



CVRD

COMMUNICATIONS COMMITTEE

TUESDAY, JUNE 19, 2012 AT 12:30 PM

CVRD BOARD ROOM - 175 INGRAM STREET

AGENDA

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| 1. | <u>APPROVAL OF AGENDA:</u> | 1-2 |
| 2. | <u>ADOPTION OF MINUTES:</u> | |
| | M1 Adoption of Minutes of the Regular meeting of the Communications Committee held February 21, 2012 | 3-5 |
| 3. | <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| 4. | <u>REPORTS:</u> | |
| | R1 Staff Report from Corporate Secretary, Legislative Services Re: Communications Audit/Strategic Communications Plan | Verbal |
| | R2 Report from Board Chair Re: Electoral Area Newsletters – Development of Policy and Procedure for Standardized Layout and Funding Formulas | Verbal |
| | R3 Report from Board Chair Re: Review of External Correspondence Process | Verbal |
| | R4 Report from Board Chair Re: Establishment of an External Communications Core Review Group | Verbal |
| | R5 Report from Board Chair Re: CVRD Matters Board Highlights | Verbal |
| | R6 Report from Board Chair Re: Website Area Profiles – Development of Base Profiles for Each Area Including Events/Meetings Calendar | Verbal |
| | R7 Report from Board Chair Re: CVRD Profile – Development of CVRD Policy and Procedure for Showcasing Political Jurisdictions, Economic Initiatives, etc. | Verbal |
| | R8 Staff Report from Corporate Secretary, Legislative Services Re: Proposed Shift in July Meeting Date to July 31, 2012 to Coincide with EASC's July Schedule | Verbal |
| 5. | <u>NEW BUSINESS:</u> | |
| 6. | <u>QUESTION PERIOD:</u> | |

7. ADJOURNMENT:

The next Regular meeting of the Communications Committee is scheduled to be held on Tuesday, July 17, 2012 at 1:30 pm, in the Board Room, CVRD, 175 Ingram Street, Duncan BC.

DISTRIBUTION:

Communications Committee

Director P. Kent, Chair
Director B. Fraser, Vice-Chair
Director G. Giles
Director R. Hutchins

Director B. Lines
Director M. Marcotte
Director I. Morrison
Director M. Walker

Cowichan Valley Regional District

Warren Jones, Chief Administrative Officer

Joe Barry, Corporate Secretary

Minutes of the Regular meeting of the Communications Committee held in the Board Room, 175 Ingram Street, Duncan BC, on Tuesday, February 21, 2012 at 1:32 pm.

PRESENT: Chair P. Kent
Directors B. Fraser, G. Giles, R. Hutchins, B. Lines,
I. Morrison, M. Walker

ABSENT: Director M. Marcotte

ALSO

PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Sybille Sanderson, A/General Manager, Public Safety
Therese Mickelson, MCI, (via conference call)
Tara Daly, Recording Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of New Business item:

**NB1 Meeting Dates; and
reordering the agenda so that items R4 and R3 follow item R1;**

and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

M1

It was moved and seconded that the minutes of the Regular meeting of the Communications Committee held April 19, 2011 be adopted.

MOTION CARRIED

M2

It was moved and seconded that the minutes of the Regular meeting of the Communication Committee held August 2, 2011 be adopted.

MOTION CARRIED

REPORTS

The Corporate Secretary advised that Therese Mickelson's flight was cancelled due to fog in Vancouver. As a result, Ms. Mickelson would be joining the meeting via conference call.

R1 Community Survey

Therese Mickelson of Mickelson Consulting Inc. provided a PowerPoint presentation (emailed in advance) of the planned online community survey for information.

R4 Future Role of Committee

Therese Mickelson of Mickelson Consulting Inc. provided a PowerPoint presentation of suggestions of the future role of the Committee for information.

R3 Terms of Reference

It was moved and seconded that the Terms of Reference for the Communications Committee be referred to the next meeting.

MOTION CARRIED

R2 Board Development Opportunities

Chair Kent provided some thoughts on possible Board Development Opportunities. The CAO advised that Staff will bring forward a list of various opportunities for the committee to consider.

NEW BUSINESS**NB1** Meeting Dates

It was moved and seconded that the Regular meetings of the Communications Committee will be held on the 3rd Tuesday of each month in the Board Room at 1:00 pm, prior to the EASC meeting.

MOTION CARRIED

**RESOLVING INTO
CLOSED SESSION**

Due to the length of the meeting and the quickly approaching Electoral Area Services Committee meeting at 3:00 pm, the Corporate Secretary advised that it was procedurally correct to adopt the listed Closed Session minutes without having to resolve into Closed Session, provided there were no required changes to or questions on the minutes.

CSM1 Closed Session minutes of April 19, 2011

It was moved and seconded that the Closed Session minutes of April 19, 2011 be adopted.

MOTION CARRIED

CSM2 Closed Session minutes of August 2, 2011

It was moved and seconded that the Closed Session minutes of August 2, 2011 be adopted.

MOTION CARRIED

ADJOURNMENT
2:55 pm

It was moved and seconded that the Communications Committee meeting adjourn.

MOTION CARRIED

The meeting adjourned at 2:55 pm.

Chairperson

Recording Secretary

Dated: _____