



## **SPECIAL MEETING**

**November 30, 2022**

**3:00-4:00 p.m.**

**In Person & Via Zoom**

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### **Minutes**

**In Attendance:** Diane Morrell, Denise Elliott, Shannon Gowans, Carol Magnan, Councillor Bruni, Jordan Derochie, Derrick Lavallee,

**Regrets:** Don Calvert, Tracy Galizia, Debbie Renaud, Derrick Lavallee, Councillor Vezeau-Allen, Dan Jennings

**Guests:** Peter Tonazzo – Director of Planning, Dan Gowans – IT, Frank Coccimiglio – Manager IT

**Recorders:** Stephanie Perri – City Planning

#### **1. Meeting called to order**

#### **2. Chairs comments**

#### **3. City Website Redesign**

- i. Website is in need of upgrading – total cost is approximately \$65,000.
- ii. Request for \$21,000 from Barrier Removal Reserve

#### **4. Presentation – Dan Gowans & Frank Coccimiglio from IT**

- i. Goals of the Update/Redesign:
  - Improve user experience for all
  - Meet new standards
  - Clean up existing template which will increase speed
  - Existing technology may not allow for new update
- ii. Suggestions from AAC
  - Test group from AAC – IT will coordinate with Diane
  - Training for staff who add content to website
  - Alerts for significant changes (ie. Transit) – subscriptions?
  - List of concerns/suggestions to be included in RFP
- iii. Timeline
  - Council Budget Meeting – February 14 & 15
  - RFP Release – March 2023
  - Award RFP – April/May 2023
  - Website live – Q3 or Q4 2023

#### **5. Adjournment**

Next meeting **Tuesday, December 13, 2022** in person & Via Zoom 2:00 – 4:00