

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - August 6, 2019 at 8:30am

#### MEETING - Civic Centre - Committee Room

	Page
1. <b><u>Call to Order</u></b> Session #13	
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 Meeting Minutes.	3 - 4
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 Request letter from J. McEvoy & J. Tovey re: Overheight Fence Request at 927 Frenette Avenue.	5
7. <b><u>New Business</u></b>	
7.1 Site Plan Control - 821 McIrvine Road (UNFC Daycare).	6 - 17
7.2 Site Plan Control - 1530 King's Highway (Belluz Concrete & Rentals).	18 - 19
7.3 Site Plan Control - 528 Second Street East (Robert Moore School/RRDSB).	20 - 21
7.4 Site Plan Control - 810 King's Highway (Borderland Hotel Inc. - o/a Fort Frances Super 8).	22 - 28
7.5 Application for Condominium - 201 Minnie Avenue.	29 - 31
8. <b><u>Outstanding Items</u></b>	
8.1 Letter from D. Dickson re: 556 Webster Avenue.	32 - 43
8.2 Letter from D. Cuthbertson re: Scott Street Concerns. - Ongoing.	
9. <b><u>Information</u></b>	
9.1 OPP New Animal Abuse Reporting Number.	

1-833-9ANIMAL (1-833-926-4625).

- 9.2 Zoning By-Law Amendment & Removal of H for 1408 Eighth Street East (Church of the Holy Spirit). 44 - 60

**10. Non-agenda Items**

**11. Adjourn / Next Meeting Date**  
Tuesday September 3rd, 2019.

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #12

June 17, 2019

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on June 17, 2019 from 8:00 p.m. to 8:50 p.m.

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

ALSO PRESENT: D. Brown, CAO, L. Slomke, Clerk, P. Briere, Committee Secretary

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

Session #12

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

None.

**3. Approval of Previous Committee Minutes**

3.1 Approval of Previous Meeting Minutes.

- Approved as presented.

MOVED: W. Brunetta

SECONDED: J. 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**

None.

**7. New Business**

7.1 Planning & Development Executive Committee - Change Meeting Time (8:00am to 8:30am).

- Request from Committee Members. - The Committee briefly discussed this item and is recommending to change the time to 8:30am for the time being to ensure that the time change does not impact the other Committee Meetings.

**8. Outstanding Items**

8.1 Letter from D. Dickson re: 556 Webster Avenue - Garage Request.

- Item referred to a future meeting as Administration is gathering information regarding this request.- Mr. Dickson in attendance to discuss his request with the Committee. An overview of the item/update was provided and then Mr. Dickson explained his plan to the Committee. Administration is continuing to work on this item and will bring a decision back to PDEC at a future meeting.

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

- Ongoing. Updates will be provided as information becomes available.- A brief discussion was had on this item and an update from the BIA was provided thanking everyone for their efforts and time working on this item.

- 8.3 Sleepy Owl - Draft Land Use Agreement for Billboard Sign.
  - An overview of this item was discussed with the Committee. A couple of changes will be made to the agreement. The Planning & Development Executive Committee is recommending to approve the agreement with the changes discussed regarding health & safety, fees changed and liability (WSIB).

9. Information

None.

10. Non-agenda Items

None.

11. Adjourn / Next Meeting Date - 0819am

Tuesday July 2nd, 2019.

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Executive Committee Chair

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Secretary, Planning & Development Executive Committee



Jessica McEvoy & Jason Tovey  
927 Frenette Avenue  
Fort Frances, ON P9A 2N6

June 27, 2019

Patrick Briere  
By-Law Enforcement Officer  
The Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Mr. Briere:

Please consider this letter of request for exemption of Section 6.1 of the Fence By-Law 07~19. We are requesting approval to build a fence surrounding our rear yard at 927 Frenette Avenue that exceeds the six foot height regulation. The reason for this is that we have an athletic German Shepherd that will, at times, be off leash in the yard and has the ability to jump/climb a fence of six feet. We believe that in order to prevent her escape and to appease our neighbors' concerns regarding our dog we would require a fence that is eight feet in height. The fence will be constructed of wood and supported by 4" x 4" posts spaced 6' apart and anchored into the ground with cement to a depth of 4'. All other specifics will be in compliance with the provisions set out in the Fence By-Law.

We greatly appreciate your time in consideration of this matter and look forward to hearing your response.

Sincerely,

Jessica McEvoy & Jason Tovey

July 30, 2019

TO: Planning & Development Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk / Interim Municipal Planner

SUBJECT: Site Plan Control – 821 McIrvine Road (UNFC Daycare)

## **BACKGROUND**

The United Native Friendship Centre (UNFC) has successfully completed site specific amendments to the Town Official Plan and Zoning By-law with the passing of appropriate by-laws at the July 8, 2019 Council meeting. There were no objections at any point in the process.

Subsequent meetings with representatives of UNFC have been held in order to ensure a clear path forward. Under the Town of Fort Frances Official Plan (section 5.7) all types of development or redevelopment shall be subject to Site Plan Control provisions (with some exceptions). The development of a new daycare at 821 McIrvine Road should be subject to Site Plan Control as per the Official Plan.

## **RECOMMENDATION**

It is the recommendation of Administration that a by-law be passed to designate 821 McIrvine Road as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed and approved as part of the same by-law at an upcoming meeting of Council.

## 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 checked="" type="checkbox"/>						
b) Amendment to existing Agreement: <input type="checkbox"/> Authorizing By-Law Number _____						
<b>2. PROPERTY INFORMATION</b>						
a) Address	821 McIrvine Road, Fort Frances					
b) Tax Roll No.	59 - 12 - 010 - 0061 - 0905					
c) Legal Description	Part of Lot 41, River Range Geographic Township of McIrvine Town of Fort Frances					
d) Dimensions	Frontage	62.70 m	Depth	200.90 m	Area	12,595.44 sm
<b>3. APPLICANT INFORMATION</b>						
a) Applicant	Saulteaux Consulting & Engineering			Phone (807) 274-7114		
b) Mailing Address	Site 206-207 RR#2, Fort Frances, ON			Postal Code P9A 3M3		
c) Email	mdelpuerto@sceinc.ca					
<b>4. AGENT INFORMATION (if applicable)</b>						
a) Agent Name				Phone		
b) Mailing Address				Postal Code		
c) Email						
<b>5. OWNER (If different from 3 above)</b>						
a) Owner	United Native Friendship Centre			Phone (807) 274-8541		
b) Mailing Address	516 Portage Ave, Fort Frances, ON			Postal Code P9A 2A2		
c) Email	smcmahon@unfc.org					
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	Part of Lot 41, River Range Geographic Township of McIrvine Town of Fort Frances		
b) Current Zoning	Institutional (I)		
c) Current Land Use	N/A		
<b>9. BUILDINGS &amp; STRUCTURES</b>			
	<b>Existing</b>	<b>Proposed</b>	<b>Required</b>
a) Width	N/A	16.62 m	N/A
b) Length	N/A	53.80 m	N/A
c) Ground Floor Area	N/A	894.1 m <sup>2</sup>	N/A
d) Gross Floor Area	N/A	894.1 m <sup>2</sup>	N/A
e) Storeys (#)	N/A	1	N/A
f) Dwelling Units(#)	N/A	N/A	N/A
g) Building Height	N/A	7.98 m	20 m maximum
h) Lot Coverage (%)	N/A	7%	50% max. lot coverage
i) Landscaped Area (%)	N/A	67%	10% minimum
j) Parking Spaces(#)	N/A	26	26 required



#### 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 July 9, 2019



(Signature of Owner or Agent)



(Signature of Owner or Agent)

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

I/We authorize Michael del Puerto (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)

#### 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 (\$ 1016.80 )
- ☐ 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

**N/A 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.)



**Town of Fort Frances**  
320 Portage Avenue  
Fort Frances Ontario P9A 3P9

# RECEIPT OF PAYMENT

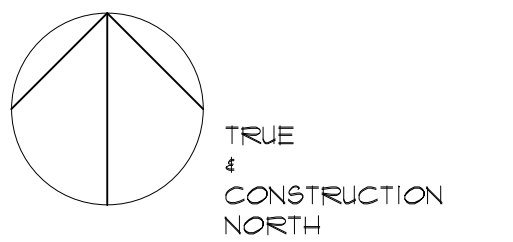
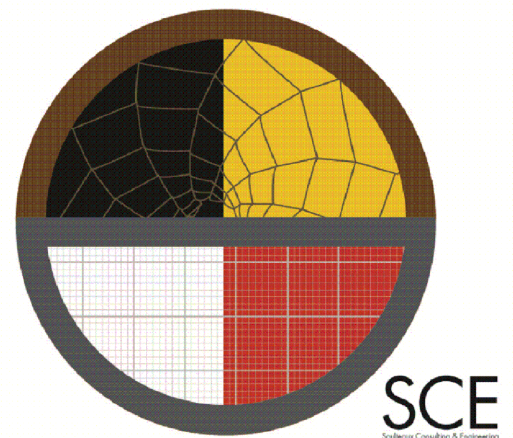
Page 1

UNITED NATIVE FRIENDSHIP CENTRE  
SITE PLAN CONTROL  
821 MCIRVINE ROAD

Receipt Number: 38014  
Tax Number: HST #106984586 RT0001  
Date: July 16, 2019  
Initials: KT

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
General	66	MINOR VARIANCE	N/A	\$0.00	\$1,016.80	N/A
Subtotal:					\$1,016.80	
Taxes:					\$0.00	
Total Receipt:					\$1,016.80	
Cheque:					\$1,016.80	
Total Amount Received:					\$1,016.80	
Rounding:					\$0.00	
Amount Returned:					\$0.00	



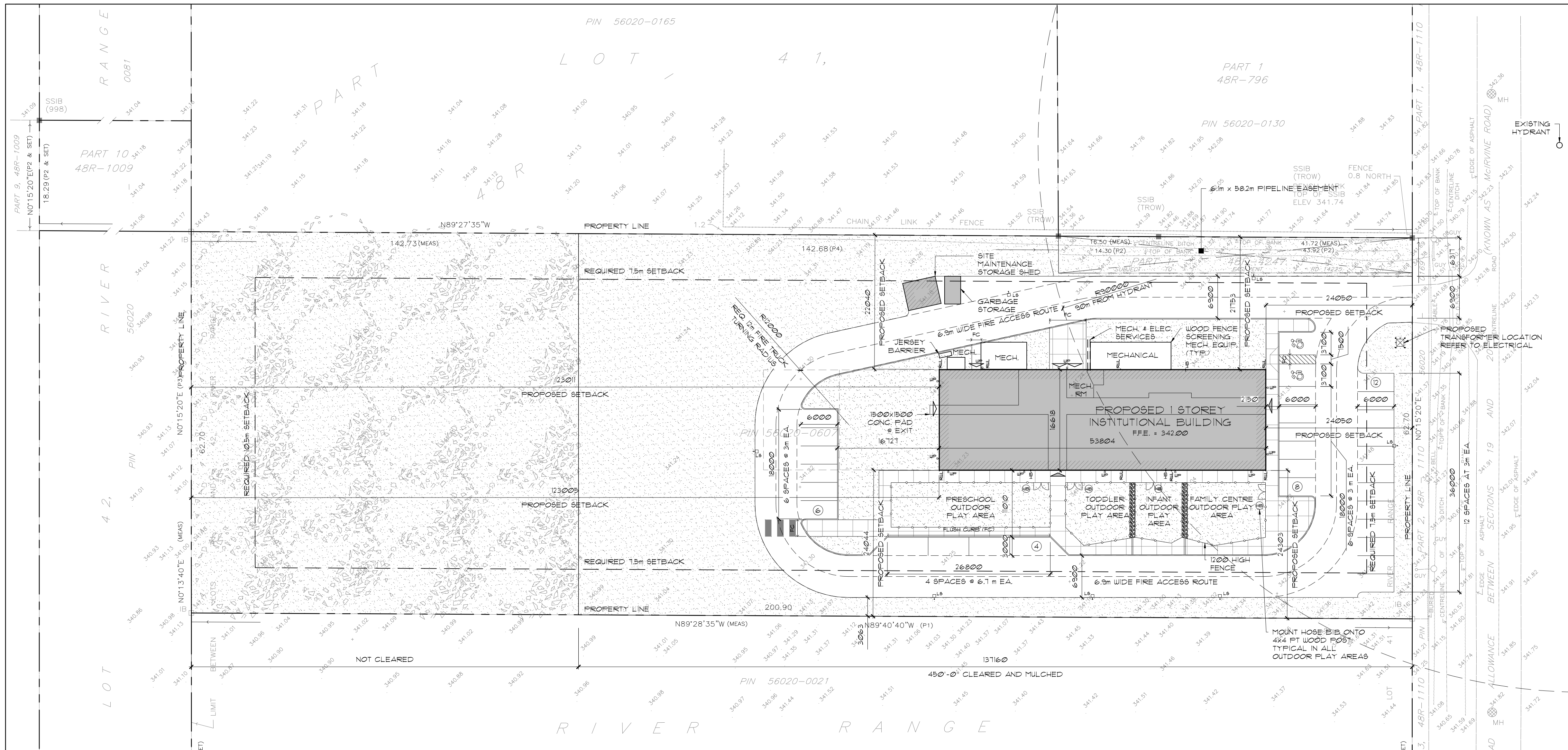


3	ISSUED FOR SPA	19/07/10
2	TENDER ADDENDUM NO.1	19/07/10
1	ISSUED FOR TENDER	19/06/11
NO.	DESCRIPTION	DATE
REVISIONS		

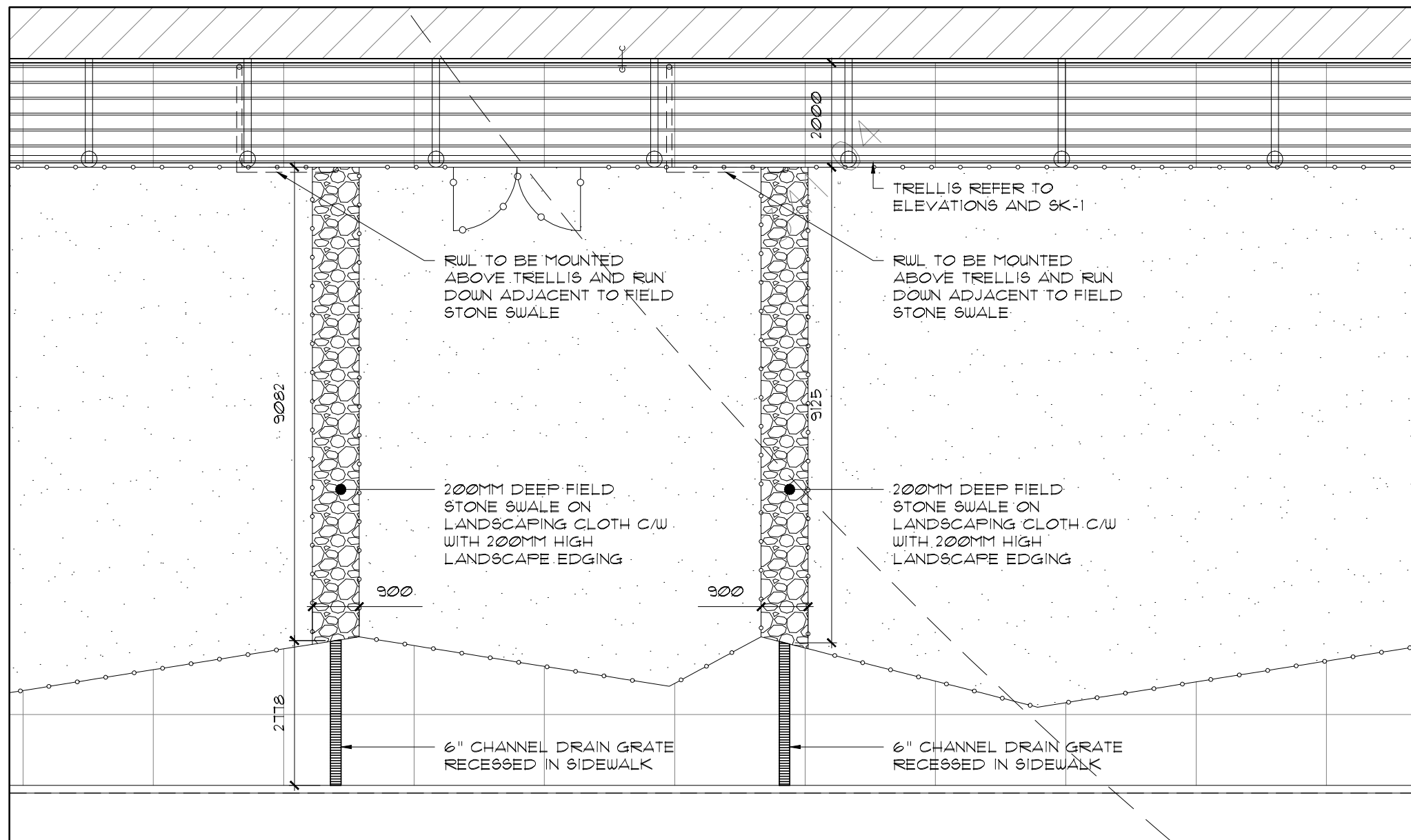
## UNITED NATIVE FRIENDSHIP CENTRE CHILD CARE CENTRE

UNITED NATIVE FRIENDSHIP CENTRE  
821 MCIRVINE ROAD, FORT FRANCES  
SHEET TITLE:  
SITE PLAN

SCALE: AS SHOWN  
DRAIN BY: MDP  
CHECKED BY: DZ, TB  
PROJECT NO.: 18-014  
REVISION NO.:  
PROJECT START DATE: 2018-11-01  
SHEET NO.



