



**MUNICIPALITY OF EAST FERRIS
COMMUNICATIONS COMMITTEE
April 15th, 2019 at 8:00 a.m.**

Present: Councillor Lougheed, Mayor Rochefort, Jason Trottier, CAO and Monica Hawkins, Clerk

Call to Order

1. **Called to order** - Meeting called to order at 8:15 a.m.
2. **Approval of the agenda** – Agenda approved as prepared
3. **Minutes of March 18th, 2019** – Minutes approved
4. **Declaration of Conflict of Interest/Pecuniary Interest-** None
5. **Correspondence and Information:**
 - **Pauline to have examples of website layout for consideration:**
From the last Communications meeting, committee was asked to bring ideas regarding the website. During the meeting, the committee reviewed various Municipal Website and discussed format, icons, buckets, etc. CAO advised that he has been communicating with VS Group with layout and he is working on pricing for budget
 - **Press releases (look at what we currently do. (i.e. Wall of Fame Carnival Press Release):**
Committee discussed regarding “Press Releases”, such as how they are handled. This agenda item will be brought forward to the Dept. Managers meeting.
 - **Committee Minutes:**
We recognize that it is important for the citizens of the municipality to be able to review our committee minutes meetings on our website. All minutes of Committees and Boards that have citizens appointment will be posted on the website
 - **Picture contest:**
Jason still working with VS Group regarding this. We are looking for a spring start. It's in the works.
6. **Other Business:**

Next meeting to add – Communication (Tax Info) insert in Tax Bills
7. **Adjournment:**

Meeting adjourned and next scheduled meeting is May 27th, 2019 at 8:00 a.m.