

**Town of Fort Frances  
Administrative Report**

**TO:** Mayor & Council  
**FROM:** Cody Vangel, Chief Building Official & Municipal Planner  
**SUBJECT:** SPC01-2022: Site Plan Control Agreement Amendment - NWCD SB  
**DATE:** July 11, 2022

**Issue:**

Consideration of an amendment to the site plan control agreement for St. Mary School to add the following:

1. Expand the northern parking lot
2. Add walking paths
3. Add two additional portable classrooms
4. Add a 24' by 24' pavilion

**Strategic Impact:**

N/A

**Options/Alternatives:**

1. Approve application for site plan control agreement amendment and amend site plan control agreement; or
2. Do not approve request.

**Administrative Recommendation:**

THAT the application for site plan control amendment and the associated documents be approved;  
AND THAT the authorizing by-law come forward at a future meeting of Council;  
AND FURTHER THAT the Mayor and Clerk be authorized to execute the site plan control agreement amendment documents on behalf of the corporation.

**History:**

On March 26, 2018, Council of the Town of Fort Frances approved by-law 14/18 authorizing the site plan control agreement between the Town of Fort Frances and the Northwest Catholic District School Board, to outline conditions and development terms for the construction of St. Mary School. Construction of the school has been completed and no outlying requirements of the parent agreement remain.

**Analysis:**

The applicant wishes to amend the site plan control agreement to add the following:

1. Expand the northern parking lot
2. Add walking paths
3. Add additional portable classrooms
4. Add a pavilion

Primary concerns that were considered by administration in this review were the impacts on the existing stormwater management plan, and impact on the existing stormwater easement which resides west of the existing school.

Per the stamped letter provided by the applicant's consultant, they do not foresee any increases with the controlled rate of discharge of storm water from the proposed development to the municipal system.

Generally, it does not appear that there would be any impact on the storm water easement from the development except for one section of paved walking path which crosses the easement to provide access to a westerly play structure. If the Town were to require access to repair the stormwater sewer, this section of walking path may be liable to removal to complete any necessary repairs.

**Consultation:**

- Operations and Facilities Division
- Applicant

**Supporting Document / Financial Documents:**

- Site plan control application
- Site Plan
- Site servicing and stormwater management plan documents
- Draft agreement



## TOWN OF FORT FRANCES

### Planning and Development Division

320 Portage Avenue

Fort Frances, ON P9A 3P9 807.274.5323

ext. 1216

### APPLICATION FOR SITE PLAN CONTROL APPROVAL

Section 41 of the Planning Act, R.S.O., 1990 (as amended)

**Notice of Public Record:** All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of The Planning Act, R.S.O. 1990, C.P.13.

**Municipal Freedom of Information and Protection of Personal Privacy:** Personal information on this form is collected under the Authority of The Planning Act and will be used to process this application.

<b>1. APPLICATION TYPE</b>						
a) New Site Plan Control Agreement: <input type="checkbox"/>						
b) Amendment to existing Agreement: <input checked="" type="checkbox"/> X Authorizing By-Law Number <u>14/18</u>						
<b>2. PROPERTY INFORMATION</b>						
a) Address	Northwest Catholic District School Board 675 Flinders Ave Fort Frances					
b) Tax Roll No.	5 9 1 2 010 0 0 4 13300					
c) Legal Description	Range Riv Lot 39 to 40 Pt PCL 15590					
d) Dimensions	Frontage		Depth		Area	
<b>3. APPLICANT INFORMATION</b>						
a) Applicant	Toby Munro Manager of Facilities The Northwest Catholic District School Board Phone (807)274-2931 cell (807) 271-0010					
b) Mailing Address	555 Flinders Ave Fort Frances, Ontario P9A 3L2					
c) Email	Tmunro@tncdsb.on.ca					
<b>4. AGENT INFORMATION (if applicable)</b>						
a) Agent Name	n/a			Phone		
b) Mailing Address				Postal Code		
c) Email						