1 SITE PLAN  
SCALE: 1:400



3 RUL SITE DRAINAGE DETAIL  
SCALE: 1:100

### STATISTICS

#### BUILDING STATISTICS

LOT	PART OF LOT 41, RIVER RANGE GEOGRAPHIC TOWNSHIP OF MCIRVINE, TOWN OF FORT FRANCES, DISTRICT OF RAINY RIVER
ADDRESS	520 SCOTT STREET, FORT FRANCES, ONTARIO P8A 1H4
ZONING	I
PROPOSED BUILDING USE	INSTITUTIONAL
STOREYS	1 STOREY
BUILDING HEIGHT	7.38m (26'-2")
<b>ZONING REQUIREMENTS</b>	
MIN. LOT AREA	5500 m <sup>2</sup>
MIN. LOT FRONTAGE	15 m
MIN. FRONT YARD SETBACK	7.5 m
MIN. SIDE YARD SETBACK	7.5 m
MIN. REAR YARD SETBACK	10.5 m
MAX. LOT COVERAGE	50%
MIN. LANDSCAPED OPEN SPACE	10%
MAXIMUM HEIGHT	20 m
<b>PARKING REQUIREMENTS</b>	
PARKING SPACES	1 SPACE/35m <sup>2</sup> 26 SPACES REQUIRED - 26 SPACES PROPOSED
BARRIER FREE SPACES	2 SPACES REQUIRED - 2 SPACES PROVIDED
LOADING SPACES	1 SPACE
BICYCLE SPACES	N/A

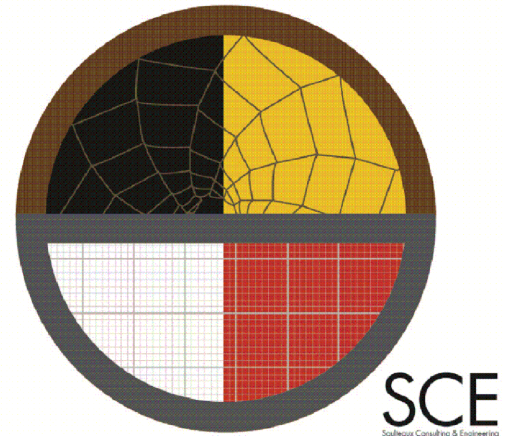
#### AREAS

LOT AREA	12595.44 m <sup>2</sup>
SOFT LANDSCAPING	8493.52 m <sup>2</sup>
HARD LANDSCAPING	3201.81 m <sup>2</sup>
BUILDING LOT COVERAGE	7%
BUILDING FOOTPRINT	894.10 m <sup>2</sup>
PARKING FOOTPRINT	485.4 m <sup>2</sup>
<b>GROSS FLOOR AREAS</b>	
GROUND LEVEL	894.10 m <sup>2</sup>



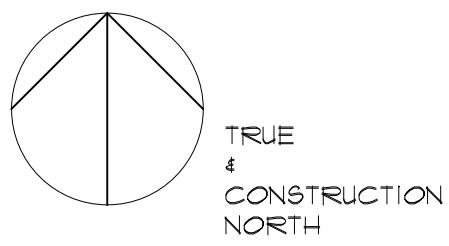
2 KEY PLAN  
SCALE: NTS





SAULTEAUX CONSULTING & ENGINEERING

SITE 206-207 RRD  
FORT FRANCES, ONTARIO  
P3A 3M3  
1-201-274-1114



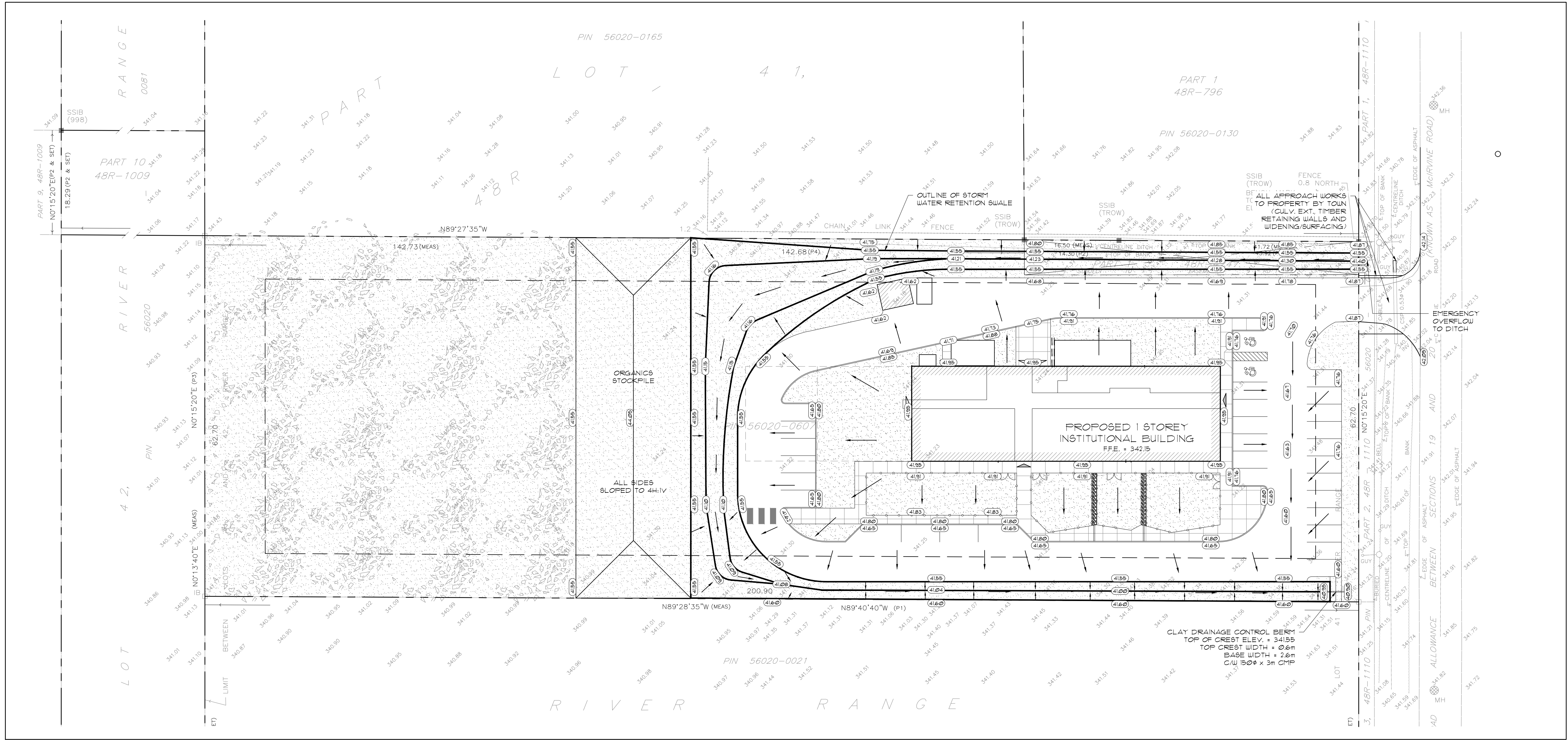
3	ISSUED FOR SPA	19/07/10
2	TENDER ADDENDUM NO. 1	19/07/10
1	ISSUED FOR TENDER	19/06/11
NO.	DESCRIPTION	DATE

UNFC CHILD CARE CENTRE

UNITED NATIVE FRIENDSHIP CENTRE  
821 McIVINE ROAD, FORT FRANCES  
SHEET TITLE:  
SITE GRADING PLAN

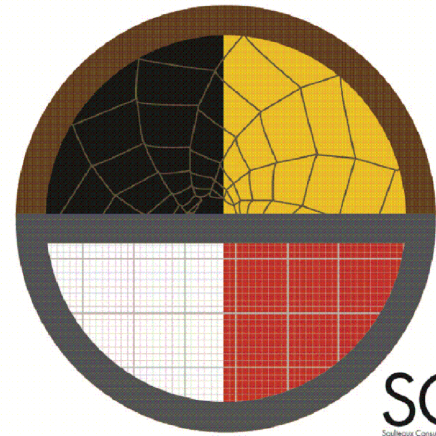
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DRAWN BY:	MDP
CHECKED BY:	CC
PROJECT NO.:	18-014
REVISION NO.:	-
PROJECT START DATE:	2018-11-01
SHEET NO.	

C-1



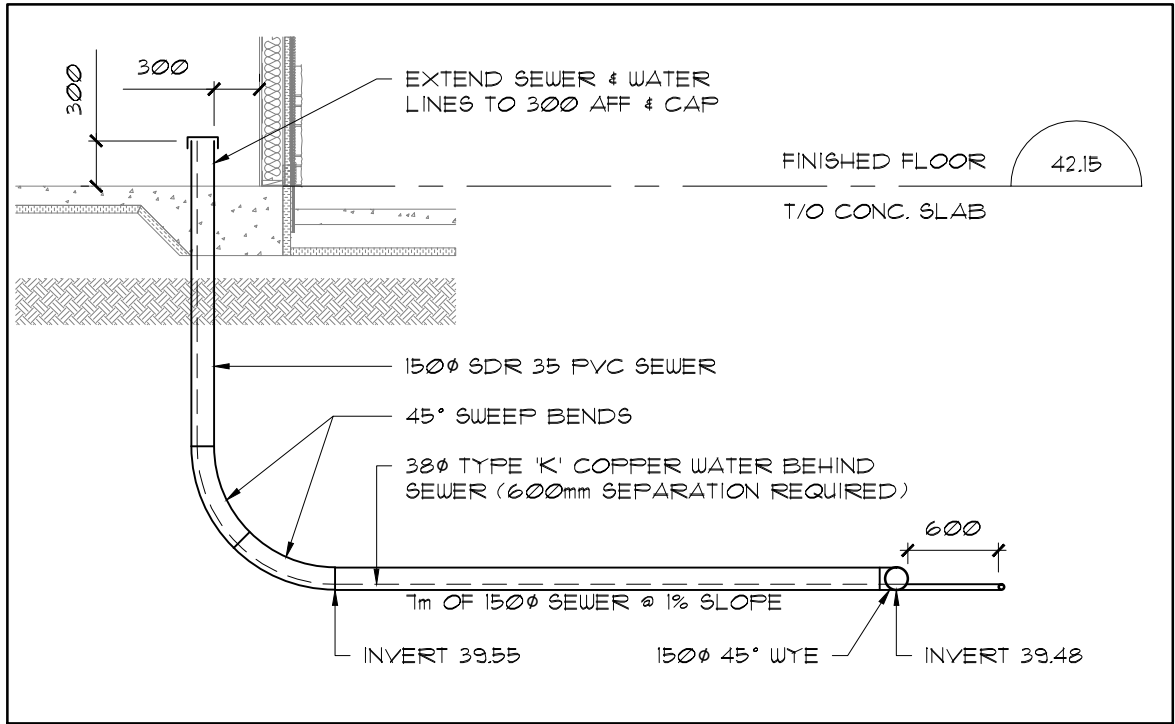
1 SITE GRADING  
C-1 SCALE: 1:400



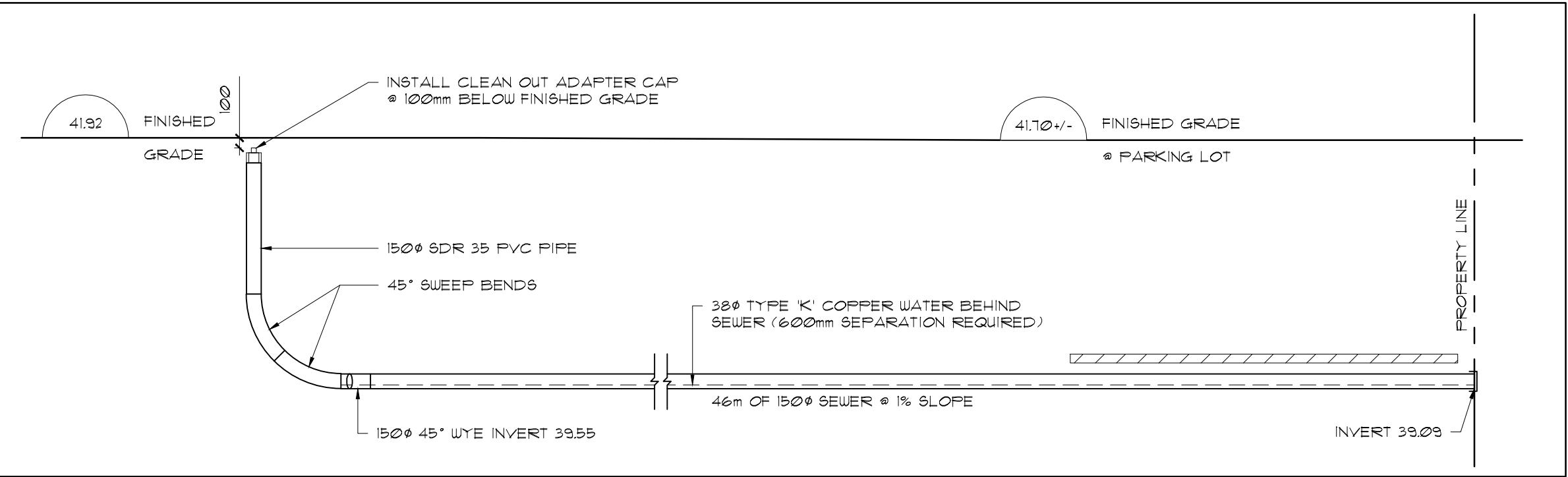


SAULTEAUX CONSULTING & ENGINEERING

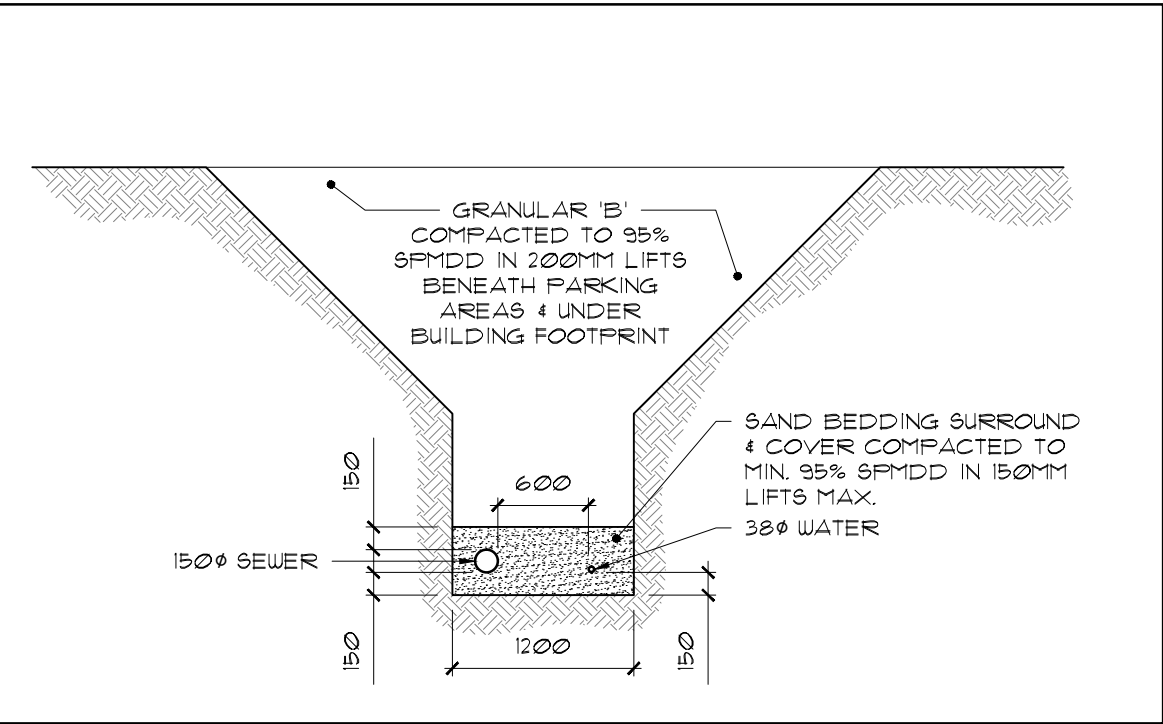
SITE 206-207 RRD  
FORT FRANCES, ONTARIO  
P8A 3M3  
1-801-274-7114



