

Planning & Development Division Update Report

January to June 30, 2016

The Planning and Development Executive Committee met 12 times during this reporting period. Currently, the Committee is chaired by Councillor Doug Kitowski with Councillors John Albanese and Wendy Brunetta also serving as members. The Mayor is an ex- officio member on this committee. The executive committee meets in the Civic Centre committee room at 8:00 a.m. on the Monday prior to the regularly scheduled meeting of Council. The public is welcome to attend any public portion of the meeting. Executive Committee minutes and agendas can be found on the Town's website at www.fort-frances.com

The Planning and Development Executive Committee considered and/or made recommendations to Council on the following matters:

- **Property Matters**

- As of June 30th, sale of Front Street Property (625 Nelson Street) to Syncor Contracting Ltd.;
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- Complete (sever, survey and sale) of 446 Third St E.;
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- Complete (sale and deeming) of a portion of 535 Riverview Drive;
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- Complete sale of Lots 15 and 16 in the Industrial Park;
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- Responded to various inquiries for Industrial Park land;
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- Responded to various other property inquiries (i.e. 5th Street and certain laneways);
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- Ongoing inquiries for residential lots within Huffman Subdivision;
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- Ongoing inquiries to purchase Church Street Property (on behalf of Clinic)

- **By-Law Enforcement/Property Standards**

Over this reporting period, a primary focus within the By-Law Enforcement Department has been to review, amend and update numerous municipal by-laws. This review has included by-laws related to:

- Business Licensing By-Law – will be completed in 2016 for full implementation on January 1st, 2017. In the near future, open house sessions will be held in order to allow the general public to have input into the proposed revisions to the by-law and receive firsthand knowledge;
- Property Standards By-Law – to be reviewed within the next 12-18 months;
- Waste Management By-Law – ongoing review.
- Sign By-Law – ongoing review;

In addition, this department has worked on a number of other projects during this reporting period and they include:

- Strategic Plan Initiative – Review of Parking Meters & On-going Parking concerns in the Downtown Core. A “Student Enforcement Officer” will be hired in the near future to enforce the existing parking by-law in the downtown area;
- Strategic Plan Initiative – “Fight the Blight Campaign”;
- Request to review the Animal Control By-law for chicken prohibition;
- Assist MNR with housing of 2 orphaned bear cubs at the new animal shelter;
- School Presentations & Class Visits to Civic Centre;
- Received an award from the Northwest Tobacco Control Area Network for the dedication and achievement in being a smoke-free champion.

Lastly, this department is currently working on a number of issues within the community during this reporting period, they are highlighted as follows:

- Property standards;
- Traffic control by-law amendments in regards to designation of handicap parking stalls at the parking lots located at the Public Library/ Technology Center & Children Complex;
- Tree & hedge trimming;
- Parking enforcement complaints;
- Dogs & cats running at large;
- Traffic Control by-law amendment – private parking stall on Portage Avenue North.

- **PLANNING**

Routine matters dealt with by the Planning Department during this period include completing requests for property information (Letters of Compliance, etc.) and review of development proposals and building permits for applicable zoning provisions. In addition, there have been ongoing discussions with clients on applications for minor variance, severance, zoning amendment, as well as zoning contraventions that are being resolved as they arise. During this reporting period the Planning Department has been working to finalize the Wahkaighanun Futures Site Plan Control agreement amendment, whereby the final plans are being deposited and the final site works are being completed. They are also in the process of finalizing the Site Plan Control agreement with SynCOR for contracting of their development of Townhouses on Front Street.

The Municipal Planner serves as the Secretary/Treasurer of the Committee of Adjustment. This committee currently has 1 vacancy and is looking for a new member. The Committee has met 1 time during this reporting period to deliberate on a Minor Variance Application as well as review and discuss amendments to section 3.2, 3.28, and 4.9 of the Town of Fort Frances Zoning By-Law 3/14, to provide better clarification and correct missed provisions in the By-Law.

- **BUILDING**

Through the first half of 2016 the Building department has seen a normal occurrence of permits being issued. To the end of June 2016 there has been 47 permits issued with a total construction value estimated at \$1,886,685.84. Of this construction there have been three new houses started and numerous renovations, additions, garages and decks constructed this year. Further to this there have been 4 successful applications to the Town of Fort Frances Residential Revitalization Grant Program.

In addition, the Building office has continued to review and analyze the energy consumption of the Municipality and submit reporting of this consumption to the Ministry of Energy in accordance with the regulation. Other projects on the go are the renovations to the Civic Centre; replacement of the Town phone system; the development of the Rainy Lake Market Square and finalizing the Honeywell Energy Retrofit Project.

In summary the Planning and Development Division has been busy over the past 6 months, where some welcomed new development is very big positive for the community going forward.