



**MUNICIPALITY OF EAST FERRIS
COMMUNICATIONS COMMITTEE
Minutes of September 2nd, 2020**

Present: Erika Lougheed, Pauline Rochefort, Jason Trottier and Monica Hawkins

1. Called to order - Meeting called to order at 9:30 a.m.
2. Approval of the agenda - Agenda approved as prepared
3. Minutes of June 22nd, 2020 - circulated through council meeting agenda - Minutes were approved
4. Declaration of Conflict of Interest/Pecuniary Interest - Non for this session
5. Correspondence and Information:
 - **Website review prior to going live** - Jason started with the presentation of the new Municipal Website. A full review was done with the Communications Committee and it was advised that there are a few minor issues to fix, but overall, the website is ready to go live. Pauline and Erika stated that the website was clean, easy and a good tool for information. Council will receive their review of the Municipal website at the Special meeting of Council scheduled for September 8th, 2020.
 - **Strategic Plan Progress Review** - Jason reviewed the Strat Plan progress report with Erika and Pauline. The format of the Strat Plan comes from a software that we acquired, and Kim is the individual that worked on setting all the report in the software. Committee was happy with the layout. The Stat Plan Progress Report will be presented at Council at the Special Meeting of September 8th, 2020.
 - **Municipal Office Communications** - This agenda item will appear on the on-going communications agenda. Discussions of communications to the public regarding the new municipal office build. We need to keep the knowledge going with the residents. It was discussed that we will create a page on the website with info for the residents such as why we need a municipal building and post the video.
7. Next scheduled meeting: October 19th, 2020 at 9:30 a.m.
8. Adjournment - meeting adjourned at 11:00 a.m.