

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - May 6, 2019 at 8:00 AM

#### MEETING - Civic Centre - Committee Room

	Page
1. <b><u>Call to Order</u></b> Session #9	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b> 3.1 Approval of Previous Committee Minutes.	2 - 3
4. <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b>	
5. <b><u>In-Camera</u></b>	
6. <b><u>Items Referred from Council</u></b> 6.1 Letter from D. Cuthbertson re: Scott Street Concerns. - No comments from Police Service Board received (Next meeting is May 31st, 2019). 6.2 Request Email from C. Kent - Proposal for 8th Street Trails. 6.3 Letter from W. Friesen, The Sleepy Owl re: Sign Installation Consideration. 6.4 2019 April 22 - S. Both - Property Development Partnership Request - Former McKenzie School Property.	4 - 5 6 - 7 8 - 9
7. <b><u>New Business</u></b> 7.1 User Fee By-Law Amendment - Annual Sign Fee (Signs on Town Property).	10
8. <b><u>Outstanding Items</u></b>	
9. <b><u>Information</u></b>	
10. <b><u>Non-agenda Items</u></b>	
11. <b><u>Adjourn / Next Meeting Date</u></b> Tuesday May 21st, 2019.	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #8

April 15, 2019

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on April 15, 2019 from 8:00 a.m. to 8:50 a.m.

PRESENT: J. McTaggart - Chairperson, W. Brunetta - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, T. Dennis, CBO/Planner, P. Briere, Committee Secretary

**1. Call to Order - 0800am**

Session #8.

**2. Disclosure of pecuniary interest and the general nature thereof**

None.

**3. Approval of Previous Committee Minutes**

3.1 Approval of Previous Committee Minutes.

- Approved as presented.

Moved - Councillor Brunetta

Seconded: Mayor Caul

Carried

**4. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

None.

**5. In-Camera**

None.

**6. Items Referred from Council**

6.1 Letter from R. Van Drunen re: Noise By-Law.

- After a discussion was had on this item. The Planning & Development Executive Committee was recommending that Council accept the letter as information and take no further action on this item. A letter from By-Law Enforcement will be added to provide an explanation behind the decision.

6.2 Request Email from C. Kent - Proposal for 8th Street Trails.

- An overview of the proposal was provided to the Committee by Ms. C. Kent. The proposal is to cut/remove the brush to widen the existing trails and add a new extension to the walking trail. A discussion was had on this item and it was identified that more research was needed to ensure the trail system and proposal is on Town owned property. Also, doing a liability waiver and ensuring that the Town's Tree Policy was adhered too.

6.3 Letter from D. Cuthbertson re: Scott Street Concerns.

- Awaiting comments from Police Service Board (next meeting set for May 31st, 2019).- A discussion was had on this item and Mayor Caul provided an update from the discussion that was had at the last BIA Meeting. OPP are going to increase foot patrols in the area. The Committee is still awaiting comments from the Police Services Board, their next meeting is on May 31st.

6.4 Letter from W. Friesen, The Sleepy Owl re: Sign Installation Consideration.

- A discussion was had on this item and the Planning and Development Executive Committee is recommending that further discussions need to be had as 2 locations provided require comments from the farmer who has a lease with the Town.

Administration will have further discussions with Mr. Friesen.

- 6.5 Letter from Cdn Bass Championships re: Event Support. (PDEC Providing Input on items 5, 8 & 9 to AFEC).
  - After a discussion was had on this item. The Planning & Development Executive Committee is has no concerns with requests 5, 8 & 9 and is recommending that Administration & Finance Executive Committee approve these items.

7. **New Business**  
None.

8. **Outstanding Items**

- 8.1 Proposed Draft Smoking By-Law.
  - After a review of the proposed draft by-law was complete. A discussion was had and an overview of the changes by the solicitor was completed. A couple of housekeeping items were identified and a question regarding what a highway is was asked. Administration was directed to make the necessary housekeeping changes and contact our solicitor regarding the highway wording. The Planning & Development Executive Committee is recommending to approve the draft by-law with the necessary changes being made.

9. **Information**  
None.

10. **Non-agenda Items**  
None.

11. **Adjourn / Next Meeting Date - 0930am**  
Monday May 6th, 2019.

