

PLANNING AND DEVELOPMENT DIVISION

REPORT OF ACTIVITIES

JANUARY 1, 2013 TO JULY 1, 2013

The Planning and Development division has undergone a transition over the past six months with the retirement of Mr. Rick Hallam, who served as the Superintendent and Chief Building Official (CBO). Oversight for the division has now been assumed within the CAO role. Other duties have been dispersed among existing employees within the division. For example, the preparation of executive committee agendas and minutes has been assumed within the role of the Planner. The By-law department has also begun the function of preparing reports related to their area of responsibility for submission to the executive committee and Council.

The most significant change within the division has been the re-classification of the Chief Building Official. This role now performs a dual function, and is known as the Chief Building Official, Facilities/Special Projects Coordinator. This role has been assumed by Travis Rob, who now performs the building inspection for the Town as well as his former duties as the Town's Sustainability Coordinator. Mr. Rob will continue to be affiliated with the Operations and Facilities division for other duties such as project oversight and various engineering support functions.

EXECUTIVE COMMITTEE

The Planning and Development Executive Committee met eight times since the beginning of 2013 and addressed an array of various matters related to planning, building and by-law. The committee also considered and provided input on other matters related to the Town's undertakings. The executive committee meetings continue to be convened on Monday at 8:00 a.m., the week prior to the regularly scheduled meeting of Council. The meetings are held in the committee room of the civic centre and the public is welcome to attend. Executive Committee minutes and agendas can be found on the Town's website at www.fort-frances.com.

The Planning and Development Executive committee has considered and provided recommendations to Mayor and Council on the following matters:

- 2 requests to purchase town property;
- 2 agreements with the Town;
- appointment of members to the Committee of Adjustment and BIA;
- zoning by-law amendments for the Fort Frances Native Urban Wahkaihanun housing initiative and the Community Garden;
- the consideration of a Public Nuisance By-Law that continues to be investigated;
- the deeming of lots on a plan of subdivision;
- the consideration and recommendation of a request by the Fort Frances Police Services Board for amendments to the Flag Lowering Policy;
- consideration and recommendation of amendments to the Traffic Control By-Law in conjunction with the Kiss 'n Ride Safety Program;
- consideration of a fee waiving request by the Fort Frances Canadian Bass Championships for the erection of the event tent;
- provision of input for upcoming Aquathlon event;
- provision of input for Town delegations at OGRA conference.

PLANNING

Activity within the Planner's office has been quite busy over this period. Work related to the new subdivision project has been a priority and a focus. The Planner completed important elements of this project such as the development of options for pricing and disposition, the facilitation of a lottery process, the completion of sale documents and public notification initiatives.

Other activities within the Planner's office have been the finalization of requirements for site plan control agreements for Canadian Tire, Boston Pizza and Resolute Forest Products. The Planner also provided 36 letters of compliance for property sales and mortgages within the community. The Planner also serves a dual role on the Committee of Adjustment as Planner and Secretary/Treasurer. During this reporting period, the Committee of Adjustment met three times to deliberate on 4 consent applications and 2 referrals from Council. The Planner also serves as Secretary for the Fort Frances Municipal Non Profit Housing Corporation that met twice during this period.

BUILDING

With the redefined position within this office, activities have been varied. There has been a focus on the Honeywell Energy Management project that is nearly completed. This investment by the Town is beginning to show the clear benefits of energy savings within the corporation and reduced maintenance activities. Once this project is completed, this office will begin focusing on a comprehensive facility management program for all Town buildings and a municipal asset management plan.

Activities related to the Building function include the issuance of 39 permits totalling \$2,750,747.00 in construction value, 10 of which were for demolition. The most significant projects within the Town are the J.W. Walker School addition for \$998,000.00 and the Court House renovation for \$1.15 million.

BY-LAW

Activities within the By-Law department are usually consistent and ongoing with a regular focus on areas such as:

- parking enforcement;
- business licences;
- taxi licenses;
- smoking by-law enforcement;
- snow complaints;
- wildlife feeding by-law enforcement;
- animal control;
- unpaid parking ticket convictions;
- various property standards enforcement (unkept property, overgrown grass and weeds, derelict vehicles);
- enforcement of Town Watering By-Law.

Significant time was dedicated to working with the Rainy River District School Board on the Kiss 'n Ride Safety Program. Valuable input was provided by staff to the identification of potential amendments to the Town's Traffic Control By-Law to help ensure the success of the program.

The Planning and Development division will be an important component of future economic development initiatives within the Town. Staff understands the importance of this role and will be available and eager to work with all stakeholders as Fort Frances looks to redefine its identity and stimulate the local economy.