

August 30, 2001

## NOTICE TO THE LMTAC FINANCE & ORGANIZATIONAL SUB-COMMITTEE

You are requested to attend a meeting of the LMTAC Finance and Organizational Sub-Committee (FOSC) to be held on **Friday, September 7, 2001 from 12:00 -2:00 p.m.** following the meeting with Minister Plant, at a downtown location to be determined on the day of the meeting.

### AGENDA (\*Attachments included)

1. **AGENDA**
  - 1.1 **September 7, 2001 - Adoption of agenda**
2. **MINUTES**
  - 2.1 **July 6, 2001\* - Adoption of minutes**
3. **REPORTS**
4. **OTHER BUSINESS**
  - 4.1 **Review of GVRD Admin Services Contract\***
  - 4.2 **Administrative Assistant Performance Review\***
  - 4.3 **Budget Assumptions 2002 Preparation\***

**Directive:** On July 6, 2001 FOSC members identified a preliminary list of budget assumptions for 2002 [see attached]. Further discussion is needed on possible LMTAC expenses and savings that we need to identify in order to build next years budget.

#### 4.4 **Workplanning 2002\***

**Directive:** Members are asked to give consideration to possible projects that the Committee would like to work on and include in the Full LMTAC Workplan for 2002. Attached is a status report on LMTAC 2001 Workplan for information.

5. **INFORMATION\***
  - 5.1 **August Actuals**
6. **ADJOURNMENT - Next Meeting: October 5, 2001**