

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

**February 21, 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, February 21, 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> )	
District of Squamish	Mayor Corrine Lonsdale	
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	
Kirstie Pirie	LMTAC Coordinator	

**1. Approval of Agenda**

Item 3.3a added – discussion re: Provincial Funding Request.

**CARRIED UNANIMOUSLY**

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

Item 3.3a added – discussion re: Provincial Funding Request.

**CARRIED UNANIMOUSLY**

**3. Key Issues for Discussion**

**3.1 Review draft FOSC Terms of Reference**

Members noted that the key roles only deal with finance issues. Need to add organizational responsibilities of the Committee. Add note in “purpose” that FOSC (like all LMTAC sub-committees) is only an advisory committee that makes recommendations to the Executive.

Organizational duties to add to terms of reference (item 2.a): to recommend policy and procedures related to staffing, administrative and organizational matters as appropriate or as requested by the LMTAC Executive and full LMTAC.

Other changes:

3(a) may be too restrictive. Increase quorum to “no less than two (2)”.

Add to 3.b, join ex-officio members list to FOSC voting members list. Change label to “FOSC Members”. Note that staff are non-voting. Delete 4.(d)(l) and note in 3. that quorum for a meeting is now 3 persons.

Add to 3.c “... and participate on the invitation of the FOSC Chair in a non-voting capacity”.

Add to 3.d “ex-officio members may vote”.

Recommendation to LMTAC Executive and full LMTAC: FOSC recommends that the LMTAC change section 7.2 of its Operating Procedures so that ex-officio members can constitute quorum. FOSC recommends amending the LMTAC Operating Procedures to remove the requirement of 50% + one member to constitute quorum for the FOSC. Both recommendations are to impact FOSC only, and not other LMTAC working groups and sub-committees.

Recommendation to LMTAC Executive and full LMTAC: to approve revised FOSC Terms of Reference.

**CARRIED UNANIMOUSLY**

### **3.2 Regional District Contribution Funding**

Mayor Lonsdale expressed strong interest in developing a funding formula based on a per capita calculation, noting that as a table representative, Mayor Lonsdale represents all of LMTAC, not just the District of Squamish.

Request to staff: Staff to update SLRD contribution worksheets showing BC contribution, new LMTAC budget amounts (\$318,000 approx), and adjust SCRDR population showing only those impacted by the LMTAC negotiations (to be consistent with SLRD proposal).

Staff to bring new worksheets and maps to next FOSC meeting for review.

### **3.3 1999 Year End Statement**

Councillor Gordon reported that the draft year-end statement is attached. Statement does not include "unexpended funds" carried over from 1998 totaling \$30,127 dollars. Additional surplus funds from 1999 totals \$62,784 dollars. Total unexpended funds for 2000 totals \$92,911 dollars. In previous years, not all unexpended funds were allocated in the budget and were accounted for separately.

For clarity, change name from "unexpended funds" (on 2000 Fund worksheet) to "reserve funds" and continue to account for separately. Reserve funds would be shown on the balance sheet only, not the management reports.

Request to Staff: For preparation of the budget for BC, update GVRD contribution, delete shortfall line, change name to "funding from reserve funds" to balance total expenditures to approx. \$319,240 dollars.

**CARRIED UNANIMOUSLY**

Request to Staff: check that KPMG audit includes all LMTAC expenditures, NOT only eligible expenditures.

**CARRIED UNANIMOUSLY**

### **3.3a Provincial funding request (on table document)**

Recommendation to LMTAC Executive and full LMTAC: to approve funding request letter to BC. LMTAC Chair to sign.

**CARRIED UNANIMOUSLY**

### **3.4 Budget 2000 Working Paper**

Recommendation to LMTAC Executive and full LMTAC: to approve revised expenditures for 2000 (also showing higher KPMG audit costs), based on BC budget and updated year-end financial information. Bring revised budget to future full LMTAC.

**CARRIED UNANIMOUSLY**

### **3.5 CSC Recommendations on Communications Plan 2000 Activity Options**

David Didluck, Executive Director, reported that the CSC approved all activity options as potential communication activity actions for 2000. The FOSC Chair noted that \$12,000 dollars have been set aside in the current 2000 budget for "communications consulting".

Recommendation from FOSC to CSC: FOSC requests that the CSC to prioritize the options presented and identify for which activity options the \$12,000 could be allocated.

**CARRIED UNANIMOUSLY**

### **3.6 Develop new financial policies**

Discussion occurred of whether any regional district can be a member of LMTAC. Staff noted that current operating procedures, approved by the full LMTAC, allow all regional district funding partners a seat on the LMTAC Executive. Members noted that more members on the Executive create funding implications.

Recommendation to LMTAC Executive and full LMTAC: FOSC recommends that discussion about the extent of regional district membership on the LMTAC Executive be raised at a future Executive.

**CARRIED UNANIMOUSLY**

Defer future discussion on this topic for the next meeting.

## **4. Business Arising**

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