

**LOWER MAINLAND TREATY ADVISORY COMMITTEE
COMMUNICATIONS SUBCOMMITTEE (CSC) - REGULAR MEETING**

September 4, 2002

Minutes of the Regular Meeting of the **LMTAC Communications Subcommittee** held at 9:35 a.m. on Wednesday, September 4, 2002 on the 6th floor at the GVRD Offices, 4330 Kingsway, Burnaby, BC.

ATTENDANCE	
City of Coquitlam	Councillor Louella Hollington (Chair)
Village of Lions Bay	Councillor Peter Stevenson (Vice-Chair)
City of White Rock	Councillor Mary-Wade Anderson
North Vancouver District	Mayor Don Bell arrived at 10:00am, departed at 10:40 am
Greater Vancouver RD	Director Ralph Drew arrived at 10:25am
STAFF	
Kirstie Pirie	Manager
Regan Schlecker	Aboriginal Affairs Analyst
Joy Smith	Administrative Assistant & Recording Secretary

1. ADOPTION OF THE AGENDA

September 4, 2002

The agenda was adopted as circulated.

CARRIED UNANIMOUSLY

2. ADOPTION OF THE MINUTES

July 2, 2002

The minutes were adopted without amendment.

CARRIED UNANIMOUSLY

3. DELEGATIONS

There were no delegations at the meeting.

4. REPORTS

4.1 2002 Annual LMTAC Member Survey

Directive: Members are requested to review the attached summary of surveys received in order to:

- a) consider feedback received; and
- b) provide recommendations for the communication section of the 2003 LMTAC Workplan.
(Please brainstorm ideas in advance and bring your communication ideas to the meeting.)

The LMTAC Manager reviewed the overall summary of responses and discussion ensued. The CSC Chair lead members through the summary of responses via each section of the survey: General, Organizational/Operational, Communication/Member Services, and Overall.

GENERAL:

Members discussed feedback related to main factors affecting board meeting attendance; the agenda topics and relevance to a member's jurisdiction ranked highest among other reasons including timing/schedules and council appointments. Also, it was noted that the majority of responses for number of meetings held fell into the "sufficient" category which was seen as a positive.

Motion and Recommendation to Executive:

That the timing of the monthly LMTAC Board meetings be reviewed to solicit member preference. (Areas to investigate include: budget implications, timing of meetings, potential change of membership post-Elections, length of board meeting (i.e. 3 hours)).

ORGANIZATIONAL/OPERATIONAL:

It was noted that the survey comments suggest that members understand information provided in the agendas. In particular, the CSC Chair highlighted that the agenda and reporting formats were ranked as "very effective" (17 responses) or "adequate" (10 responses); survey comments suggest the new blue context summary pages have further assisted in improving communication with members.

Motion and Recommendation to Executive:

That the agenda cover page of LMTAC agendas be modified to distinguish table, sub-committee, Chair and Staff Reports to further enhance communication of material with members.

A member noted that several of the survey responses highlighted that in addition to BC and other delegations, members found the servicing agreement workshop, orientation sessions and the urban aboriginal issues workshop as some of the most useful LMTAC events. Mayor Bell reiterated how important it is that we maintain our relationship with the province. This brought up discussion on the agenda structure. It was agreed that Standing Reports should be changed to Table Progress Reports or Table Updates and the titles thereunder be changed accordingly to Committee Reports, etc. which could contain the administrative material. This section could then be moved nearer the end of the agenda.

Request of Staff: That staff look into putting together some sample agendas for review at the next meeting.

COMMUNICATION / MEMBER SERVICES:

It was noted that the feedback on the web site was generally very positive and that there were 10 “never” [access web] responses; discussion confirmed that we could promote the web site more. The Administrative Assistant noted that electronic agenda distribution is still under investigation.

Members highlighted the various methods used to share LMTAC material with respective jurisdictions and how it could be useful to promote these options to all members based on the survey responses.

Motion and Recommendation to Executive:

That information on the different methods used to update members’ councils and boards on LMTAC material be promoted to all LMTAC members to encourage greater internal information sharing.

OVERALL:

The Chair also noted the concurrence of First Principles and Governance research/discussion were ranked by many respondents as the greatest achievements by LMTAC. Whereas, it was noted that the responses indicated that LMTAC’s greatest challenge working with other levels of governments.

Motion and Recommendation to Executive: That the 2003 Workplan include items that focus on formulating of a strategy on improving intergovernmental relations with all levels of government and addressing credibility issues with the senior levels of government.

Request of Staff: To work with CSC in development of a summary presentation of survey results to the Full LMTAC in October.

Discussion of the workshop to discuss LMTAC’s draft discussion paper on regional government was raised. Director Drew overviewed discussions to date with GVRD senior staff and potential changes to the proposed workshop. The current workshop being discussed will be scaled down to regional districts only and hopefully a larger workshop can be scheduled for the new year.

Motion and Recommendation to Executive: That the Executive add an item into the 2003 LMTAC Workplan that would explore the possibility of bridging the gap between area First Nations and local governments via tours/visits between the First Nation and municipal councils.

General discussion on what needs to be In-Camera as compared to Public agenda information. A revised workplan was distributed as an On-Table item at the meeting and was reviewed with the following results:

Item 2 under CSC – Tour of Councils to be moved to the 2003 Workplan.

Request of Staff: That staff draft a 2003 Workplan with Communication activities and related budget to bring to the next meeting.

4.2 Enhancements to Member Communication

Recommendation from July 10th Executive: THAT the issues of frequency of staff reporting and Update Bulletins be referred to the LMTAC Communications Sub-Committee for comment.

It was agreed that the Update Bulletin should be quarterly and that it could feature articles on:

1. the website
2. how members can update their councils by forwarding their e-mails

3. STANDING REPORTS

There were no standing reports at the meeting.

4. OTHER BUSINESS

As follow up to a request from the CSC, the Manager gave a status report regarding the placement of LMTAC as a delegation for a future Council of Councils meeting and advised that there not likely be any meetings until 2003.

7. INFORMATION ITEMS

7.1 Mission Statement, Roles and Project Screening Criteria

8. ADJOURNMENT

The meeting adjourned at 11:40. The next meeting is October 2, 2002