

March 3, 2008

AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on
Wednesday, **March 13, 2008** from **10:00a.m. – 12noon** in the 2nd Floor
Café East Meeting Room, 4330 Kingsway, Burnaby, BC.

[*Attachments included]

1. AGENDA FOR ADOPTION

1.1 March 13, 2008

2. MINUTES FOR ADOPTION

2.1 October 3, 2007

3. REPORTS

3.1 Review FASC Terms of Reference*

5 min

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

3.2 Review FASC-Related Items in LMTAC 2008 Workplan*

10 min

Directive: That members review the FASC-related projects outlined in the **attached** Workplan and priorities set for 2008.

3.3 Orientation Session – Summary of Feedback Forms*

10 min

Directive: That members receive the **attached** summary report for information.

3.4 Draft In-Camera ‘Board-in-Brief’*

20 min

Directive: That members:

- Consider the **attached** draft template in fulfillment of the 2008 Workplan Finance, Organizational Communication specific project #3 - Explore creation of in-camera ‘Board in Brief’; and
- Recommend to the LMTAC Executive Committee that staff implement the ‘Board-in-Brief’ for a three month trial period and report back to FASC on Board member feedback.

[IN-CAMERA]

3.5 Review of LMTAC Staff Consulting Agreements*

30 min

Directive: That members provide direction to the Managing Director on how to proceed with the Board requests for action as they relate to conducting the following:

- a. A review of the Research/Communications Coordinator job description; and
- b. A comparative analysis of compensation for both the Managing Director and Research/Communications Coordinator positions.

4. OTHER BUSINESS

40 min

4.1 2008 FASC Meeting Schedule

Recommendation from FASC Chair:

That FASC members advise of their availability and/or preference for scheduling regular FASC meetings for the remainder of 2008.

4.2 Lower Mainland Local Government Association (LMLGA) AGM

Recommendation from Managing Director:

That further to receiving notification that LMTAC is not required to present during the 2008 LMLGA AGM (May 7-9, 2008 in Whistler), FASC members provide direction regarding LMTAC staff participation in this event, including reservation of an information booth and registration.

4.3 LMTAC Office Space - Verbal Update from Managing Director

5. INFORMATION

5 min

5.1 Draft Year End Financial Statement - as of December 31, 2007*

5.2 2008 Budget*

5.3 Financial Statements - as of January 2008 *[to be provided on-table]**

6. Next Meeting: TBD [only as required]