



MAYOR'S IMPLEMENTATION TEAM

Minutes

**Thursday, January 29, 2015
7:30AM – 9:00AM
Build Belleville Project Centre
116 Pinnacle Street**

A meeting of the City of Belleville Mayor's Implementation Team Committee was held on the above date, commencing at the hour of 7:30 a.m.

Members Present: Mayor Christopher
Councillor Jack Miller
Councillor Garnet Thompson

Staff Support Present: Rod Bovay, Director of Engineering & Development
Mark Fluhrer, Director of Recreation, Culture & Community Services
Ray Ford, Deputy Director/ Manager of Engineering
Elisha Purchase, Build Belleville Projects Coordinator

1) Declaration of Pecuniary Interest & the General Nature Thereof

Councillor Miller declared a conflict pertaining to agenda item 3.a. regarding the Communications Update and will refrain from any discussion related to radio advertising.

2) Confirmation of Minutes

Moved by Councillor Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the minutes of the January 22, 2015 Mayor's Implementation Team be approved.”

- CARRIED -

3) Communications Update

a. Website Review

- An overview of the newly re-designed BuildBelleville.ca website was provided. Staff will be updating each project page and ensure information is accurate. This site will be an important tool for communicating the most up-to-date information to the public.

b. Next Steps

- Communications plan is being reviewed and a more detailed plan will be provided in the future. Plan details and the amount of advertising recommended will be based on the level of activity taking place for each project over the course of 2015.
- Clarification was provided around the budget presented in the Communications Plan. This plan has been created as a guide for a more detailed advertising plan that will be based on project schedules. Seeking external support from a communications professional was necessary to assist with re-design of the website during the transition of two new staff members who provide communications support for Build Belleville projects. Moving forward, any external communications support will take place as needed and is not a monthly budgeted item.
- Detailed plan will be presented once the Project Coordinator has met and received updates from Project Managers. The final details will be included in a future report to Council.

Moved by Councillor Jack Miller

Seconded by Councillor Garnet Thompson

“THAT the update regarding communications and the Build Belleville website provided by Elisha Purchase, Build Belleville Projects Coordinator, be received.”

- CARRIED -

4) Project Status Update

a. Pedestrian Footbridge

- A presentation regarding the preliminary design for Catherine Street Pedestrian Bridge replacement was provided by Ray Ford.
- This project is not currently part of Build Belleville. Staff has recommended it be brought forward to Council through the Mayor's Implementation Team.
- Catherine Street is the City's top priority for pedestrian bridges. This project has been a capital budget issue since 2011 and is identified in the City's Transportation Plan.
- A significant portion of the assignment is to focus on the architectural design, landscaping and decorative lighting necessary to incorporate the replacement

structure into the designs planned for the City Centre (Downtown) Revitalization Project.

- A summary of the eight proposals received was provided. Final recommendation based on demonstrated understanding of the project, a detailed and comprehensive work plan, and experience of a Lead Designer with a high level of structural architecture experience in pedestrian bridges.
- Bridge is currently being monitored for safety and the construction contract is planned for early 2016.

Moved by Councillor Jack Miller

Seconded by Councillor Garnet Thompson

“THAT the Mayor’s Implementation Team endorse staff’s recommendation to award RFP-ENG2014-47 to Read Jones Christofferson Ltd. in the amount of \$69,048.75 + HST; and,

THAT the Mayor’s Implementation Team recommends to Council that the Catherine Street Pedestrian Bridge Replacement project, being a prominent infrastructure project located within the City Centre requiring coordination with the Downtown Redevelopment and Revitalization project, be overseen by the Mayor’s Implementation Team.”

- CARRIED -

b. Downtown Streetlight Proposal/ Tender

- Outline for the proposal evaluation for this project was distributed for information.
- RFP being issued January 30, 2015. RFP for supply of street light and traffic signal poles and luminaires is being issued separately to encourage interest from multiple bidders.
- Bid considerations include the need to meet design specifications and price.

Moved by Councillor Garnet Thompson

Seconded by Councillor Jack Miller

“THAT the Proposal Evaluation update for the supply of street light and traffic signal poles and luminaires provided by Ray Ford, Deputy Director/ Manager of Engineering , be received.”

- CARRIED -

c. Downtown Revitalization – Business Continuity Plan

- Build Belleville staff reported that a meeting was taking place with BDIA staff to discuss a Business Continuity Plan for the Downtown Revitalization Project.

- Staff will review the needs of downtown stakeholders, discuss the three phase approach for this project, details pertaining to phase one construction planned for 2015, and how these plans will be communicated.
- Advance notice is critical to this process for downtown businesses and residents.

Moved by Councillor Jack Miller
Seconded by Councillor Garnet Thompson

“THAT the Downtown Revitalization Business Continuity Plan update provided by Elisha Purchase, Build Belleville Projects Coordinator, be received.”

- CARRIED -

5) Public Information Centre

A notice has been delivered advertising the next Public Information Centre scheduled for Wednesday, February 4th at 6:30 p.m. at the Build Belleville Projects Centre.

6) Old Business

- Tour of Build Belleville project sites was arranged on January 27th for the MIT Committee.
- Active sites were visited where members could see first-hand the progress of each project.

7) New Business

There was no new business brought forward for discussion.

8) In Camera Business

Moved by Councillor Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the committee enter into In Camera session at 8:20 a.m. to consider the following items, pursuant to Section 239 of the Municipal Act:

- a. a proposed or pending acquisition or disposition of land by the municipality or local board;
- b. a proposed or pending acquisition or disposition of land by the municipality or local board;

- c. litigation or potential litigation, affecting the municipality or local board.”

- CARRIED -

9) Adjournment

Moved by Mayor Christopher

Seconded by Councillor Garnet Thompson

“THAT the meeting be adjourned at 9:00 a.m. MIT Committee to meet again on February 5, 2015 at 7:30 a.m. at the Build Belleville Project Centre.”

- CARRIED -