



MAYOR'S IMPLEMENTATION TEAM

Meeting Minutes

Thursday, January 15th, 2015
7:30AM – 8:25AM
Build Belleville Project Centre
116 Pinnacle Street

- 1) Approval of Minutes (M. Fluhrer)
 - a. *None to approve as this was the first meeting of the M.I.T*

- 2) Declaration of Pecuniary Interests (M.Fluhrer)
 - a. *No declaration by the members at this time.*

- 3) Introduction of Staff Support to Build Belleville Projects
 - a. *Staff were introduced and Build Belleville projects assigned to each Project Manager were identified. The updated Build Belleville project web pages (see Communications below) will identify the assigned Project Manager for each project.*

- 4) Selection of Chair
 - a. *Councillor Miller nominated Mayor Christopher*
 - *Seconded by Councillor Thompson*
 - *Nominations closed*
 - *Mayor Christopher is Chair of the MIT*

 - b. *Chair Mayor Christopher takes over to Chair the meeting*

- 5) Approval of Terms of Reference of the Mayor's Implementation Team
 - a. *Motion by Councillor Miller, seconded by Councillor Thompson:*

“That the Terms of Reference for the Mayor's Implementation Team dated January 15, 2015 be accepted.”

Motion carried.

Terms of Reference dated January 15, 2015 are appended to these minutes.

6) Communications/ Marketing Report

a. Update and Presentation

Councillor Miller declared a pecuniary interest related to selection of radio media.

Presentation by M. Fluhrer – Powerpoint “Communications Plan 2.0” outlining the format and timing of the plan to communicate with all audiences.

Motion by Councillor Miller, seconded by Councillor Thompson:

“That the presentation, “Communications Plan 2.0” be received.”

Motion carried.

7) Build Belleville Projects Update

Verbal report provided by R. Ford, Manager of Engineering / Deputy Director summarized as follows:

- City Centre Project (Downtown) Tentative Project Schedule –
 - *Tender issue date: 1st week of March 2015,*
 - *Start of Construction: 1st week of May, 2015*
 - *Substantial Completion of Phase 1 Contract: mid - Nov., 2015*
 - *Pre-Tender Notice: to be released this week*
- NE Feedermain / Yeomans Street – Veridian verbally confirmed on Jan 8th that they are now proceeding with the pole relocation work.
- Mineral / Maitland / Farnham PIC – PIC No. 1 held on Jan 14th at QSWC. PIC was very well attended; 48 persons signed in at the door. Public seemed generally very supportive of the project.
- Sidney St / Bell Boulevard & Sidney St / Tracey St Intersection – Planning is underway for PIC No. 2. Tentatively scheduled for the last week in January; notice will be issued when the date is confirmed.

Motion by Councillor Miller, seconded by Councillor Thompson:

“That the verbal report of the Manager of Engineering / Deputy Director on Build Belleville updates be received.”

Motion carried.

8) New Business - none

9) M.I.T Meeting Schedule

a. Dates, time and place

- *Thursdays each week at 7:30AM at the BBPC*

b. Expectations of the Chair and members of staff for each meeting

- *Dates and / or deadlines for project milestones are requested.*

10) Adjournment

Moved by Councillor Thompson, seconded by Councillor Thompson:

“Motion to Adjourn”

Motion Carried