



Agenda

Community Communications Advisory Committee

Meeting Date: July 15, 2019
Meeting Time: 9:00 a.m. – 11:00 a.m.
Location: Council Chambers
Prepared by: Sarah Merrifield Executive Assistant Committees of Council

A. Call to Order

- **Approval of Agenda**

Recommended (Move, second)

THAT the Agenda of July 15, 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 (June 17, 2019)**

Recommended (Move, second)

THAT the Minutes of June 17, 2019 be approved as circulated, including any revisions to be made.

B. Staff Reports and Deputations

B.1 Deputations, if any

None.

B.2 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 included on the Agenda. 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.

B.3 Staff Reports, if any

B.3.1 Postcard Mailer to Increase Email Subscriptions, FAF.19.124

Recommended (Move, second)

THAT the Community Communications Advisory Committee receive Staff Report FAF.19.124, entitled “Postcard Mailer to Increase Email Subscriptions”;

AND THAT the Community Communications Advisory Committee asks Council to consider identifying the Postcard Mailer as a key communications priority and allocate funding to facilitate the project in 2019.

OR

AND THAT the Community Communications Advisory Committee requests that staff include the costs associated with the Postcard Mailer in the 2020 Communications Budget for consideration by Council.

B.3.2 Town Newsletter Six Month Trial, FAF.19.125

Recommended (Move, second)

THAT the Community Communications Advisory Committee receive Staff Report FAF.19.125, entitled “Town Newsletter 6 Month Trial”;

AND THAT the Community Communications Advisory Committee asks Council to consider identifying the Town Newsletter as a key communications priority and allocate funding to facilitate the project in 2019.

OR

AND THAT the Community Communications Advisory Committee request that staff include the costs associated with the Town Newsletter in the 2020 Communications Budget for consideration by Council.

B.3.3 Communication Survey Feedback from Service Delivery Review, FAF.19.126

NOTE: This staff report will be available Thursday, July 11, 2019.

C. Matters for Discussion

C.1 Working Group Update: Top 3 Communications Priorities

C.2 Consideration of a Policy of Responding to all Committee and Board Applications – Andres Paara and John Milne

C.3 Discussion around Social Media Participation for Town Committee Members – John Milne (verbal)

D. Correspondence

None

E. New and Unfinished Business

D.1 Additions to the Agenda

D.2 Items Identified for Discussion at the Next Meeting

F. Notice of Meeting Dates

August 19, 2019

Town Hall, Council Chambers

G. Adjournment

Recommended (Move, second)

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