

**Town of Fort Frances  
Administrative Report**

**TO:** Mayor & Council  
**FROM:** Cody Vangel, Chief Building Official & Municipal Planner  
**SUBJECT:** **New Official Plan and Zoning By-law - Technical Advisory Committee**  
**DATE:** August 8, 2022

**Issue:**

Consideration of creating a Technical Advisory Committee for the development of the new Official Plan and Zoning By-law.

**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. Recommend approval of Technical Advisory Committee;
2. Recommend amendment to Technical Advisory Committee; or
3. Recommend rejection of Technical Advisory Committee.

**Administrative Recommendation:**

Recommended to develop a Technical Advisory Committee for the facilitation of the new Official Plan and Zoning By-law consisting of the following Composition:

1. Up to two members of administration
2. One member of the Committee of Adjustment
3. One member of the Economic Development Executive Committee
4. One member of the MAT Committee
5. One member of the BIA Board
6. Up to four citizen members (local developers, stakeholders or general public)
7. One member of the Fort Frances Chamber of Commerce

And that the Terms of Reference of the Committee be brought back to Council at a future meeting for approval.

**History:**

The Town of Fort Frances has retained WSP Canada Inc. (WSP) as the successful consultant to create a new Official Plan and Zoning By-law for the Town. WSP proposes an in-depth consultation strategy with the general public, key stakeholders and neighboring indigenous communities. WSP strongly recommends that a Technical Advisory Committee (TAC) be struck to provide recommendations to the Planning and Development Executive Committee and the whole of Council on key components and topics that will be encountered through the project.

**Analysis:**

WSP has strongly recommended against having the TAC be formed that is only composed of Town administration members, therefore the following composition is recommended:

1. Up to two members of administration
2. One member of the Committee of Adjustment
3. One member of the Economic Development Executive Committee
4. One member of the MAT Committee
5. One member of the BIA
6. Four citizen members (local developers, stakeholders or general public)
7. One member of the Fort Frances Chamber of Commerce

Additional seats may be further recommended by Council to include into the list. WSP recommend 8-12 members being a comfortable number, but no greater than.

If Council wishes to proceed, a draft term of reference would be brought forward to the inaugural TAC meeting for review, comment and approval. The Terms of Reference for the TAC would then be brought back to Council for approval.

The proposed TAC composition is intended to include members from all walks of life and backgrounds with a key goal to see an Official Plan and Zoning By-law that will permit and create a Town of Fort Frances that can grow and prosper as a leading community in Northwestern Ontario.

As a result of the proposal submitted by WSP, the general intent and vision (subject to approval of the TAC and terms of reference) would be:

*“that information is shared, examples can be explained, and various scenarios can be played out. A TAC allows for a common ground and foundation to understand policies, zoning provisions and their implications, the needs and technical issues from landowners/developers, and to ensure that the OP and ZBL documents are reflective of current and potential future needs and aspirations for the Fort Frances community, which includes seasonal residents, business owners, and visitors to the area.*

*The TAC would be asked to review key background documents and draft and final versions of the OP and ZBL and provide technical input on key policy and zoning issues through the OP and ZBL review process.”*

It would be intended that members assigned to the Committee would not be members of Council, as Council will be the final decision maker on the project documents.

The Planning and Development Executive Committee considered this matter and recommended approval of the committee and proposed the addition of up to two members of administration and one member of the Chamber of Commerce with their recommendation.

**Consultation:**

- Senior Management
- WSP Canada Inc.
- Planning and Development Executive Committee

**Supporting Document / Financial Documents:**

- N/A