

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

September 10, 2003

Minutes of the **Regular Meeting** of the **LMTAC Finance and Organizational Sub-Committee (FOSC)** held at 12:17 p.m. on September 10, 2003 in the 6th 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 at 12:19
City of Coquitlam	Councillor Louella Hollington
Bowen Island Municipality	Mayor Lisa Barrett
Greater Vancouver Regional District	Mayor Ralph Drew (LMTAC Chair/Ex Officio), arrived at 12:19
LMTAC Manager	Kirstie Pirie
LMTAC Aboriginal Affairs Analyst	Regan Schlecker, departed at 12:30pm
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 12:17 p.m.

1. ADOPTION OF AGENDA

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: July 4, 2003

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Review Observer Member Status on LMTAC

The Manager reminded members that there was general discussion on this matter at the May 2003 FOSC meeting and a report was sent to the Executive in June 2003. The Manager outlined the Review of Observer Member Status Report and members discussed the alternatives, which were:

a) Make no changes to LMTAC Operating Procedures.

b) Update Section 3.0 (i) of Operating Procedures to highlight differences in membership status (current wording: *LMTAC includes both full and observer status members*):

New wording - Suggestion 1: *LMTAC includes both full and observer status members. Unless otherwise stated, any reference to "member(s)" or "membership" within the LMTAC Operating Procedures refers full membership status.*

New wording - Suggestion 2: *LMTAC includes both full and observer status. Full status member obligations and entitlements are outlined throughout the Operating Procedures. Observer members are welcome to participate in all LMTAC meetings by complying with confidentiality requirements and approval from all external parties in attendance and receive material regularly distributed by LMTAC.*

c) In all future correspondence to full and observer member jurisdictions regarding yearly appointments to LMTAC include a section outlining the respective membership entitlement and obligation details.

A member outlined their experience as an observer member to the FVTAC and others reviewed how this compares to LMTAC policy. Members also confirmed that only full members would be eligible to vote, contribute to quorum and claim honoraria and expense claims.

Members discussed the main areas of interest which were:

- receipt of agendas [currently observers only receive the public agendas]
- ensuring confidential information received in In-Camera agendas and during confidential discussions remained as such
- attendance at In-Camera meetings with attendance by external parties
- observers being able to make motions but not being able to vote

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the Operating Procedures, Section 3.0 (i) be updated to highlight the differences in membership. The new wording to be based on suggestion 2 in the report and reads as follows:

LMTAC includes both full and observer status. Full status member obligations and entitlements are outlined throughout the Operating Procedures. Observer members will receive all information and are welcome to participate in all LMTAC meetings subject to approval from all external parties. Observer members will be expected to comply with all confidentiality requirements.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That Executive endorse:

That in all future correspondence to full and observer member jurisdictions regarding yearly appointments to LMTAC include a section outlining the respective membership entitlement and obligation details.

Both of these motions will go to the Executive meeting directly following the FOSC.

12:30 p.m. Regan Schlecker, LMTAC Aboriginal Affairs Analyst departed the meeting.

3.2 Review of Draft 2004 LMTAC-GVRD Contract: Administrative Support Section

The Chair reviewed the contract process and the Manager reviewed the draft 2004 GVRD service agreement draft proposals A and B; it was noted that the only difference in Draft B was that it included an amount for the GVRD Administration support section that is less than the amount which is currently in place..

The members discussed the proposals and the main area of concern is the GVRD administrative support hours being based on the number of meetings per year. It was suggested that we put forward a provision to adjust the contract if there are fewer meetings or other unknown scenarios. The Manager also noted the support provided by the GVRD administration assistant was now much less time than when the contract was first established, but that this support was crucial to the efficient running of the LMTAC office.

RECOMMENDATION AND MOTION:

That LMTAC staff proceed with finalizing the 2004 service agreement contract, Draft Proposal B, with the Greater Vancouver Regional District being sure to stipulate ***“To a maximum of 11 hours per month”*** in the Administrative Services section of the agreement.

4. OTHER BUSINESS

4.2 Review of Actuals (Provided on table)

Members reviewed the Actuals and acknowledged that most of the expenditures were well within the budget. It was noted that this should be brought to the attention of the Board. Members outlined that there should be ample funds in the Treaty Table Fund Reserve for next year.

It was highlighted that any funding to LMTAC from the provincial government would not be available until after the ratification of the Tsawwassen treaty Agreement in Principle.

4.3 Update on 2004 Budget-in-Principle

The Chair advised that there were revisions to the 2004 budget-in-principle that was endorsed by the LMTAC board in July and asked the Manager to review the appropriate attachments. The FOSC Chair also outlined that LMTAC regional district funding request letters were sent out in July; responses from the regional districts indicated that they won't be finalizing their respective budgets until the end of October at the earliest. Once the LMTAC board has endorsed the revised budget, follow-up letters will be distributed to the partner Regional Districts.

MOTION AND RECOMMENDATION TO EXECUTIVE:

That the Executive receive and endorse the revised 2004 LMTAC Budget.

4.4 LMTAC Survey re Electronic Distribution of Agendas – Feedback Update

The Manager gave a quick update noting that LMTAC had received a great response on the survey – 18 of the 25 member jurisdictions had replied – and that some responses required clarification, therefore, LMTAC staff was still working on it. The Manager further clarified that the LMTAC Administrative Assistant was the key contact on this project and was gathering more detailed information; a next step would be a cost analysis which will probably be done for October. After that, if increased use of electronic distribution of agendas was deemed beneficial, staff would suggest that a test trial be completed..

4.5 Review of LMTAC Sub Committee Structure- Request to Staff from LMTAC Chair

The Chair advised, based on various different discussions, that perhaps LMTAC does not need the two sub-committees : CSC & FOSC. Members reviewed a brief history regarding the development and purpose of the subcommittees and their relation to the Executive and the Full Board. There was general discussion on the elimination of the CSC committee and having a combined committee structure. A Project Team or Task Force could be set up in the future, if required. This discussion represents the efforts being put forward to cost savings endeavours due to provincial budget cuts.

RECOMMENDATION AND MOTION TO EXECUTIVE AND FULL BOARD:

That the FOSC and the CSC committees be combined.

Request of Staff: That a report on this issue be prepared for the Executive meeting in October.

4.6 Preliminary Listing of FOSC Workplan Items

Members were requested to brainstorm priority FOSC items as part of the LMTAC 2004 work planning process.

The Chair reviewed the workplan excerpt and there was general discussion on moving forward. Items 1, 3 and 6 in the workplan (investigate alternate revenue sources, complete annual audit, budget preparation) were noted as of particular relevance to the work of FOSC.

The Manager suggested that, if the required funding responses have been received, a joint FOSC- CSC could be scheduled in October to review the LMTAC member survey; at this meeting, the 2004 work plan could also be discussed.

Request of Staff: That the LMTAC staff gather information to facilitate the October meeting(s).

1:40 p.m. Kirstie Pirie, LMTAC Manager and Joy Smith, LMTAC Administrative Assistant & Recording Secretary departed the meeting.

4.1 Performance Evaluation: LMTAC Manager

Verbal update from FOSC Chair and LMTAC Chair

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the LMTAC Chair and FOSC Chair will provide a verbal report to the Executive and Board for information and their recommendation.

5. INFORMATION

5.1 Schedule of Meetings for 2003

6. CONCLUSION - The meeting concluded at 1:45 pm

The next FOSC meeting, if required, is scheduled for October 7th and may be jointly held with CSC.