

**PLAN REVIEW STEERING COMMITTEE
MINUTES
Monday, August 22, 2005 AT 2:00 PM**

PRESENT:

COUNCIL: Committee Chair, Councillor Starkey, Councillor Kings, and Councillor Martin
STAFF: Ted Salisbury, Sandra Lawson, Don Radford, Russ Loukes, Tricia Givens, and Wayne Wood
CONSULTANTS: Earth Tech: Kevin Jones and Jamie Powell; MHBC: Bernie Hermsen; Cumming & Company: Sue Cumming
SIX NATIONS: M. Nasir Qureshi, P.Eng, Community Planner / Engineer

REGRETS: Mayor Hancock, Councillor Ceschi-Smith, and Matt Reniers
ABSENT: Councillor Lancaster, Councillor Carpenter

DELEGATION: None

1. DECLARATION OF CONFLICTS OF INTEREST: None

2. MINUTES

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

“**THAT** the Minutes for the Plan Review Steering Committee Meeting of August 2, 2005 **BE APPROVED.**” **BE CARRIED**

3. ADDITIONS & ALTERATIONS TO THE AGENDA: None

4. APPROVAL OF AGENDA

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

“**THAT** the agenda for the Plan Review Steering Committee Meeting of August 22, 2005 **BE ADOPTED.**” **CARRIED**

5. REPORTS / ITEMS

5.1 Transportation Master Plan Update

Kevin Jones of Earth Tech conducted a presentation in regards to the Transportation Tomorrow Survey (TTS) and its impact on the project schedule. A copy of this presentation is attached as **Appendix “A”** to these minutes.

In summary, due to the schedule of the TTS, the City will not have the data required for the Transportation Master Plan until March 2006. The presentation outlined various scenarios including using data from 1995, completing the survey without the province at an additional expense, or waiting for the TTS survey to be completed.

The impact of the delay in receiving TTS information is a change in the completion of the Transportation Master Plan. It is expected that the earliest completion of the TMP would be September 2006 followed by a one-month public review, as per the Municipal Class Environmental Assessment Process. There would be minimal impact on the Official Plan schedule, and the scheduled public information sessions would continue as planned.

After some discussion, it was determined that the use of data from 1995 is not adequate. Furthermore, completing the survey as an in-house project with the assistance of Earth Tech will incur additional costs as well as potentially impacting the relationship with the province. To this end, the Committee agreed that waiting for the TTS data and altering the Transportation Master Plan schedule was the best solution.

Staff were advised to draft a motion for Council, that evening, to be introduced by the Committee Chair Councillor Starkey, to gain approval for this schedule amendment.

NOTE: *subsequent to this meeting, the motion was submitted and approved by Council.*

5.2 Official Plan Review

B. Hermsen for MHBC Planning summarized for the Committee that this portion of the Study is on target. A report is being prepared and will be submitted to staff in the next three weeks for review. Additionally, issues are being reviewed in the context of provincial legislation.

5.3 Public Consultation

5.3.1 “Kick-off” Announcement:

There was discussion around the method that the Announcement would be made to Council. It will be a short presentation to Council outlining why public involvement is important and how to become involved. The amount of time for the presentation was discussed, and it was determined that dependent on the forum, approximately 10 minutes.

The preferred date for the kick-off announcement was discussed. The September 12th would be during the public forum or September 19th would be to Council via a Staff Report. Should the Announcement be made on September 19th, the Consultant Team would be introduced by Wayne Wood. The “kick-off” announcement would be made as well as a brief introduction to the study.

The Committee directed Staff to determine which evening would be more appropriate in the context of other delegations.

NOTE: *Follow-up with the Clerks Department confirmed that September 12th already had a number of delegations registered for presentation. Therefore, it was confirmed that the presentation would be made to Council on September 19th. In order to follow protocol, a Staff Report was completed for the Engineering, Public Works and Parks & Recreation Sector Meeting on September 6th, for approval, prior to being submitted to Council on September 19th.*

A media announcement will be prepared, with additional information being made available for the media should it be requested.

The Draft “Notice of Study Commencement” was discussed. Some minor editorial corrections will be made. This announcement is in accordance with the requirements of a Class Environmental Assessment. Other types of notices will be drafted for invitations to public meetings and information dissemination.

5.3.2 Public Information Session #1:

.1 Session Format & Preparation:

The session will be set-up in a "station" format. Individuals will have the opportunity to stop at each station and ask questions about the study. The first station will be an introduction to the study, outlining who and what will be impacted by these studies. Stations two and three will outline issues related to the Transportation Master Plan Update and Official Plan Review. These stations will be interactive, where people can actually make comments and write directly on materials and maps provided. The purpose is to get people interested and involved. The fourth station will be set-up for comments and also serve as a "recruitment" area. The public will have the opportunity state their interest and be involved in future sessions or focus groups. Information packages will be available for individuals to take home, review and comment on.

.2 Proposed Dates & Time:

It was agreed to hold the first Public Information Session on October 6th in the Brantford Civic Centre between the hours of 2 PM to 3:30 PM and 4:30 PM and 8:00 PM.

5.4 Action Item Updates

5.4.1 Logo – Review of Proofs:

Drafts of several logos were discussed. It was tentatively agreed that logo #5 be chosen subject to changes to the images including Brantford scale, colour, and inclusion of bicycles.

***NOTE:** subsequent to this meeting, updated versions of the logo were circulated to the Committee. Final decision was requested by September 2, 2005 in order that the logo is included on the "kick-off" announcement material.*

5.4.2 Involvement of Six Nations & Brant County:

Confirmation was received from Nasir Qureshi, P.Eng, Community Planner / Engineer of Six Nations that he would be in attendance at the August 22nd meeting. Nasir was provided with a copy of the agenda and related attachments.

No notice or response has been received from the County of Brant at this time.

6. INFORMATION ITEMS

- 6.1 Extra copies of the "Project Team Introduction" presentation were provided to those in attendance who had not received it during the August 2nd meeting. Remaining copies will be forwarded to members of the Committee who still do not have a copy of the presentation.
- 6.2 The next meeting date was confirmed to be Tuesday October 18, 2005 at 2:00 PM in the Charlie Ward Room. It was suggested that an email or invitation be sent out to all Committee members prior to the meeting to serve as a reminder to the meeting date.

7. NEW BUSINESS: None

8. ADJOURNMENT: 3:25 PM