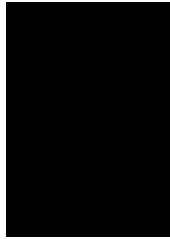


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January 30th, 2003

AGENDA FOR THE LMTAC FINANCE & ORGANIZATIONAL SUB-COMMITTEE

You are requested to attend a meeting of the LMTAC **FOSC** to be held on **Friday, January 31st, 2003 from 10:00 am – 12:00 noon** in the **5th Floor** Meeting Room, GVRD Offices, 4330 Kingsway, Burnaby.

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1. **AGENDA FOR ADOPTION**
 - 1.1 **January 31st, 2003**

 2. **MINUTES FOR ADOPTION**
 - 2.1 **November 8th, 2003***

 3. **REPORTS**
 - 3.1 **Review FOSC Terms of Reference*** 10 min

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

 - 3.2 **Review FOSC-Related Items in LMTAC 2003 Workplan*** 10 min

Directive: That members review the FOSC-related projects outlined in the Workplan and review priorities set for 2003.

 - 3.3 **Review December 2002 Actuals/2003 LMTAC Budget*** 20 min

Directive: That the members review the attached financial documents.

 4. **OTHER BUSINESS**
 - 4.1 **Administrative Assistant Performance Evaluation/Contract Renewal – Report from LMTAC Manager** 10 min

 - 4.2 **Potential Staffing Issues - Report from LMTAC Manager** 10 min
 - Transitional LMTAC support to TFN Table
 - Ongoing Policy Requests

 - 4.3 **FOSC 2003 Meeting Schedule: Set dates** 5 min

 5. **INFORMATION***
 - 5.1 **Mission Statement, Roles and Project Screening Guidelines**
 - 5.2 **Schedule of Meetings for 2003**

 6. **Next Meeting: To be determined**