



## Project Advisory Committee Meeting Agenda

**Project Name:** Waterfront and Economic Development Plan      **Meeting No:** 01  
**Project No.:** WHI-24-01      **Date:** 11/06/2024  
**Prepared By:** Linda Pringle      **Time:** 7:00 pm

### Project Team:

| Name           | Organization     | Contact                      |
|----------------|------------------|------------------------------|
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### Project Advisory Committee:

|                   |                              |
|-------------------|------------------------------|
| Aubrey Jurgerson  | a.jurgerson@gmail.com        |
| Charlie Howard    | glacierjetski@gmail.com      |
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### Intent:

The Project Advisory Committee (PAC) Introductory Meeting will welcome PAC members to the Waterfront and Economic Development (WEDP), introduce the project team, outline roles and responsibilities, and provide an overview of the project. The project team will review the schedule and communication plan to confirm meeting frequency and format, distribution of project updates and reports, and channels for feedback and suggestions.

### Discussion:

- | Item | Topic   |
|------|---|
| 1.0  | Welcome and Introductions ( <i>10 minutes</i> ) <ul style="list-style-type: none"><li>• Introduction of the project team and PAC members</li></ul>  |
| 2.0  | Project Overview ( <i>15 minutes</i> ) <ul style="list-style-type: none"><li>• Background</li><li>• Scope and Deliverables</li><li>• Timeline and milestones</li></ul>  |
| 3.0  | Role of PAC ( <i>10 minutes</i> ) <ul style="list-style-type: none"><li>• Advice and guidance of the project</li><li>• Review project deliverables</li><li>• Identify potential risks and issues</li><li>• Promoting and reviewing the project with the community and piers</li></ul> |
| 4.0  | Communication Plan ( <i>10 minutes</i> ) <ul style="list-style-type: none"><li>• Meeting frequency and format</li><li>• Distribution of project updates and review materials</li><li>• Channels for feedback and suggestions</li></ul>  |
| 5.0  | Question and Answer Session ( <i>10 minutes</i> )   |
| 6.0  | Next Steps ( <i>5 minutes</i> )   |

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End of Meeting