

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

March 4, 2003

Minutes of the **Regular Meeting** of the **LMTAC Finance and Organizational Sub-Committee (FOSC)** held at 1:45 p.m. on March 4, 2003 in the 10th Floor Meeting Room, 4330 Kingsway, Burnaby, BC.

ATTENDANCE:	
District of Maple Ridge	Councillor Candace Gordon (FOSC Chair)
City of Burnaby	Councillor Lee Rankin (FOSC Vice Chair)
City of Coquitlam	Councillor Louella Hollington
Bowen Island Municipality	Mayor Lisa Barrett (departed 2:50 pm)
Greater Vancouver Regional District	Mayor Ralph Drew (LMTAC Chair/Ex Officio) (departed 2:30 pm)
LMTAC Manager & Acting Recording Secretary	Kirstie Pirie
LMTAC Aboriginal Affairs Analyst	Regan Schlecker

1. ADOPTION OF AGENDA

The agenda was adopted with an addition of Item 4.3 - February 28 Actuals.

CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES: January 31, 2003

The minutes were adopted as presented.

CARRIED UNANIMOUSLY

3. REPORTS

3.1 LMTAC Expense Policies

Councillor Gordon, FOSC Chair, reviewed the February 12, 2003 request from the Executive:

It was requested that the LMTAC policies relating to accommodation expense claims be forwarded to the next Finance and Organizational Sub Committee (FOSC) meeting for review and clarification.

FOSC members also discussed the enquiry that had come in from a LMTAC member regarding claiming accommodation and per diem expenses to attend board meetings due to ferry scheduling constraints.

Following, members examined all clauses of section 11.2 Expenses in the Operating Procedures and discussed several options for clarifying the policies to ensure that the wording reflected the ongoing intended purpose of the expense policies.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the Executive recommend that the Board approve the following amendments to section 11.0 *Expenses* of the LMTAC Operating Procedures (changes in **bold**):

- 11.0 (b)

Suggested New Wording:

LMTAC **may** provide a per diem meal and incidental allowance for up to \$50.00 per day maximum while traveling outside the geographic area of the LMTAC membership **for the table representatives only**. Receipts are note required for claim. Per diems are to be coded under account segment 18000-100-8559 ("catering/meals").

- 11.0 (f)

Suggested New Wording:

LMTAC will pay for only the most reasonable accommodation **for table representatives** while traveling on LMTAC or related business.

- New sub-section: 11.0 (g)
Any exceptions to all LMTAC expense policies will be at the discretion of the LMTAC Chair or by resolution of the Executive.

RECOMMENDATION AND MOTION TO EXECUTIVE:

That the LMTAC Chair follow up with a letter to the member who had enquired regarding overnight expenses and relay the following messages:

- LMTAC would not cover the costs of overnight accommodation given that this was intended for table representatives attending negotiation meetings only.
- That the member submit to the Sunshine Coast Regional District the referenced expenses.
- Thank the member for bringing this issue to LMTAC's attention as clarification was required.
- Include the recent February 26 board endorsement to start and end the monthly board meetings in order to facilitate the ability of out of town members to attend the full meetings.

3.2 Alternate Funding Sources(LMTAC Workplan, FOSC Item #1)

Members discussed the current revenue sources for LMTAC in 2003 and reviewed anticipated sources for future years. It was agreed that LMTAC must consider the following three-part strategy to continue current levels of operation past 2003

- 1) Seek Alternate Funding Sources
- 2) Examine possibility of increased funding from regional district members
- 3) Review possibilities to reduce current expenses

Request for Action: That the FOSC Chair provide an update to the next LMTAC Executive and Board meeting regarding this three-point strategy.

Members noted that these three different streams could be undertaken concurrently.

RECOMMENDATION AND MOTION TO EXECUTIVE:

- a) That the LMTAC Chair contact the Chief Negotiator for the Tsawwassen treaty table in advance of drafting a letter to request funding from the Treaty Negotiations Office;
- b) That the LMTAC Chair forward a copy of the draft letter to FOSC members for review before distribution;
- c) That the following information be included in the letter:
 - LMTAC's significant contributions to research and policy development on issues, such as regional governance and fisheries, that have been used by the Lower Mainland tables
 - LMTAC relies on funding from member regional districts
 - LMTAC Table Representatives and LMTAC staff spend a significant amount of time attending meetings, reviewing table documents and providing briefings to the LMTAC board
 - LMTAC is the largest TAC in BC and represents almost half of BC's population

3.3 Review: Regional District Funding Formula

Members reviewed the documentation related to regional district funding formulas and the FOSC Chair clarified questions related to the specific calculations.

The FOSC Chair reminded members that this sub committee usually prepare a list of assumptions relating to the following year's budget for board approval prior to suggesting significant changes to the budget. Some of assumptions that may be included for the 2004 LMTAC budget include:

- consider holding fewer board meetings per year and/or more Executive meetings
- consider honorarium payment amounts

4. OTHER BUSINESS

4.1 Table Representation Focus

Members discussed that LMTAC staff have been attending recent Tsawwassen treaty negotiation meetings and, as a result, the honorarium expenses will be lower than expected.

4.2 Review Excerpt from Board Meeting, February 26

Members acknowledged the below excerpt from the February 26 board meeting:

THAT the LMTAC Board direct both the Finance and Organizational and the Communications Sub-Committees, to hereafter meet only:

- a) as requested by the respective Sub-Committee Chairs with staff consultation; or*
- b) to address specific issues referred by the LMTAC Executive Committee.*

4.3 Actuals, February 28/03

Members reviewed this document. The LMTAC Manager advised members that some monthly charges were not yet processed given the priority of the GVRD Finance department to complete 2002 year-end processes.

5. INFORMATION

5.1 Mission Statement, Roles and Project Screening Guidelines

Request of Staff: The Mission Statement document no longer needs to be included in every FOSC agenda package.

6. CONCLUSION - The meeting concluded at 3:15 pm

The next FOSC meeting, if required, is scheduled for Tuesday, April 1 at 10:00am.