

Location

Virtual via Zoom
10:00 am

Present

Trevor Bazinet	Janice Hallahan	Vicky Culbert - BIA Appointment
Randy Carroll	Sean Thomas	Heather Boa – Chamber of Commerce Appointment
Allison Segeren	Andrea Fisher	Christopher Spaleta – Citizen Appointment
	Dennis Elliott	Jennifer Hachler – GSP
	Matt Pearson	Raj Mohabeer - GSP
	Dale Erb	

Others Present: Gerry O'Brien and John Thompson

Minutes

1. Mayor Bazinet opens the meeting.
2. It was noted that future meetings will be hybrid (virtual/in-person) to allow for live streaming capabilities on the Town's website.
3. Approval of Agenda
Moved by: Councillor Carroll
Seconded by: Heather Boa

That the November 7, 2023, agenda be approved as circulated.

CARRIED

4. Adoption of Minutes
Moved by: Heather Boa
Seconded by: Chris Spaleta

That the October 24th, 2023, Minutes be approved as printed.

CARRIED

5. GSP leads a discussion related to the Charrette schedule. It was confirmed that the accessible 2nd floor of the Legion is booked for the process starting on November 28th and ending on December 1st. The discussion resulted in changes to the 4-day schedule including clarification surrounding the public participation periods. The following was confirmed:
 - BMROSS, GSP, the Town will have staff present during the entire 4-day process.

- Council members are encouraged to attend where possible.
 - The venue is accessible.
6. The communication plan was reviewed and the process discussed:
- The media release prepared is to be finalized and circulated.
 - BMROSS and Town Staff will prepare a draft public notice for review by the committee.
 - o The notice is to be circulated to the public the week of the 13th.
 - o Social media, paper, mail-out, radio ads, pin-ups are considerations for circulation.
 - The Town will develop a web-page related to the process with links provided for notice, media release, Charrette schedule, and other appropriate information.
 - Logistics were discussed related to refreshments for Charrette attendees.
7. Gerry O'Brien was introduced and asked that his recent submission be reviewed by the committee. Gerry inquired whether it was possible to live stream the Charrette. Staff will consider whether this is feasible given the venue and IT requirements.
8. Date for the next meeting is set for Tuesday November 21st at 9:00 am in the Menesetung room.
9. Adjournment
- Moved by: Councillor Segeren
- Seconded by: Councillor Carroll

That the Rebuilding Downtown Infrastructure Task Force does now adjourn at 11:15 am.

CARRIED

Meeting Minutes prepared by D. Erb

Circulation to all attendees