

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

**April 17, 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, April 17, 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>Chair</b> )	
Corporation of Delta	Councillor Vicki Huntington	
Lions Bay	Councillor Peter Stevenson	
District of North Van	Mayor Don Bell ( <b>Ex-Officio</b> )	
<b>LMTAC STAFF ATTENDANCE:</b>		
David Didluck	LMTAC Executive Director	

**1. Approval of Agenda**

General discussion occurred about changing the meeting date to better accommodate members. Mayor Lonsdale be requested to provide dates that may be best for her.

**CARRIED UNANIMOUSLY**

**2. Approval of Minutes: February 21, 2000**

David Didluck that, due to lack of quorum, there was no meeting in March 2000.

**CARRIED UNANIMOUSLY**

**3. Key Issues for Discussion**

**3.1 Provisional 2001 3-Month Budget**

Cllr. Gordon introduced the provisional budget as part of LMTAC's financial request to BC for 2000. Discussion occurred about showing a higher contribution from BC. Current budget shows ¼ of \$75,000 dollars.

Revise provisional budget should include ¼ of \$90,000 from BC, and increase staffing and meeting expenses to off-set these revenues. Also include disclaimer at bottom re: amounts are based on current level of activity and current number of active tables.

Motion: to approve 3-month provisional budget as revised. Budget to be forwarded to BC, and be included as a future information item for the Executive and Full LMTAC meetings.

**CARRIED UNANIMOUSLY**

**3.2 Regional District Contribution Funding**

Cllr. Gordon provided an update on the formula's development. No acceptable proposal or agreement was reached. Issue remains as to how much regional districts would be prepared to contribute for 2001 and what calculation should be used to determine the amount. SLRD and SCR D have already passed their 2000 budgets, and the contributions to LMTAC for 2000 will remain unchanged.

A meeting with all regional district representatives (GVRD, SLRD and SCR D) has been established prior to the next Executive meeting on April 26, 2000 to begin discussions on the formula for next year. FOSC members expressed interest in finalizing this issue by June 2000.



### 3.3 Develop New Financial Policies

#### ***Procurement Policy for New Services/Contractors:***

FOSC members expressed interest in obtaining more than one quote for new contractors. Mayor Bell suggested using procurement wording adopted in other municipalities and the GVRD as a model. Policy should stipulate value of contracts subject to the policy. Members discussed the importance of giving the contractor a clear terms of reference and giving the Executive Director the ability to implement projects, without Executive approval, subject to specific criteria.

The Executive Director asked for direction on interim processes to be followed for procurement while the procurement policy is developed by FOSC.

Motion: as a interim measure, the Executive Director to request 2 quotes on all new projects over \$1000.00 and outline clear terms of reference for the project. FOSC and Executive approval is only required when project is outside the LMTAC budget or approved workplan for the project.

**CARRIED UNANIMOUSLY**

Request of Staff: research sample GVRD and municipal procurement policies and report back at future FOSC.

#### ***Limits on Meeting and Travel Expenses:***

Members identified potential meetings where honorarium costs would be incurred: RAC, RAC Consultation Groups, Regional Caucus, other public meetings. Members expressed need to identify who attends non-LMTAC meetings. FOSC members emphasized that attendees authorized to be paid for meetings should have a reason for attending. Goal is to have LMTAC represented at meetings to the extent that we really need to be represented.

Request of Staff: prepare list of current non-LMTAC meetings, and identify which elected members of LMTAC would typically attend.

Recommendation to LMTAC Executive: Limit paid attendance (elected members, not staff) at non-LMTAC meetings for which LMTAC representation may be desirable to a maximum of 3 LMTAC representatives to be approved by the Chair. LMTAC representatives to any particular treaty negotiation should be included when items relating to that set of negotiation are on the agenda.

**CARRIED UNANIMOUSLY**

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

Cllr. Huntington wondered to what extent in-kind contributions municipalities and regional districts make to the treaty process, but receive no contribution for. Members noted that this has been a long-standing concern of the TAC membership.

Request of Staff: raise this item for the next FOSC agenda.

### 4. Business Arising

### 5. Information Items

All items were received.

**CARRIED UNANIMOUSLY**

**6. On Table Documents**

Document circulated: Memorandum from Executive Director, "*Results of Administrative Services Tracking*", April 11, 2000. Cllr. Gordon reviewed the on-table memorandum, and noted that a meeting with Ian Jarvis, GVRD Treasurer, is scheduled for tomorrow to discuss this issue.

Request to Staff: May FO SC Meeting: add first quarter actuals to agenda for information

**7. Adjournment: 11:30am**