

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

November 8, 2002

Minutes of the **Regular Meeting** of the **LMTAC Finance and Organizational Sub-Committee (FOSC)** held at 10:25 a.m. on November 8, 2002 in the 10th Floor South 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)
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 as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: October 3, 2002

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

4. OTHER BUSINESS

4.1 LMTAC Administrative Assistant Contract Transition Review

Directive: That members review the attached reports and documents and provide recommendations for the contract request.

Ms. Pirie provided an overview of the correspondence included in the package and summarized the changes in the way that Ms Smith was able to complete her tasks as Administrative Assistant from an off-site location due to increased email usage and electronic distribution of materials. Members discussed the materials and requested that any changes provide no net lose to LMTAC's budget.

Request of Staff:

That the LMTAC Manager update the employee/contract comparison chart with items discussed above, then discuss changes with the Administrative Assistant and bring update documents to the next Executive Committee meeting.

Motion: That Executive and Board review the material and endorse the contract transition pending approval from Canada Customs and Revenue Agency.

4.2 IT Considerations for LMTAC

Ms. Pirie summarized the changes to date within the GVRD and upgrading the computer systems. Ms. Pirie advised LMTAC have now been included in the upgrade and LMTAC staff will be trained and computer systems upgraded by mid-November. The costs associated with this upgrade are included within LMTAC's 2003 IT budget allocations.

Ms. Pirie suggested that an additional workplan activity for FOSC in 2003 will be to review all GVRD services and related costs to be provided by GVRD to LMTAC for the 2004 calendar year. Accordingly, one member commented that following this review, any additional charges should then consequently be added to amount of annual funding requested from GVRD for LMTAC. Members acknowledged that the financial analyst assistance provided to LMTAC during the past year was exemplary.

4.3 November 27 LMTAC Board Meeting: New Location

Ms. Pirie confirmed that the City of Burnaby kindly offered to host and provide regular catering for the November board meeting at the Shadbolt Centre. The FOSC Chair highlighted that between the October meeting hosted by New Westminster and the November meeting in Burnaby, LMTAC is saving in catering costs.

4.4 Update: Presentations to Member Regional Districts

Ms. Pirie reviewed the delegation presentations to date:

- On October 28, Councillor Candace Gordon presented to the Squamish Lillooet Regional District (SLRD) on behalf of LMTAC. This presentation was well received and several SLRD members were interested in the regional governance paper and related discussions.
- On November 6, Kirstie Pirie, LMTAC Manager, on behalf of LMTAC Chair Bell provided the preliminary presentation to the GVRD Aboriginal Affairs and Electoral Area Committee in advance of LMTAC's presentation to the GVRD Board on November 29.
- The Sunshine Coast Regional District suggested that the annual presentation be saved for early 2003 when their new board is in place.

Members agreed to the importance of providing these in person annual updates to our key funding partners.

4.5 LMTAC Office: December

Motion: That the Executive and Board adopt a temporary policy for the month of December 2002, whereby, in the absence of the LMTAC Manager, the LMTAC Chair or Vice Chair be given signing authority for all honorarium, expense and other payments

5. INFORMATION

Members reviewed the on table Actuals, dated November 6. Ms. Pirie highlighted that some costs related to honorarium payments and conference fees were outstanding. FOSC Chair Gordon indicated that LMTAC, based on recent Actual figures, can likely anticipate being considerably under budget.

Ms. Pirie shared that the GVRD were using a different company to complete their 2002 audit and that LMTAC have followed up with this new company to research LMTAC audit services.

Ms. Pirie advised that she would be meeting with LMTAC's consultants in the next few weeks to finalize their respective agreements for 2003.

6. CONCLUSION

The meeting concluded at 11:40 am.

7. NEXT MEETING: Early 2003