

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

December 8, 2000

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee (FOSC)** held at 9:30 a.m. on December 8, 2000, in the 8th floor North Committee room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:		
JURISDICTION:	LMTAC REPRESENTATIVE:	ALTERNATE:
District of Maple Ridge	Councillor Candace Gordon (FOSC Chair)	
Village of Lions Bay	Councillor Peter Stevenson	
Corporation of Delta	Councillor Vicki Huntington	
City of Port Moody	Councillor Meghan Lahti	
LMTAC STAFF ATTENDANCE:		
David Didluck	LMTAC Executive Director	

1. ADOPTION OF AGENDA (9:45am)

The agenda, with the addition of items 4.2 and 4.3, was adopted.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: November 3, 2000 FOSC

The minutes were adopted without amendment.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Tracking In-Kind Local Government Contributions to LMTAC Activities

The Executive Director reported that no new responses were received on the attached summary of in-kind contributions. The Corporation of Delta was reminded to submit their in-kind cost summary, and reporting from New Westminster was subsequently revised and updated.

FOSC members noted that 50% of the LMTAC membership has responded to date and have identified over \$83,000 dollars in in-kind contributions. FOSC members then discussed next steps, and the need for continued identification of staff time.

Request of Staff: to follow-up on responses from Delta and Squamish. Add additional columns showing attendance by staff representatives for each LMTAC member jurisdiction at all LMTAC meetings. Columns should identify municipal or regional district staff representatives that attended per meeting, per year.

3.2 Review of LMTAC Expense Policy

The Executive Director presented FOSC members with proposed wording to better clarify eligible LMTAC expenses for travel. At issue is the clear definition of "most economical means".

Motion: that the proposed amendments to the LMTAC Operating Procedures be recommended to the Executive and Full LMTAC for approval.

CARRIED UNANIMOUSLY

4. OTHER BUSINESS

4.1 Cancellation of January 5, 2001 Meeting

FOSC members agreed to hold a special FOSC meeting immediately following the Jan 3^d CSC meeting from 11:30am to Noon (on 4th floor) for the purpose of passing a financial recommendation on the CSC Communications Plan 2001.

4.2 Review Status Report - LMTAC Communications Plan 2000

The Executive Director asked FOSC members how to account for expenditures that are allocated in 2000 but is actually spent in 2001.

Request of Staff: when the 2001 Communications Plan is approved by the Full LMTAC, a concurrent motion from the Board is also needed to amend the 2001 LMTAC budget to appropriately show the unexpended funds from 2000 for web consulting on the 2001 LMTAC budget.

FOSC members discussed the need for clear policy re: the budget process and the authority to expend money/reallocate funds within approved workplans without seeking additional Board approval. (See Operating Procedures 13.0a for sample wording). This is a priority for FOSC in 2001.

4.3 Workplan 2001: Project Identification

The Executive Director reported that he was working to compile a draft 2001 LMTAC Workplan which he would like to take to the Board for approval early in the New Year. Didluck asked FOSC members to identify projects which are priorities for the coming year.

Proposed projects include:

- Develop policy re: the budget process and the authority to expend money/reallocate funds within approved workplans
- Complete 2000 audit
- Finalize provincial funding request 2001
- Budget 2002 preparation
- Review of LMTAC Reporting Structure and Organizational Chart
- Streamline information flow (egs. Improved UBCM documentation distribution, TNAC minutes distribution, need for detailed minutes).
- Agenda reform evaluation
- LMTAC role and mandate, treaty role and resourcing role
- Post-election planning if treaty-process adjustments affect LMTAC's role

Request of Staff: these suggestions be summarized and brought to the next FOSC meeting.

5. INFORMATION

- 5.1 November 17, 2000 Actuals
- 5.2 *(moved to item 4.2.)*
- 5.3 Agenda Deadlines 2001
- 5.4 Honorarium and Expense Form

Motion: that the information items be received.

CARRIED UNANIMOUSLY

6. ADJOURNMENT: 11:45 am -- Next FOSC Meeting: January 3, 2000