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October 16, 2001

## NOTICE TO THE LMTAC EXECUTIVE COMMITTEE

You are requested to attend a meeting of the LMTAC Executive Committee to be held on **Wednesday, October 24, 2001 from 4:30 – 5:30 p.m. in the 2<sup>d</sup> floor Café East Boardroom**, GVRD Offices, 4330 Kingsway, Burnaby, B.C.

### AGENDA (\*Attachments included)

1. **AGENDA FOR ADOPTION**
  - 1.1 **October 24, 2001**
  
2. **MINUTES FOR ADOPTION**
  - 2.1 **September 12, 2001\*** 3
  
3. **DELEGATIONS**
  
4. **REPORTS**
  - 4.1 **New Financial Policy/Updated Operation Procedures\*** 10 min

*Recommendation from FOSC Oct. 5/01:* that a new spending guidelines policy be added to the Operating Procedures by adding a new section entitled "Financial Policies" – The Manager has the authority to spend within the established budget and workplan. In cases where an expenditure is over \$1,000 .00, written authorization by LMTAC Chair or Finance Chair is required. In cases where an expenditure is not within the established budget and workplan, it must be forwarded to the Full Board for approval.
  
5. **STANDING REPORTS [only as needed]** 5 min.
  - 5.1 **Chair**
  - 5.2 **LMTAC staff**
  - 5.3 **Communications Sub-Committee(CSC)**
  - 5.4 **Finance and Organizational Sub-Committee (FOSC)**
  - 5.5 **Negotiation Table Reports**
  
6. **OTHER BUSINESS**
  
7. **INFORMATION\***
  - 7.1 **New LMTAC Mission Statement, Roles and Project Screening Criteria**
  - 7.2 **Agenda Deadlines 2001**
  - 7.3 **Honorarium and Expense Form**
  
7. **ADJOURNMENT –Next Scheduled Meeting: November 14, 2001**