

Informal Website Redesign Committee Meeting

Friday, August 9, 11 am-12 pm

Meeting Notes

Agenda:

1. Welcome
2. Key Navigation Links
 - a. The committee discussed the top five navigation links. There was agreement on Departments, Services, Community, Business.
 - b. Municipality was deemed a bit unclear
 - i. Suggested change of Municipality to Municipal
3. The six Navigation Codes were discussed.
 - a. It was suggested to switch Lighthouse Webcam to a top of the site slide.
 - b. Report B/F's seemed unclear to those that do not know the software. A suggestion was made to call it "Report an Issue"
 - c. A suggestion was made to rename Online Payments to Make a Payment
 - d. Instead of Lighthouse Webcam, the committee felt that a direct link to the Calendar would be a plus.
 - e. There was discussion around Watch Meetings. There was a feeling that the OneLink might be a good opportunity to get more people to engage with the city council meetings. Join a Meeting was mentioned. Watch a Meeting has been suggested. Participate in Meetings was also mentioned.
 - f. Alerts & Notifications seemed a bit static. Sign Up for Alerts was suggested
4. There was much discussion about ensuring that online meetings regain the option for participation, either via Zoom, or via someone checking the online comments or livestream during meetings.
5. Site Map
 - a. The site map was looked at. In particular we looked at different ways to access key information
 - b. Information kept under specific departments could also be accessed under Services, Municipal, or Community
6. Next Steps and closing