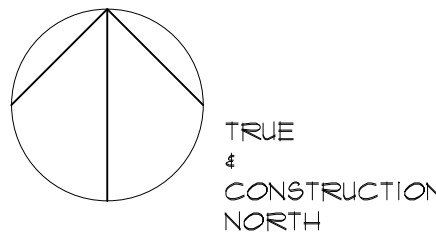
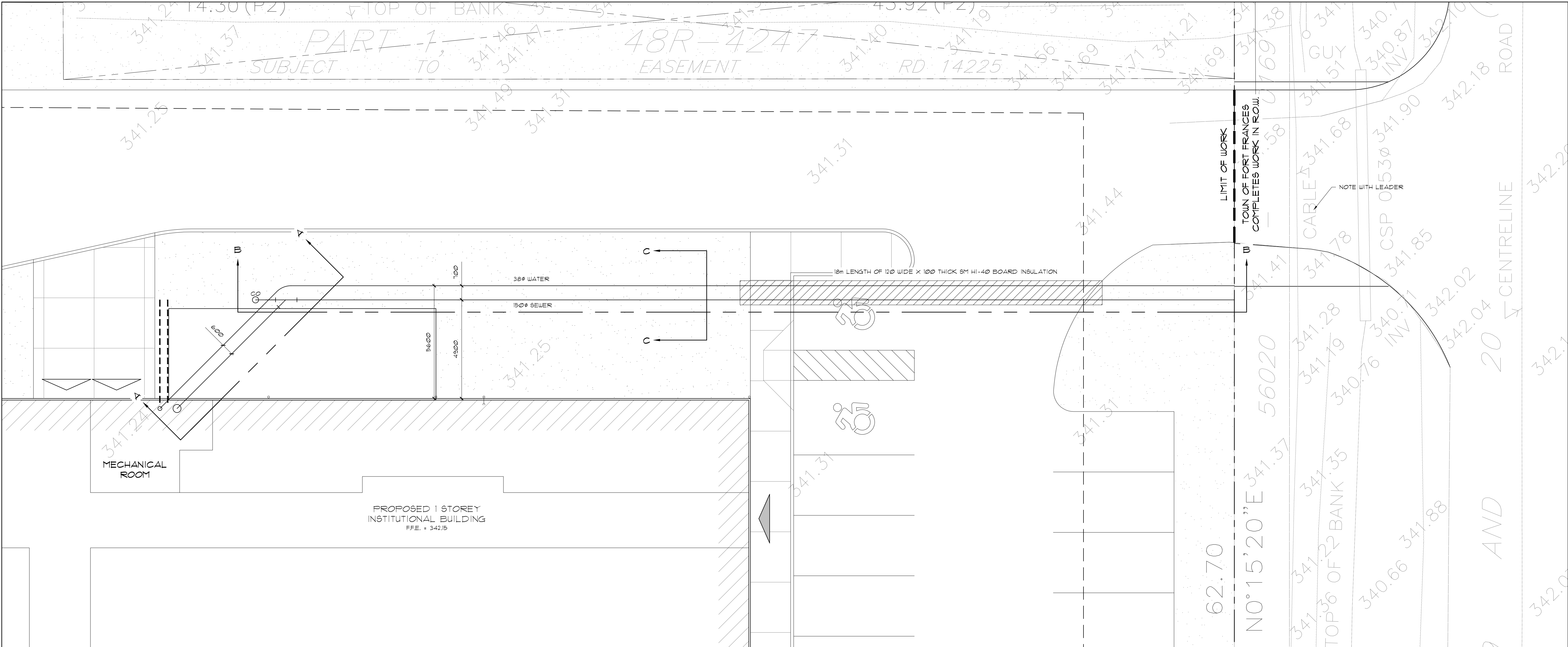
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SCALE: NTS



B-B SECTION DETAIL B-B  
SCALE: NTS



C-C SECTION TRENCH DETAIL C-C  
SCALE: NTS



2	ISSUED FOR SPA	19/07/10
1	ISSUED FOR TENDER	19/06/11
NO.	DESCRIPTION	DATE

UNFC CHILD CARE CENTRE

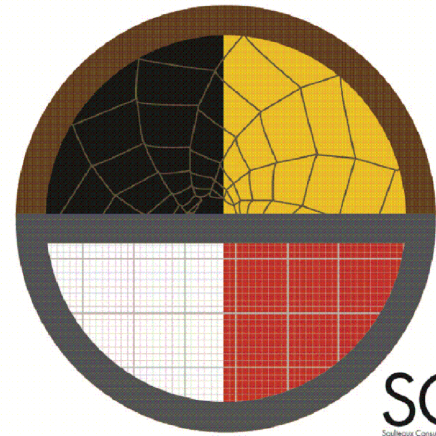
UNITED NATIVE FRIENDSHIP CENTRE  
821 MCILVINE ROAD, FORT FRANCES  
SHEET TITLE:  
SITE SERVICES PLAN  
AND DETAILS

SCALE:	AS SHOWN
DRAWN BY:	MDP
CHECKED BY:	CC
PROJECT NO.:	18-014
REVISION NO.:	-
PROJECT START DATE:	2018-11-01

SHEET NO.

C-2





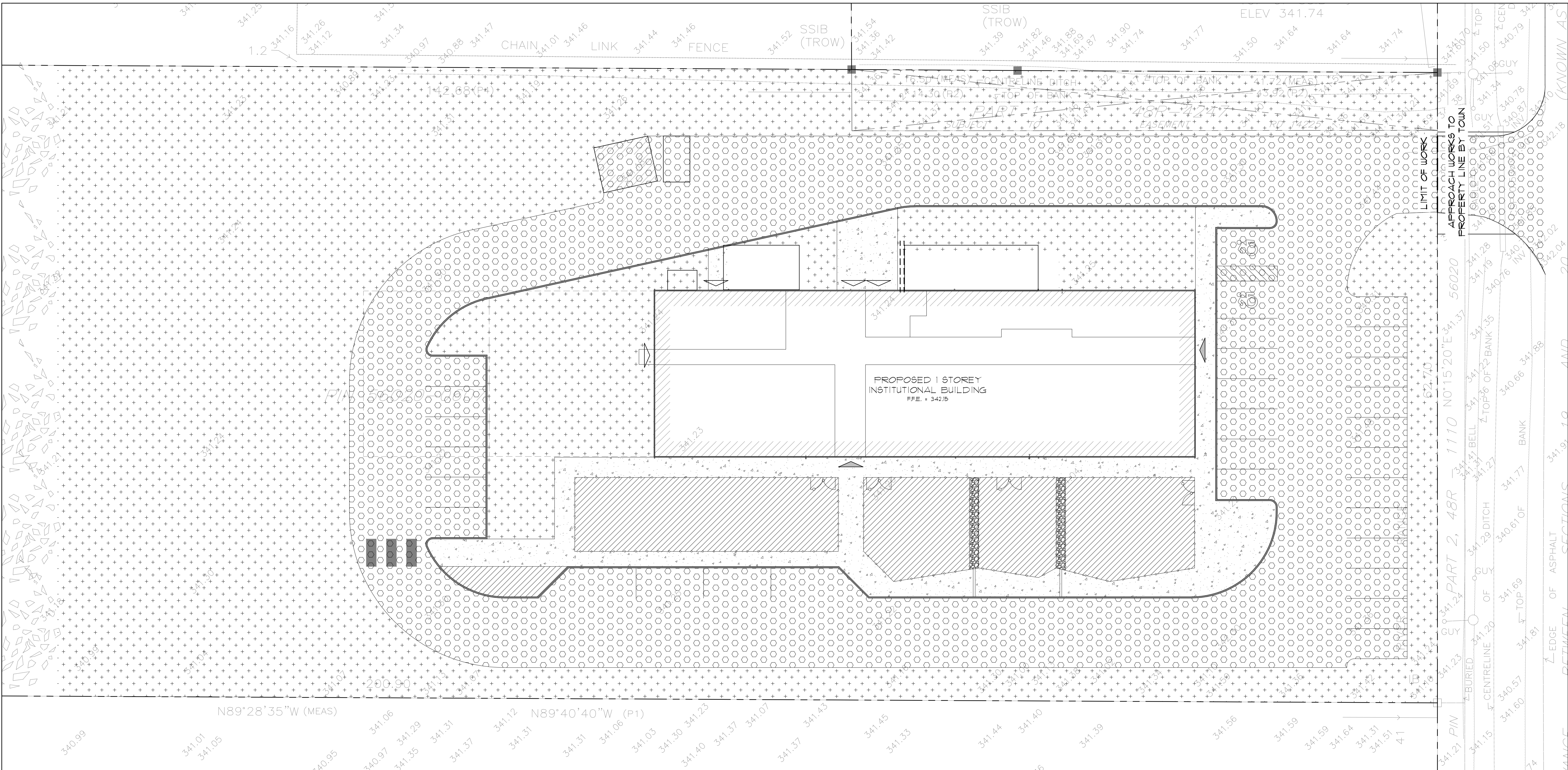
SAULTEAUX CONSULTING & ENGINEERING

SITE 206-207 RR2  
FORT FRANCES, ONTARIO  
P8A 3M3  
1-801-214-1114

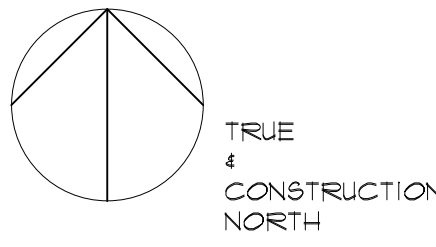


SYMBOL	DESCRIPTION	
	VEHICLE TRAFFIC	50MM HL4 ASPHALT 150 GRAN. 'A' (MIN. 91% SPMD COMPACTION) 350 GRAN. 'B' (MIN. 91% SPMD COMPACTION)
	150 CONCRETE CURB AND GUTTER	TO OFSD 600.010 - SUPERELEVATED
	SIDEWALK	100MM CONCRETE (32 MPA @ 28 DAY, 5% AIR) BROOM FINISHED AND SEALED 100MM GRAN. 'A' BASE COURSE (MIN. 91% SPMD COMPACTION) 1/4 DEPTH SAW CUTS AT MAXIMUM 6' FOOT SPACING AND AT CORNERS FOR STRESS RELIEF PROVIDE EXPANSION JOINT MATERIAL AT CURB AND GUTTER SECTION ALONG BUILDING
	TOPSOIL SOD	SOD OVER 100MM COMPACTOR ORGANICS STRIPPED FROM SITE (SCREENED)
	TOPSOIL SEED	100MM MIN. COMPACTED ORGANICS STRIPPED FROM SITE (SCREENED) AND SEEDED

2 LEGEND OF SURFACING  
C-3 SCALE: NTS



1 SITE FINISHES  
C-3 SCALE: 1:200



2	ISSUED FOR SPA	19/07/10
1	ISSUED FOR TENDER	19/06/11
NO.	DESCRIPTION	DATE

UNFC CHILD CARE CENTRE

UNITED NATIVE FRIENDSHIP CENTRE  
821 MCILVINE ROAD, FORT FRANCES  
SHEET TITLE:  
SITE FINISHES

SCALE:	AS SHOWN
DRAIN BY:	MDP
CHECKED BY:	CC
PROJECT NO.:	18-014
REVISION NO.:	-
PROJECT START DATE:	2018-11-01
SHEET NO.	

C-3

## Lisa Slomke

---

**From:** Travis Rob  
**Sent:** Monday, July 29, 2019 7:19 AM  
**To:** Lisa Slomke  
**Cc:** Cody Vangel  
**Subject:** RE: site plan control application for 821 McIrvine Road

Hi Lisa,

The following comments are from O&F

- Mains on road are VERY deep, best to tender for site services, will HAVE to be installed by contractor.
- Water and Sewer lines to be separated by 8' horizontally or 2' vertical, 2' horizontal
- Recommend sewer clean outs every 150' at the most.

Travis

---

Travis Rob P.Eng.  
Manager of Operations & Facilities  
Town of Fort Frances  
P: (807)274-9893 ext 1316  
C: (807)275-9757

---

**From:** Lisa Slomke <lslomke@fortfrances.ca>  
**Sent:** Tuesday, July 16, 2019 1:14 PM  
**To:** Travis Rob <trob@fortfrances.ca>; Tyler Moffitt <tmoffitt@fortfrances.ca>; Joerg Ruppenstein <jruppenstein@fortfrances.ca>; Troy Calder <tcalder@fortfrances.ca>  
**Subject:** site plan control application for 821 McIrvine Road

Good Afternoon All:

Please find application form and drawings received from United Native Friendship Centre for the development of a daycare at 821 McIrvine Road. The site specific amendments for Official Plan and Zoning By-laws were approved by Council by-law on July 8<sup>th</sup>.

Please provide me with your comments related to the Site Plan application. I intend to take this forward to Planning & Development Executive Committee on August 6<sup>th</sup>, thus would appreciate your response by **July 26<sup>th</sup>**.

Sincerely,  
Lisa

Elizabeth (Lisa) Slomke  
Town Clerk / Interim Municipal Planner  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
Phone: 807-274-5323 ext. 1215  
Fax: 807-274-8479

## Lisa Slomke

---

**From:** Joerg Ruppenstein  
**Sent:** Wednesday, July 24, 2019 11:28 AM  
**To:** Lisa Slomke; Travis Rob; Tyler Moffitt; Troy Calder  
**Subject:** RE: site plan control application for 821 McIrvine Road

Good morning Lisa,

We have been working directly with the applicant to discuss electrical requirements. FFPC will be able to provide an electrical service to the facility. We approve of the site plan application but note that several electrical design aspects may change that should result in customer cost savings.

Thanks,

Joerg

---

**From:** Lisa Slomke <lslomke@fortfrances.ca>  
**Sent:** Tuesday, July 16, 2019 1:14 PM  
**To:** Travis Rob <trob@fortfrances.ca>; Tyler Moffitt <tmoffitt@fortfrances.ca>; Joerg Ruppenstein <jruppenstein@fortfrances.ca>; Troy Calder <tcalder@fortfrances.ca>  
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Sincerely,  
Lisa

Elizabeth (Lisa) Slomke  
Town Clerk / Interim Municipal Planner  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
Phone: 807-274-5323 ext. 1215  
Fax: 807-274-8479  
[lslomke@fortfrances.ca](mailto:lslomke@fortfrances.ca)  
[www.fortfrances.ca](http://www.fortfrances.ca)

July 31, 2019

TO: Planning & Development Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk / Interim Municipal Planner

SUBJECT: Site Plan Control – 1530 King's Highway (Belluz Concrete & Rentals)

## **BACKGROUND**

Belluz Concrete & Rentals is presently finalizing the design of a new workshop on their property at 1530 King's Highway and an application for Site Plan Control is expected soon. Due to the summer meeting schedule, I felt it was important to get this project in the queue instead of waiting until September. I don't want the project delayed because of meeting dates. The owners of 1530 King's Highway are also processing a minor variance application through the Committee of Adjustment for relief related to paved parking. The Committee of Adjustment meets on Wednesday August 7<sup>th</sup>.

Meetings with representatives of Belluz Concrete & Rentals have been held in order to support the project moving forward. Under the Town of Fort Frances Official Plan (section 5.7) all types of development or redevelopment shall be subject to Site Plan Control provisions (with some exceptions). The development of a new workshop at 1530 King's Highway should be subject to Site Plan Control as per the Official Plan.

## **RECOMMENDATION**

It is the recommendation of Administration that a by-law be passed to designate 1530 King's Highway as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed and approved as part of same by-law at a future meeting of Council.







July 31, 2019

TO: Planning & Development Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk / Interim Municipal Planner

SUBJECT: Site Plan Control Amendment – 528 Second Street East  
(Robert Moore School / Rainy River District School Board)

## **BACKGROUND**

RRDSB is presently finalizing the re-design of a portion of Robert Moore School to accommodate daycare facilities and subsequently relocating some parking into another portion of their property holdings. Meetings with representatives of RRDSB have been held in order to acquire a clear understanding of their project and to ensure that a finite plan for the project is completed. The previous development of Robert Moore School was designated a Site Plan Control area under by-law 56/09 and an agreement was entered into. The redevelopment of the site at 528 Second Street East warrants an amendment to the Site Plan Control agreement.

## **RECOMMENDATION**

It is the recommendation of Administration that a by-law be passed to amend the site plan control agreement at a future meeting of Council.



