

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

June 19, 2002

Minutes of the Regular Meeting of the **LMTAC Communications Subcommittee** held at 9:30 a.m. on Wednesday, June 19, 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)
Township of Langley	Councillor Bob Long
City of White Rock	Councillor Mary-Wade Anderson
Kirstie Pirie	Manager
Joy Smith	Administrative Assistant & Recording Secretary

1. ADOPTION OF THE AGENDA

June 19, 2002

The agenda was adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF THE MINUTES

February 6, 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: As part of the LMTAC Workplan, CSC members are requested to review the 2001 Members Survey and consider changes to create a focused survey for 2002, including the following suggestions from FOSC:

- survey to focus on assessment of LMTAC's value to members
- maximum survey length: 2 pages (to improve upon numbers of surveys completed and returned in previous years)
- ensure format allows for email distribution and responses
- remove section on staffing (as most of these questions are covered during performance evaluation processes)

The Manager reviewed the survey results from last year; a total of 13 were received and 2002 was the 2nd year that this survey was done. Discussion ensued and a telephone survey was suggested. The Administrative Assistant gave comments regarding surveys she has conducted. A question arose as to what members want out of the survey and what questions may be redundant. The CSC Chair noted that the board agendas sometimes lack background or context information and this perpetuated discussion on the subject.

Possible additional survey questions were discussed, including:

- do you recognize what is on the agenda and why; how does it relate to treaty negotiations
- how do we make LMTAC of more value to you and vice versa
- perceived role of LMTAC

In relation to deciding on which questions to include in the draft survey, discussion on background/context information in board agendas revealed several issues. The Administrative Assistant elaborated on several improvements initiated over the past year to clarify context of information provided in agenda packages. Such changes include the Report Flow Summary form that was developed to track LMTAC prepared documents and accompanying recommendations through various committee meetings and the inclusion of recommendations and directive boxes on board agenda cover pages.

Regarding how the survey may address LMTAC member evaluation of the value of membership to LMTAC, discussion outlined interest in providing members with additional context information on board agendas to encourage greater participation in meetings. For example, members were interested in having more information on why a particular piece of information was included and its context, such as its relation to a particular treaty table topic. The LMTAC Manager outlined differences between the several types of information included in a board agenda, including reports prepared internal to LMTAC, table information received from the Provincial negotiators, and external information items. Each type of information is included for different reason. Staff time required to prepare any additional context material was raised as a consideration.

The province's presentations were brought to light; an elements chart would be ideal for members to have a better understanding of the issues at hand; tables could give a verbal overview; It was suggested that a one page introduction to the agenda item and have that page put on a coloured paper for insertion into the agenda package in front of the report. It was also noted that we need a common language or Glossary of Terms so that all things are referenced with continuity and understanding.

A separate web site survey was suggested.

The committee then reviewed the 2001 Survey by page and made the following changes:

- Question 1 eliminated
- Question 2 combined with question 4 with Executive and Sub-Committees removed
- Question 3 had an additional item inserted
- Question 7 deleted
- Question 8 combined with question 9 and re-worded
- Question 11 embellished
- Question 12 deleted
- Questions 13 through 18 deleted
- Question 19 moved to the end of the survey
- Question 20 deleted
- Question 23 updated
- Additional question added

Request of Staff: *To prepare a new 2002 LMTAC Member Survey draft based on above suggestions and e-mail to committee for review prior to the July 2nd, 2002 meeting at which time a determination will be made about distribution and collection specifics.*

Members discussed other ways in which communication to members could be improved in the short term.

Motion and Recommendation to Executive That:

- a] staff endeavour to prepare additional introductory or contextual overviews to report material included in the board agendas, with a maximum of one page and printed on coloured paper
- b] the Executive consider asking staff to prepare and distribute a concise monthly summary of LMTAC activities for members to share with their respective council or board.

A Workshop on the Community Charter was mentioned briefly.

4.2 Workplan 2002 - Review Communications Projects - Deferred to July 2 meeting.

5. STANDING REPORTS

There were no standing reports at the meeting.

6. OTHER BUSINESS

There was no other business at the meeting.

7. INFORMATION ITEMS

7.1 LMTAC Mission Statement, Roles and Project Screening Criteria

8. ADJOURNMENT

The meeting adjourned at 11:50. The next meeting was re-scheduled for Tuesday, July 2nd, 2002.