



**MUNICIPALITY OF EAST FERRIS
COMMUNICATIONS COMMITTEE
September 16th, 2019 at 7:45 a.m.**

Call to Order: Mayor Rochefort, Councillor Lougheed, CAO, Jason Trottier, Clerk Monica Hawkins

1. Called to order - at 7:45 a.m.
2. Approval of the agenda - Approved
3. Minutes of May 27th, 2019 - Minutes were attached to Regular Meeting of Council, and were not circulated with the agenda. Committee approved the minutes
4. Declaration of Conflict of Interest/Pecuniary Interest – None for this Meeting
5. Correspondence and Information:
 - Web site update: CAO presented the document received from VSGroup. It was determined that it was more than a re-skinning of the website. Cost was quoted at \$11,000 plus taxes. Resolution will be prepared for Council approval at the Council meeting of September 24th, 2019. Committee reviewed the new website design from the Municipality of Callander and the East Ferris Website will be similar
 - Council Year End Report to Citizens and Citizens Survey: Committee discussed having a Special Meeting of Council in December to prepare a Preliminary Council Year End Report, and then be presented to public in January
 - Language Policy: Policy regarding “Respect of Heritage” Mayor Rochefort will be providing draft document for Committee to review
 - Website - committee minutes posted: It was mentioned that minutes are posted on the website. Public Works Committee, Fire Department Committee and Communications Committee are more of an internal committee. It was advised that the minutes of the Public Works, Fire Dept and Communications Committee are posted on the municipal website but only through the Council agenda. A review of the Terms of Reference will be done in order to address this matter
 - AV at council meetings: Committee discussed that audio visual should be considered with the new Municipal Building. Committee advised that this will be addressed and corrected with the New Municipal Building along with proper PA system and the review of Audio Visual
 - Phil Koning – Complaint handling in East Ferris (e-mail): Staff is working on a complaint tracking policy, and with the re-skinning of the Municipal Website, there will also be a section for complaint, which will be monitored. Councillor Lougheed will address Mr. Koning’s concern
6. Other Business: A draft Press Release & Media Advisory Policy was circulated to the Communications Committee for their review and input and will be brought back to the meeting of October 21st, 2019
7. Next scheduled meeting: October 21st, 2019
8. Adjournment: Meeting adjourned at 8:35 a.m.