

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

**May 15, 2000**

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee** held at 9:35 a.m. on Monday, May 15, 2000, in the 8th floor committee room, 4330 Kingsway, Burnaby, BC.

<b>ATTENDANCE:</b>		
<b>JURISDICTION:</b>	<b>LMTAC REPRESENTATIVE:</b>	<b>ALTERNATE:</b>
District of Maple Ridge	Councillor Candace Gordon ( <b>FOSC Chair</b> )	
Corporation of Delta	Councillor Vicki Huntington	
Village of Lions Bay	Councillor Peter Stevenson	
District of North Van	Mayor Don Bell, LMTAC Chair	
<b>LMTAC STAFF ATTENDANCE:</b>		
David Didluck	LMTAC Executive Director	

**1. Approval of Agenda**

Agenda approved without changes.

**CARRIED UNANIMOUSLY**

**2. Approval of Minutes: April 17, 2000**

Minutes approved without amendment.

**CARRIED UNANIMOUSLY**

**3. Key Issues for Discussion**

**3.1 Regional District Contribution Funding - Update**

Cllr. Gordon updated committee members regarding the meeting with Regional District representatives about LMTAC funding. Previous formulas (as shown on previous worksheets) included an exclusive per-capita formula as well as a mixed per-capita and sliding scale formula. Initially there was no consensus on either formula. A meeting with regional district reps was scheduled on April 26, 2000 to discuss options. The result of that meeting is as follows:

For 2000, the amounts contributed by the regional districts would remain unchanged.

For 2001, Worksheet A (attached) would be used to make the regional district contribution calculation. Committee members noted that the formula may have to be revisited should the Squamish table become active.

FOSC motion and Recommendation to LMTAC Executive: to receive the verbal report; and refer the 2001 formula to the Executive for approval.

**CARRIED UNANIMOUSLY**

**3.2 Establish Limits on Meeting and Travel Expenses**

Cllr. Gordon noted that LMTAC does not currently have a policy on meeting/travel expenses.

Committee members noted that any LMTAC Executive member has been able in the past to attend any LMRAC meeting. At the last FOSC meeting of April 17, 2000, a motion was passed limiting paid attendance at non-LMTAC meetings to a maximum of 3 (elected) representatives to be approved by the Chair.

David Didluck, Executive Director, asked members how the April 17, 2000 motion would be operationalized. Didluck noted that there is not often enough time to speak to the Chair in advance of the meeting as meeting notices are often sent without extensive notice.

Didluck suggested that members raise the issue of "who is attending" when meetings are discussed at the Executive. When non-LMTAC meetings arise outside of Executive meetings, interested LMTAC members wishing to attend should contact the LMTAC office to express their interest in attending and to seek approval of their paid attendance by the Chair.

*Mayor Bell arrived at 10:25am.*

Recommendation to LMTAC Executive re: LMRAC, Consultation Groups and Regional Caucus attendance: Interested (elected) LMTAC members wishing to attend LMRAC, Consultation Groups and Regional Caucus meetings should contact the LMTAC office to express their interest in attending and to seek approval of their paid attendance by the LMTAC Chair. All previous provisions of the April 17, 2000 FOSC motion (approved by the Executive on May 10, 2000) re: limits on meeting and travel expenses remain. Exceptions will be at the discretion of the LMTAC Chair or by the resolution of the Executive.

**CARRIED UNANIMOUSLY**

General discussion occurred regarding the costs of various forms of travel (ferries Vs. Helijet). Members noted the high costs of air travel to Victoria and that many municipalities have a policy of paying only for the most economical means of travel. Members raised the question of who pays for staff travel, except eligible LMTAC staff expenses which are paid by LMTAC.

Recommendation to LMTAC Executive re: travel expenses: LMTAC will pay for only the most economical means of travel to LMTAC or related meetings. Exceptions will be at the discretion of the LMTAC Chair or by the resolution of the Executive.

**CARRIED UNANIMOUSLY**

Recommendation to LMTAC Executive re: accommodation expenses: LMTAC will pay for only the most reasonable accommodation while on LMTAC or LMTAC-related business. Exceptions will be at the discretion of the LMTAC Chair or by resolution of the Executive.

**CARRIED UNANIMOUSLY**

Request of Staff: Executive Director to summarize how expenses are currently accounted for and to provide a draft proposed expense policy for FOSC review.

**CARRIED UNANIMOUSLY**

### **3.3 Provincial Support for In-Kind Local Government Contributions**

Members expressed concern regarding the amount of in-kind support municipal staff provide to the process. Further discussion on this item is needed.

Request of Staff: LMTAC to draft an initial letter to all LMTAC members regarding the need to track in-kind contributions. Letter should include examples of in-kind contributions and suggestions on how to track them. The draft letter would be reviewed at the next FOSC meeting.

**CARRIED UNANIMOUSLY**

### **3.4 CSC Action Items Requiring Contract Support**

The Executive Director provided an information report regarding the need for outside contract support to support the actions of the CSC. Didluck reported that several quotations for the web site development were received and that, pending consultation with the CSC Committee, he was prepared to choose a contractor. Didluck asked if any FOSC members had any questions.

FOSC Motion: to receive report.

**CARRIED UNANIMOUSLY**

### **4. Business Arising**

#### **Meeting Date Changes**

Cllr. Gordon requested that the FOSC meeting date be changed to the 1<sup>st</sup> Friday of each month.

Due to prior conflicts, the June FOSC meeting date is rescheduled to Friday, June 16, 9:30 – 11:30am.

### **5. Information Items**

All items were received

**CARRIED UNANIMOUSLY**

### **6. On Table Documents**

Executive Director report entitled "Sample Procurement Policy" was deferred to the next meeting.

### **7. Adjournment: 11:55am**