# SURVEY REPORT SUMMARY

## REGISTERED EASEMENTS and/or RIGHT-OF-WAYS

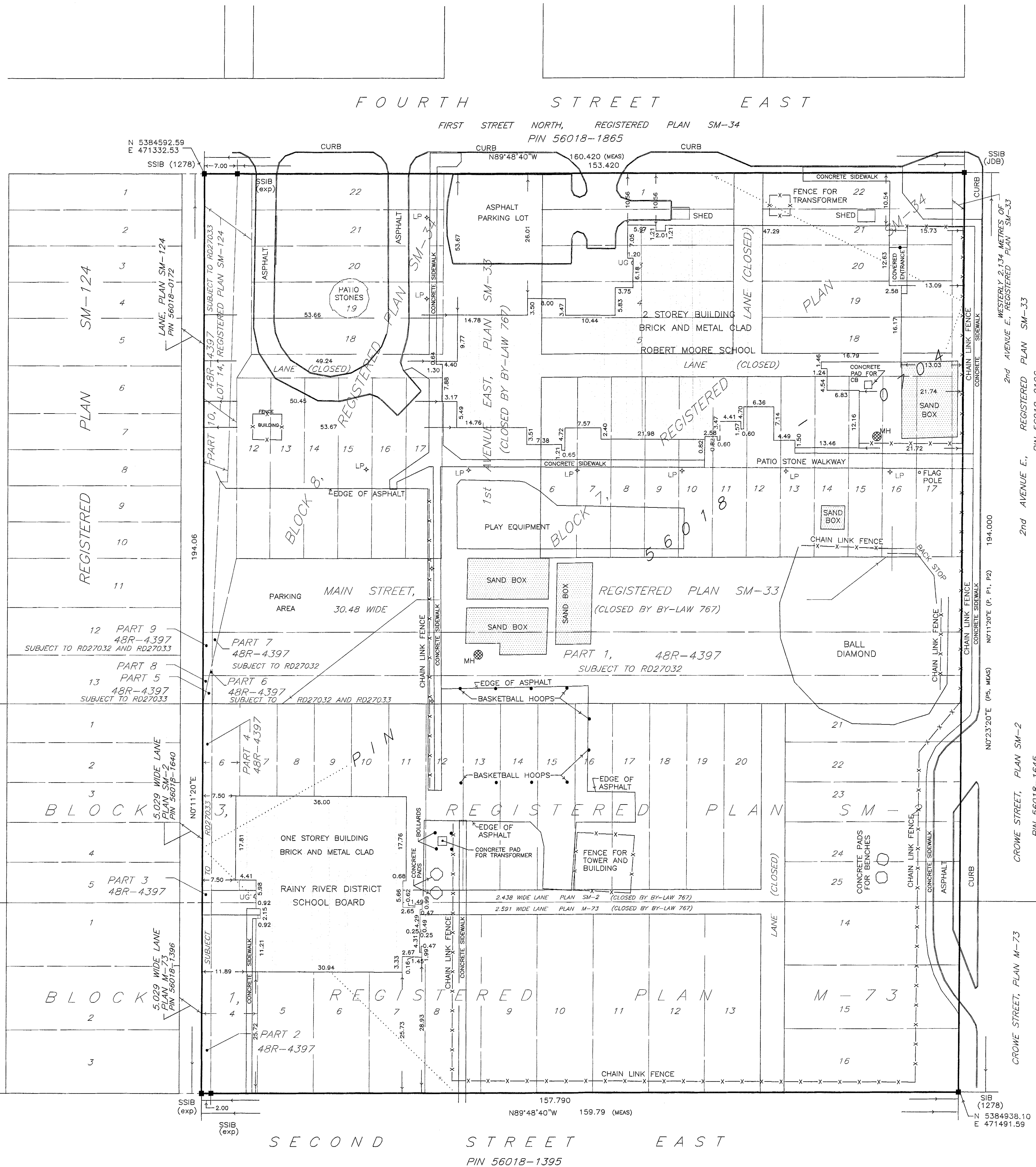
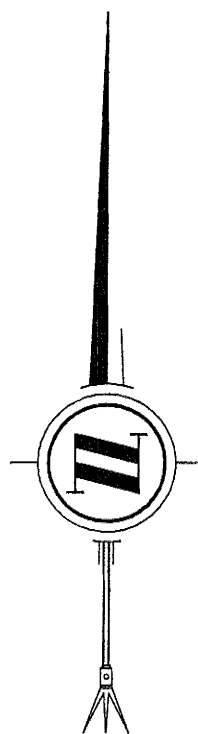
Subject to easements per RD27032 AND RD27033.

## COMPLIANCE WITH MUNICIPAL ZONING BY-LAWS

Not certified by this REPORT.

## ADDITIONAL REMARKS

A two story school and one story office building are situated entirely within the limits of the surveyed property. All fences, playground equipment and transformer pads are also wholly within the boundary of the surveyed property.



SURVEYOR'S REAL PROPERTY REPORT  
PLAN OF SURVEY OF  
LOTS 4 TO 16 AND PART OF THE LANES  
BLOCK 1 (CLOSED BY BY-LAW 767)  
REGISTERED PLAN M-73  
AND  
LOTS 6 TO 25 AND PART OF THE LANES  
BLOCK 3 (CLOSED BY BY-LAW 767)  
REGISTERED PLAN SM-2  
AND  
PART OF MAIN STREET, PART OF 1ST  
AVENUE EAST AND PART OF THE  
WESTERLY 2.134 METRES OF 2ND  
AVENUE EAST (ALL CLOSED BY BY-LAW 767)  
REGISTERED PLAN SM-33  
AND  
LOTS 1 TO 22, BLOCK 7  
AND THE LANES (CLOSED BY BY-LAW 767)  
LOTS 12 TO 22, BLOCK 8  
AND PART OF THE LANES  
(CLOSED BY BY-LAW 767)  
REGISTERED PLAN SM-34  
AND  
LOT 14, REGISTERED PLAN SM-124  
TOWN OF FORT FRANCES  
SUBJECT TO EASEMENTS PER RD27032  
AND RD27033  
DISTRICT OF RAINY RIVER

SCALE - 1:500



## BEARING REFERENCE

BEARINGS ARE UTM NAD83 (ORIG.) AND ARE REFERRED TO A PORTION OF THE SOUTH LIMIT OF FOURTH STREET, HAVING A BEARING OF N89°48'40"W, AS SHOWN ON PLAN 48R-4397.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99956142.

## LEGEND

- DENOTES A PLANTED SURVEY MONUMENT
- DENOTES A FOUND SURVEY MONUMENT
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- RPL DENOTES ROCK PLUG
- MEAS DENOTES MEASURED
- P DENOTES REGISTERED PLAN M-73
- P1 DENOTES REGISTERED PLAN SM-2
- P2 DENOTES REGISTERED PLAN SM-33
- P5 DENOTES SURVEY BY W.J. BOWMAN LTD.
- DRAWING NUMBER F10-518
- exp DENOTES exp GEOMATICS INC.
- JDB DENOTES J.D. BARNES LIMITED
- 1278 DENOTES W.J. BOWMAN LTD., O.L.S.
- OB DENOTES CATCH BASIN
- LP DENOTES LAWPPOST
- MH DENOTES MANHOLE
- PIN DENOTES PROPERTY IDENTIFICATION NUMBER
- UG DENOTES UNION GAS
- WIT DENOTES WITNESS

## SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 17th DAY OF OCTOBER, 2014.

27 Nov 2015  
DATE  
HENRIETTE J. VERHOEFF  
ONTARIO LAND SURVEYOR  
CANADA LANDS SURVEYOR

## exp Geomatics Inc.

t: +1.807.274.4504 | f: +1.807.274.4253  
408 Scott Street, P.O. Box 447  
Fort Frances, ON P9A 3M8  
Canada

www.exp.com



- BUILDINGS • EARTH & ENVIRONMENT • ENERGY •
- INDUSTRIAL • INFRASTRUCTURE • SUSTAINABILITY •

DRAWN BY: H.W. CLIENT: R.R.D.S.B. Drawing No.  
CREW: M.B., H.V. JOB No. FF6407 F.N. No. M128-28-77 F10-668

## METRIC

DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

## NOTE

WALL UNLESS OTHERWISE NOTED  
BUILDING TIES SHOWN HEREON ARE TO FINISHED WALL.

ASSOCIATION OF ONTARIO  
LAND SURVEYORS  
PLAN SUBMISSION FORM  
1918832



THIS PLAN IS NOT VALID  
UNLESS IT IS AN EMBOSSED  
ORIGINAL COPY  
ISSUED BY THE SURVEYOR  
In accordance with  
Regulation 1025, Section 29(3)

## CLIENT

THIS REPORT WAS PREPARED FOR R.R.D.S.B.  
AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY  
FOR USE BY OTHER PARTIES.

THIS REPORT REFLECTS CONDITIONS AT THE TIME OF  
SURVEY. UPDATING THE SURVEY WILL BE REQUIRED IN  
ORDER TO ISSUE ADDITIONAL COPIES SUBSEQUENT TO  
THE DATE OF THE SURVEYOR'S CERTIFICATE.

July 31, 2019

TO: Planning & Development Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk / Interim Municipal Planner

SUBJECT: Site Plan Control Amendment – 810 King’s Highway  
(Borderland Hotel Inc. o/a Fort Frances Super 8)

## **BACKGROUND**

Borderland Hotel is presently finalizing the re-design and construction of new wing onto the Fort Frances Super 8 to add accommodations and a meeting room.

The previous development of Super 8 and Boston Pizza was designated a Site Plan Control area under by-law 41/08 and an agreement was entered into. The redevelopment of the site at 810 King’s Highway warrants an amendment to the Site Plan Control agreement.

## **RECOMMENDATION**

It is the recommendation of Administration that a by-law be passed to amend the site plan control agreement at a future meeting of Council.

# TOWN OF FORT FRANCES

**FORT FRANCES**  
BOUNDLESS

## Planning and Development Division

320 Portage Avenue

Fort Frances, ON P9A 3P9

807.274.5323 ext. 275

### 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 checked="" type="checkbox"/>						
b) Amendment to existing Agreement: <input type="checkbox"/> Authorizing By-Law Number _____						
<b>2. PROPERTY INFORMATION</b>						
a) Address	810 Kings Hwy, Fort Frances, Ontario, P9A 2X4					
b) Tax Roll No.	59 - 12 - 010 - 004 - 00600-000					
c) Legal Description	MCIRVINE RIVER RANGE PT LOT;39 RP 48R2376 PARTS 1 TO 3;PCL 962					
d) Dimensions	Frontage	118.204m	Depth	101.528m (average)	Area	11,831.1 s.m.
<b>3. APPLICANT INFORMATION</b>						
a) Applicant	Borderland Hotel Inc. O/A Fort Frances Super 8 Phone (204) 981-1106					
b) Mailing Address	63 Hennessey Drive, WINNIPEG, MB Postal Code R3P 1P6					
c) Email	lmaksymetz@shaw.ca					
<b>4. AGENT INFORMATION (if applicable)</b>						
a) Agent Name	Syncor Contracting Limited			Phone (807) 475-9990		
b) Mailing Address	840 Pole Line Road, Murillo, Ontario			Postal Code P7K 0T8		
c) Email	office@syncorcontracting.ca					
<b>5. OWNER (if different from 3 above)</b>						
a) Owner				Phone		
b) Mailing Address				Postal Code		
c) Email						

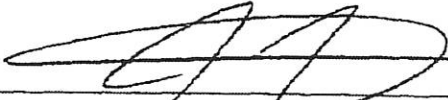
Note – All communication will be sent to Application Contact unless otherwise requested				
<b>6. MORTGAGEES, HOLDERS OF CHARGES OR OTHER ENCUMBRANCES</b>				
a) Institution	Assiniboine Credit Union			
b) Contact/Reference	Gary Farrell	Phone (204) 258-3381		
c) Mailing Address	200 Main Street, Winnipeg, Manitoba	Postal Code R3C 2G1		
d) Email	gfarrell@assiniboine.mb.ca			
<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	Town of Fort Frances Official Plan - 2011			
b) Current Zoning	Enterprise (E) Zone			
c) Current Land Use	Motel and restaurant.			
<b>9. BUILDINGS &amp; STRUCTURES</b>				
	Existing (Super 8/BP)		Proposed	Required
a) Width	19.55 m	24.28 m	10.24 m	N/A
b) Length	56.82 m	25.94 m	48.14 m	N/A
c) Ground Floor Area	1,038.2sm	493.5 sm	493.6 sm	N/A
d) Gross Floor Area	3,634.7sm	493.5 sm	1,248.4 sm	N/A
e) Storeys (#)	3	1	3	N/A
f) Dwelling Units(#)	59	0	24	N/A
g) Building Height	11.5 m	< 12.0 m	10.18 m	12.0 m max.
h) Lot Coverage (%)	12.9 %		17.1%	30 % max.
i) Landscaped Area (%)	29.7 %		21.1%	20 % max.

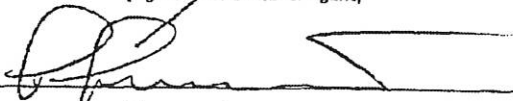
j) Parking Spaces(#)	87	55	142 + 12 new = 154	154
----------------------	----	----	--------------------	-----

**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 5 day of October

  
(Signature of Owner or Agent)

  
(Signature of Owner or Agent)

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

I/We authorize LAWRENCE MAKSYMETZ (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)

**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.**





**GENERAL NOTES:**  
UNDERGROUND SERVICE LOCATIONS ARE APPROXIMATE ONLY. CONTRACTOR TO DETERMINE EXACT LOCATION PRIOR TO COMMENCING WORK.  
WATERMAIN SHALL BE INSTALLED COMPLETE WITH POURED CONCRETE THRUST BLOCKS AT ALL CHANGES IN DIRECTION.

### PIPING NOTES:

- [illegible]

**DISINFECTION OF WATERMAIN PROCEDURE:**  
 PROVIDE AND ATTACH REQUIRED EQUIPMENT TO PERFORM THE WORK OF THIS SECTION  
 PREPARE TANKS TO BE DISINFECTED TO A MINIMUM OF 1 HOUR. REQUIRED CLEANLINESS IS ACHIEVED  
 PRESSURE TEST TO 150PSI FOR A MINIMUM OF 1 HOUR.  
 INITIAL TREATMENT DISINFECTANT INTO PUMP SYSTEM. CHEMICALS SHALL BE HYPOCHLORITE TO  
 MAINTAIN DISINFECTANT IN SYSTEM FOR 24 HOURS.  
 DISINFECTANT SHALL BE 100% AVAILABLE CHLORINE.  
 CONTRACTOR SHALL SUBMIT MATERIAL AND TEST CERTIFICATE FOR UNDERGROUND PIPING TO  
 THE CITY ENGINEER.  
 INITIAL BACTERIAL OCCAL REPORT  
 71 DATE ISSUED, PROJECT NAME, AND TESTING LABORATORY NAME, ADDRESS AND  
 72 TIME AND DATE OF WATER SAMPLE COLLECTION.  
 73

- [illegible]

