

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](mailto:lmtac.lmtac@gvrd.bc.ca)  
Website: [www.lmtac.bc.ca](http://www.lmtac.bc.ca)

December 1, 2004

## AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on Wednesday, December 8, 2004 from 1:00 pm – 2:00 pm in the 2<sup>nd</sup> Floor West Meeting Room, 4330 Kingsway, Burnaby.

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1. AGENDA FOR ADOPTION
    - 1.1 December 8th, 2004
  2. MINUTES FOR ADOPTION
    - 2.1 November 3rd, 2004\*
  3. REPORTS
    - 3.1 2005 Orientation/Refresher Session\* 20 min
  4. OTHER BUSINESS 30 min
    - 4.1 Review of Actuals
    - 4.2 Year-end Items
    - 4.3 Next Year Planning: FASC related Items \*
  5. INFORMATION
  6. Next Meeting: January 5th 2005 [only as required]