



Communications Committee

Agenda June 21, 2019

10:30 am – 12:30 pm

Note: Presentation Scheduled for 11 am Katherine Houlding | Web Developer

1. Call to Order Roxanne
2. Declarations of Interest All
3. Approval of Agenda
4. Approval of Minutes dated April 26, 2019 & May 31, 2019
5. Business Arising from the last Meeting:
  - “Share the Space”: Jennifer
  - Thank you note to Recreation Committee: Roxanne
  - Electronic Communications: Wendy
  - Overview & Timeline Chart edits All
  - Summer Newsletter 2019 All
6. Update from the Chair Roxanne
  - Presentation by Katherine Houlding: Written content needed. Sneak Peak at Website, Discussion to determine where will the website be hosted. Timelines.
  - Survey for Pavilion Area & Joint Committee Working Group
  - Draft Communications Plan regarding the Survey
7. Update from Council Liaison Reeve Shaw
  - Fire Department Build Communications
8. Updates from Administrator Dylinna
  - Social Media policy to Staff & Rec Committee
  - Any Questions regarding Orientation Training: Wendy & Jennifer
  - Other

9. Review Workplan / Links to Strategic Plan
10. New Business

All

11. Complete Volunteer Tracking Hours
12. Date for Next Meeting: Friday July 26<sup>th</sup>?
13. Check in & Closing & Adjournment