

**PLAN REVIEW STEERING COMMITTEE**  
*Draft* **MINUTES**  
**Monday November 28<sup>th</sup>, AT 3:00 PM**

**PRESENT:**

**COUNCIL:** Councillor Starkey, Councillor Kings, Councillor Carpenter, Councillor Martin, and Councillor Ceschi-Smith  
**STAFF:** Ted Salisbury, Sandra Lawson, Don Radford, Matt Reniers, Russ Loukes, Tricia Givens  
**LIASONS:** Nasir Qureshi, Six Nations; Cynthia Compeau, County of Brant  
**CONSULTANTS:** Sue Cumming, Kevin Jones, Bernie Hermsen

**REGRETS:** Mayor Hancock, Councillor Lancaster

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

**2. ADDITIONS & ALTERATIONS TO THE AGENDA:**

Sue Cummings was detained due to traffic; to accommodate this, the agenda was altered so that Public Consultation items would be addressed at the end of the agenda.

**3. MINUTES**

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

**"THAT** the Minutes to the Plan Review Steering Committee Meeting of October 18, 2005, 2005 **BE APPROVED.**" **CARRIED**

**4. APPROVAL OF AGENDA**

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

**"THAT** the agenda for the Plan Review Steering Committee Meeting of Monday November 28, 2005 **BE ADOPTED.**" **CARRIED**

**5. REPORTS / ITEMS**

**5.1 Official Plan Update**

B. Hermsen summarized key areas in the proposed Growth Plan for the Greater Golden Horseshoe as outlined by the province. See attachment for further details (**Attachment #1**).

Staff summarized that a report will be completed for Council with an analysis of the proposed Growth Plan and how it will impact the City of Brantford. Planning staff will work with other departments in order to provide a comprehensive review of the Plan and provide those full comments to the province prior to the deadline of January 27, 2006.

## **5.2 Transportation Master Plan Update**

K. Jones summarized the key findings of the household survey that was conducted. There were seven key findings in the survey. This report was provided in the agenda package. Please see staff if additional copies are required.

## **5.3 Public Consultation Update**

### **5.3.1 Public Consultation Centre #1 – Report**

S. Cumming described the purpose of this report as a means to capture the sentiments of those in attendance at the public open house. The context for this was for individuals to describe what a “liveable community” means to them. Attached is the final version of the report. (**Attachment #2**). A lot of valuable information was gathered during this public open house. This report will be mailed out to those individuals who attended the PCC and requested a copy. The report will also be available on the project website for anyone wishing to review the findings. As the copy provided to the Committee was in draft format, staff requested that the Committee approve this version for distribution.

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

“**THAT** the Public Consultation Centre (PCC) #1 Report as presented to the Plan Steering Committee **BE APPROVED**; and

**THAT** the PCC #1 Report be distributed to those members of the public who requested a copy, that a copy be provided to each Council member, and that a copy be made available on the project website.”  
**CARRIED**

### **5.3.2 Project Newsletter**

S. Cumming summarized that the workshop will be organized to engage stakeholders in discussion and to stimulate ideas on ways to meet the planned growth for the City. Key discussion areas would include housing, employment, natural heritage, brownfields, downtown and commercial planning and the transportation options available in regards to these changes.

The proposed venue date for the workshop is Saturday January 28, 2006 from 9:00 am to 1:00 pm. Coffee / registration would start at 8:30 am with a light lunch at 1:00 pm.

S. Cumming proposed two venue options: Branlyn Community Centre (gymnasium) or the Woodman Park Community Centre. These locations were proposed, as throughout the project, there will be an effort to locate meetings in different locations throughout the City over the course of this project. Each location is on or in proximity to a bus route and is accessible.

Staff requested that the Committee discuss and determine the final location.

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

“**THAT** the Workshop scheduled for Saturday January 28, 2006 between 9:00 a.m. and 1:00 p.m. be held in the **Branlyn Community Centre** at a cost of approximately \$47 / hour.”

**CARRIED**

**NOTE:** Following this meeting, the newsletter was completed. On January 20, 2006, 10 copies were distributed to each member of the Plan Steering Committee to distribute as they saw necessary. It was indicated that extra copies were available if needed. This newsletter is available at the Planning and Engineering Counter. Copies of this Newsletter were also handed out at the January 28, 2006 Stakeholder Workshop.

### **5.3.3 Kitchen Table Guide**

At a previous Steering Committee meeting it was determined that public input to the studies could be enhanced by providing an additional opportunity for residents to discuss key planning and transportation issues in an informal self-guided manner. This would be accomplished through the use of a pamphlet referred to as a "Kitchen Table Guide" which would be made available to encourage dinner table discussions. This "Guide" would be a tool to build further awareness of the planning that is underway in regards to the future of the City.

As this idea was not a part of the original Terms of Reference for the project, it will require additional funds for the completion and copying of the document. Therefore, prior to completing the Guide, staff requested Committee approval for the completion of the Guide as well as the additional funds required for Consultant time as well as copying costs.

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

**"THAT** staff proceed with the completion of the proposed "Kitchen Table Guide" as a tool for providing additional opportunity for public input, and

**THAT** additional funds be used for the resulting additional consultant fees and printing costs for the production of this document, and

**THAT** this document be made available on the project website throughout the duration of the project."  
**CARRIED**

The Committee confirmed that payment of the printing would be to a maximum of \$200; however, the additional consultant fees were not confirmed.

**NOTE:** Following this meeting, based on input from Committee members and from staff, the Guide was completed. Twenty-five copies of the Guide were distributed to each member of the Committee to hand out as they saw fit. Copies are also available to the public at the Engineering, Clerks, and Planning Counters. Copies of this Guide were also handed out at the January 28, 2006 Stakeholder Workshop.

**6. INFORMATION ITEMS:**

- 6.1 Plan Steering Committee meetings will be scheduled upon confirmation of the 2006 City Council, Planning and Sector Committee meetings.

**7. NEW BUSINESS**

- 7.1 A copy of the draft Newsletter will be distributed to Committee members within the next week, once the Consultants have submitted their respective parts and the City graphic designer has completed the formatting.

**8. ADJOURNMENT: 4:20 PM**