



**MUNICIPALITY OF EAST FERRIS  
COMMUNICATIONS COMMITTEE  
May 27<sup>th</sup>, 2019 at 8:00 a.m.**

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

**Call to Order**

1. Called to order – at 8:00 a.m.
2. Approval of the agenda – Agenda approved
3. Minutes of April 15<sup>th</sup>, 2019 – Minutes were not circulated, as they were circulated on the Council Agenda of April 23<sup>rd</sup>, 2019.
4. Declaration of Conflict of Interest/Pecuniary Interest – None for this session.
5. Correspondence and Information:

- **Committee Agenda and Minutes:**

Need to concentrate on the posting of agenda and minutes of the Committee meetings. Agendas and Minutes for Committees should be posted as soon as possible.

- **Chain of Command re: Media:**

Media Policy to be worked on. Jason presented the Committee with a 2 phrase/paragraph media policy. Committee was in support of it, as it was simple and to the point. Policy will be prepared and brought forward to Council for review and approval.

- **Strat Plan Action Items for Committee:**

Mandate letters need to be prepared. While in class in London, Jason along with a class group worked on the Municipality's Plan. Good ideas came out of his project. The group reviewed the plan and prepared a reflection of it. Councillor Lougheed and Mayor Rochefort were very pleased with Jason's group feedback. Jason will be preparing a presentation to Council.

- **Email Issues:**

We have been experiencing problems with a member of Council regarding e-mails. It seems that the problem has been resolved. At some point this summer, we will be changing our IT people. We have been experiencing many issues for the past 3 years. They are a firm from Sudbury and we will be going local.

### **Website Update:**

Jason is working with Tammy from the Community Centre. Tammy circulated to all dept heads their category of the website for them to review and make proper changes. The goal is to have the website updated, prior to revamping with VS Group.

- **Use of French:**

Mayor Rochefort pleased to see the Tradeshow flashcards being bilingual. It would be good to see a Communications Policy implemented. Nothing major, we have created a Hub with the school and the use of the Library and it would be good to accommodate the school. Mayor Rochefort gave an example such as naming a Park (*Memorial Park/Parc commémoratif*). A Communications Policy can become a sensitive issue, but we only need to reflect our current practice, i.e Parks, Street Names...

### **6. Other Business:**

Letter has been prepared to release to Ms. Maggie Preston Coles regarding presentation to Council on May 14<sup>th</sup>, 2019. Letter will be released today.

Draft Travel Policy should be ready to go to Council at the next regular meeting.

### **7. Next scheduled meeting:** June 10<sup>th</sup>, 2019 at 10:00 a.m.

### **8. Adjournment**