<b>5. OWNER (If different from 3 above)</b>	
a) Owner	Jackie Robinson Director of Education The Northwest Catholic District School Board Phone (807) 938 5802
b) Mailing Address	75 Van Horne Avenue, Dryden, Ontario P8N 2B2
c) Email	jrobinson@tncdsb.on.ca
Note – All communication will be sent to Application Contact unless otherwise requested	

<b>6. MORTGAGEES, HOLDERS OF CHARGES OR OTHER ENCUMBRANCES</b>			
a) Institution			
b) Contact/Reference		Phone	
c) Mailing Address		Postal Code	
d) Email			
<b>7. OTHER APPLICATIONS (Complete if applicable)</b>			
a) File Type & No.			
Details			
b) File Type & No.			
Details			
<b>8. LAND USE</b>			
a) Official Plan			
b) Current Zoning			
c) Current Land Use			
<b>9. BUILDINGS &amp; STRUCTURES</b>			
	Existing	Proposed	Required
a) Width	54.27	Add 2 portables 7.315mx9.75m each	n/a
b) Length	108,89 N	n/a	n/a



c) Ground Floor Area	3382.7 s.m.	3525.4 s.m. (addition of two portables)	n/a
d) Gross Floor Area	3382.7 s.m.	3525.4 s.m. (addition of two portables)	n/a
e) Storeys (#)	1	1	n/a
f) Dwelling Units(#)	0	0	n/a
g) Building Height	7.83	3.429m(portable height)	20 m max
h) Lot Coverage (%)	4.1%	4.1% plus two portables	50% max
i) Landscaped Area (%)	Exceeds min	Exceeds min	10% min
j) Parking Spaces(#)	35 plus 3 Barrier free	Addition of 34 parking spaces= 69 plus 3 barrier free	1.5/classroom or 1/9m2 of gym (37+2 Barrier Free)

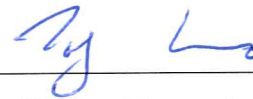
#### 10. APPLICANT DECLARATION

The undersigned hereby applies for Site Plan Control Approval pursuant to section 41 of the Planning Act, and hereby certifies that the information provided, together with any attachments, are true to the best of my/our knowledge, and acknowledge that all information contained herein is collected for the purpose of creating a record that is available to the general public.

Dated at Fort Frances this 16th day of June 2022



(Signature of Owner or Agent)



(Signature of Owner or Agent)

#### 11. APPLICANT'S AUTHORIZATION IF AGENT SUBMITTING THIS APPLICATION

I/We authorize \_\_\_\_\_ (name of agent) to act on m/our behalf in submitting this application. This application has been submitted with my/our full knowledge and endorsement

(Signature of Owner or Applicant)

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**NOTE**

**APPROVAL OF A SITE PLAN DOES NOT RELIEVE THE  
OWNER TO SATISFY REQUIREMENTS OF THE ZONING BY-LAW OR  
BUILDING CODE. THE OWNER MUST APPLY FOR ALL OTHER APPLICABLE  
PERMITS.**

**ATTACHMENT # 1**

**SUBMISSION REQUIREMENTS CHECKLIST**

A. 1 copy of completed application with fee:

- ☐ New Site Plan Control Agreement (\$\_\_\_\_\_)
- ☒ Amendment to Site Plan Control Agreement (\$\_\_\_\_\_)

B. Site Plan prepared by professional architect or engineer with following information ☐ ☒ The boundaries and dimensions of the subject land.

