

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

July 4, 2002

Minutes of the **Regular Meeting** of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee (FOSC)** held at 10:30 a.m. on July 4, 2002, in the 6th Floor Meeting Room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:	
District of Maple Ridge	Councillor Candace Gordon (FOSC Chair)
Village of Lions Bay	Councillor Peter Stevenson (FOSC Vice Chair)
District of North Vancouver	Mayor Don Bell (LMTAC Chair/Ex Officio)
Greater Vancouver Regional District	Mayor Ralph Drew (LMTAC Vice-Chair/Ex Officio)
LMTAC Manager/Acting Recording Secretary	Kirstie Pirie

1. ADOPTION OF AGENDA

The agenda was adopted with the addition of items: 4.2 Regional Governance Workshop and 4.3 GVRD Boardroom renovations.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: May 22, 2002

The minutes were adopted without amendment.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Review of LMTAC Committee Reporting Structure (Workplan, FOSC Item #1)

Kirstie Pirie, LMTAC Manager, reviewed the staff report included in the agenda package. The reporting procedures included in the sub-committee terms of reference were outlined, particularly, that any motion originating from a sub-committee is forwarded to the Full Board via the Executive. Members discussed the terms of the Executive committee included in the LMTAC Operating Procedures and suggested that this section be added in the report to the Executive and Board:

Section 9 (b): The purpose of the Executive shall be to represent the interests of the LMTAC on a day-to-day basis between meetings of the full LMTAC. The Executive will be accountable to, and shall sit at the pleasure of, the full LMTAC.

Given the efficiency of this process, members suggested maintaining this reporting structure.

Motion: That the Executive and Board endorse that the LMTAC Committee Reporting Structure be maintained.

Request of Staff: That the LMTAC Organization Chart be included in the report to the Executive and Board.

3.2 Policy for use of Membership, Tuition, Conference Fees (Workplan, FOSC #4)

Kirstie Pirie, LMTAC Manager, reviewed the staff report included in the agenda package. Members discussed the various past and current uses of the budget item outlined in the report and clarified that related accommodation, travel and meals are coded with under a separate account.

Motion: That the Executive and Board endorse that the LMTAC Operating Procedures be amended to include a new financial policy for use of the Membership, Tuition, Conference Fees budget item:

10.0 Budgeting, Funding and Workplans

10 (f) There is an established budget for the Membership, Tuition, Conference Fees budget item based on the below uses. All related expenditures must be within this established budget or forwarded to the Full Board for approval.

Uses for Membership, Tuition, Conference Fees:

- Federation of Canadian Municipalities (FCM) meetings
- Union of BC Municipalities (UBCM) Aboriginal Affairs Committee meetings
- Conferences and workshops attended by LMTAC elected representatives and staff, such as: UBCM Conventions, Conferences related to Treaty negotiations, Aboriginal Policy/Legal Decisions, Local Government Policy
- LMTAC Manager (and, previously, Executive Director) professional development fund (courses, professional memberships) included in contract and approved by LMTAC Chair
- Other LMTAC staff professional development funds approved by LMTAC Manager

3.3 Draft 2003 Budget

Directive: Members are asked to use the attached draft 2003 budget documents to give further consideration to potential expenses for 2003.

Members discussed the list of preliminary budget assumptions in relation to the recently released Provincial Government Referendum results. Members agreed to continue their review of 2003 budget estimates following the summer and no further action was required at this time. It was estimated that the Treaty Table Fund will be approximately \$50,000 in 2003.

Request of staff: That two items be added to the Preliminary 2003 Budget Assumptions:

- 1) Access as appropriate, special project funding available from BC.
- 2) Review changes in Provincial mandate following Referendum results.

Motion: That the Executive and Board endorse the Preliminary LMTAC Budget 2003 Assumptions.

4. OTHER BUSINESS

4.1 LMTAC Manager Performance Review/Contract Renewal

Councillor Gordon, FOSC Chair, outlined that the current contract for the LMTAC Manager ends on August 29, 2002. Given that there is no LMTAC Board meeting scheduled for August, the FOSC Chair asked members whether they preferred completing the Performance evaluation process early for the July board meeting or waiting one month extra for the September board meeting.

Motion: That the Executive and Board endorse moving the LMTAC Manager's performance evaluation/contract renewal until the September board meeting.

Request for Action: That the LMTAC Chair send a letter to the GVRD Payroll department requesting that the LMTAC Manager's pay be continued one month past the current contract's end date.

The LMTAC and FOSC Chair will meet in late August/early September to begin the performance evaluation process with the LMTAC Manager.

Request of Staff: That the Manager's Performance feedback sheets be distributed to Executive and Sub-Committee members with comments received by early September.

4.2 Audit Services

Councillor Gordon reviewed the correspondence in the package regarding differences between audit and financial review services. Members discussed the merits of continuing with an audit of LMTAC's finances.

Motion: That the Executive and Board endorse the following new financial policy:

13.0 Financial Policies

13 (c) *That LMTAC financial statements will be audited annually.*

4.3 Governance Workshop

Members began to discuss potential budget items related to a fall workshop on LMTAC's draft discussion paper on Regional Governance and Governance in the Region. Topics included costs related to venue and room booking, catering, facilitation, speakers and travel expenses. This workshop will be discussed at the next Executive; following this meeting, the FOSC Chair and LMTAC Manager will begin to prepare a budget for the workshop.

4.4 GVRD Boardroom Renovations

Ms Pirie provided an overview of the correspondence received stating that the 2nd floor GVRD boardroom will be undergoing renovations beginning August. The construction may last as long as 6 months. This will affect LMTAC's October and November board meetings. Ms Pirie indicated that an alternative room has been booked for these two dates, however, availability is not guaranteed.

Request of Staff: That staff look into where the GVRD Board meetings will be held during the renovations.

4.5 LMTAC Participation to Federation of Canadian Municipalities meetings

Motion: That the Executive and Board approve that, until next year's FCM Annual Convention, funds be available for the LMTAC Chair or other appointed LMTAC representative to attend the FCM Municipal - Aboriginal Affair committee meetings.

5. INFORMATION

5.1 June Actuals

Ms. Pirie highlighted that all annual 2002 contributions from the three regional district partners had been received.

Request for Action: That the official LMTAC 2003 regional district funding invoices be sent to regional district funding partners at the end of 2002.

Motion: That all information items be received.

6. CONCLUSION

The meeting concluded at 11:40 am

7. NEXT MEETING: Thursday, September 5, 2002