

ADMINISTRATIVE REPORT

Subject: New Official Plan and Zoning By-law - Technical Advisory Committee - Terms of Reference

Date: October 11, 2022

To: Mayor & Council

From: Cody Vangel, Chief Building Official / Municipal Planner



ISSUE:

Consideration of Terms of Reference for the New Official Plan and Zoning By-law - Technical Advisory Committee.

ADMINISTRATIVE RECOMMENDATION:

THAT Council approves Report # AR-22-0068 to approve the Terms of Reference for the New Official Plan and Zoning By-law - Technical Advisory Committee.

STRATEGIC IMPACT:

1. Attracting new industry and attracting investment for local business development.
2. Promotion of Tourism / Destination Tourism
3. Develop a plan for the Shevlin Woodyard
11. Undertake residential development

OPTIONS & ALTERNATIVES:

1. Approve the Terms of Reference as presented,
2. Amend the Terms of Reference and approve, or
3. Reject the Terms of Reference.

HISTORY:

Council will recall at the August 8, 2022 session of the Committee of the Whole , [authorizing a Technical Advisory Committee for the New Official Plan and Zoning By-law](#). It was requested that the Terms of Reference be brought forward at a future meeting.

ANALYSIS:

The draft terms of reference were brought forward to the inaugural meeting of the New Official Plan and Zoning By-law - Technical Advisory Committee. The Committee members present had no concerns with the Terms of Reference and generally approved as presented.

New Official Plan and Zoning By-law - Technical Advisory Committee - Terms of Reference

Administration is seeking approval of the Terms of Reference to finally strike the Committee.

CONSULTATION:

Technical Advisory Committee

SUPPORTING DOCUMENTS:

[Technical Advisory Committee - Terms of Reference](#)

TOWN OF FORT FRANCES
NEW OFFICIAL PLAN AND COMPREHENSIVE ZONING BY-LAW
TECHNICAL ADVISORY COMMITTEE
TERMS OF REFERENCE

1. Mandate

The Technical Advisory Committee (TAC) will provide background information, identify key issues to be considered, review draft reports and provide technical input and analysis at key project milestones during the development of the Town of Fort Frances New Official Plan and Comprehensive Zoning By-law.

Teleconference and/or in-person meetings are proposed to obtain feedback from TAC members following circulation of deliverables and reports for their review.

2. Composition

The TAC was struck by Council on August 8, 2022 where it was approved to be composed of Up to two members of administration, one member of the Committee of Adjustment, one member of the Economic Development Executive Committee, one member of the MAT Committee, one member of the BIA Board, up to four citizen members (local developers, stakeholders or general public and one member of the Fort Frances Chamber of Commerce. The TAC memberships will be filled by the following:

Membership	Name
TOFF – Administration	Cody Vangel
TOFF – Administration	Vacant
Committee of Adjustment	Donald Taylor
Economic Development Executive Committee	Geoff Gillon
Municipal Accommodation Tax Committee	Sarah Noonan
Business Improvement Area	Stacey Cridland
Public	Duane Cridland
Public	Caryn Myers
Public	Michael del Puerto
Public	Kyle Sigurdson
Chamber of Commerce	Cathy Emes

3. Appointments

The Members shall be appointed for a term to coincide with the term of project. The Project is expected to conclude in the winter of 2024.

4. Meeting Schedule

The TAC will meet as necessary and upon suitable notice at 5:30pm in the Town of Fort Frances Committee Room, or other locations or times as deemed necessary. Meetings, from time to time, may be proposed virtually via Microsoft Teams understanding the Town's Consultant is not located within Fort Frances, however, in-person meetings are preferred. It is anticipated that each TAC meeting will be approximately 2 hours in length.

5. Duties

The TAC shall be responsible for the following:

- a) Provide advice, guidance and recommendations to the consultant and Council of the Town of Fort Frances on the development of the Town of Fort Frances New Official Plan and Comprehensive Zoning By-law;
- b) Review and provide input and comment on all draft reports and the various drafts of the proposed Official Plan and Zoning By-law.

6. Reporting Structure

Minutes of the TAC meetings shall be recorded by the consultant team or designate and shall be approved by the TAC at the next meeting.

7. Other

The Terms of Reference for the TAC will be revised and revisited as necessary as the project progresses to ensure the Committee's role remains meaningful through the development.

September 28, 2022