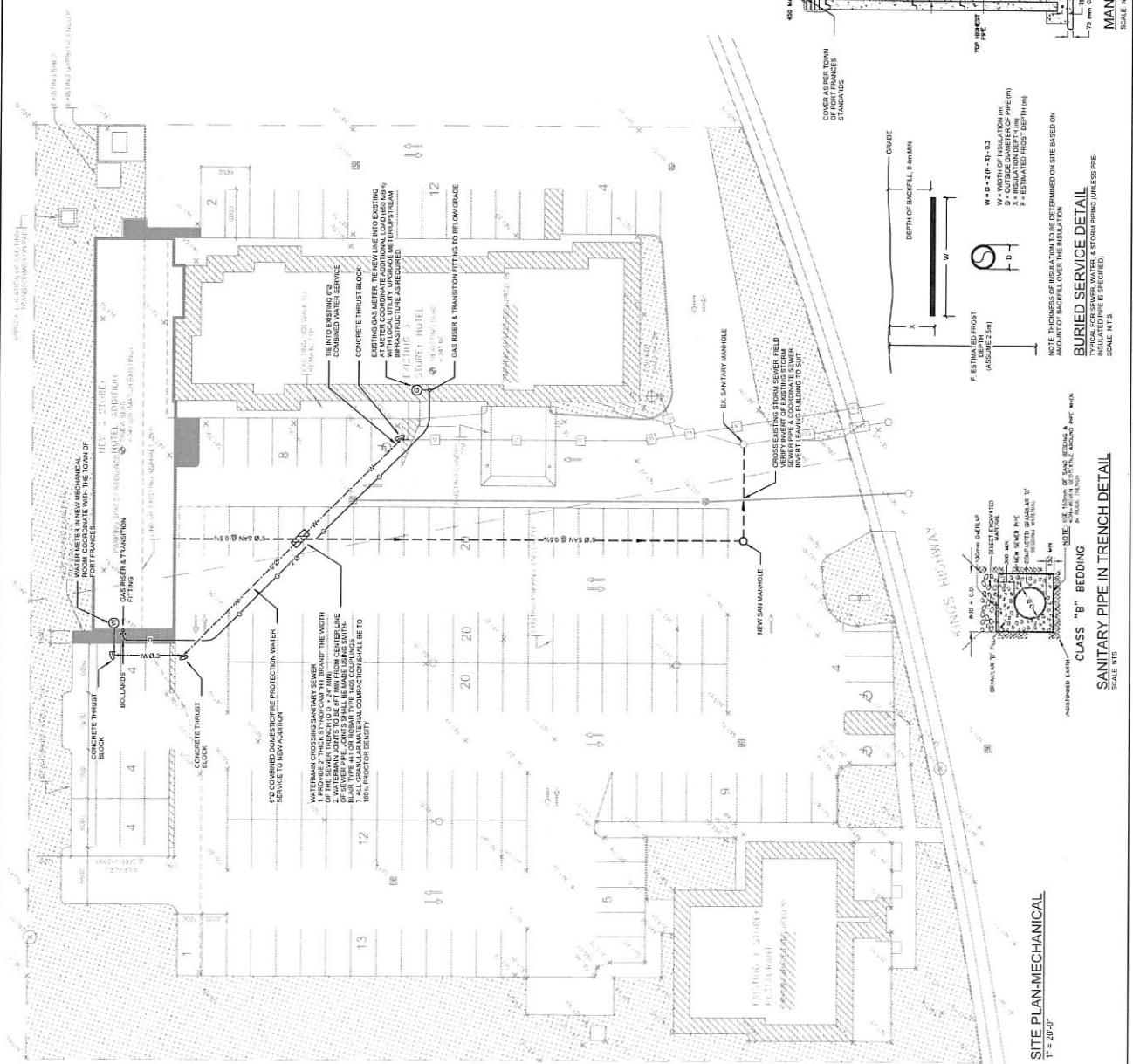
**SYNCOR**  
CONTRACTING LIMITED



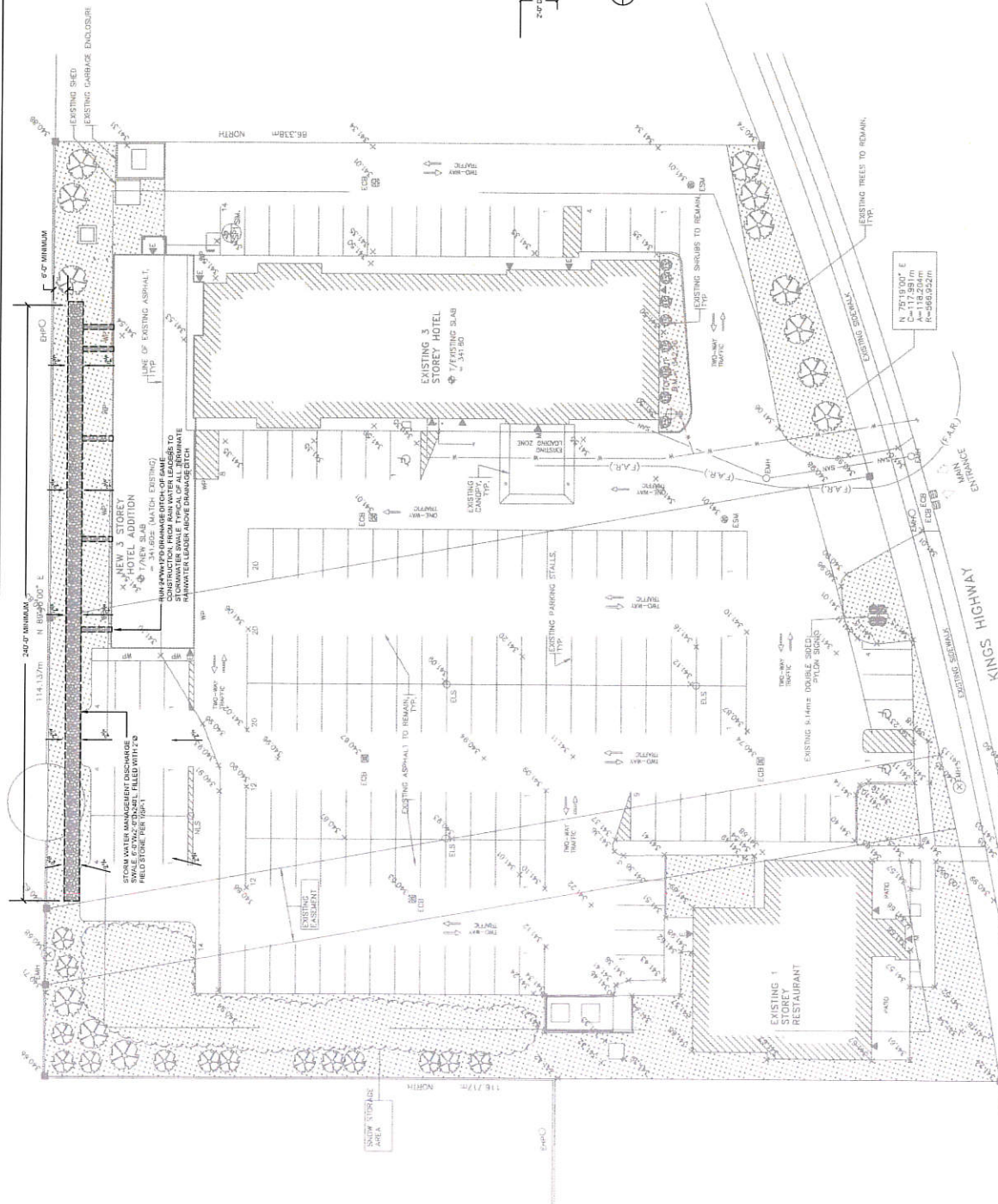
**SUPER 8 MOTEL**  
3 STOREY ADDITION  
810 KINGS HWY.

## MECHANICAL SITE PLAN

SP-1M		1 OF 2		0
SP-1M		1 OF 2		0







**EXISTING SITE COVERAGE SUMMARY**

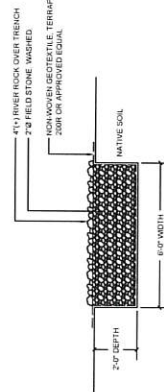
SURFACE	Area m <sup>2</sup>	Runoff Coefficient	Q (L/s)
EXISTING LOT	11,124	0.1125	36
EXISTING PAVED SURFACE	5,314	0.7000	168
EXISTING GREEN SPACE	75,427	0.2225	214
<b>SITE</b>	<b>127,568</b>	<b>0.2225</b>	<b>286</b>

**NEW SITE COVERAGE SUMMARY**

SURFACE	Area m <sup>2</sup>	Runoff Coefficient	Q (L/s)
EXISTING HOTEL	12,506	0.1125	39
EXISTING RESTAURANT	5,314	0.6944	15
NEW PAVED SURFACE	78,624	0.7225	224
NEW GREEN SPACE	2,605	0.2500	15
<b>SITE ADDITION</b>	<b>103,049</b>	<b>0.5833</b>	<b>302</b>
<b>SITE</b>	<b>127,568</b>	<b>0.2225</b>	<b>286</b>

**STORMWATER MANAGEMENT CALCULATIONS**

LOT AREA = 11,852 m<sup>2</sup> (11,852 m<sup>2</sup>)  
 WATER RETENTION = 305 - 288 L/s  
 RETENTION REQUIRED = 18 L/s (18 L/s)  
 RETENTION PROVIDED = 18 L/s (18 L/s)  
 RETENTION REQUIRED = 18 L/s (18 L/s)  
 RETENTION PROVIDED = 18 L/s (18 L/s)  
 RETENTION REQUIRED = 18 L/s (18 L/s)  
 RETENTION PROVIDED = 18 L/s (18 L/s)



**DETAIL - STORMWATER DISCHARGE SWALE**

**SYNCOR**  
CONTRACTING LIMITED

**URVI**  
Group Ltd.



SUPER 8 BUILDING ADDITION 810 KINGS HWY FORT FRANCES		ONTARIO	
SITE SERVICE STORMWATER MANAGEMENT PLAN		SP-2M	
1 OF 1		0	



July 30, 2019

TO: Planning & Development Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Application for Condominium - 201 Minnie Avenue

## **BACKGROUND**

A letter of interest was received by Council in 2017 to purchase municipal land located at the corner of Front Street and Minnie Avenue. Council subsequently declared the land surplus, advertised and sold said land to 1995031 Ontario Ltd. This developer proceeded to rezone the land and began construction on a 7-unit condominium in the summer of 2018. The construction is nearing completion.

An application for condominium is expected to be received in the near future. Under the *Condominium Act*, an approved plan of condominium is required in order for the units to be sold separately to new owners.

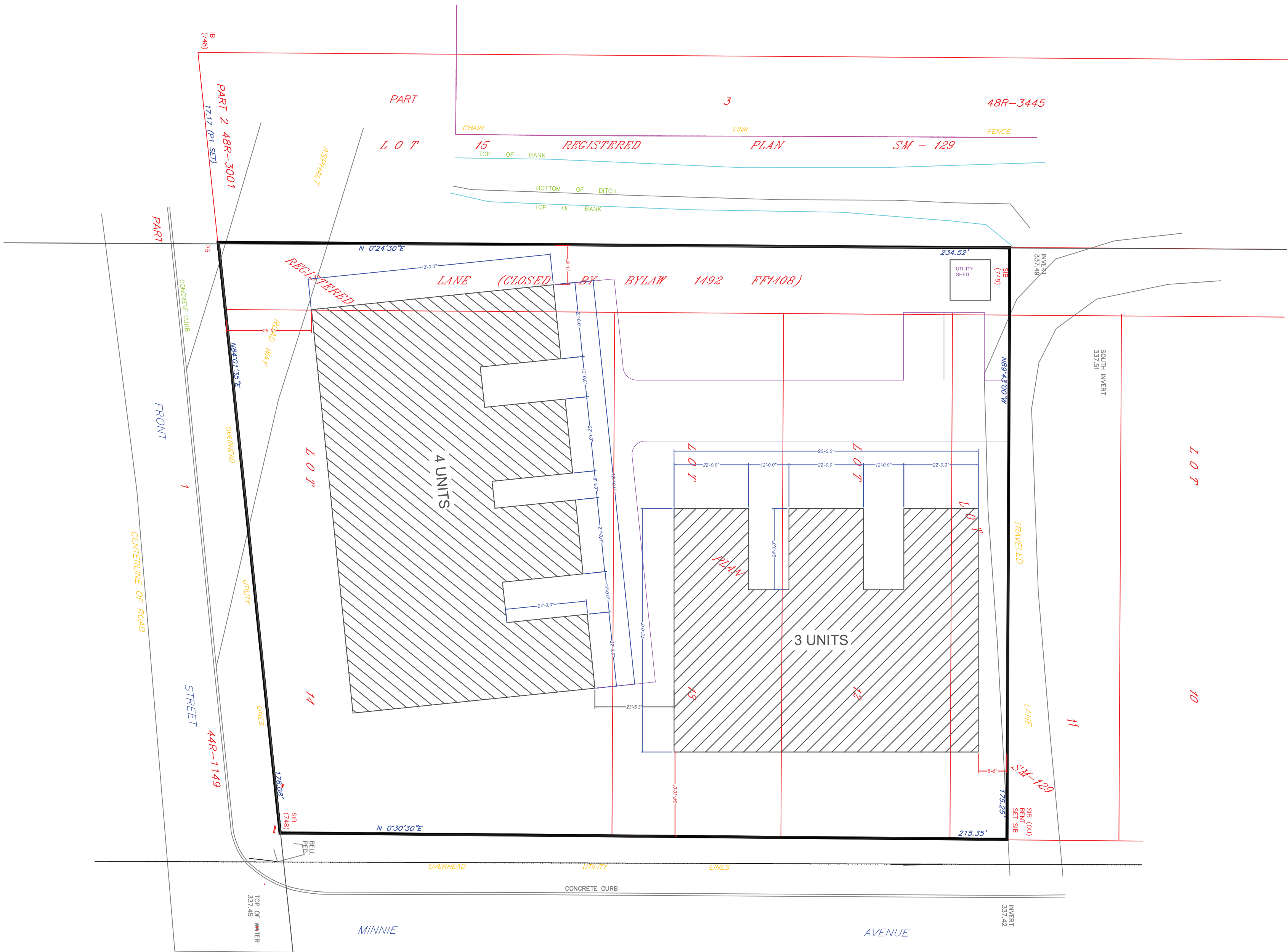
The *Condominium Act* provides that prior to making an application for condominium, an applicant may request an exemption of certain sections (specifically related to public meetings). An exemption is meant to streamline and facilitate the process of an application in cases where it is practical and is appropriate where construction has not begun or has recently been completed. I anticipate that the Town will receive a request for exemption and waiver of fees at the same time that the application is submitted.

The Provincial Policy Statement (PPS) requires municipalities utilize a coordinated, integrated and comprehensive approach when dealing with planning matters in order to manage/promote growth and development and address housing needs based on population and employment projections. The development of this condominium meets the requirements outlined in the PPS.

The development has gone through two planning reviews related to the Zoning by-law amendment and the preparation of a Site Plan Control agreement. Processing of the condominium application should not result in additional administration time due to the fact that divisional comments have already been gathered and considered. The Town of Fort Frances User Fee by-law provides administration the ability to charge applicants the approved fee plus the legal costs incurred to process. Due to the fact that little administration time will be spent on this application, I recommend that Council consider waiving the application fee which would leave the applicant with the legal costs only.

## **NEXT STEPS**

The Planning & Development Executive Committee is expected to make a recommendation to Committee of the Whole with regards to approval of the 'draft' Plan of Condominium, authorize an exemption under the *Condominium Act*, and further to authorize the waiver of the Application for Condominium fee, leaving the developer with the responsibility of the legal costs only as they relate to the Application for Condominium.



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This plan may not be used by anyone for repeat construction, on sale brochures, advertising, or any other purpose without the written consent of Country Classic Home Designs. This plan may not be knowingly furnished to others for such purposes and in particular

a. The right to building only one structure from the plan you have purchased is granted exclusively to the owner/ building contractor. Unlawful reproduction of this plan absolves Country Classic Home Designs from all responsibility as to the accuracy of the drawings, and we may take suitable legal action against the copier under copyright laws.

b. If any building is constructed from this plan other than the one for which the plan was purchased, we have the right according to copyright laws to recover the value of the building, less the cost of construction.


Deviation from the plan without written consent by Country Classic Home Designs absolves Country Classic Home Designs of all legal responsibility as prescribed by law, including errors and omissions.

COUNTRY CLASSIC HOME DESIGNS

Illegal copy if not in red

BCIN.30584

No.	Revision/Issue	Date



COUNTRY CLASSIC HOME DESIGNS

285 Bone Road Fort Frances Ont.  
ph 807-274-6264

Project Name and Address

Sheet

Scale

As Noted

Page 31 of 60

July 22, 2019

TO: Planning & Development Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk / Interim Municipal Planner

SUBJECT: Second Units – Request amendments

## **BACKGROUND**

The Planning & Development Executive Committee received a letter from Mr. D. Dickson asking to construct a garage with a portion of said garage to be designated as a dwelling unit (second unit). Presently the Town of Fort Frances Official Plan and Zoning by-law permit second units, but not as part of an accessory building. The Planning & Development Executive Committee requested that Administration further research the matter and bring options back for consideration.

Several documents were reviewed in an effort to understand the matter fully and provide options to address Mr. Dickson's request. The below list of resources was reviewed in preparation of this report:

- Town of Fort Frances Official Plan 63/11 (as amended)
- Town of Fort Frances Zoning By-law 03/14 (as amended)
- Planning Act
- Strong Communities through Affordable Housing Act, 2011
- Provincial Policy Statement
- Growth Plan for Northern Ontario 2011
- Ministry of Municipal Affairs website - specifically affordable housing handbook and second units info sheet (Schedule A)

On the surface, the existing Town of Fort Frances Official Plan and Zoning by-law meet the provincial legislation as it was imposed and presently does permit second units as long as they are part of the primary unit or as long as they are a granny suite. The legislation permits and encourages municipalities to accommodate a broad range of housing types and in doing so has included the option of having a secondary unit in an accessory building.

Excerpts from the Town of Fort Frances Official Plan are included as Schedule B to this report for your reference. Please note the specific restrictions included in section 4.1.8 (i) related to Accessory Dwelling Units.

Excerpts from the Town of Fort Frances Zoning By-law are included as Schedule C to this report for your reference. Please note the zoning guidelines outlined in section 3.29 related to Second Units.

