

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

May 22, 2002

Minutes of the **Regular Meeting** of the **Lower Mainland Treaty Advisory Committee (LMTAC) Finance and Organizational Sub-Committee (FOSC)** held at 4:10 p.m. on May 22, 2002, in the 2nd Floor Café East 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)
Corporation of Delta	Councillor Vicki Huntington (via conference call)
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: April 24, 2002

The minutes were adopted without amendment.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 Preliminary Budget 2003 Preparation

Members reviewed preliminary budget numbers for 2003 by identifying general budgetary guidelines for 2003 as follows:

- No anticipated increases to the Regional District funding.
- No annual funding from BC.
- Meetings schedule per month: one full board, one Executive (a second Executive only as needed), one FOSC, one CSC.
- High table activity: Tsawwassen, Katzie.
- Review Actuals to see expenditure pattern from 2002.
- Consider increased costs of living for staffing.

Motion: That LMTAC Chair send letters to LMTAC regional districts funding partners advising them that LMTAC anticipates asking for the same funding contribution for 2003 as in 2002.

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

Members discussed the various past and current uses of the budget item related to membership, tuition and conference fees. Topics included both elected and staff use.

Motion: That staff draft a policy to bring to the next FOSC meeting, outlining suggested guidelines for this particular budget item.

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

Members reviewed the current LMTAC organizational chart and acknowledged that, as per the chart, information and recommendations flows from sub-committees through the Executive Committee to the Full Board. Given the efficiency of this process and recent changes to provincial government structures, members suggested maintaining this reporting structure.

Motion: That staff draft a report outlining reasons for maintaining current structure for inclusion in the next FOSC meeting.

3.4 Annual Members Survey-2002 (Workplan, Annual Item #4)

Members reviewed sections of the 2001 annual survey related to finance, organizational and staffing issues and agreed that these sections should be condensed in order to shorten the entire survey. It was suggested, given several changes to provincial government structuring, that the survey focus on communication topics as they relate to member services and internal communication. As such, it was suggested that the Communications Sub-Committee review the survey at their next meeting and focus on questions relating to member feedback on individual involvement and LMTAC's value to members.

4. OTHER BUSINESS

4.1 Review and Discussion of Full Board Agendas/Discussion Topics

This item was discussed in relation to Item 3.4 regarding the value of member participation at the monthly board meetings, given encouragement by LMTAC members to ensure that board agendas are less administrative and more substance and discussion focused.

5. INFORMATION

Motion: That all information items be received.

6. CONCLUSION

The meeting concluded at 5:35 pm

7. NEXT MEETING: Thursday, July 4, 2002