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Executive Committee Chair

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Secretary, Planning & Development Executive Committee

Date: April 24<sup>th</sup>, 2019

Report To: Planning & Development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer

Re: 8<sup>th</sup> Street Trails Request.

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At the regular meeting of Council on March 11<sup>th</sup>, 2019, Council referred a request letter from Ms. C. Kent, in regards to a proposal to expand the 8<sup>th</sup> Street Trails to the Planning & Development Executive Committee with input from Community Services Executive Committee. The above-mentioned Committees have reviewed the request letter and the Planning & Development Executive Committee reviewed this request initially at its April 16<sup>th</sup>, 2019 meeting. During this meeting it was determined that further information was required before a recommendation could be made.

This office, along with Operations & Facilities has been working with Ms. Kent regarding her proposal. With that said, the following has been identified:

- Please see the attached email which provides an update regarding the amended proposal.
- The Town of Fort Frances Tree Policy will have to be followed. This means that any tree removed will be required to be replaced. Ms. Kent has been advised that a request for seedlings to the Rainy River Stewardship Group can be made. These trees can be planted in the area of the 8<sup>th</sup> Street Trail System.
- A waiver form will be required to be signed by any individual or group going to assist with any of the work on Town Property.

With this said, we are asking the Planning & Development Executive Committee to recommend that Mayor & Council approve the 8<sup>th</sup> Street Trail as proposed and implementation of the Tree Policy & Waiver Form requirement.

Respectfully submitted,

Original Signed By

Patrick Briere  
By-Law Enforcement Officer

**From:** Kent, Christine (MNRF) <[Christine.Kent@ontario.ca](mailto:Christine.Kent@ontario.ca)>  
**Sent:** April 16, 2019 1:57 PM  
**To:** Patrick Briere <[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)>  
**Subject:** RE: 8th Street Trails Request.

Hi Patrick,

Thank you for following up. I met with Trish yesterday afternoon. The current proposal does not infringe on private land; however, the southern portion of the orange trail (proposed to widen) is very close and with the margin for error with the GPS, the trail may start on private land. Therefore, I will be looking at not doing any cutting for at least 10 m north of the start of the orange trail, just to be on the safe side. The rest of the proposed trails are all on town property.

I am thinking of doing the actual clearing in mid-August/September. No trees will be cut until September. If I am successful in my proposal to engage the Stewardship Youth Rangers, we would be looking at using them for a day in mid-August to clear brush. This timing will coincide with avoiding nesting birds.

I believe I need from you the Tree Policy and the Waiver. If approved, I assume there will be a permit or something I need to sign? Do I need to get signatures from anyone else who helps me (other than the stewardship rangers, who sign their own waivers).

Please let me know what the next steps are. Again, thank you for the invitation to be at the meeting yesterday and for guiding me through this process.  
Christine  
431-334-7969

**From:** Patrick Briere <[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)>  
**Sent:** April-16-19 1:45 PM  
**To:** Kent, Christine (MNRF) <[Christine.Kent@ontario.ca](mailto:Christine.Kent@ontario.ca)>  
**Subject:** 8th Street Trails Request.

Hi Christine,

Just following up with you since the meeting on Monday morning. How are things going at your end? Is there anything else that we can help you with at our end? So far we have looked at that piece of private property and are looking for contact information for them.

Look forward to hearing from you.

Best regards,

Patrick Briere, CMM I, Property Standards Professional  
MLEO/Public Information Officer, Planning & Development Division  
PH: 1-807-274-5323 ext. 1218  
[pbriere@fortfrances.ca](mailto:pbriere@fortfrances.ca)

Date: April 26<sup>th</sup>, 2019

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Sleepy Owl Billboard Sign Request.

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As you will recall at the last Planning & Development Executive Committee meeting a request for a Billboard Sign Installation from The Sleepy Owl was discussed. At this meeting it was determined that further information was required prior to a final recommendation being made by the Committee. The By-Law Enforcement Department has been working with Mr. W. Friesen, owner of the Sleepy Owl and the Chief Building Official/Municipal Planner regarding this request.

It is our recommendation to approve the sign installation with the following to be implemented:

- A Land Use Agreement with the Town of Fort Frances and Mr. W. Friesen, owner of the Sleepy Owl be entered. With the location of the sign placement identified.
- A Sign Permit be issued in accordance with the Sign By-Law #19/10.
- The Annual Sign Fee be implemented as per the Sign By-Law #19/10 & User Fee By-Law #60/18 (Item 7.1 – May 6<sup>th</sup>, 2019 - PDEC Agenda).