## **POINTS TO CONSIDER**

If Council chooses to expand our scope for second units to include other types (i.e. located in garages) this would increase intensification within the Town of Fort Frances. It would also provide homeowners with added income, accommodate extended family situations and potentially increase the amount of affordable housing.

In discussion with our Planning Consultant, Jeff Port, he feels that expanding the wording related to second units is consistent with other municipalities in Ontario and is in line with Provincial Policy Statement. Mr. Port has suggested that clear wording would need to be crafted in relation to details such as services and size of second unit (square feet).

## **RECOMMENDATION**

That the Official Plan and Zoning By-law be amended to expand the scope of second units permitted within the Town of Fort Frances, with certain restrictions.

# SECOND UNITS

## Info Sheet - Spring 2017

### Purpose

This document is to assist municipalities and the general public to better understand what second units are, why they are important, and the legislative authority behind second units. It provides some examples of specific second unit policy and zoning best practice approaches currently in use in official plans or zoning by-laws by Ontario municipalities.

### What are second units?

Second units are self-contained residential units with a private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a dwelling (e.g., above laneway garages).

Second units are also referred to as secondary suites, basement apartments, accessory apartments, granny flats, in-law apartments, or nanny suites.

<http://www.mah.gov.on.ca/Page9575.aspx>



Neighbourhood visualization of second units.

### What are the benefits of second units?

Second units increase the supply and range of affordable rental accommodation. In addition, they benefit the wider community in many ways as they:

- Allow homeowners to earn additional income to help meet the cost of homeownership
- Support changing demographics by providing more housing options for extended families or elderly parents, or for a live-in caregiver
- Help create mixed-income communities, which support local businesses and local labour markets
- Make more efficient use of existing infrastructure, including public transit where it exists or is planned
- Make more efficient use of the existing housing stock
- Create jobs in the construction/renovation industry
- Assist municipalities in meeting their goals regarding affordable housing, intensification and density targets, and climate change mitigation and greenhouse gas emissions reduction.

## Where are Second Units Located?

The majority of second units are created through internal alterations, although some are built as additions to the main house or in/above ancillary structures like garages. The size, type (e.g., internal, addition, ancillary structure) and location of the second unit will depend on the size and design of the house as well as its location on and the size of the lot.

Regardless of where they are located second units must comply with health, safety and municipal property standards, including but not limited to, the Ontario Building Code, the Fire Code and municipal property standards by-laws.

## Background

The *Strong Communities through Affordable Housing Act, 2011*, amended the *Planning Act* to require that municipalities authorize second units in their official plans and zoning by-laws. The changes took effect on January 1, 2012.

Ontario's updated Long-Term Affordable Housing Strategy, 2016 continues this effort, with a focus on reducing the cost of constructing second units by:

- proposing changes to the Building Code to reduce the cost of construction of a new dwelling with a second unit, while maintaining occupant health and safety
- amending the *Development Charges Act, 1997* that, when in effect, would exempt second units in new dwellings from development charges in the same manner as second units in existing dwellings are exempted, as specified in a regulation.

## Legislative Framework

### *Planning Act*

Section 16(3) of the *Planning Act* requires municipal official plans to authorize second units:

- in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and
- in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

Section 35.1 requires that each local municipality ensure that its zoning by-law gives effect to the policies described in Section 16.3.

## No appeals to the Ontario Municipal Board

The *Planning Act* restricts appeals of second unit official plan policies and zoning by-law provisions to the Ontario Municipal Board except by the Minister.

## Provincial Policy Statement, 2014 (PPS)

The Provincial Policy Statement, 2014 (PPS) directs and promotes the development of healthy and complete communities. The goal is to create strong, livable, healthy and resilient communities through efficient land use (s.1.1.1).

Section 1.4.3 of the PPS directs municipalities to permit all forms of housing to provide an appropriate range and mix of housing types and densities – including affordable housing. Further, municipalities should permit and facilitate all forms of residential intensification and redevelopment, including second units.

## Provincial plans

Some provincial plans contain specific policy which directly or indirectly relates to second units in the geographic areas they apply to (eg. the Oak Ridges Moraine Conservation Plan and Niagara Escarpment Plan). Municipalities need to consider and reflect any such policies in developing their official plans and zoning by-laws.



## Official Plans

Municipal official plans outline a community's vision and priorities. They contain policies to guide development in order to achieve land use goals. Official plans must reflect any legislative requirements, be consistent with the PPS and conform to any applicable provincial plans.

## Zoning By-laws

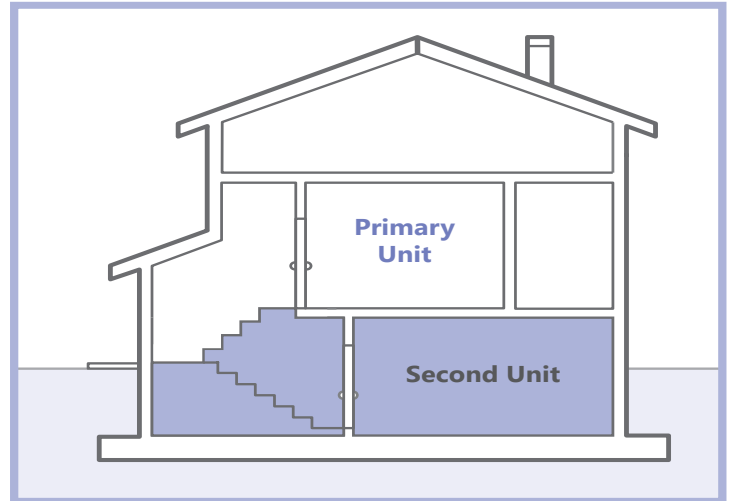
A zoning by-law sets standards for development and must conform to a municipality's official plan. Zoning by-laws must be updated within three years of a new or amended official plan and must also reflect any requirements of the *Planning Act*, be consistent with the PPS and conform to any applicable provincial plan.

## Best Practices

The *Planning Act* provides a broad legislative foundation for permitting second units by requiring that they be authorized in single-detached, semi-detached and row dwellings, and in ancillary structures. In practice though, there are circumstances where second units are not appropriate based on good land use planning principles, including health and safety and environmental considerations. So while official plan policies should be permissive and zoning by-laws should generally allow second units to be established "as of right", there may be situations where second units should not be allowed and/or require some specific assessment prior to their establishment. The following are some examples of best practices in official plan policies and zoning by-laws, including specifics which relate to a number of these circumstances.

### "As of right"

For the purposes of this document, "as of right" is a phrase used to refer to the ability to apply for a building permit without having to make a development application (e.g., an official plan or zoning bylaw amendment, a minor variance or a site plan). Similarly, homeowners generally should not need to produce any type of study to demonstrate that they conform to any policy or zoning provisions.



Second unit - Contained within primary dwelling.

## Housing types and ancillary building structures

The *Planning Act* provides that official plan policies and implementing zoning by-laws should permit second units in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and, in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

In municipalities with limited housing types (e.g. only single detached dwellings), second units would only need to be authorized for that housing type.

### Township of Wainfleet Official Plan, August 14, 2014

#### 3.3.1.4 Secondary suites

*Secondary suites* shall be permitted in all Residential Area designations, and shall be subject to the following criteria and the regulations of the Zoning By-law:

- Only one *secondary suite* per single detached, semi-detached, or townhouse dwelling is permitted;
- The secondary suite may be contained within the primary residential dwelling or in a building or structure accessory to the residential dwelling, but not in both;



## Official plan designations

Municipalities should allow second units in designations or zones that permit detached, semi-detached, or row dwellings.

There may be circumstances where second units may not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment. For example:

- areas that are prone to flooding
- waterfront areas/developments on private roads that are not maintained and where emergency access may be limited
- areas adjacent to lakes with limited lake capacity
- areas of recreational dwellings where there may be a lack of year round roads and/or which lack other daily needs and services residents may require.

### Tay Valley Township Official Plan, 2016

3.6.4(1)

...an accessory apartment (secondary suite) is permitted in residential areas within a four-season single detached, semi-detached, or row-house dwelling unit, or attached to a detached garage, located on a road maintained year-round and accessible by Emergency Services, subject to considerations of carrying capacity of lakes and hydrological capacity....

## Second Units in existing dwellings and new dwellings

Second units should be allowed in both newly built and existing dwellings. Designing new houses to accommodate a second unit at the outset can be more efficient than retrofitting an existing home to have a second unit. Recent changes to the *Development Charges Act, 1997* and a potential regulation to exempt second units in new homes from development charges (once in effect), and proposed changes to the Building Code, if approved, are expected to reduce the cost of constructing second units in new dwellings. A proposed regulation under the *Planning Act*, if made, would permit second units without regard to the date of construction of the primary building.

### Town of Smiths Falls Official Plan, October 2014

LU-2.14 Second Residential Units

The Town will permit the addition of one self-contained residential dwelling unit (i.e. second unit), within single-detached and semi-detached and row house dwellings in both existing and newly developing residential neighborhoods.

## Parking

The maximum parking required per second unit should be one space. In some jurisdictions where transit is available, some municipalities have eliminated parking requirements for second units. Tandem parking (a parking space that is only accessed by passing through another parking space) should also be permitted. A proposed regulation under the *Planning Act* would, if made, restrict the maximum parking requirement for a second unit to one space while also requiring that tandem parking be allowed.

### City of Ottawa Zoning By-law 2012-147 (June 10, 2015)

Secondary Dwelling Units  
Sec. 133 (14)

Where a secondary dwelling unit is located on a lot subject to Section 139 - Low Rise Residential Development in Mature Neighbourhoods, no parking is required for the secondary dwelling unit.

### Mississauga Zoning By-law 0158-2013 (July 2013)

4.1.20.10

**Tandem parking spaces** to accommodate a **second unit** shall be permitted.

## City of Toronto Zoning By-law 569-2013

### 800.50 Defined Terms

(850) Tandem Parking Space means a **parking space** that is only accessed by passing through another **parking space** from a **street, lane, drive aisle** or **driveway**.

## Servicing

In areas with municipal services, second units should be permitted without a requirement to demonstrate sewer or water capacity, unless there are previously documented servicing constraints.

For second units in dwellings serviced by septic systems and private wells, there should be a demonstration of capacity to the satisfaction of the municipality. This is because Building Code permits for septic systems are, in part, based on the number of bedrooms and plumbing fixtures, because septs may be old and/or in order to ensure there is sufficient potable water from the private well.

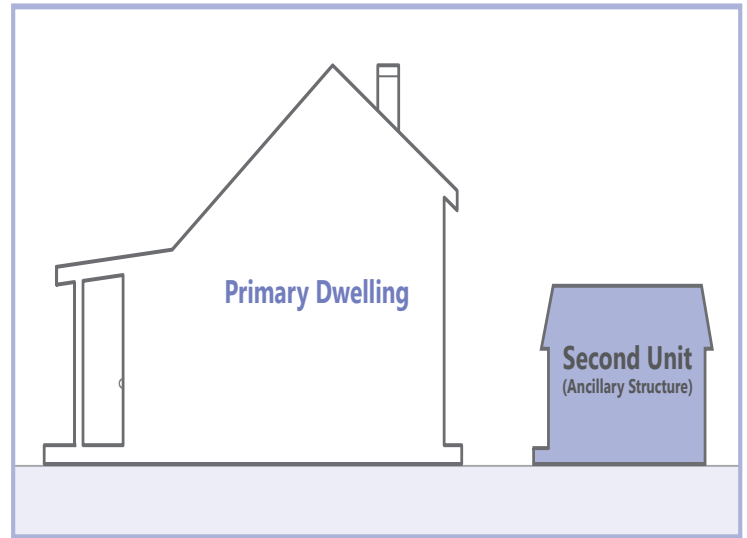
## Howick Township OP, 2016

### 5. Settlement Areas

#### D. Policies and Actions

10.1 ... Second residential units are permitted in settlement areas and rural areas of the Township provided that:

f) It must be demonstrated that on-site servicing (e.g. water, sewage) have sufficient capacity for the additional dwelling unit.

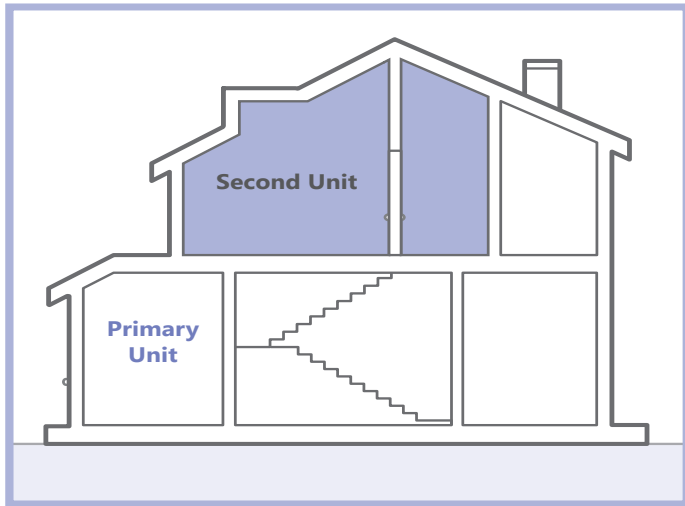


Second unit - Ancillary structure located on property.

## Unit Size

The size of second units and the number of bedrooms should solely be regulated by the Building Code. The Building Code establishes health and safety standards for second units. As such, municipal by-laws should not seek to impose size or other standards that are regulated by the Building Code.

The *Development Charges Act, 1997* (via Ontario Regulation 82/98) states that, in order for second units in existing homes to be exempt from development charges, they must be less than or equal to the size of the primary dwelling. This is the only potential size standard a municipality should contemplate including in a by-law.



**Second unit** - Contained within primary dwelling  
(Above ground-level unit).

## Egress

Requirements for entrances or means of egress for second units are set by the Ontario Building Code and Ontario Fire Code (which need to be referred to for specific standards). In general, second units can share a joint entrance with the primary unit, subject to having a fire separation with appropriate fire resistance rating, and at least two means of egress (exit) that may include windows of an appropriate size. Therefore, there is a need to ensure that by-laws do not contain any standards/provisions that differ from those in the Codes.

## Streetscape and Architectural Design

Given most second units are internal to a primary dwelling, second units should have limited impact on streetscape and architectural design. In the case of an addition to a primary dwelling, there may be valid design considerations, particularly in heritage areas. If municipalities establish design standards in relation to streetscape or architectural design, they should be clearly set out in the zoning by-law so a second unit can be planned in accordance with the by-law and a homeowner can proceed directly to obtain a building permit.

## Owner occupancy

The *Planning Act* does not allow zoning to have the effect of distinguishing on the basis of relationship. Zoning by-laws should permit occupancy of the primary or second unit regardless of whether or not the owner of the home is a resident of either unit. A proposed regulation under the *Planning Act*, if made, would establish a provision which precludes establishing occupancy requirements for either the primary or second unit.

## Tracking and monitoring

A municipality should have a means for tracking and monitoring second units. A registry, in some form, could help the municipality be aware of where second units existed. This could assist in establishing inspection processes to help ensure public safety. It could also provide emergency services with the knowledge that there are two units in the home.

A registry could be established through a mandatory enrollment by the applicant when constructing a second unit or by having the municipal building official inform the appropriate office that a building permit has been issued for a second unit on a property. Ideally, there would be no or only modest fees for registration in order to encourage the creation and registration of second units.

### City of Brantford OP

#### 13.1.8

The City shall permit the creation of a self-contained second unit dwelling on lands designated to permit single detached dwellings, semi-detached dwellings, street townhouse dwellings, or accessory structures in accordance with the applicable zoning bylaw regulations and the following provisions: OPA #125 Dec. 3/08 OPA #180 Dec. 17/12

6. Second unit dwellings shall be registered with the Building Department.

## Additional Sources

Landlord Self Help Centre website  
<http://www.landlordselfhelp.com/intro.htm>

Canada Mortgage and Housing Corporation –  
Second Unit Policies –  
<https://www.cmhc-schl.gc.ca/en/inpr/afhoce/afhoce/afhostcast/afhoid/pore/pesesu/index.cfm>

## For More Information, Contact:

Ministry of Municipal Affairs, Provincial Planning  
Policy Branch, (416) 585-6014

Municipal Services Offices:

Central (Toronto), 416-585-6226,  
Toll Free: 1-800-668-0230

West (London), (519) 873-4020,  
Toll Free: 1-800-265-4736

East (Kingston), (613) 545-2100,  
Toll Free: 1-800-267-9438

Northeast (Sudbury), (705) 564-0120,  
Toll Free: 1-800-461-1193

Northwest (Thunder Bay), (807) 475-1651,  
Toll Free: 1-800-465-5027

## Note to User

This Info Sheet summarizes complex matters and reflects legislation, policies and practices that are subject to change. It should not be a substitute for specialized legal or professional advice in connection with any particular matter and should not be construed as legal advice. The user is solely responsible for any use or the application of this information. As such, the Ministry of Municipal Affairs does not accept any legal responsibility for the contents of this Info Sheet or for any consequences, including direct or indirect liability, arising from its use.

