

**PLAN REVIEW STEERING COMMITTEE
MINUTES
TUESDAY, June 28, 2005 AT 3:00 PM**

PRESENT:

COUNCIL: Committee Chair Councillor John Starkey, Councillor Larry Kings, Councillor Stephen Lancaster, Councillor Richard Carpenter, and Councillor Marguerite Ceschi-Smith, Councillor Greg Martin

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

ABSENT: Mayor Mike Hancock

DELEGATION: None

1. DECLARATION OF CONFLICTS OF INTEREST: None

2. ADDITIONS & ALTERATIONS TO THE AGENDA: None

3. APPROVAL OF AGENDA

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

"THAT the agenda to the Plan Review Steering Committee Meeting of June 28, 2005 BE ADOPTED." **BE CARRIED**

4. MINUTES – None

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

"THAT the Minutes to the Plan Review Steering Committee Meeting of May 31, 2005 BE APPROVED." **BE CARRIED**

5. REPORTS

5.1 REPORT NO. CD2005-107

M. Reniers presented Report No. CD2005-107 to the Committee; summarizing that the purpose of the Report was for the selection of the consulting team in order to carry out the Transportation Master Plan Update, Official Plan Review, and Public Consultation joint project.

M. Reniers summarized the four teams interviewed. Each team was interviewed by members of the Technical Committee and evaluated based on the point system outlined in the Terms of Reference. A summary of the costs and team ranking was reviewed.

The Chair asked if there were any questions. The Chair asked Staff if they had any conflicts of interest with any of the teams. Each staff member responded and indicated which firms they had worked with in the past. In short, while each staff member was familiar with most firms by name, staff listed no personal conflicts.

It was **Moved by** Councillor King
Seconded by Councillor Ceschi-Smith

“THAT the Council of the Corporation of the City of Brantford accept the proposal submitted by the consulting team of EarthTech; McNaughton Hermsen Britton Clarkson Planning; Cumming & Co., received on June 17, 2005, to undertake the Transportation Master Plan Update, Official Plan Review, and Public Consultation Component at a total upset cost of \$450,000, exclusive of GST;

AND THAT the Mayor and Clerk be authorized to execute an agreement with the consulting team on the aforementioned basis;

AND THAT the funds for the Transportation Master Plan Update, Official Plan Review joint project come from the Capital Accounts, “Transportation Study” SD0503 and “Official Plan Review” PL0501 respectively, and the Public Consultation component be allocated to the Transportation Master Plan Update or Official Plan Review portions of the joint study as outlined in the proposal submission received from the consulting team.”

CARRIED

6. INFORMATION ITEMS

6.1 NEXT STEPS:

- 6.1.1 The motion, as approved by the Steering Committee, will be forwarded to Council on July 4, 2005 along with the Agreement to be a part of a signing by-law for the work contract. The payment schedule will be included within this Agreement.
- 6.1.2 A meeting with the Steering Committee will be scheduled with the Consultant Team in order to clarify and confirm the work and meeting schedule for the entire project.
- 6.1.3 The Consultant Team, as part of the official project “kick-off”, will give a presentation to Council during an in-camera session.

7. NEW BUSINESS – None

8. ADJOURNMENT: 3:35 PM