- ☒ North arrow, scale and legend.
- ☒ Buildings to be erected or enlarged labelled with # of storeys, the size, height and location of entrances, uses, etc.
- ☒ Setbacks and separation distances between buildings/structures and lot lines
- ☒ All Parking area, spaces and aisles, loading areas and access to loading areas including number of spaces, dimensions, surface treatment, etc.
- ☒ Distance from parking areas to buildings and lot lines
- ☒ Walkways, sidewalks and curbing
- ☒ Driveways and aisles including direction of ingress and egress with dimensions
- ☒ Fire Access Route
- ☒ Lighting and orientation of lighting
- ☒ Outdoor equipment and storage (ie garbage, air conditioning, etc.)
- ☒ Location of fencing and/or screening features and details for existing or proposed
- ☒ All signs, including height and orientation
- ☒ Landscaped areas including existing landscaping features such as trees, shrubs, etc. and any landscaping proposed.
- ☒ Conceptual drainage plan indicating storm drainage routes, storm water retention areas, snow storage area(s), storm water management facilities, catch basins, swales, etc.
- ☒ Existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing entrances, boulevard trees, fire hydrants, hydro poles, easements, etc.)

## SITE PLAN AGREEMENT

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ 2022.

B E T W E E N:

**Northwest Catholic District School  
Board**  
(the "Owner")

- and -

The Corporation of the Town of Fort  
Frances (the "Municipality")

### WHEREAS:

- A. The Owner wishes to construct and develop, in and on the Lands or a portion thereof, additional parking provisions, a pavilion, paved walking paths, and additional portable classrooms (herein sometimes referred to as the "Development" or "Proposed Development");
- B. By an application received June 17, 2022, the Owner applied to the Municipality for site plan approval in respect of the Proposed Development;
- C. The Municipality provided approval of the Application in respect of the Proposed Development subject to certain conditions;
- D. The Owner has submitted to the Municipality the Plans and Drawings in respect of such Proposed Development by the Owner of the Lands; and
- E. s. 41(10) of the Planning Act which permits the registration of this Agreement against the Lands.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the receipt of which is hereby acknowledged, the Owner and the Municipality (collectively the "Parties", individually a "Party") hereto agree one with the other as follows:

### Lands

- 1. The Lands affected by this Agreement are as follows: the lands and premises municipally described as 555/675/755 Flinders Avenue.

### Schedules

- 2. The following Schedules are attached hereto and form part of this Agreement:
  - (a) **Schedule 1** being a schedule of financial obligations of the Owner payable upon execution of this Agreement or as otherwise provided;
  - (a) **Schedule 2** being a list of the Plans and Drawings (as "Plans and Drawings" are defined in paragraph 3 of the parent Agreement) as filed by the Owner with the Municipality as may be, with the approval of the Municipality, revised at any time and from time to time;



IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals  
duly attested to by their proper signing officers in that behalf.

***Rainy River District School Board***

per \_\_\_\_\_  
Name:  
Title:

per \_\_\_\_\_  
Name:  
Title:

We have authority to bind the corporation

**The Corporation of the Town of Fort Frances**

per \_\_\_\_\_  
Name: J. Caul,  
Title: Mayor

per \_\_\_\_\_  
Name: G. Lecuyer,  
Title: Town Clerk

We have authority to bind the Municipality

## Schedule 1

### Schedule of Financial Obligations of the Owner

1. Any and all costs and expenses whatsoever incurred by the Municipality with regard to:

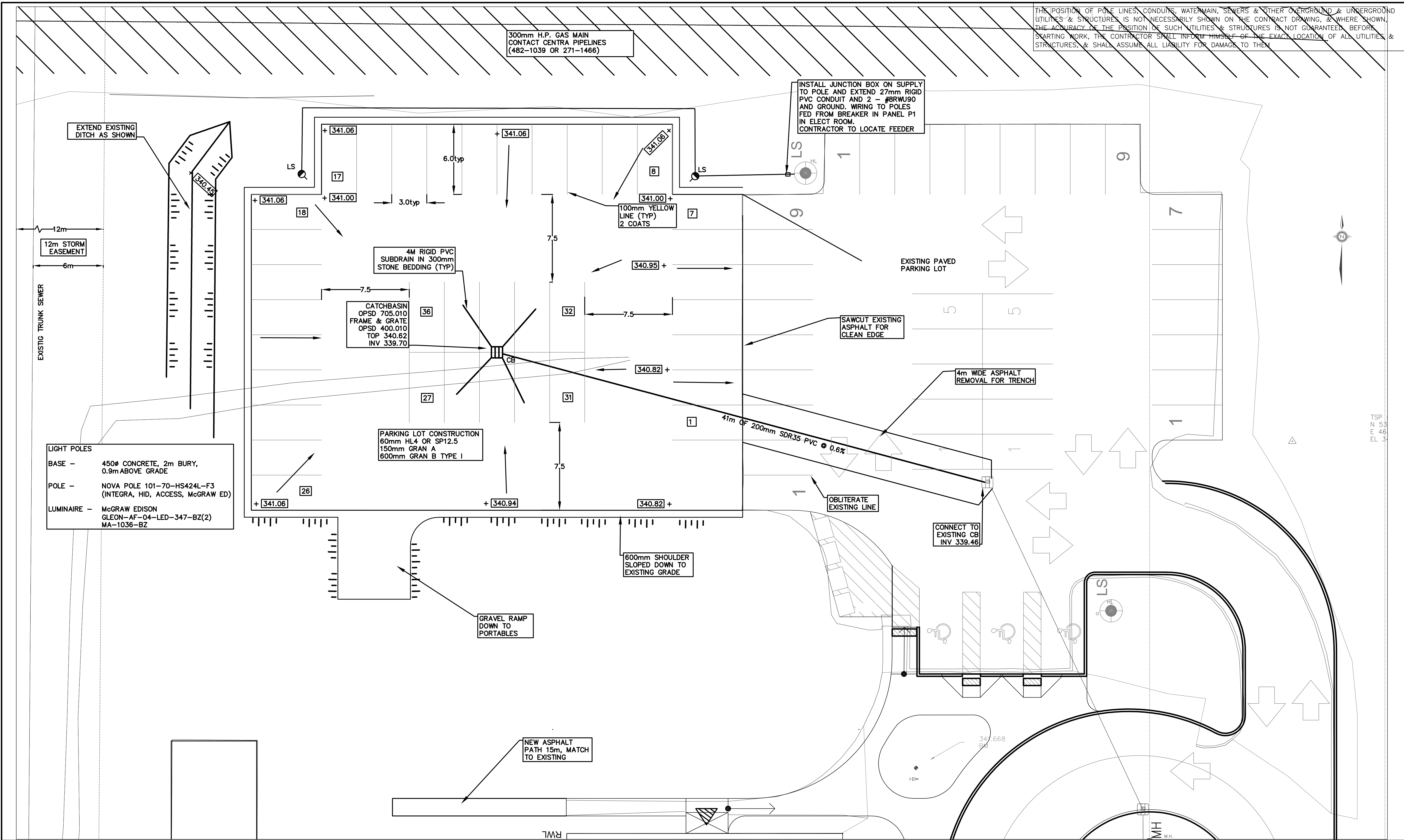
- (a) Application for site plan;
- (b) Preparation of this agreement;
- (c) Registration of this Agreement on title and preparation of any and all land titles documentation in relation thereto, all such documentation to be provided to the Municipality for approval prior to registration thereof;
- (d) All legal / lawyer fees and disbursements;
- (e) Engineer / engineering fees and disbursements;
- (f) Planning / planner fees and disbursements;
- (g) Municipal staff time;
- (h) All Land title fees and charges;
- (i) Any other costs or charges in any way related to the application, the development, or this agreement; and
- (j) HST and any other taxes applicable on or to any of the above.

**Schedule 2**  
List of Plans and Drawings  
(Appendix 'A')

A1-368567-G1 (7-4-22) – Parking Lot Expansion
A1-368567-G2 (7-4-22) – Drainage and Hard Surfacing
Letter on Drainage for Site Plan Control Amendment
site plan of new portables and pavilion

\*\*Changes or additional plans and drawings must be submitted to the Municipality for approval. Once approval is granted by the Municipality, the listing of Schedule 4 will be amended.