## Ministry of Municipal Affairs

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Page 9 – Section 2.2.2 iv.

Fort Frances will encourage the adequate supply and range of different housing types which are affordable and meet the special housing needs for its citizens.

Page 9 – Section 2.2.2 viii.

Fort Frances will encourage residential and non-residential development, which is considered attractive to youth and young families, supports family-building, and allows for aging-in-place.

Page 40 – Section 4.1.1 (c)

Residential areas should provide for a variety of housing types to meet the demands of the present and future inhabitants of the Town.

Page 40 – Section 4.1.1 (d)

The Town will promote opportunities for residential intensification and redevelopment on lands located within the serviced area of the Town.

Page 44 – Section 4.1.8 (i)

Accessory Dwelling Units

One (1) Accessory Dwelling Unit may be permitted, in addition to the principal dwelling unit, of single-detached and semi-detached dwellings through a Zoning By-law or minor variance application. The following criteria shall be considered when evaluating proposals for the creation of accessory dwelling units:

- I. The floor area of the accessory unit is equal to, or less than, the gross floor area of the principal unit without any modification to the building's bulk or massing;
- II. The Accessory Dwelling Unit is not located in an attached garage;
- III. One additional one (1) unit on-site parking space is provided exclusively for the accessory dwelling unit;
- IV. The outdoor private amenity area is adequate for the amenity and leisure needs of all occupants;
- V. The Accessory Dwelling Unit meets the requirements of the Town's Zoning By-law, the Building Code and Fire Code;
- VI. A lot may not have both an Accessory Dwelling Unit and a Garden Suite.

Page 44 – Section 4.1.8 (j)

Second units

Second units are permitted for:

- I. the use of two residential units in a detached house, semi-detached house or row house if no building or structure ancillary to the detached house, semi-detached house or row house contains a residential unit; and
- II. the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or row house if the detached house, semi-detached house or row house contains a single residential unit.

## Definitions:

**ACCESSORY**

A **use**, separate **building** or **structure**, which is usually incidental, subordinate, and located on the same **lot** as the **principal use, building or structure**.

**DWELLING, ACCESSORY**

A **dwelling unit**, separate **building**, or **structure**, which is usually incidental, subordinate, and located on the same **lot** as the **principal use, building or structure** but not including a **building or structure** which is used as a **dwelling** unless specifically permitted.

**DWELLING UNIT, SECOND**

A self-contained **dwelling unit** created by either an interior renovation within an **existing dwelling**, or as an exterior addition, provided that one entire face of the addition is **attached** to the principal **dwelling**, and shall not be considered a second **dwelling** on the **lot** for the purposes of this By-law.

**GARDEN SUITE**

A free standing **dwelling**, containing one **dwelling unit**, which is accessory to and located on the same **lot** as a **single detached dwelling** and is designed to be temporary and portable, as per the *Planning Act* but excludes a recreational vehicle.

## Page 26, Section 3.2

**3.2 ACCESSORY BUILDINGS, STRUCTURES AND USES**

Accessory **buildings or structures**, are permitted in any **yard**, in any **zone**, subject to the provisions of this By-law for the particular **zone** in which said **building, structure, or use** is located, **provided the principle building, structure or use is already in existence on the lot**, and provided that the accessory **building, structure or use**:

- a) shall not be used for human habitation, except where an accessory residential **use** is a permitted **use**;
- b) accessory residential units above boat houses shall not be permitted;
- c) shall not be built closer to the **front lot line** than the minimum distance required by this By-law for the **main building** on the **lot** unless otherwise specified;
- d) shall not be located in the **front yard** or **exterior side yard** nor be built closer to the street than the **main building** is to that street except in an industrial **zone** where a gatehouse is permitted in the **front yard**;
- e) may be permitted in the **front yard** of a lot abutting a lake or river;
- f) shall not be built closer than 1.5 metres to any **lot line**;
- g) no detached accessory **building or structure** shall be located closer than 2.0 metres to a **main building** unless the accessory **structure** is a **gazebo**;
- h) shall not exceed 15 percent coverage of the total **lot area**;
- i) in a residential **zone** shall not exceed **5.0** metres in height, or contain more than one **storey**, except that where a **dwelling unit** is a permitted accessory **use** it shall not exceed 6.0 metres in height, or contain more than two **storeys**. In all other **zones** the maximum height shall not exceed **6.5** metres;
- j) shall not be considered as an **accessory building or structure** if **attached** to the **main building** in any way except for an **accessory apartment dwelling** that is permitted above or behind a commercial or industrial **use**;
- k) shall not be considered an **accessory building or structure** if located completely underground;

Page 40, Section 3.29

### **3.29 SECOND UNITS**

A second **dwelling unit** may be permitted, in addition to the **principal dwelling unit** of a single detached and **semi-detached dwelling** subject to the following:

- a) the **dwelling unit** is located within the **principal dwelling**;
- b) one additional **parking space** is provided for the exclusive **use** of the secondary **dwelling unit**;
- c) the external appearance of the front façade of the dwelling is not altered;
- d) the requirements of the Building Code and Fire Code are met; and
- e) the unit does not exceed 40% of the **gross floor area** of the principal **dwelling unit**.



**Town of Fort Frances**  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
T: 807-274-5323  
F: 807-274-8479

www.fort-frances.com

## APPLICATION FOR ZONING BY-LAW AMENDMENT

The Planning Act, RSO 1990, as amended (O'Reg. 545/06)



### Notice of Public Record:

In accordance with section 1.0.1 of the Planning Act, RSO, 1990, all information and materials required in support of your application shall be made available to the public.

### Complete Application:

All applicable sections of the application form must be completed. An incomplete application will be returned. For assistance, contact the Planning Department by phone at 807-274-5323 ex. 1216 or by email at [tdennis@fortfrances.ca](mailto:tdennis@fortfrances.ca)

APPLICATION TYPE (check one)

- ☒ Zoning By-Law Amendment (section 34) ☒ Removal of Holding Provision (section 36)  
☐ Removal of Interim Control By-Law (section 38) ☐ Temporary Use By-Law (section 39)

1. The name, address, telephone number and email address (if any) of the Applicant:

FORT FRANCES CHURCH OF THE HOLY SPIRIT  
824 Victoria Avenue, Fort Frances, ON P9A 2E3

2. If known the names and full addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land:

n/a

3. The current Official Plan designation of subject land:

LIVING

4. Describe how the application conforms to the official plan of the municipality?

The intention is to use the land for a single family residence.

5. The current zoning of the subject land:

Institutional 1

6. The nature and extent of the rezoning requested:

To change zoning from Institutional 1 to R1 to allow for a single family residence.



7. The reason why the rezoning is requested.					
There is no need for institutional zoning in this particular area as all contingent lands are residential with the exception of one institutional lot to the north.					
8. Is the subject land within an area where the municipality has pre-determined minimum & maximum density requirements or minimum or maximum height requirements?					
Yes <input type="checkbox"/> No X If yes, provide information relative to these requirements.					
9. The description of the subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number:					
PCL BLK A-6 SEC SM81; PT BLK A PL SM81 MCIRVINE AS IN SLT29611; EXCEPT SLT56690, SLT59640, S128, PT 1, RR586, PT 2, 48R1109, A8429, A8430; FORT FRANCES					
10. The frontage, depth and area of the subject land (in metric):					
Frontage:	78.180 m	Depth:	114.081 m	Area:	89,188.85255 sqm
11. Is the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?					
Yes <input type="checkbox"/> No X If yes, provide details of the official plan that deals with the matter					
12. Is the application to remove land from an area of employment?					
Yes <input type="checkbox"/> No X If yes, provide details of the official plan that deals with the matter.					
13. Is the subject land within an area where zoning with conditions may apply?					
Yes <input type="checkbox"/> No X If yes, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions					
14. Is access to the subject land by provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way or by water?					
Municipal Road					

15. If access to the subject land is by water only, provide details of the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public land:	
n/a	
16. Existing uses of the subject land:	
Vacant Lands	
17. Are there any buildings or structures on the subject land: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
18. If answer to question 17 is yes, provide, for each building or structure, the type of building or structure and the setback from the front lot lines, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:	
19. The proposed uses of the subject land:	
Single family detached residence.	
20. Are any buildings or structures proposed for the subject land? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
21. If answer for question 20 is yes, provide, for each building or structure, the type of building or structure proposed, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:	
22. If known. Unknown but building will conform to all building and zoning requirements.	
a. the date the subject land was acquired by the current owner:	November 30, 2001
b. the date existing buildings or structures on the subject land were constructed:	
n/a	
c. the length of time that the existing uses of the subject land have continued:	
17 years	
23. Water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or by other means:	
Private Well	
24. Whether sewage disposal is provided to the subject land by a publicly owned and operated piped sewage disposal system, a privately owned and operated individual or communal septic system, a privy or other means:	
Municipal Sewer	



30. Is the subject land within an area of land designated under any provincial plan or plans?

Yes ☐ No ☒

31. If answer to question 30 is yes, does the application conform to the applicable provincial plan or plans?

Yes ☐ No ☐

32. An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.

DECLARATION  
Of Applicant or Authorized Agent

I, LAWRENCE G. PHILLIPS, of the Town of FORT FRANCES, in the District of Rainy River solemnly declare that:

All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

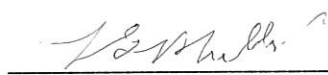
DECLARED before me at the

Town of Fort Frances, in the

District of Rainy River, this 14th

day of JUNE, 2019

)  
)  
)  
)  
)  
)  
)

  
Signature of Applicant or  
Authorized Agent

  
Signature of Commissioner etc.

Amy Rose Marchuk, a  
Commissioner, etc., District of  
Rainy River, for Lawrence G.  
Phillips, Barrister and Solicitor.  
Expires November 29, 2020.

**PLEASE NOTE:**

1. *The Owner must complete the Owner's Consent.*
2. *If the applicant is not the Owner, the application must be accompanied by an Authorization of Owner.*
3. *Application and fee to be filed with the Municipal Planner*
4. *It takes approximately 3 months to complete the process for a Zoning Amendment Application.*
5. *It is strongly recommended that you consult with the Municipal Planner to ensure the timelines of your application coincide with your development proposal.*



**8.0 Declaration of Applicant or Authorized Agent**

**COMPLETE IF APPLICANT IS THE OWNER**

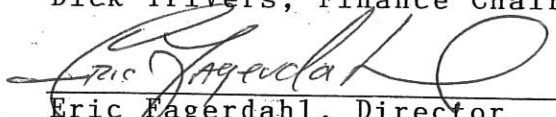
FORT FRANCES CHURCH  
OF THE HOLY SPIRIT

**OWNER'S CONSENT**

\_\_\_\_\_, is the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

JUNE 14, 2019  
Date

  
Dick Trivers, Finance Chairman

  
Eric Fagerdahl, Director  
We have the authority to bind the Corporation


**COMPLETE IF APPLICANT IS NOT THE OWNER**

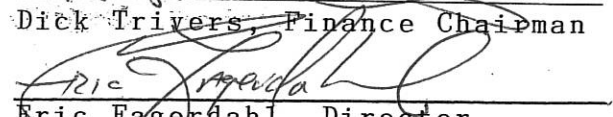
**AUTHORIZATION OF OWNER**

FORT FRANCES CHURCH  
OF THE HOLY SPIRIT

\_\_\_\_\_, is the owner of the land that is the subject of this application for zoning amendment and, for the purpose of processing and the Freedom of Information and Protection of Privacy Act, I authorize LAWRENCE G. PHILLIPS to act as my agent for this application and provide any of my personal information that will be included in this application or collected during the processing of the application and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application

JUNE 14, 2019  
Date

  
Dick Trivers, Finance Chairman

  
Eric Fagerdahl, Director  
We have the authority to bind the Corporation

# **SURVEY REPORT SUMMARY**

1. THERE ARE NO REGISTERED EASEMENTS AND/OR RIGHT-OF-WAYS OVER THE ABOVE DESCRIBED PROPERTY.
2. BUILDING TIES SHOWN HEREON ARE TO FINISHED WALLS.
3. ZONING COMPLIANCE IS NOT CERTIFIED BY THIS REPORT.
4. THE MUNICIPAL ADDRESS IS No. 1408 EIGHTH STREET EAST.

PART 1, PLAN  
PIN 56016-06

PART 1  
PLAN 48R-2292  
PIN 56016-0686

PLAN SM-143

REGISTERED  
PART 1, PLAN 48R-2051

PIN 56016-0678 (LT)

PART 1  
PLAN 48R-1403

PART 1, PLAN 48R-1109

PIN 56016-0644 (LT)

LANE  
PART 3  
48R-1403

SM-27  
PART 2  
48R-2051

LOT 80, PLAN SM-27  
PART 2, PLAN 48R-1403

LOT 81, PLAN SM-27  
PART 3, PLAN 48R-2051

BAYVIEW AVENUE, PLAN SM-27  
PART 4, PLAN 48R-1403  
PIN 56016-0648 (LT)  
43.586 (48R-1403)  
43.527 (MEAS)

NORTH

SSIB (610)  
(48R-1403)

SOUTH WEST CORNER  
OF BLOCK A  
REGISTERED PLAN SM-81

SSIB (610)  
(48R-1403)

SSIB (610)  
(48R-1403)

85.800 (MEAS)

85.661 (48R-1109)  
N89°56'30"W  
WEST

ORIGINAL ROAD ALLOWANCE BETWEEN  
EIGHTH STREET  
( BY BY-LAW 2034, L.R.  
PIN 56016-0714 (L

PLAN 48R-2674

BLOCK B REGISTE

ASSOCIATION OF ONTARIO  
LAND SURVEYORS  
PLAN SUBMISSION FORM  
1486406



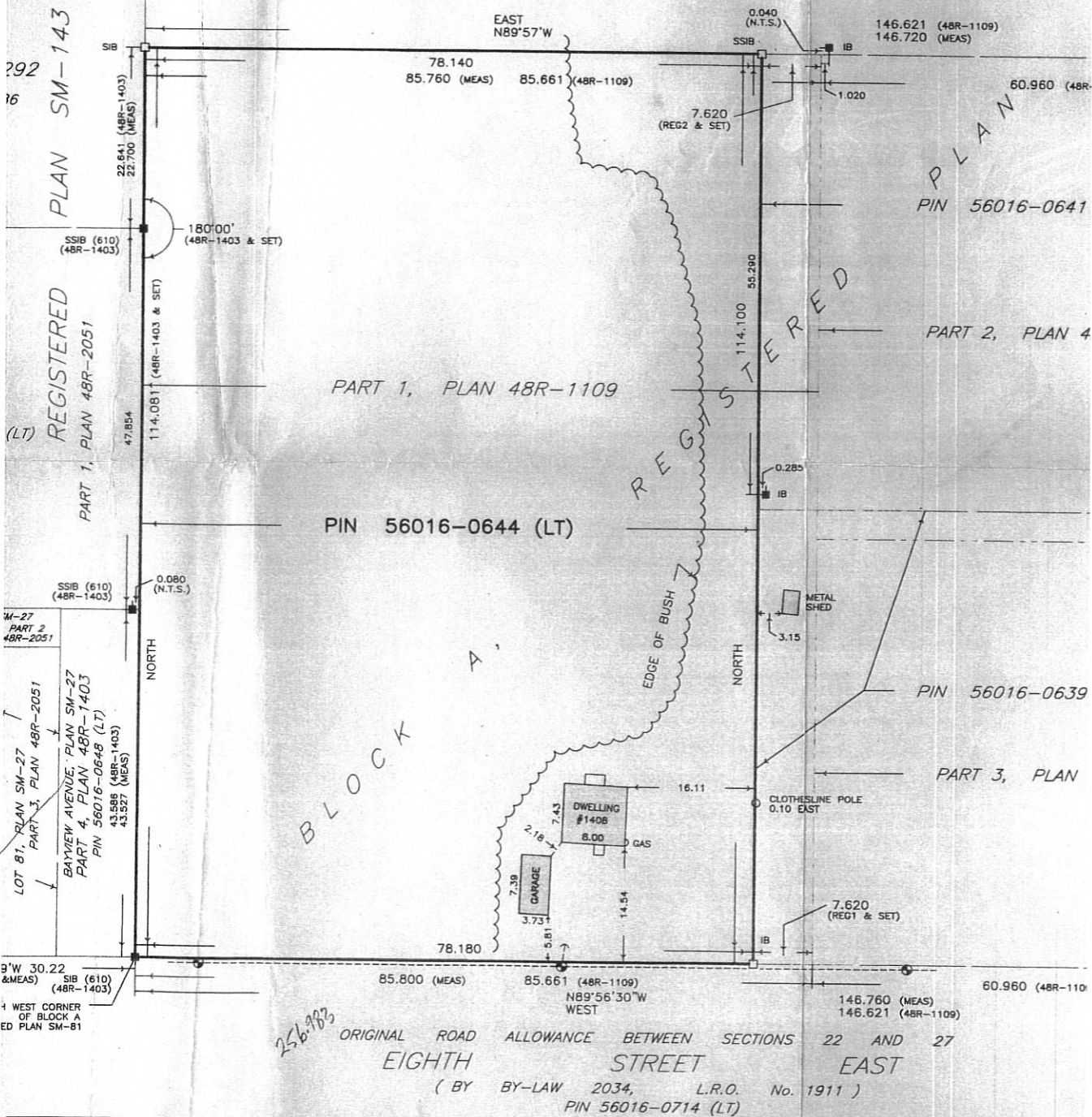
THIS PLAN IS NOT VALID  
UNLESS IT IS AN EMBOSSED  
ORIGINAL COPY  
ISSUED BY THE SURVEYOR  
In accordance with  
Regulation 1026, Section 29(3).

