

**PLAN REVIEW STEERING COMMITTEE  
MINUTES  
TUESDAY, August 2, 2005 AT 3:00 PM**

**PRESENT:**

**Council:** Councillor Starkey, Mayor Hancock, and Councillor Martin  
**Staff:** Wayne Wood, Matt Reniers, Russ Loukes, and Tricia Givens  
**Consultants:** Kevin Jones, Jamie Powell, Bernie Hermsen, and Sue Cumming

**REGRETS:** Councillor Ceschi-Smith, Councillor Lancaster

**ABSENT:** Councillor Kings, Councillor Carpenter

**DELEGATION:** None

**1. DECLARATION OF CONFLICTS OF INTEREST: None**

**2. MINUTES**

It was **Moved by** Councillor Martin  
**Seconded by** Mayor Hancock

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

**3. ADDITIONS & ALTERATIONS TO THE AGENDA: None**

**4. APPROVAL OF AGENDA**

It was **Moved by** Mayor Hancock  
**Seconded by** Councillor Martin

**"THAT** the agenda to the Plan Review Steering Committee Meeting of August 2, 2005  
**BE ADOPTED."** **CARRIED**

**5. REPORTS / ITEMS**

**5.1 Introduction of Consultant Team**

**5.1.1 Outline and explanation of project work program**

**5.1.2 Outline and explanation of public consultation work program**

Jamie Powell of EarthTech introduced the team. He will be the overall Project Director; with Kevin Jones from EarthTech acting as the lead on the Transportation Master Plan and Bernie Hermsen of MHBC Planning acting as the lead on the Official Plan Review. Sue Cumming of Cumming & Company will be coordinating the Public Consultation portion of the project.

K. Jones, B. Hermsen, and S. Cummings each presented a summary of the project and deliverables. The PowerPoint presentation was provided as a handout. Additional copies are available for Committee members not at the meeting. These will be handed out at a later date.

**5.1.3 First Public Information Centre**

The first PIC will be held in September, after the "kick-off" announcement. Staff and S. Cumming are working together to arrange an appropriate venue. The location, date, and format will be discussed in further detail at the August 22<sup>nd</sup> Steering Committee Meeting.

#### **5.1.4 Public Attitudinal Survey**

The purpose of this survey is to “take the pulse” of the Community. It will provide a better understanding the public’s views, in general, in regards to the City of Brantford. This will be a general survey, and will not identify specific issues. It will be short, around eight to ten questions addressing transportation items, with one or two questions in regards to land use issues.

Consultants will be careful to not overlap with information that has already been gathered from the Strategic Plan public sessions.

### **5.2 Administrative Items**

#### **5.2.1 Clarification of methods / format for Consultant presentation to Committee and to Council**

It was clarified by the Committee Chair, that presentations will be made to Council at key points during the study. Minutes from each of the Committee meetings will be forwarded to Council as information items. Overall, Council will be kept informed as the project moves along. The role of the Committee is to provide input and guidance to the study group, including staff and the consultants.

Steering Committee meetings are open for any member of Council to attend, should they wish to gain further information about the project.

Consultants were reminded that the Committee is comprised of Councillors from each Ward. To this end they are a resource for Consultants to gain information from within the research process.

### **5.3 Review / Input:**

#### **5.3.1 Project logo**

M. Reniers summarized that it is important to create an identifiable logo and “catch phrase” for this project. The title “Shaping A Liveable Community” will be the title used for the Transportation Master Plan Update and Official Plan Review projects. A logo will be prepared for the August 22<sup>nd</sup> meeting for Committee comments.

The project name was created to speak to the importance of promoting quality of life and long-term planning. Additionally, the name is consistent with the Strategic Plan title, “Shaping Our Future”.

#### **5.3.2 Draft text for website**

The text has been written for the website. Planning Staff are working with Consultants as well as Communications Staff to finalize the text for the website. It is anticipated that the website will be ready in September for the Project “Kick-off” announcement on September 19<sup>th</sup>.

### **5.4 Involvement with adjacent municipalities**

It was **Moved by** Mayor Hancock  
**Seconded by** Councillor Martin

“That Staff and or Political representatives from both Six Nations and the County of Brant be invited to participate in the Steering Committee Meetings for the Transportation Master Plan / Official Plan Review, 2005.”

**CARRIED**

Mayor Hancock summarized that in order to ensure that the Six Nations and the County of Brant have some level of involvement, it would be advantageous to invite them to participate directly in the Committee meetings. Six Nations and the County of Brant will be forwarded a letter, drafted by staff and signed by the Committee Chair and the Mayor, with an invitation to participate. The level of participation may be as an observer or may be as an active participant in Committee discussions. If either chooses not to participate, each will be notified of all future public meetings and will have the opportunity to provide input at these stages.

Additionally, a representative from the Ministry of Municipal Affairs and Housing has already agreed to participate in the Technical Committee Meetings. A copy of the Terms of Reference was forwarded to Erik Boyd, from the Ministry. He will act as the main contact in this process.

B. Hermsen of MHBC confirmed that a "PPS Checklist" would be drafted in order to assist with the new policies that have been implemented from the province.

#### **5.5 Discussion / Confirmation – Project "kick-off" will be announced by Council**

It was confirmed that the Council meeting on September 19<sup>th</sup> would be used as the "kick-off" date for the project. City staff will introduce the Consultant team, who will briefly summarize the process. The importance of public involvement will be emphasised.

Staff and S. Cumming will look in to arranging an interview with the local television station for further media coverage.

The public meeting will be held after this date.

### **6. INFORMATION ITEMS**

#### **6.1 Confirmation of Meeting Dates**

Dates confirmed by Committee members present. Committee Chair Councillor Starkey indicated that if it was determined that a meeting would require more time to address all items, the scheduled meeting time should be adjusted in order to provide enough time to cover all items.

### **7. NEW BUSINESS**

#### **7.1 Transportation Tomorrow Survey (TTS) Update**

R. Loukes summarized the purpose of the Survey. Further details are provided in the report and will be provided at the August 22<sup>nd</sup> meeting.

### **8. ADJOURNMENT: 3:25 PM**