

TOWN OF FORT FRANCES

Rainy Lake Market Square Advisory Committee (RLMSAC)

AGENDA - February 1, 2016 at 12:00 PM

MEETING - Civic Centre

- | | Page |
|--|-------|
| 1. <u>Call to Order</u> | |
| 2. <u>Disclosure of pecuniary interest and the general nature thereof</u> | |
| 3. <u>Approval of Previous Committee Minutes</u> | |
| 3.1 Approval of the minutes of the January 12, 2016 Meeting | 2 - 3 |
| 4. <u>New Business</u> | |
| 4.1 Conference call with Scatliff Miller Murray - Design Project Kickoff Meeting | |
| 5. <u>Outstanding Items</u> | |
| 5.1 Committee Terms of Reference | 4 |
| 6. <u>Information</u> | |
| 7. <u>Adjourn / Next Meeting Date</u> | |

TOWN OF FORT FRANCES

MINUTES

SESSION NO.

January 12, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on January 12, 2016 from 12:00 p.m. to 12:54p.m.

PRESENT: Charleen Mallory, John McTaggart, Scott Krienke-Turvey, Dan Cousineau, Mark Caron, Jenny Greenhalagh, Jane Gillon, Kim Cornell, Maria Ciotti, Geoff Gillon

ALSO PRESENT: Ken Perry, Councillor, Roy Avis, Mayor, Mark McCaig, CAO, Travis Rob, CBO

1. Call to Order - 12:13am

2. Disclosure of pecuniary interest and the general nature thereof
None

3. New Business

3.1 Appointing a Chair and Vice Chair

For the position of Chair John McTaggart was nominated and agreed to act as such. For the position of Vice Chair, MARK Caron was nominated and agreed to act as such

Avis, Mallory THAT the Rainy Lake Market Square Advisory Committee appoint John McTaggart to the position of Chair

CARRIED

Krienke-Turvey, Perry THAT the Rainy Lake Market Square Advisory Committee appoint Mark Caron to the position of Vice Chair

CARRIED

3.2 Developing the Committee Terms of Reference

- A discussion of the committee's role in the development and their interaction with the successful architecture firm as well as the potential construction contractor putting the final design together. The terms of reference of the committee will be general in nature and may be revised from time to time as the project progresses. Travis will put together terms from the discussion and forward to the committee via email.

3.3 Selection of an Architecture Firm - Information to be provided at the meeting

- Six proposals were received and distributed to the Committee prior to the meeting for their review. Score sheets were received from most of the members and a clear top 2 firms were outlined on those score sheets. It was recommended, as a matter of efficiency, that the top 2 be discussed in detail. The top two as scored by the committee was Scatliff Miller Murray and Brook McIlroy respectively.

- The Committee, after discussion agreed that their first pick would be Scatliff Miller Murray with Brook McIlroy being their second.

- The recommendations of this committee will go to the Planning and Development Executive Committee on Monday January 18, 2015 and further to Council on Monday January 25, 2016

Cornell, Mallory THAT the Rainy Lake Market Square Advisory Committee recommend, based on the documentation provided, that the Committee's first pick for Architecture firms is Scatliff Miller Muray

CARRIED

Krienke-Turvey, Perry AND THAT the Rainy Lake Market Square Advisory Committee recommend, based on the documentation provided, that the committee's second pick for Architecture firm is Brook McIlroy

CARRIED

4.

Information

- None
5.

Adjourn / Next Meeting Date

Meeting was adjourned at 12:54pm

- Next meeting will be with the successful Architecture Firm and scheduled upon contract award with that firm.

Advisory Committee Chair

T. Rob, Chief Building Official

Rainy Lake Market Square Advisory Committee

Terms of Reference

January 2016

The Rainy Lake Market Square Advisory Committee, hereafter referred to as “The Committee”, was struck by Council on November 23, 2015 containing members from Council, EDAC, RRFDC, BIA, FFCC, MNM, Clover Valley Farmers Market and Town Staff and other resource persons as deemed necessary.

The RLMSAC will work to complete the development while adhering to the following terms of reference:

1. The Committee will complete the review of proposal submissions and rate the submissions in accordance with the Request for Proposals for an Architecture Firm for the completion of the design activities for the development of a market square at 235 Scott Street. The Committee will make a recommendation to Mayor and Council for their suggested firm based on their review.
2. The Committee will act as liaisons between Mayor and Council and the successful Firm through the design phase of the project.
3. The Committee will gather and bring forward ideas, opinions, and proposals from the public for inclusion in the design and construction of the market square
4. The Committee will help as necessary in the orchestration of public consultations to solicit public input in the design activities.
5. The Committee will help as necessary in the construction of the market square once the design work has been completed and a contract has been awarded to a construction firm.
6. The Committee will enlist the help of other parties, when necessary, for assistance with technical or specialized services or knowledge. These members will not constitute voting members.

The Committee will meet as necessary and upon suitable notice at noon in the Town of Fort Frances Committee Room, or other locations or times as deemed necessary. The Committee understands that this development will move at a quick pace and meetings may need to be called and held within a one week window or shorter.

The Terms of Reference for the Rainy Lake Market Square Advisory Committee will be revised and revisited as necessary as the project progresses to ensure the Committee’s role remains meaningful through the development.