



Communications Committee Agenda

Meeting Date: May 31, 2019

Time: 2 – 4 pm

Location: Township Office

#	Item	Person Responsible	Time
1	Welcome & Call the Meeting to Order	Chair	
2	Declaration of Interest	All	
3	Approval of the Agenda	All	5
4	Approval of Minutes Dated: April 26, 2019	All	
5	Business Arising from the Minutes <ul style="list-style-type: none"> • Review Dog Bylaw • Orientation Session Planned for New Members (Checklist) • Faraday Hazardous Waste May 11 • North Kawartha invitation to Jim to attend Council • Recreation Committee letter requesting donations • Determine Timeline for “Share the Space” campaign • Top 10 Questions Asked 	All Roxanne/Dylinna Dylinna Dylinna Barb/Dylinna Wendy Cayman	25
7	Council Liaison <ul style="list-style-type: none"> • 	Reeve Shaw	10
8	Updates from Staff <ul style="list-style-type: none"> • Status of reviewing Branding Usage with Staff • Any Health & Safety policy Questions from Wendy? Recommendations May COW <ul style="list-style-type: none"> • From Works: Survey for use of skills park and Pavilion space 	Dylinna Brock	20

	<ul style="list-style-type: none"> • From Rec to promote Canada Day festivities • From Rec All Committee participate in Parada with a Float • From Rec discuss Letter of Donations • From Rec Request for Reeve to attend their meeting to discuss Social Media policy 		
9	Promotional Costing for 2020 budget consideration	Roxanne	10
10	Discussion Draft Fire Communications Campaign	Barb	10
11	Workplan (anything to add or update)	All	5
12	Tracking Volunteer Hours		5
9	New Business <ul style="list-style-type: none"> • Election of Minute Taker position 		5
10	Check In & Closing Motion to Adjourn	Roxanne	

Materials Attached to Review:

- Minutes of April 26, 2019
- Dog Bylaw
- Previous Township Fall Newsletter
- Communications Workplan
- Orientation Checklist for New Members

Next Meeting Date: June 28, 2019