Report PDR-PCD-04-14

To: Chair and Members of the Planning and Community Development Committee

From: Randy Scherzer, Director of Planning

Meeting Date: December 17, 2013

Subject: Transportation Master Plan Steering Committee Revised Terms of Reference

Status: Recommendation adopted by Committee as presented per Resolution PCD08-14 December 17, 2013; Endorsed by County Council January 9, 2014 per Resolution CC14-14;

Recommendation(s)

WHEREAS the Terms of Reference for the Transportation Master Plan Steering Committee as presented in Report PDR-PCD-10-12 were endorsed by Council on March 6, 2012 with membership consisting of the Warden and the Chairs of the four standing committees;

AND WHEREAS the Transportation Master Plan Steering Committee recommended that staff bring forward a report to consider revising the Terms of Reference of the Transportation Master Plan Steering Committee in order to maintain the continuity of the current membership to oversee the completion of the project into 2014;

NOW THEREFORE BE IT RESOLVED THAT Report PDR-PCD-04-14 be received;

AND THAT the Terms of Reference for the Transportation Master Plan Steering Committee be revised by specifically identifying the following members:

- Warden Brian Milne
- Councillor Dwight Burley
- Councillor Duncan McKinlay
- Councillor Bob Pringle
- Councillor Arlene Wright
Background

The Terms of Reference for the Transportation Master Plan (TMP) Steering Committee as presented in Report PDR-PCD-10-12 was endorsed by Council on March 6, 2012. The Terms of Reference identified that the members of the Steering Committee consist of the Warden and the Chairs of the four Standing Committees.

On November 5, 2013, the TMP Steering Committee met to discuss the most recent revisions to the TMP discussion papers and to discuss next steps. Knowing that the TMP project will continue into 2014, the TMP Steering Committee discussed the merits of having the existing members continue to oversee the completion of the project into 2014. As such, it was recommended that staff bring forward a report to consider revising the Terms of Reference of the TMP Steering Committee to maintain the existing membership to oversee the completion of the project into 2014.

Attached to this report is a revised Terms of Reference for consideration. The proposed revisions to the Terms of Reference specifically identify the members as being:

- Warden Brian Milne
- Councillor Dwight Burley
- Councillor Duncan McKinlay
- Councillor Bob Pringle
- Councillor Arlene Wright

The end date for the Committee has been revised to be November 30, 2014.

Financial / Staffing / Legal / Information Technology Considerations

There are no financial, staffing or legal considerations with respect to this report.

Link to Strategic Goals / Priorities

Action Item 4.3 of the County Strategic Plan indicates that the County should develop a county-wide Transportation Master Plan that identifies capital priorities, embraces active transportation principles, and is innovative in its support of economic development and healthy community strategies.

Respectfully submitted by,
Randy Scherzer
Director of Planning
Terms of Reference

Transportation Master Plan Steering Committee

Purpose:

To oversee and provide direction to the Consultant undertaking the preparation of the Transportation Master Plan for the County of Grey.

Scope of Responsibility:

- To review the Request for Proposal Submissions, interview and select the services of a qualified consultant to prepare the Transportation Master Plan;
- To represent the interests of the respective Standing Committees in order to provide the Consultant with an understanding of the County’s roles, responsibilities and needs;
- To work with the Consultant to formalize the work plan for the preparation of the Transportation Master Plan
- To review and provide comments to the consultant on key deliverables/milestones throughout the preparation of the Transportation Master Plan
- To provide guidance to the Technical Advisory Group (TAG) and to use the TAG as a resource
- To deal with any recommendations from the TAG

Membership:

- Warden Brian Milne
- Councillor Dwight Burley
- Councillor Duncan McKinlay
- Councillor Bob Pringle
- Councillor Arlene Wright
- Warden
- Chair of the Planning and Community Development Committee
- Chair of the Transportation and Public Safety Committee
- Chair of the Corporate Services Committee
- Chair of the Social Services Committee
Chair and Vice Chair:

The Chair and Vice Chair shall be elected from the voting members.

Quorum:

Quorum for the meetings will be set at three (3).

Resources:

- Director of Planning and Development, including evaluating RFPs
- Director of Transportation Services, including evaluating RFPs
- CAO, including evaluating RFPs
- Purchasing Staff and Finance Staff, when required.

Financial Support:

- Overall financial support for undertaking the Transportation Master Plan will come from the Planning and Community Development Department Budget and the Transportation Services Department Budget
- Individual Departments will absorb any staff costs relating to the Transportation Master Plan

End Date:

The Transportation Master Plan Steering Committee will disband on November 30th, 2014.