



# TERMS OF REFERENCE Main Street Development Policy Review Committee

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016, as amended from time to time

Approved: March 9, 2020

Evaluation Date: February 26, 2020

Date of Formation: February 25, 2020

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## 1.0 PURPOSE

To review the current Official Plan and zoning regulations applicable to Main Street development between Heritage Road and Kratz Road. Based on the review process develop recommendations for new, revised or updated policy to form a comprehensive plan for development on Main Street including but not limited to identifying the key development areas, establishment of urban design guidelines and a Downtown Community Improvement Plan, solutions to address traffic management and other areas or issues identified by the Committee.

## 2.0 COMMITTEE PARTICULARS

### 2.1 Resources:

- 2.1.1 Manager, Planning Services
- 2.1.2 Staff Support: As determined by the Manager of Planning Services
- 2.1.3 Number of Council Members: Two
- 2.1.4 Number of Members: maximum membership is 15 and shall include stakeholders from the BIA, economic development, tourism, heritage committee, development, real estate and residents

**2.2 Term:** April 1, 2020 to March 31, 2021

**2.3 Meeting Frequency:** Monthly or as required

**2.4 Remuneration:** N/A

## 3.0 SCOPE OF WORK

The Committee shall:

- 3.1** Establish a leadership structure including chairperson and individual working groups within the committee.
- 3.2** Recognize that Town staff are a resource for the committee. Direction and recommendations to Council shall be formulated by the committee.

- 3.3 Establish a framework for the work to be completed in the allotted timeframe.
- 3.4 Review the current Kingsville Official Plan and Kingsville Comprehensive Zoning By-law requirements as they relate to Main Street development.
- 3.5 Identify areas within the Official Plan and Zoning By-law that should be updated.
- 3.6 Develop suggested changes to the applicable development standards in consultation with all affected parties.
- 3.7 Identify the key development areas within the Main Street study area.
- 3.8 Review the opportunity to establish urban design guidelines.
- 3.9 Consideration of solutions to address traffic management including a review of current and planned infrastructure projects.
- 3.10 Review the opportunity to establish a Downtown Community Improvement Area.
- 3.11 Identification of other areas or issues arising from the Committee's review.
- 3.12 Facilitate public input sessions through a minimum of three public input sessions. Meeting One should be a presentation outlining the committee purpose and goals and provide the public with methods to provide constructive input. Meeting Two should provide an overview of public feedback along with presentation of an initial framework of policy direction. Meeting Three would be a general follow-up with the purpose to be determined.
- 3.13 Presentation of a report to Council outlining the consultation process and the final recommendations that have been developed for consideration and approval.

#### **4.0 REQUIRED SKILLS**

Strategy

Communications

Stakeholder Relations