



August 9, 2022

Trish Law
GIS Expert
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON, P9A 3P9
tlaw@fortfrances.ca

RE: Town of Fort Frances New Official Plan and Comprehensive Zoning By-law Review – Geospatial Data License Agreement

Dear Ms. Law:

On May 3, 2022, WSP Canada Inc. ("WSP") prepared a proposal in response to the Town of Fort Frances's ("Town") R.F.P. No. 22-PD-07 dated April 7, 2022 for the development of a New Official Plan and Comprehensive Zoning By-law. On May 24, 2022, Council approved Town staff's report recommending that the RFP be awarded to WSP in the amount of \$136,435 plus HST. At a regular meeting of Town Council on June 13, 2022, By-law No. 44-22 was passed authorizing the signing of the Consulting Agreement between WSP and the Town. WSP's winning proposal, Town staff's Council report, and the executed Consulting Agreement containing By-law No. 44-22 are enclosed for your reference.

As per the client expectations described in Section 2.7 on page 16 of WSP's proposal and the assumptions listed in Section 5.2 on pages 32 and 33, WSP kindly asks that the Town provide the GIS data needed to prepare a New Official Plan and Comprehensive Zoning By-law for the Town for \$0 as WSP is working directly for the Town under contract. The GIS data is an integral part of the project and will be used to prepare Official Plan and Zoning By-law schedules and develop the:

- Draft and Final Policy Directions and Recommendations Reports (Tasks 3.1 and 3.5 of the project work plan described in Section 6.1 and pages 34 to 44 of WSP's proposal),
- Draft, Revised Draft, Final Draft, and Final Official Plans (Tasks 4.1, 4.3, 5.2, and 5.5),
- Draft and Final Zoning By-law Discussion Papers (Tasks 4.4 and 4.6), and
- Draft and Final Draft Zoning By-laws (Tasks 4.7 and 6.1).

WSP Canada Inc. agrees to the terms set forth in the Town of Fort Frances Geospatial Data License Agreement. As requested on page 5 of the agreement, please upload the infrastructure and base data to this [OneDrive folder](#). In addition, please provide the Official Plan and Zoning By-law layers. Finally, please send the fully executed agreement to Jeff Knott, Senior Planning Technician at Jeff.Knott@wsp.com and 300-2611 Queensview Drive, Ottawa, ON K2B 8K2.

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2611 Queensview Drive
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If you require any additional information or clarification, please feel free to contact me at (613) 690-7463 or Justyna.Garbos@wsp.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Garbos'.

Justyna Garbos, MCIP, RPP
Senior Planner

Enclosures (3):

WSP Proposal, May 3, 2022

Town of Fort Frances Administrative Report, May 24, 2022

Town of Fort Frances By-law No. 44-22 and WSP Consultant Agreement, June 13, 2022

cc: Cody Vangel, Town of Fort Frances
Jeff Knott, WSP
Steven Gammon, WSP
Jill MacDonald, WSP
William Turman, WSP
Nadia De Santi, WSP