

**LOWER MAINLAND TREATY ADVISORY COMMITTEE  
COMMUNICATIONS SUBCOMMITTEE  
REGULAR MEETING**

**November 1, 2001**

Minutes of the Regular Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Communications Subcommittee** held at 9:02 a.m. on Thursday, November 1, 2001 at the GVRD Offices, 4330 Kingsway, Burnaby, BC.

<b>ATTENDANCE</b>	
<b>JURISDICTION</b>	<b>TAC REPRESENTATIVE</b>
Village of Anmore	Mayor Hal Weinberg ( <b>Chair</b> )
City of Coquitlam	Councillor Louella Hollington ( <b>Vice Chair</b> )
Township of Langley	Councillor Mel Kositsky (arrived 9:29 a.m.)
Village of Lions Bay	Councillor Peter Stevenson
North Vancouver District	Mayor Don Bell, LMTAC Chair (Ex-officio) (arrived 9:30 a.m.)
City of Port Moody	Councillor Meghan Lahti
<b>LMTAC STAFF</b>	
Kirstie Pirie	Manager
Regan Schlecker	Aboriginal Affairs Analyst
Joy Smith	Administrative Assistant
Vivian Guthrie	Recording Secretary, Raincoast Ventures

**1. ADOPTION OF THE AGENDA**

**1.1 November 1, 2001 Communications Subcommittee Agenda**

**It was MOVED and SECONDED**

THAT the Agenda for the Regular Meeting of the LMTAC Communications Subcommittee scheduled November 1, 2001 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF THE MINUTES**

**October 3, 2001 Communications Subcommittee Minutes**

**It was MOVED and SECONDED**

THAT the Minutes of the Regular Meetings of the LMTAC Communications Subcommittee held October 3, 2001 be adopted as circulated.

**CARRIED UNANIMOUSLY**

**3. DELEGATIONS**

There were no delegations at the meeting.

**4. REPORTS**

**4.1 Workplanning 2002**

*Draft LMTAC Workplan 2002, Communication Projects.*

*On-table document dated August 29, 2001, titled "LMTAC Organizational Chart".*

Chair Weinberg opened discussion on a review of the Communications Subcommittee (CSC) Workplan 2002 and noted the revised budget of \$4,800, with a separate budget item for the Urban Forum of \$38,000. It was understood that the structure of the Urban Forum had been established and that staff would implement the plans.

Kirstie Pirie, LMTAC Manager, advised that Staff would continue to consult the CSC on matters pertaining to the Urban Forum.

Members discussed the role of the Committee to continue communications with other Treaty Advisory Committees (TACs) and respective councils. In general it was felt that the CSC would continue to act as a steering body for projects such as the Urban Forum.

Ms. Pirie clarified that items titled 'Allocated Budget' and 'Estimated Staff Time' in the draft Workplan 2002 were for planning purposes only. The final Workplan 2002 would show the Activity, Implementation, Completion and Status columns. The Workshop series was allocated no cost as it was seen to be an exercise of research and in-house meetings for the sharing of information.

Chair Weinberg introduced the subject of the Committee's reporting system and opened a discussion of whether the Committee was a committee of the Executive Committee or if it had evolved to be a committee reporting directly to the LMTAC Board.

Ms. Pirie introduced the documents pertaining to the CSC Terms of Reference (see Item 4.2) and explained that the proposed 'New Draft Wording' was intended to meet the objectives developed in the August 2001 LMTAC strategic planning session. Ms. Pirie distributed the LMTAC Organizational Chart and it was clarified that the staff portion of the chart had been approved and that the Finance and Organizational Subcommittee (FOSC) would be presenting recommendations on the remaining structure.

**It was MOVED and SECONDED**

THAT the Communications Subcommittee approve the structure of the draft Workplan 2002 with the addition of 'ongoing' responsibilities that include media relations, web site and the Urban Forum.

**CARRIED UNANIMOUSLY**

9:29 p.m.

Councillor Kositsky arrived at the meeting.

9:30 a.m.

Mayor Don Bell, LMTAC Chair, (Ex-officio member) arrived at the meeting.

***Request of Staff***

*Staff was requested to update the status column as to 'active' or 'ongoing'.*

**4.2 CSC Terms of Reference/Role of Communications Sub-Committee**

*New Draft Wording LMTAC Communications Sub-committee, Terms of Reference.*

Chair Weinberg referred to the document and opened discussion on the proposed wording for the LMTAC Communications Subcommittee (CSC), Terms of Reference. Kirstie Pirie, LMTAC Manager, advised that the current CSC Terms of Reference did not meet the new approved LMTAC Mission Statement, Roles and Project Screening Guidelines.

In discussion it was agreed that the New Draft Wording be revised to read:

- a) Item 1. Purpose, Paragraph 4:  
*The CSC will build the communications capacity of the LMTAC by identifying and developing new communication tools and resources, establishing communication priorities, and making recommendations to the wider membership of the LMTAC.*
- b) Item 2. Key Roles, Paragraph 1:  
*The role of the CSC is to facilitate and assist LMTAC key roles as shown below:*
  - "1. Communicate the collective interests of local government, in area treaty processes, to provincial, federal and First Nation's governments;*
  - 2. Advise and educate about local government and First Nations roles and interests in area treaty processes;*
  - 3. Monitor and, where necessary, respond to non-treaty aboriginal issues that may impact the collective local government interest; and,*
  - 4. Facilitate the development of effective working relationships between local governments and First Nations."*

- c) Item 3. Project Screening Guidelines, title:  
*LMTAC Project Screening Guidelines.*

Chair Weinberg advised Mayor Bell, LMTAC Chair, of the decision to include ongoing projects in the CSC Workplan 2002 and queried the status of the LMTAC Organizational Chart and the committee reporting structure. Mayor Bell clarified that the CSC was devised to be a subcommittee of the Executive, reporting through the Executive to the LMTAC Board. It was suggested that, as CSC members are elected by the LMTAC Board, it would be prudent to revise the Organizational Chart.

Mayor Bell advised that the intent of a review was to reflect the most practical structure for LMTAC. Mayor Bell explained that the CSC currently reported to the Executive, which in turn passed on recommendations to the LMTAC Board. A suggestion was that the CSC minutes go to the Board in addition to the Executive. A further suggestion was to include comments from committees to the Report Flow Summaries for the benefit of the LMTAC Board.

**5. STANDING REPORTS**

**5.1 BC South Communications and Consultation Update**

There was no BC South Communications and Consultation update at the meeting.

**5.2 Communications Subcommittee Chair**

There was no report from the Communications Subcommittee Chair at the meeting.

**5.3 LMTAC Staff**

Joy Smith, Administrative Assistant, asked about the advisability of sending future Committee agenda packages by e-mail. It was agreed that all Committee members should receive notice of meeting in the same manner. After discussion it was decided to stay with the current process of sending hard copy packages by courier.

**6. OTHER BUSINESS**

There was no other business at the meeting.

**7. INFORMATION ITEMS**

The LMTAC Communications Subcommittee received for information the following Item:

- 7.1 LMTAC Mission Statement, Roles and Project Screening Criteria.

**8. ADJOURNMENT**

The LMTAC Communications Subcommittee Regular Meeting held November 1, 2001 adjourned at 10:24 a.m.