



## Communications Committee Minutes February 8, 2019

Attendance: Cayman Heath, Roxanne Lambert, Reeve Barbara Shaw and Administrator Dylinna Brock

Guest: Wendy Mortimer

1. Reeve Shaw and Administrator Dylinna Brock welcomed the new Budget & Finance Committee of Council.
2. Members introduced themselves, and outlined their backgrounds, work experience and interest in volunteering for this committee.
3. Orientation Wollaston Township Committee Structure was presented by Roxanne Lambert with assistance from Administrator Dylinna Brock.
4. Administrator Dylinna Brock reviewed the Township Procedural Bylaw focusing on Conflict of Interest, and the Councillor Code of Conduct. These documents will be used in addition to the Terms of Reference for the Committee to guide processes. Members signed off that they have reviewed and understand the information provided.
5. The members identified supporting documents that would be helpful to them such as the Strategic Plan, and Asset Management Plan. Staff will provide copies of these documents for the committee. Once the Committees are established the Communications Committee will support them with communication needs as outlined in their workplans.
6. Election of the Committee Chair position. Motion by Reeve Shaw, seconded by Cayman Heath to appoint Roxanne Lambert as the Communications Committee Chair. All voted in favour.
7. Election of the Committee Vice Chair position. Motion by Roxanne Lambert, seconded by Reeve Shaw to appoint Cayman Heath as the Communications Committee Vice-Chair. All voted in favour.
8. Election of Minute Taker position. Motion by Reeve Shaw, seconded by Cayman Heath to appoint Roxanne Lambert as the Communications Committee Minute Taker. All voted in favour. It is hoped that this committee will expand its membership in the near future and that another new Committee member would agree to stand for election for the Minute Taker position.

9. Review of the DRAFT Communications Committee Terms of Reference. Motion by Reeve Shaw, seconded by Cayman Heath to send these Terms of Reference to the Committee of the Whole for their review and approval. Administrator Brock will assist Chair Lambert to draft the Committee Report for Decision template that will accompany the approved Terms of Reference.
10. Date for the Next Meeting will be Friday March 8, 2019 at the Wollaston Council Chambers from 12:30 – 1:30
11. Motion to adjourn, Reeve Shaw and seconded by Roxanne Lambert. Carried.