# SUMMARY

SEMENTS AND/OR  
OVE DESCRIBED PROPERTY.  
ARE TO FINISHED WALLS.  
CERTIFIED BY THIS REPORT.

1408 EIGHTH STREET EAST.

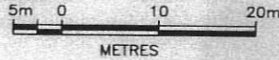
PART 1, PLAN RR-586  
PIN 56016-0640 (LT)





PLAN OF SURVEY OF  
PART OF BLOCK A  
REGISTERED PLAN SM-81  
TOWN OF FORT FRANCES  
DISTRICT OF RAINY RIVER

SCALE - 1:500



W. J. BOWMAN LTD.  
ONTARIO LAND SURVEYORS  
2004

**BEARING REFERENCE**

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE EAST LIMIT OF PART 2, AS SHOWN ON PLAN 48R-1109, HAVING A BEARING OF NORTH.

**METRIC**

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**LEGEND**

□	DENOTES A PLANTED SURVEY MONUMENT
■	DENOTES A FOUND SURVEY MONUMENT
SIB	DENOTES STANDARD IRON BAR
IB	DENOTES IRON BAR
SSIB	DENOTES SHORT STANDARD IRON BAR
CM	DENOTES CONCRETE MONUMENT
610	DENOTES S. G. HANCOCK, O.L.S.
1011	DENOTES H. A. SMITH, O.L.S.
MTO	DENOTES MINISTRY OF TRANSPORTATION ONTARIO
N.T.S.	DENOTES NOT TO SCALE
REG1	DENOTES TRANSFER No. A-8430
REG2	DENOTES TRANSFER No. A-8429
PIN	DENOTES PROPERTY IDENTIFICATION NUMBER
LT	DENOTES LAND TITLES ABSOLUTE
L.R.O.	DENOTES LAND REGISTRY OFFICE
⊙	DENOTES UTILITY POLE
⊙---	DENOTES GUY ANCHOR
P	DENOTES W.J. BOWMAN LTD. O.L.S. DRAWING F5-864
P	DENOTES MEASURED

**CLIENT**

THE REPORT WAS PREPARED FOR THE FORT FRANCES CHURCH OF THE HOLY SPIRIT AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.

THIS REPORT REFLECTS CONDITIONS AT TIME OF SURVEY. UPDATING THE SURVEY WILL BE REQUIRED IN ORDER TO ISSUE ADDITIONAL COPIES SUBSEQUENT TO THE DATE OF THE SURVEYOR'S CERTIFICATE.

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT :

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 30th DAY OF JANUARY, 2004.

4 March 2004  
DATE

*Henriette J. Verhoef*  
HENRIETTE J. VERHOEF  
ONTARIO LAND SURVEYOR  
CANADA LANDS SURVEYOR

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**W.J. BOWMAN LTD.**  
**ONTARIO LAND SURVEYORS**

408 SCOTT STREET FORT FRANCES, ONTARIO  
P.O. BOX 447 P9A 3M8

PHONE: (807) 274-4504 FAX: (807) 274-4253  
EMAIL: wjb@nwonet.net

DRAWN BY: B.F.  
CREW: H.V., M.B., F.P.

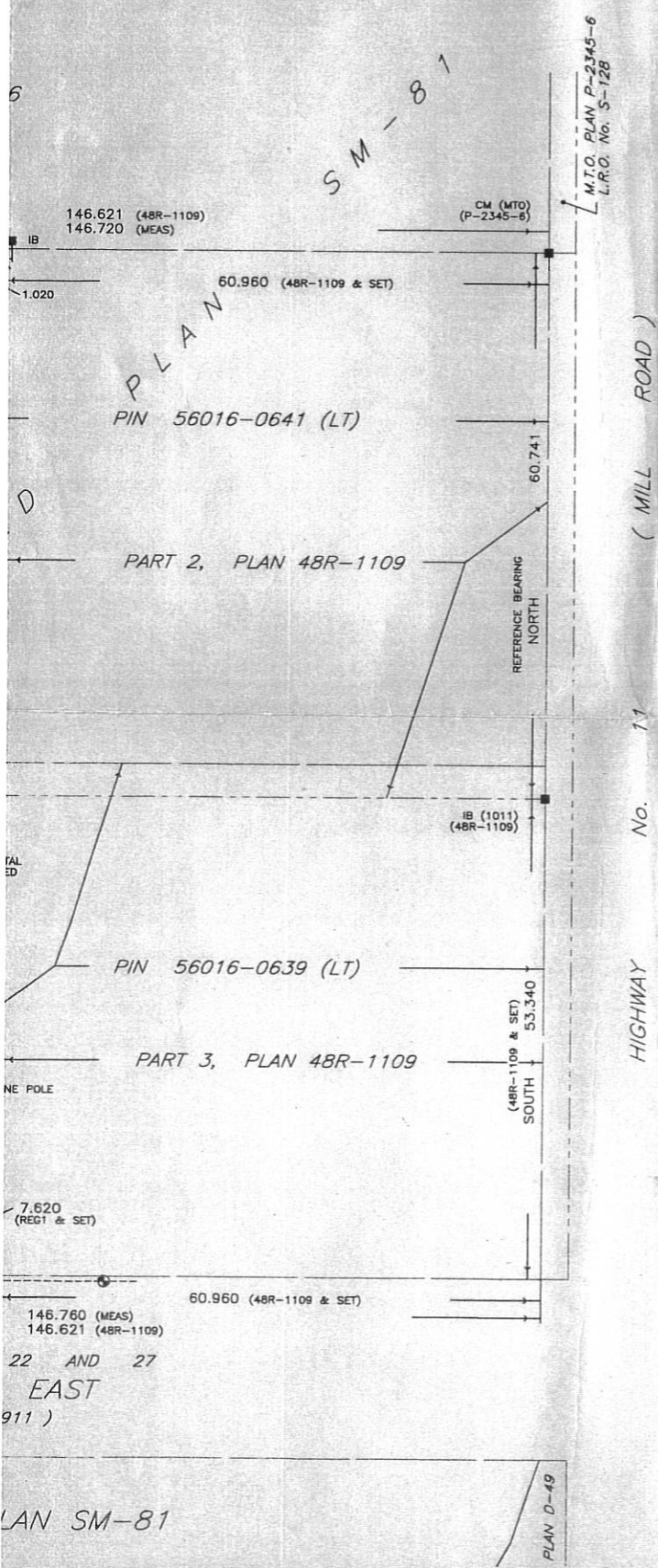
CLIENT: CHURCH OF THE  
HOLY SPIRIT

Drawing No.

JOB No. FF2785

F.N. No. M78-172-175

**F5-959**





PRINTED ON 15 MAY, 2017 AT 14:15:18  
FOR AMARCHUK



PROPERTY INDEX MAP  
RAINYRIVER(No. 48)

- LEGEND
- FREEHOLD PROPERTY
  - LEASEHOLD PROPERTY
  - LIMITED INTEREST PROPERTY
  - CONDOMINIUM PROPERTY
  - RETIRED PIN (MAP UPDATE PENDING)
  - PROPERTY NUMBER
  - BLOCK NUMBER
  - GEOGRAPHIC FABRIC
  - EASEMENT
- 0449 08050

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE  
PROPERTY INFORMATION AS THIS MAP MAY  
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND  
DOCUMENTS RECORDED IN THE LAND  
REGISTRATION SYSTEM AND HAS BEEN PREPARED  
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE  
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT  
REFERENCE PLANS ARE NOT ILLUSTRATED











**LAWRENCE G. PHILLIPS LAW OFFICE**

**BARRISTERS • SOLICITORS • NOTARIES**

in Association with

NICOLE D.S. MILLER LAW PROFESSIONAL CORPORATION

and

LAWRENCE A. EUSTACE, BA LLB, Counsel

591203000714700

June 14, 2019  
File #6988-19P

Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Attention: Tyson Dennis



Dear Mr. Dennis:

RE: FORT FRANCES CHURCH OF THE HOLY SPIRIT  
Application for Zoning By-Law Amendment - 1408 Eighth St. East

Enclosed please find one original Application for Zoning By-Law Amendment. The following were previously sent to you on May 14, 2019:

Parcel Abstract for proof of ownership of the Applicants, Survey, LTO Pin Map and Plan SM81 together with a trust cheque in the amount of \$1,800.00 being the fee required by the Town for the application, in accordance with your planning fee schedule.

Please advise this office as to when the application will be going before the Committee of Adjustments so that I may make arrangements to have someone attend.

Thank you.

Yours very truly,

  
LAWRENCE G. PHILLIPS  
Barrister & Solicitor

LGP/arm  
encls.

**Emails:**

lgphillips@lgphillipslawoffice.com  
nicole@millerlawoffice.ca  
larry@eustace-law.com

**Assistant Emails:**

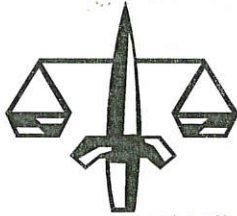
lisa@lgphillipslawoffice.com  
amy@lgphillipslawoffice.com

**Mailing Address:**

406 Church Street  
Fort Frances, Ontario, P9A 1E2  
Phone (807) 274-8525  
Fax (807) 274-5758

**U.S. Mailing Address:**

P.O. Box 1108  
International Falls, Minnesota  
56649



# **LAWRENCE G. PHILLIPS LAW OFFICE**

**BARRISTERS • SOLICITORS • NOTARIES**

in Association with

NICOLE D.S. MILLER LAW PROFESSIONAL CORPORATION

and

LAWRENCE A. EUSTACE, BA LLB, Counsel

July 5, 2019

File #6988-19P

Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Attention: Lisa Slomke



Dear Ms. Slomke:

**RE: FORT FRANCES CHURCH OF THE HOLY SPIRIT**  
**Application for Zoning By-Law Amendment - 1408 Eighth St. East**

I have reviewed the Holding Provisions regarding Building and Development with my client. My client is well aware of the limited services to this property and it is the desired action of my client to have the "Hold" removed.

It is believed, that the only service that is lacking to this property is water which my client intends to install a well to remedy this situation.

Please advise this office as to when the application will be going before the Committee of Adjustments so that I may make arrangements to have someone attend.

Thank you.

Yours very truly,

*Lawrence G. Phillips*  
**LAWRENCE G. PHILLIPS**  
Barrister & Solicitor

LGP/arm  
encls.

**Emails:**

lgphillips@lgphillipslawoffice.com  
nicole@millerlawoffice.ca  
larry@eustace-law.com

**Assistant Emails:**

lisa@lgphillipslawoffice.com  
amy@lgphillipslawoffice.com

**Mailing Address:**

406 Church Street  
Fort Frances, Ontario, P9A 1E2  
Phone (807) 274-8525  
Fax (807) 274-5758

**U.S. Mailing Address:**

P.O. Box 1108  
International Falls, Minnesota  
56649



**Town of Fort Frances**  
320 Portage Avenue  
Fort Frances Ontario P9A 3P9

# RECEIPT OF PAYMENT

Page 1

LAWRENCE G PHILLIPS  
RE: 1408 EIGHTH STREET

Receipt Number: 37941  
Tax Number: HST #106984586 RT0001  
Date: July 15, 2019  
Initials: LB

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
General	67	ZONING BY-LAW ADMENDMENT	1	\$0.00	\$1,800.00	N/A
Subtotal:					\$1,800.00	
Taxes:					\$0.00	
Total Receipt:					\$1,800.00	
Cheque:					\$1,800.00	
Total Amount Received:					\$1,800.00	
Rounding:					\$0.00	
Amount Returned:					\$0.00	

## Lisa Slomke

---

**From:** Joerg Ruppenstein  
**Sent:** Thursday, July 18, 2019 9:13 AM  
**To:** Lisa Slomke  
**Cc:** Troy Calder  
**Subject:** RE: ZBL amendment & removal of H (1408 Eighth St E)

Good morning Lisa,

FFPC does not have any concerns with the request to rezone the property from Institutional 1 to Residential. Please advise the applicant to contact FFPC if the vacant land is to be serviced with hydro in the future. Our requirements for a new service are detailed in our Conditions of Service, a copy of which can be found on our website.

Thanks,

Joerg

**From:** Lisa Slomke <lslomke@fortfrances.ca>  
**Sent:** Monday, July 15, 2019 11:10 AM  
**To:** Travis Rob <trob@fortfrances.ca>; Joerg Ruppenstein <jruppenstein@fortfrances.ca>; Troy Calder <tcalder@fortfrances.ca>; Tyler Moffitt <tmoffitt@fortfrances.ca>  
**Subject:** ZBL amendment & removal of H (1408 Eighth St E)

Good Morning:

Please find attached pdf copy of application and supporting documents related to an application received from Church of the Holy Spirit to amend the zoning designation from Institutional to R1 – residential to allow single family residence. Additionally, the applicants are requesting that the Holding provision be removed which would permit development of said property.

This matter will be considered by the Committee of Adjustment at their August 7<sup>th</sup> meeting.

Please provide me with your written comments by July 26<sup>th</sup>.

Sincerely,  
Lisa

Elizabeth (Lisa) Slomke  
Town Clerk  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9  
Phone: 807-274-5323 ext. 1215  
Fax: 807-274-8479  
[lslomke@fortfrances.ca](mailto:lslomke@fortfrances.ca)  
[www.fortfrances.ca](http://www.fortfrances.ca)



## Lisa Slomke

---

**From:** Wayne Riches  
**Sent:** Wednesday, July 24, 2019 1:45 PM  
**To:** Lisa Slomke; Travis Rob; Tyler Moffitt  
**Subject:** ZBL amendment & removal of H (1408 Eighth St E) - Fire Department

Good afternoon Lisa

Upon review of the application, I have no concerns with respect to the development of a residential dwelling on this property. As this is a group C occupancy there is no minimum requirement for distance to a fire hydrant. That being said, there is a fire hydrant approximately 90 meters from the proposed development that will provide a water supply if needed.

Regards,

Wayne Riches  
Captain of Fire Prevention and Education  
Fort Frances Fire and Rescue Service

Sent from [Mail](#) for Windows 10

## Lisa Slomke

---

**From:** Travis Rob  
**Sent:** Monday, July 29, 2019 7:17 AM  
**To:** Lisa Slomke  
**Cc:** Cody Vangel  
**Subject:** RE: ZBL amendment & removal of H (1408 Eighth St E)

Hi Lisa,

The following comments are from the O&F Division:

- Lot was residential prior to being switched to Institutional
- New Fire Hydrant at Mill and 8<sup>th</sup>
- Prior Council approval for a well alleviates the illegal water connection that was existing
- Sewer connection required, to be billed at the sewer rate
- No record of previous sewer connection on file.
- Sewer main available on eighth for tie in, water main available for tie in just west of Mill Road

Thanks

Travis

---

Travis Rob P.Eng.  
Manager of Operations & Facilities  
Town of Fort Frances  
P: (807)274-9893 ext 1316  
C: (807)275-9757

**From:** Lisa Slomke <lslomke@fortfrances.ca>  
**Sent:** Monday, July 15, 2019 11:10 AM  
**To:** Travis Rob <trob@fortfrances.ca>; Joerg Ruppenstein <jruppenstein@fortfrances.ca>; Troy Calder <tcalder@fortfrances.ca>; Tyler Moffitt <tmoffitt@fortfrances.ca>  
**Subject:** ZBL amendment & removal of H (1408 Eighth St E)

Good Morning:

Please find attached pdf copy of application and supporting documents related to an application received from Church of the Holy Spirit to amend the zoning designation from Institutional to R1 – residential to allow single family residence. Additionally, the applicants are requesting that the Holding provision be removed which would permit development of said property.

This matter will be considered by the Committee of Adjustment at their August 7<sup>th</sup> meeting.

Please provide me with your written comments by July 26<sup>th</sup>.

Sincerely,  
Lisa