



MAYOR'S IMPLEMENTATION TEAM

Minutes

**Thursday, February 5, 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.b. 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 29, 2015 Mayor's Implementation Team be approved.”

- CARRIED -

3) Communications Update

a. Business Continuity Plan

- Build Belleville staff met with staff from the BDIA on January 29th to discuss next steps of developing a Business Continuity Plan. Staff discussed the needs of the businesses, general discussions around the phase one construction, and how the City needs to communicate with the downtown stakeholders.
- Staff anticipates reviewing a draft internally on February 20th.
- An immediate action agreed upon was designing a flyer for downtown stakeholders communicating the three phase approach. Flyers will be hand-delivered the last week of February, prior to the phase one tender being issued in early March. Stakeholders include property owners and residential tenants and will be mailed if necessary.
- MIT members expressed interest in assisting with flyer distribution. Staff will put together a schedule to be reviewed with all who are available to assist.

Moved by Councillor Jack Miller

Seconded by Councillor Garnet Thompson

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

- CARRIED -

b. Communications Plan

- To date, a draft plan has been presented to Council. Feedback has been received regarding the proposed budget which is now being reviewed in more detail by staff and will be provided to Council through the MIT in future.
- Details to provide clarity around Build Belleville communications were provided for the committee and members of the public:
 - October 31, 2014 – Build Belleville Coordinator position became vacant.
 - New Communications Coordinator for the City had just been hired.
 - Team met with staff and determined to seek external support until new staff was more familiar with the projects and needs identified.
 - Purchase Order for \$3,000 was issued and approved in November 2014 for Aaron Bell Communications to assist with immediate communications needs and the buildbelleville.ca website re-design. Familiarity with projects was a key decision factor during this time.
 - Build Belleville Coordinator Position filled January 19, 2015.
 - Purchase Order for external support was completed end of January and internal staff are now working together to execute communications.

- Staff arte consulting with media through a public process to determine the best value for communicating Build Belleville information over the 2015 year. Further communication details will be prepared for March 2015.

Moved by Councillor Garnet Thompson
Seconded by Mayor Christopher

“THAT the update regarding Communications provided by Mark Fluhrer, Director of Recreation, Culture and Community Services, be received.”

- CARRIED –

4) Project Update

a. Bay Bridge Road/ Dundas Street West Project Status

- Details for this project are currently being reviewed to investigate changes which could result in project cost savings.
- Roadmap is being prepared and will be brought back to MIT with a recommended plan for 2015.
- The Build Belleville project includes reconstruction on Dundas Street from Bay Bridge Road to Coleman Street.
- A Small Communities Fund (SCF) grant application has been submitted for funding that would support Coleman Street to Bay Bridge Road, as well as additional work on Dundas Street from Bay Bridge Road to Sidney Street. The City submitted an expression of interest for the SCF grant which was approved in 2014 and then submitted the formal SCF application in December 2014. Results of the SCF application are anticipated to be announced by end of February 2015. Application indicates a project budget of \$9 Million (\$3 Million funded by the Municipality, \$3 Million funded by the Province, \$3 Million funded by the Federal Government).

Moved by Councillor Jack Miller
Seconded by Councillor Garnet Thompson

“THAT the verbal report for the Bay Bridge Road/ Dundas Street West Project provided by Ray Ford, Deputy Director/ Manager of Engineering, be received.”

- CARRIED –

5) Public Information Centre

- The second and final PIC for Sidney Street/ Bell Boulevard and Sidney Street/ Tracey Park Drive was held Wednesday, February 4th at 6:30 p.m. at the Build Belleville Projects Centre. The previous PIC was held in October 2014.
- Currently undergoing an Environmental Assessment process.
- Approximately 15 people attended the information session. In general, positive comments were received by the public.
- Prior to implementation, EA documents need to be finalized, an announcement will take place for the completion of the EA study, and an appeal period will occur.
- Completion of the EA study and design for these projects is all that has been approved in budget to date.
- The Sidney Street/ Bell Boulevard project design is based on a 20 year forecast to accommodate future development at this intersection.

Moved by Councillor Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the update for the Sidney Street/ Bell Boulevard and Sidney Street/ Tracey Park Drive Public Information Centre provided by Ray Ford, Deputy Director/ Manager of Engineering, be received.”

- CARRIED -

6) New Business

- a. An RFP for the supply of street light and traffic signal poles and luminaires for the Downtown Revitalization Project was issued January 30, 2015. Bids will be accepted until 1:00 p.m. on February 18, 2015.
- b. Conflicts during upcoming meeting dates of the MIT were discussed. The next regular meeting of the MIT was cancelled, with the following week meeting moved to a Friday morning.

7) Adjournment

Moved by Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the meeting be adjourned at 8:00 a.m. MIT Committee to meet again on Friday, February 20, 2015 at 7:30 a.m. at the Build Belleville Project Centre.”

- CARRIED -