

**PLAN REVIEW STEERING COMMITTEE
MINUTES
TUESDAY, MAY 31, 2005 AT 3:00 PM**

PRESENT:

COUNCIL: Councillor Stephen Lancaster, Councillor Greg Martin, Councillor Richard Carpenter, and Councillor John Starkey

STAFF: Wayne Wood, Ted Salisbury, Sandra Lawson, Don Radford, Matt Reniers, Russ Loukes, Tricia Givens

REGRETS: Councillor Marguerite Ceschi-Smith, Councillor Larry Kings, and Mayor Mike Hancock

DELEGATION:

1. DECLARATION OF CONFLICTS OF INTEREST: None

2. ADDITIONS & ALTERATIONS TO THE AGENDA: None

3. APPROVAL OF AGENDA

3.1 ELECTION OF CHAIR & VICE-CHAIR for the Plan Review Steering Committee

Nomination of Councillor John Starkey for Chair of the Plan Review Steering Committee.

It was **Moved by** Councillor Carpenter
Seconded by Councillor Lancaster

There were no other nominations.

"THAT the nomination of Councillor John Starkey for the role of Chair of the Plan Review Steering Committee **BE ACCEPTED.**"

CARRIED

Nomination of Councillor Richard Carpenter for Vice-Chair of the Plan Review Steering Committee.

It was **Moved by** Councillor Lancaster
Seconded by Councillor Martin

"THAT the nomination of Councillor Richard Carpenter for the role of Vice-Chair of the Plan Review Steering Committee **BE ACCEPTED.**"

CARRIED

3.2 APPROVAL OF AGENDA:

It was **Moved by** Councillor Martin
Seconded by Councillor Lancaster

"THAT the agenda to the Plan Review Steering Committee Meeting of May 31, 2005 **BE ADOPTED."**

CARRIED

4. MINUTES – None

5. REPORTS

5.1 REPORT NO. CD2005-92 – Transportation Master Plan & Official Plan Review, 2005

A. INTRODUCTION of the Terms of Reference

Russ Loukes summarized the rationale behind the joint project, stating that both the current Transportation Master Plan and Official Plan speak to the importance in integrating the reviews to occur at the same time. This is a way to ensure consistency and the sharing of information, research, and resources. Additionally, it is a way in which to better involve public and stakeholder group involvement.

R.Loukes briefly summarized the role of the Steering Committee. It is to provide direction to the overall project. It is to act as a liaison to Council. Finally, to provide overall approval, input, and consultation in relation to public involvement.

A Technical Committee has been created for the Transportation Master Plan and for the Official Plan. Each Committee is separate, however the Directors of each project will sit on both committees (i.e. Matt Reniers and Russ Loukes).

B. SUMMARY: Transportation Master Plan Update

R. Loukes summarized the main points in regards to this process. They include:

- a. Commencing in accordance with Class Environmental Assessment process. This includes phase 1 and phase 2 in the planning and design process of the Class Environmental Assessment.
- b. Development of a study foundation – the use of the transportation model (i.e. TransCad).
- c. Examination of transportation impacts associated with strategic land use planning.
- d. Development and testing of alternative transportation strategies.
- e. Development of an implementation strategy.

Summary: Committee discussion and questions about the Transportation Master Plan (TMP) Update process.

Both the TMP Update and Official Plan Review will commence simultaneously. Information will be shared between the two projects.

The benefit of doing the projects together is the sharing and discussion that occurs in relation to transportation and land uses. The airport was not specifically identified as an area to examine in the TMP Update; however, it can be added as an area to review in the Terms of Reference. A review on the effectiveness of on-street bike-lanes and retrofits will be completed. The idea is to look at what the potential critical barriers are in regards to bike-lanes and retrofitting. Consideration will be given to the potential of a "highway 424". The Ministry of Transportation has identified that it will be examining the possibility of a corridor between Highway 401 and 403.

The Consultants will draft a schedule in regards to the entire program. This will include opportunities for Committee, Council, and public involvement. Six Nations and Brant County will receive approved copies of the Terms of Reference. They will have the opportunity to have input in to the process.