Drawing file: C:\working\hatch-dpd-canada\_central\0102145\A1-368567-G1.dwg  
Plotted: Jul 04 2022 - 10:38am  
Created: May 30 2022 - 10:23am  
Last Saved: Jun 23 2022 - 9:34am



THE POSITION OF POLE LINES, CONDUITS, WATERMAIN, SEWERS & OTHER OVERGROUND & UNDERGROUND UTILITIES & STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWING, & WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES & STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL UTILITIES & STRUCTURES, & SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

TSP  
N 53  
E 46  
EL 3

<b>BENCHMARK:</b> TOP OF OPERATING NUT OF FIRE HYDRANT NORTHEAST CORNER OF SCHOOL 341.67				Approved		PROJECT 2022-020 PARKING LOT EXPANSION	TNCD SB		<b>HATCH</b>
+ 341.22 - PROPOSED GRADE + 341.22 - EXISTING GRADE							ST MARYS SCHOOL		
							FLINDERS AVENUE FORT FRANCES, ON		
							Scale 3m 0 1.5m HORIZ.		
								Drawn By CM Ckd. By GB	Date JUNE 2022
								Dwg. No. A1-368567-G1	Rev. 1





June 9, 2022

368567

The Northwest District Catholic School Board  
555 Flinders Ave.  
Fort Frances Ontario  
P9A 3L2

**Attention: Toby Munro, Manager of Facilities**

**Re: St. Mary's Elementary School Flinders Avenue  
Additional Site Development**

The Board proposes to carry out the following site development work on the property which will require an amendment to the Site Control Plan:

- Expand the asphalt surfaced parking lot on the north side of the school by 1,300 sq.m.
- Provide 170 l.m. of asphalt surfaced pathways on the west side of the school from the entrances to the existing play areas.

