

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

January 31, 2003

Minutes of the **Regular Meeting** of the **LMTAC Finance and Organizational Sub-Committee (FOSC)** held at 10:00 a.m. on January 31, 2003 in the 5th Floor 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)
City of Coquitlam	Councillor Louella Hollington
Greater Vancouver Regional District	Mayor Ralph Drew (LMTAC Chair/Ex Officio)
District of North Vancouver	Mayor Don Bell (LMTAC Vice-Chair/Ex Officio) [arrived at 10:35am]
LMTAC Manager & Acting Recording Secretary	Kirstie Pirie

1. ADOPTION OF AGENDA

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: November 8, 2002

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Review FOSC Terms of Reference

Councillor Gordon, FOSC Chair, welcomed new members and overviewed the key roles of the committee. Kirstie Pirie, LMTAC Manager, walked the members through the committee's terms of reference and answered questions relating to frequency of meetings, relation of FOSC to the Executive Committee and Full Board, and operational procedures.

3.2 Review FOSC-Related Items in LMTAC 2003 Workplan

Members reviewed the FOSC-related projects outlined in the attached Workplan and reviewed each priority highlighted for 2003. It was agreed to maintain priorities as outlined.

3.3 Review December 2002 Actuals/2003 LMTAC Budget

Councillor Gordon walked the members through the final Actual document for 2002 and highlighted that LMTAC had reduced its expenses last year as anticipated in order to address the lack of funding from the Provincial government. Following, members reviewed the 2003 budget documents.

4. OTHER BUSINESS

4.1 Administrative Assistant Performance Evaluation/Contract

LMTAC Manager briefed the Committee on Mr. Smith's performance evaluation.

Motion: that Councillor Gordon, FOSC Chair, 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

4.2 Potential Staffing Issues

The LMTAC Manager advised members of the many Tsawwassen treaty table meetings taking place and the priority of LMTAC staff to attend to provide coverage leading to the anticipated Agreement in Principle by

March 2003. Given these developments, members acknowledged the importance of staff providing support to the treaty tables, and recognized that reports or policy work may be delayed as a result.

4.3 FOSC 2003 Meeting Schedule: Set dates

Members discussed days and times for 2003 FOSC meetings that worked best for everyone.

Request for Action: It was requested that all future FOSC meetings be scheduled on the first Tuesday of each month, from 10:00am – 12:00pm. Staff was requested to circulate these dates to FOSC members.

4.4 Changes to Operating Procedures

The LMTAC Manager summarized the on table document that outlined suggested revisions to the LMTAC Operating Procedures. It was noted that based on questions from the January 29 Election and board meeting, the LMTAC Chair had requested staff to bring forward recommendations for revisions to the Operating Procedures for clarification purposes.

Motion: That the FOSC recommend to the Executive Committee and Board that:

- a) The following wording be added to the LMTAC Operating Procedures, at the end of section 7.0 (a):
If re-elected, but not reappointed, the outgoing table representative shall continue in the position of table representative until the inaugural meeting of LMTAC.
- b) The following wording be added to the LMTAC Operating Procedures, as a new section under 7.2 (b) ii:
If the primary elected representative is not able to attend the elections in person, they may advise the LMTAC Chair in writing in advance of the election regarding their interest to be nominated for a particular position. The Chair will bring forward this nomination at the meeting.
- c) The following wording be added to the LMTAC Operating Procedures, as a new section under 7.2 (f):
Only primary elected representatives from LMTAC's member jurisdictions can be elected to an elected position on LMTAC.
- d) That section 9.0 (h) of LMTAC's Operating Procedures remained unchanged:
The Chairs of Sub Committees shall automatically be members of the Executive Committee.

4.5 Executive Meetings

Councillor Gordon overviewed the scheduled times for Executive meetings and advised that the second Wednesday of the month meeting often overlaps with treaty meetings at the Tsawwassen and Katzie tables, and, therefore, making it difficult for LMTAC's table representatives to meet with the Executive.

Motion: That FOSC recommend that the Executive consider the timing of its second and fourth Wednesday of the month meetings in light of regular conflict with treaty table negotiations meetings.

Request of Staff: That the start time of the February 12 Executive meeting be moved from 2:00pm to 4:00pm in order to allow the table representative to attend.

5. INFORMATION

- 5.1 Mission Statement, Roles and Project Screening Guidelines**
- 5.2 Schedule of Meetings for 2003**

6. CONCLUSION - The meeting concluded at 11:35pm.

The next FOSC meeting is scheduled for Tuesday, March 4 at 10:00am.