called the "Treaty Table Reserve Fund" and this is slated later on the agenda. The LMTAC Manager advised that the audit took longer due to the questions asked from the new auditors, however, several policies were clarified as a result. A member commented on how well LMTAC had managed its funds which have been reflected in the statements.

Request of Staff: That staff determine how much money has been provided by the regional district funding partners cumulatively over the years and advise at the next sub-committee meeting.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That Executive and Board receive for information the audited statement of operating revenues and expenses and accompanying information.

3.2 Operating Procedures Change

Based on an interest to clarify policies and 'clean up' certain sections of the document, members were requested to review each highlighted change in each referenced section.

The Chair reviewed the section changes being:

1.0 (a) Establishment – change reflects new MOU, signed January 15, 2003

3.0 (a) Membership – This change was made to address the new observer member from outside the Lower Mainland area.

(i) Also, a new section was added: (i) *LMTAC includes both full and observer status members*. In general discussion, it was noted that we should clarify attendance at in-camera meetings and that this is a policy decision. Councillor Rankin noted that we should have the concurrence of our partners ie: the provincial and the federal governments. This added portion should also define obligations and entitlements for observer members.

6.0 (c) Voting – add the words *full member* after “Each” and before “jurisdiction”

8.0 (b) Representation at Negotiation Tables – reflects more clearly the role of table representatives

11.2 Expenses add:

Only full members are eligible to claim expenses. 13.0 (c) Financial Policies – clarifies what LMTAC actually requests for its audit statement.

15.0 Relationship with Neighbouring TAC's – add *and other Local Governments involved in treaty negotiations* and (a) and (b) changed accordingly

16.0 (a) Miscellaneous – clarifies current procedures.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the Executive and Board endorse the highlighted changes to the following sections of the LMTAC Operating Procedures: 1.0 (*Establishment*), 3.0 (*Membership*), 6.0 (*Voting*), 8.0 (*Representation at Negotiation Tables*), 11.2 (*Expenses*), 13.0 (*Financial Policies*), 15.0 (*Relationship with Neighbouring TACs*), and 16.0 (*Miscellaneous*).

Request for Action: That the Executive discuss observer status participation, including obligations and entitlements to being an LMTAC observer member, including, but not limited to, voting, material distribution, sharing confidential information, and participation in regular and in camera meetings.

3.3 Budget 2004 preparations

The Chair outlined that the LMTAC Workplan identifies budget 2004 preparation as beginning in July 2003, however, given the interest to begin assessment of revenue and expense forecasting, members are asked to use the attached 2003 budget documents to give advance reflection on: preliminary budget assumptions, possible expenses for 2003 and whether existing revenue sources are sufficient.

The Chair reviewed the list of attached assumptions and introduced the suggestion to add IT and Building Operations costs to the LMTAC-GVRD services contract. However, the IT and Building Operations costs will likely be increased in 2004. A member suggested clarifying the assumptions to read that meetings are held only as needed.

Members discussed that if LMTAC costs increase then the funding contribution from GVRD should also be adjusted accordingly; in addition, LMTAC should consider requesting an inflationary increase of 3%. A member suggested that we start lobbying for LMTAC's funding in 2004. It was agreed that our lobbying efforts should commence immediately. The request for funding should make note that we have lost \$82,000 per year in provincial funding and even though LMTAC has cut expenditures in half, approximately \$40,000 in funding is required in addition to costs previously mentioned. There was discussion on a Council Tour and other educational opportunities but the limited staffing resources does not permit the time required on this type of work at this time.

The Chair also discussed the annual review of LMTAC's contract with GVRD for Administrative Services.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the Executive and Board endorse the Preliminary LMTAC Budget 2004 Assumptions.

Request for Action: That the LMTAC Manager send the LMTAC Chair a list of GVRD Finance Committee members. The LMTAC Chair will e-mail the LMTAC Executive and FOSC members to encourage them to talk to their counterparts. There will be a listing of names supplied and a request for volunteers.

Request for Action: That the LMTAC Chair send a follow-up letter to Minister Plant requesting a response on LMTAC funding, noting the urgency of LMTAC's funding situation.

MOTION:

That the LMTAC Chair send a letter to LMTAC's full member Mayors and Councils noting why it's important for Lower Mainland local governments to pay attention to treaty negotiations at this time and requesting that they allocate a regular spot on their council agenda to allow LMTAC representative to provide updates

Request for Action: That the LMTAC audit statement be sent to LMTAC's regional district funding partners following the May board meeting along with a note advising that LMTAC will likely be requesting an increase to funding for 2004.

3.4 Treaty Table Fund

The Chair requested that members review the on table background information regarding the terminology of the LMTAC reserve fund and consider making a recommendation on a wording change to the Executive and Board.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the Executive and Board endorse the name change of the LMTAC Reserve Fund to "Treaty Table Fund".

4. OTHER BUSINESS

4.1 Review of Actuals - First Quarter

Members reviewed the actuals and acknowledged that most of the expenditures were well within the budget.

4.2 Verbal Update - Preliminary Discussions re. new contract with GVRD for 2004 expenses

As discussed earlier in the meeting, the GVRD has centralized several of their services, including Building Operations and IT Services, and as a result, it was suggested that LMTAC enter into a servicing agreement with GVRD on these topics in addition to the current administrative contract for 2004. Costs to LMTAC for these services may also increase. The LMTAC Manager will be discussing this with the respective GVRD departments and provide an update at the next sub-committee meeting.

4.3 LMTAC office space

The LMTAC Manager advised members that LMTAC staff continue to work in offices separate from each other but that staff is very interested to eventually work in one area where the individual offices would be closer to each other to foster better communication and interaction. Members acknowledged this update in light of changes to the 4th floor office space and agreed that this issue should be monitored.

5. INFORMATION

5.1 Schedule of Meetings for 2003

6. CONCLUSION - The meeting concluded at 12:00 pm

The next FOSC meeting, if required, is scheduled for Tuesday, June 3 at 10:00am.