

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

June 18, 2001

Minutes of the Special Fall Conference Workplanning Meeting of the **Lower Mainland Treaty Advisory Committee (LMTAC) Communications Subcommittee** held at 1:00 p.m. on Monday, June 18, 2001 in the 6th floor conference room, GVRD Offices, 4330 Kingsway, Burnaby, BC.

ATTENDANCE	
JURISDICTION	TAC REPRESENTATIVE
Village of Lions Bay	Councillor Peter Stevenson
City of Port Moody	Councillor Meghan Lahti (departed 10:52 a.m.)
City of White Rock	Councillor Mary-Wade Anderson
LMTAC STAFF	
David Didluck	LMTAC Executive Director
Kirstie Pirie	LMTAC Communications Coordinator
Joy Smith	LMTAC Administrative Assistant

1. ADOPTION OF THE AGENDA

No agenda was prepared for the meeting, as this is a special workplanning meeting.

2. ADOPTION OF THE MINUTES

No minutes were approved.

3. FALL EVENT WORKPLANNING

LMTAC's Communications and Operations Manager, Kirstie Pirie, provided a status report on the Fall Conference and highlighted specific challenges faced by staff in attempting to secure an October venue. Fall is conference season and many identified facilities are already booked. Discussion further included the need for funding and co-sponsorship by external organizations, and Ms. Pirie reported on letters that are being prepared by LMTAC Chair Bell for the BCTC and UBCM. Cllr. Anderson offered to assist staff in raising funding and contacting sponsors for the event. Members further provided suggestions of potential community groups to target as attendees.

Requests of Staff

- That staff proceed to make contractual arrangements with hotels/caterers to finalize an event date between October 12 and November 24. (It is acknowledged that the CSC budget allocation to the event will be used to guarantee the contract.)
- That staff confirm an event location based on the following criteria: a) be within Greater Vancouver (within the cities of Vancouver – downtown or Richmond); b) venue to provide full conference and business services to delegates; c) preferred that the facility be accessible by transit; d) facility to provide in house catering services.
- That staff explore co-sponsorship and workplanning opportunities with the Native Investment and Trade Association (NITA).
- That staff pursue funding and sponsorship from both public and private sector sources, including: BC, Canada, BC Hydro, Telus, BC Rail, major banks.
- That the Day 1 Networking Dinner be funded by an external source or downgraded to a networking reception to save costs.
- That a small delegate gift be included in the event budget.
- That registration fees be set at: \$100 early registration and \$150 for late registration
- That a preliminary poster and web announcement be circulated once the venue location and dates have been confirmed.

4. **OTHER BUSINESS**

No other business items were presented at the meeting.

5. **ADJOURNMENT**

The meeting adjourned at 2:35 p.m.

Request of Staff

That the July 4, 2001 CSC meeting be cancelled, and that CSC members receive periodic electronic updates from staff on conference workplanning progress.