

Lower Mainland TAC
4th Floor
4330 Kingsway
Burnaby, BC V5H 4G8

L O W E R
M A I N L A N D
T R E A T Y
A D V I S O R Y
C O M M I T T E E

Telephone (604) 451-6179
Fax (604) 436-6860
E-mail: lmtac.lmtac@gvrd.bc.ca
Website: www.lmtac.bc.ca

January 29, 2004

**AGENDA FOR THE LMTAC FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING
[PUBLIC]**

You are requested to attend a meeting of the LMTAC FASC to be held on **Tuesday, February 3rd, 2004** from **9:30 a.m. – 11:30 a.m.** in the **8th Floor** Boardroom, 4330 Kingsway, Burnaby.

1. AGENDA FOR ADOPTION

1.1 February 3rd, 2004

2. MINUTES FOR ADOPTION

**2.1 November 6, 2003 Joint FOSC/CSC*
December 10, 2003 FOSC***

3. REPORTS

3.1 Review FASC Terms of Reference*

10 min

Directive: That members review the roles and responsibilities of the FASC outlined in the Terms of Reference.

3.2 Review FASC-Related Items in LMTAC 2004 Workplan*

10 min

Directive: That members review the FASC-related projects outlined in the Workplan and priorities set for 2004.

3.3 Review December 2003 Actuals/2004 LMTAC Budget*

20 min

Directive: That the members review the attached financial documents. *(The Final 2003 LMTAC Statement of Revenue and Expenses will be provided on table)*

3.4 Table Representation Discussion

30 min

Recommendation from Board, January 28th, 2004:

THAT the Finance and Administration Sub-Committee (FASC) review the current LMTAC Operating Procedures and provide suggestions on how to integrate elected alternate table representatives into LMTAC's organizational structure given that:

a) table activity in the Lower Mainland area is anticipated to increase significantly in 2004, especially with the ratification of the Tsawwassen Agreement-in-Principle; and

b) LMTAC members are interested in providing sufficient support and information exchange amongst those jurisdictions that fall within a particular Statement of Intent.

(A related staff report will be circulated to members prior to the meeting.)

4. OTHER BUSINESS

4.1 Administrative Assistant Performance Evaluation/Contract Renewal

10 min

– Report from LMTAC Manager

4.2 Update from LMTAC Manager

10 min

4.3 FASC 2004 Meeting Schedule: Set dates

5 min

5. INFORMATION

6. Next Meeting: TBA