

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)

January 28, 2005

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

You are requested to attend a meeting of the LMTAC FASC to be held on Wednesday, February 2, 2005 from 12:15 pm – 2:00 pm in the 2<sup>nd</sup> Floor West Meeting Room, 4330 Kingsway, Burnaby.

- 
1. **AGENDA FOR ADOPTION**
    - 1.1 February 2nd, 2005
  2. **MINUTES FOR ADOPTION**
    - 2.1 December 8th, 2004\*
  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 2005 Workplan\*** 10 min  
**Directive:** That members review the FASC-related projects outlined in the Workplan and priorities set for 2005.
    - 3.3 **Review Preliminary December 2004 Actuals\*** 20 min  
**Directive:** That the members review the attached preliminary financial statement.
  4. **OTHER BUSINESS** 30 min
    - 4.1 **Administrative Assistant Performance Evaluation/Contract Renewal**  
Report from LMTAC Manager 10 min
    - 4.2 **Discussion re 2005 FASC Schedule** 5 min
  5. **INFORMATION\***
    - 5.1 LMTAC 2005 Budget
    - 5.2 Provincial Funding to LMTAC
  6. **Next Meeting: March 2nd, 2005 [only as required]**