

May 29, 2001

NOTICE TO THE LMTAC COMMUNICATIONS SUB-COMMITTEE

You are requested to attend a meeting of the LMTAC Communications Sub-Committee to be held on **Wednesday, June 6, 2001 from 9:30 a.m. – 11:30 p.m. in the 6th floor Conference Room**, GVRD Offices, 4330 Kingsway, Burnaby, B.C.

AGENDA (*Attachments included)

1. **AGENDA**
 - 1.1 **June 6, 2001 – Adoption of agenda**
2. **MINUTES**
 - 2.1 **May 2, 2001* - Adoption of minutes**
3. **DELEGATIONS**

Councillor Sharon Charles, Semiahmoo First Nation 30 min
4. **REPORTS**
 - 4.1 **Fall Event Planning*** 60 min

Directive: The attached workplan was approved by the Full LMTAC on May 23. This CSC meeting will focus on finalizing venue and presenter details. Members are also requested to offer suggestions regarding case studies.
 - 4.2 **Internal Communications Needs Assessment Project (LMTAC Member Survey 2001)*** 20 min

Directive: At the March 7, 2001 CSC meeting, members endorsed the inclusion of a Communication Needs Assessment in the annual 2001 LMTAC member survey. Members are encouraged to review the attached draft survey based on the 2000 version and offer any changes or additions to the Communication-related components.
5. **STANDING REPORTS [only as required]**
 - 5.1 BC South Communications & Consultation Update
 - 5.2 Communications Sub-Committee (CSC) Chair
 - 5.3 LMTAC Staff
6. **OTHER BUSINESS** 5 min
 - 6.1 **Media Relations - LMTAC Article on Katzie Intergovernmental tour to Belcarra***

Directive: Members are requested to brainstorm article topics for LMTAC to cover in the future.
7. **INFORMATION***
 - 7.1 **Communications Plan Activity Status Report**
 - 7.2 **LMTAC Video Library List**
 - 7.3 **LMTAC Web Site Statistical Summary**
 - 7.4 **Honorarium and Expense Form**
8. **ADJOURNMENT - Next Meeting: July 4, 2001**