The BSAR will be reviewed again in this process. Transportation data from the provincial level will be used. It will provide enough information at the local level.

C. SUMMARY: Official Plan Review

M. Reniers discussed the areas that will be included in the Official Plan review and where the items were drawn from. First, from a staff review of the current Official Plan. This was submitted in report format to Council on April 14, 2005. There was a Public Meeting on April 18, 2005, in which the public and stakeholder groups had the opportunity to make suggestions. Letters and submissions from stakeholder groups and the public were reviewed and integrated where appropriate. Third, provincial legislation and policy was used. It is required that the City be consistent with the Provincial Policy Statement. Furthermore, it is necessary to ensure consistency with the draft Provincial Growth Plan for the Greater Golden Horseshoe, as the City of Brantford is included in this Plan.

Summary: Committee discussion and questions about the Official Plan Review, 2005 process.

It is anticipated that public meetings will commence in the fall. It is advantageous to coordinate and combine both projects. The issue of intensification will be addressed. Further detail was added to Section 5.2.2 of the TOR in order to reflect the need to examine intensification and alternate land uses, including grey fields.

Additional studies will be added to the "Information to be Provided" list, including, the Heritage Inventory.

D. SUMMARY: Consultant Selection Process

M. Reniers summarized the process to be used for "team" selection. The expressions of interest that have been received are short-listed to the following four teams:

- McCormick Rankin Corporation; Meridian Planning Consultants, GLP*i*
- EarthTech; McNaughton Hermsen Britton Clarkson Planning Ltd; Cumming & Co.
- Marshall Macklin Monaghan; Hardy Stevenson & Associates
- Totten Sims Hubicki Engineers, Architects, Planners; Urban Strategies

The method for selection was summarised in Committee Report CD2005-92. Key areas reviewed were experience, work within similar communities similar to Brantford, able to meet the needs of all three components of the project. The knowledge and experience with TransCad was a requirement.

It was **Moved by** Councillor Martin
Seconded by Councillor Carpenter

"THAT the Terms of Reference for the Transportation Master Plan Update and Official Plan Review Studies, attached as Appendix "A" to Report CD2005-92, as amended, **BE APPROVED;**

AND THAT the following four consultant teams:

- McCormick Rankin Corporation; Meridian Planning Consultants, GLP;
 - EarthTech; McNaughton Hermsen Britton Clarkson Planning Ltd; Cumming & Co.;
 - Marshall Macklin Monaghan; Hardy Stevenson & Associates;
 - Totten Sims Hubicki Engineers, Architects, Planners; Urban Strategies;
- be requested by the City of Brantford to prepare detailed study proposals based on the Terms of Reference, attached as Appendix "A" to Report CD2005-92, for the Transportation Master Plan Update and Official Plan Review Studies;

AND THAT the submission made by Mr. LaSalle regarding the Greenspace Committee be forwarded to the Northwest Gateway Committee for review and comment;

AND THAT the submission received by the Communities in Bloom Committee be forwarded to the Community Development Commission for comment and review in regards to how the concerns raised by the Committee may be addressed."

CARRIED

6. INFORMATION ITEMS

6.1 NEXT STEPS:

It was decided that Council would be circulated the Report, Terms of Reference, and Meeting Minutes as information. A short covering report would outline that the Committee had approved the Terms of Reference and that a final recommendation will be submitted to Council on July 4, 2005.

- 6.1.1 The next meeting, for **June 28th at 3:00 PM in the Charlie Ward Room**, was confirmed. At that meeting, staff will be presenting a recommendation for the selection of the final consultant team.
- 6.1.2 Scheduling for future meetings will be confirmed after the submission and approval of the consultant team. It is anticipated that the Consultant Team will draft a schedule that will be used to schedule future meetings. The Team will be requested to prepare bi-monthly update reports to inform the Committee and Council as to progress and items that have been completed.

6 NEW BUSINESS

- 7.1 Use of the "Parking Lot" will be employed on a trial basis. This is a method of ensure meetings are kept on track and that new ideas or issues are documented and listed for discussion at a future meeting.

7 ADJOURNMENT: 4:00 PM