



# Agenda

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## Community Communications Advisory Committee

**Meeting Date:** May 27, 2019  
**Meeting Time:** 9:00 a.m. – 11:00 a.m.  
**Location:** Council Chambers  
**Prepared by:** Tim Hendry, Communications & Economic Development Coordinator

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### A. Call to Order

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- **Approval of Agenda**

**Recommended** (Move, second)

THAT the Agenda of May 27, 2019 be approved as circulated, including any additions to the Agenda.

**Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Community Communications Advisory Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

- **Previous Minutes (April 29, 2019)**

**Recommended** (Move, second)

THAT the Minutes of April 29, 2019 be approved as circulated, including any revisions to be made.

### B. Deputations / Presentations

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**B.1 Presentation: Sub-Committee Report from Lyn Logan, Paula Hope, and John Milne**  
**Re: Building the Town's Email Distribution List**

**B.2 Presentation: Tim Hendry, Communications and Economic Development Coordinator**  
**Re: Website Analytics**

## **C. Staff Reports**

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### **C.1 Key Communication Priorities, FAF.19.089**

**Recommended** (Move, second)

THAT the Community Communications Advisory Committee receive Staff Report FAF.19.089, entitled “Key Communications Priorities” for information.

## **D. New and Unfinished Business**

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### **D.1 Terms of Reference Review**

**Recommended** (Moved by, Seconded by)

THAT the Community Communications Advisory Committee approve the revised Terms of Reference for the Community Communications Advisory Committee and forward the same to Council for final review and approval.

### **D.2 Follow-up regarding Canadian Anti-Spam Legislation research (AMO and FCM) – Tim Hendry, Economic Development and Communications Coordinator**

### **D.3 Town Policies and Legislation Acknowledgement**

## **E. Public Comment Period**

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### **E.1 Public Comment Period (each speaker is allotted three minutes)**

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Community Communications Advisory Committee matters. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters that are a follow-up to a Public Meeting.

## **F. Upcoming Meeting Dates**

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The next meeting date will take place June 17, 2019 at 9:00 a.m. in Council Chambers at Town Hall.

## **G. Adjournment**

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**Recommended** (Move, second)

THAT the Community Communications Advisory Committee does now adjourn at (TIME) a.m. to meet again June 17, 2019 or at the call of the Chair.