



**MUNICIPALITY OF EAST FERRIS
COMMUNICATIONS COMMITTEE MEETING
March 18th, 2019 at 8:00 a.m.**

Call to Order

1. Called to order – Meeting called to order at 8:00 a.m. – Present: Chair Councillor Erika Lougheed, Mayor Pauline Rochefort, CAO/Treasurer, Jason Trottier and Clerk, Monica Hawkins
2. Approval of the agenda – It was requested to add to the agenda under Correspondence and Information the topic of the Municipal Survey. Committee approved of additional item.
3. Declaration of Conflict of Interest/Pecuniary Interest – None for this session
4. Correspondence and Information:
 - Website reskinning and mobile capability:
 - Jason advised the committee that he has been in discussion with VS Group for a cost on re-skinning the Municipal Website. The ideal is to make the website more functionable for all users. The content of the website will be the same, it will have mobile capability. Once the quote is received, it will be implemented in the operating budget deliberations.
 - Jason also mentioned regarding the photos on our website. Photo contest was discussed. At present time, Jason is working on formatting a Photo Release Form for individuals.
 - Committee discussed that they would like the website updated with the agenda and minutes of the Committees and Boards of the Municipality. Monica to advise the Manager of Planning and Economic Development and Manager of Recreation and Facilities.
 - Circulation to each department of their section on the website will be forwarded to Managers for their review for additions and/or deletions.
 - The Committee agreed to report to Jason on website ideas and function ability for the next Communications Committee meeting.
 - Podcast
 - Jason explained to the committee regarding a project he has been researching. Jason gave a brief description of the Podcast that the Town of Saugeen Shores host. He will be doing further research such as cost, implementation, etc. and bring back to the committee.
 - Municipal Survey
 - Jason advised the Committee that by late Tuesday afternoon, the report regarding the survey will be completed and will be forwarded to Council prior to the Special Meeting of March 21st, 2019.
5. Other Business - none
6. Adjournment – Meeting adjourned at 8:40 a.m. and next scheduled meeting has been set for April 15th, 2019 at 8:00 a.m.

