



**MUNICIPALITY OF EAST FERRIS  
COMMUNICATIONS COMMITTEE**  
**Minutes of Meeting held Monday, May 17th, 2021 at 11:00 a.m.**

**PRESENT:** Chair, Erika Lougheed, Co-Chair, Pauline Rochefort, CAO, Jason Trottier,  
Clerk, Monica Hawkins

1. **Called to order** - Meeting called to order at 110 a.m.
2. **Approval of the agenda** - Agenda approved as prepared
3. **Minutes of April 19th, 2021 - circulated through council meeting agenda-** Minutes approved as circulated
4. **Declaration of Conflict of Interest/Pecuniary Interest** - None for this session
5. **Correspondence and Information:** - None for this session
6. **Other Business - Referred from last meeting**
  - a) Strategic Plan Progress Survey- Review of the questions - Committee reviewed the questions of the Strategic Plan Progress. Survey will be going out May 25th and close on June 11th, 2021.
  - b) Items for next quarterly newsletter (May-June) - on going item
  - c) Complaint and Service Request Handling Policy Review and Feedback (Draft) - Committee reviewed the policy, there is two remaining sections to be completed. Referred to the next Communications meeting.
7. **Next scheduled meeting:** - Next scheduled meeting, June 21st, 2021 at 11:00 a.m.
8. Adjournment