



**MINUTES**  
**COMMUNITY COMMUNICATIONS ADVISORY COMMITTEE**  
**Monday, November 09, 2020 at 7:00 p.m.**  
**ELECTRONIC**

Members Present: Councillor Shirley Boxem, Emily Sedgwick, Karen Scully, Ruth Armstrong, Taria van Weesenbeek, Jeanette McFarlane, Communications, Christine Hickey, Recording Secretary, Heather Boston, Treasurer (for website presentation)

**1. Call to Order**

The meeting was called to order at approximately 7:02 p.m.

**2. Declaration of Pecuniary Interest - None**

**3. Approval of the Agenda**

**Moved by: Shirley Boxem and Seconded by: Taria van Weesenbeek**

THAT the November 09, 2020 agenda for the Community Communications Advisory Committee be approved as circulated.

**CARRIED**

**4. Approval of Previous Meeting's Minutes**

**Moved by: Ruth Armstrong and Seconded by: Emily Sedgwick**

THAT the September 28, 2020 minutes of the Community Communications Advisory Committee be approved as circulated.

**CARRIED**

**5. Review and Discussion of Changes to Website**

**Re: Brief Presentation by Heather Boston, Treasurer**

Staff member, Heather Boston provided an overview of the updates and changes to the website. The Committee provided positive feedback to the updates made. All members will review the new design and provide any suggestions they have to the Recording Secretary for the next meeting.

**Moved by: Ruth Armstrong and Seconded by: Shirley Boxem**

THAT the presentation from Heather Boston, Treasurer regarding changes to the website be received.

**CARRIED**

**6. Memo – Township of Mulmur – Communication Options  
(Response to follow-up questions for Recording Secretary from September 28 meeting)**

The Committee reviewed the Memo as presented.

**7. Mulmur Communications Plan – Working Document  
(Document Review)**

Discussion ensued on the Communications Plan – Working Document, and the communications that have been sent to date. Jeanette McFarlane will review the document and provide feedback on how to best implement the action items.

**Moved by: Shirley Boxem and Seconded by: Ruth Armstrong**

THAT the Mulmur Communications Plan – Working Document was discussed.  
**CARRIED**

Discussion on having a video message from the Mayor for December was discussed and the following recommendation was brought forward:

**Moved by: Ruth Armstrong and Seconded by: Shirley Boxem**

THAT the Community Communications Advisory Committee requests that the Mayor prepare a video message for December with the assistance of Staff.

AND THAT the video be included on the Township website and social media.  
**CARRIED**

**8. Items for Future Meetings**

Appointment of Vice Chair

**9. Adjournment**

**Moved by: Ruth Armstrong and Seconded by: Taria van Weesenbeek**

THAT we do now adjourn at 8:38 p.m. to meet again on December 7 at 7:00 p.m. or at the call of the Chair.

**CARRIED**

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**Chair**

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**Secretary**