We are asking the Planning & Development Executive Committee to recommend that Council approve the recommendations as presented and authorize that Administration prepare a Land Use Agreement for signing by the Town and Mr. W. Friesen.

Respectfully submitted,

Original Signed By

Patrick Briere  
By-Law Enforcement Officer







Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
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Phone: 807-274-9893  
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[www.fort-frances.com](http://www.fort-frances.com)

April 23<sup>rd</sup>, 2019

Mr. Steve Both  
via email [steveboth@gmail.com](mailto:steveboth@gmail.com)

Dear Sir:

At their meeting Monday, April 22<sup>nd</sup>, 2019, Council referred the request from S. Both re: Former McKenzie School property to the Planning and Development Executive Committee for recommendation with input from the Municipal Planner.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to P. Briere, By-law Enforcement Officer / Secretary to Planning & Development Executive Committee, at 274-5323, ext 1218.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth (Lisa) Slomke, Clerk

ES/kl

c.c. Planning and Development Executive Committee  
P. Briere, By-Law Enforcement Officer/Committee Secretary  
T. Dennis, CBO/Municipal Planner



**From:** [Tyson Dennis](#)  
**To:** [Lisa Slomke](#)  
**Subject:** FW: re town lots  
**Date:** Monday, April 15, 2019 9:15:58 AM

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Please forward as request to Council for further discussion. Cheers

**Tyson Dennis**

Chief Building Official and Municipal Planner

Town of Fort Frances

320 Portage Ave.

Fort Frances, ON P9A 3P9

Email: [tdennis@fortfrances.ca](mailto:tdennis@fortfrances.ca)

Phone: 807-274-5323 Ext 1216

Cell: 807-271-3057

**From:** Steve Both <[steveboth@gmail.com](mailto:steveboth@gmail.com)>  
**Sent:** Thursday, April 11, 2019 3:11 PM  
**To:** Tyson Dennis <[tdennis@fortfrances.ca](mailto:tdennis@fortfrances.ca)>  
**Subject:** re town lots

To Mayor, Town Council and Whom It May Concern

As you are most likely aware, I own the McKenzie School property across from the park and cemetery in west Fort Frances. I have contemplated for some time of turning this property back into residential building lots. I understand it would require a plan of subdivision, a short extension to the east/west alley, and water/sewer extension, likely from the north side of the property. (I have spoken to Bay City about this)

Also you would be aware this would cost substantial dollars, but I feel it would recover from the sale of the lots, which are badly needed in town.

My request / suggestion for the town is would there be any interest in any kind of partnership or help from the town of Fort Frances to make this a reality. I believe it could be a win win situation. I believe it could make 10 new serviced lots.

I would be open to any input or suggestions council may have on this. I can be reached by email, text, or cell phone.

Regards

Steve Both  
807 275 8375  
[steveboth@gmail.com](mailto:steveboth@gmail.com)

Date: April 24<sup>th</sup>, 2019

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Amendment to User Fee By-Law #60/18.

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During our review of the Sign Installation request from The Sleepy Owl, the By-Law Enforcement Department has found that a fee should be added to the User Fee By-Law #60/18. The fee that should be added is the annual sign fee that is used for signs that are approved to be installed on Town owned property.

This fee is currently authorized in the Town of Fort Frances Sign By-Law #19/10, Part III, Section 2 which states – ***Private Signs on Town Property.*** *All private signs erected on Town owned property pursuant to a resolution of Council are subject to an annual fee as prescribed by and noted in the Town of Fort Frances User Fee By-Law as amended from time to time.*

It is our recommendation to follow the MTO's sign fees that they charge when private signs are installed on Provincial rights-of-way. The current fee is \$150.00/year.

Therefore, with this stated, it is our recommendation to this Committee that we use the following wording:

2.10.5 Annual Sign Fee (Signs on Town Property)                      \$150.00/year.

We are asking the Planning & Development Executive Committee to recommend that Council approve the recommendation as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.

Respectfully submitted,

Original Signed By

Patrick Briere  
By-Law Enforcement Officer