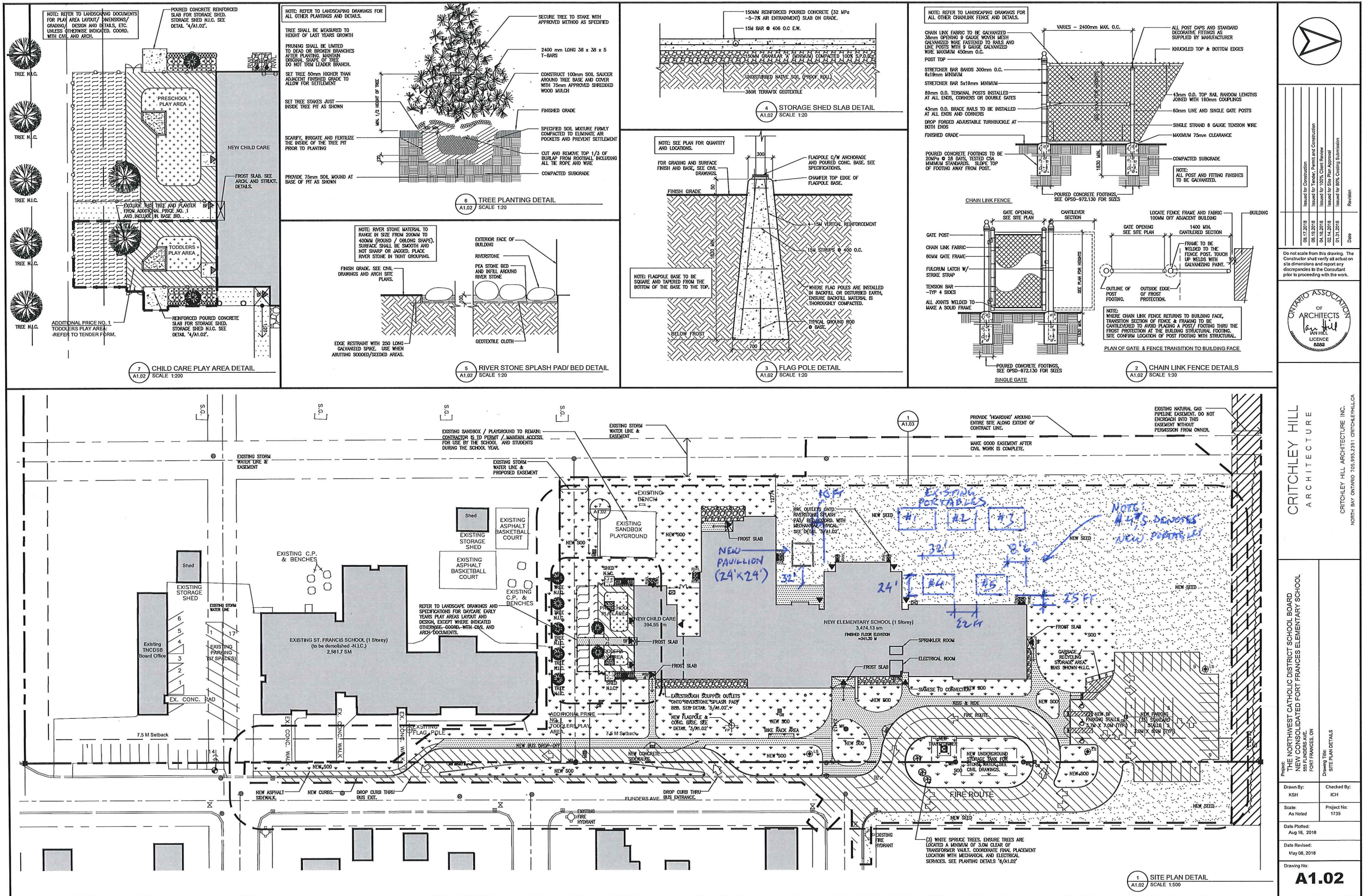
The additional parking area will be drained through the existing storm water treatment system (oil-grit separator plus stone storage/infiltration area) in the island of the Kiss 'N Go Loop. This system has a flow restricted outlet to control the rate of outflow. This system may surcharge slightly during occasional extreme events but in our opinion will not result in any significant increase in the rate of discharge that will negatively impact the existing storm sewer system.

The pathways will drain to the existing grassed areas and flow overland to the existing surface drainage system. A catchbasin will be installed adjacent to the westerly entrance to address a drainage situation which cannot be resolved with overland flow. The catchbasin frame will be positioned slightly above the nominal finished grade and will be backfilled with clear stone to allow much of the drainage to be stored and infiltrate and be collected by a weeping tile in stone bedding which will drain to the existing ditch outlet. In our opinion this system will not result in a noticeable increase in flow to the existing storm sewer system.

Yours very truly,  
HATCH LTD.







Revision	Date	Description
01/21/2018		Issued for Construction
02/14/2018		Issued for 100% Client Review
03/13/2018		Issued for 100% Client Review
04/18/2018		Issued for 100% Client Review
05/16/2018		Issued for 100% Client Review

Do not scale from this drawing. The Contractor shall verify all actual on site dimensions and report any discrepancies to the Consultant prior to proceeding with the work.



CRITCHLEY HILL  
ARCHITECTURE  
CRITCHLEY HILL ARCHITECTURE INC.  
NORTH BAY ONTARIO T05 9B5 2391 CRITCHLEYHILL.CA

Project: THE NORTHWEST CATHOLIC DISTRICT SCHOOL BOARD  
NEW CONSOLIDATED FORT FRANCES ELEMENTARY SCHOOL  
555 FLINDERS AVE.  
FORT FRANCES, ON  
Drawing Title: SITE PLAN DETAILS  
Drawn By: KSH  
Checked By: ICH  
Scale: As Noted  
Project No: 1735  
Date Plotted: Aug 16, 2018  
Date Revised: May 08, 2018  
Drawing No: A1.02