

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - January 6, 2020 at 8:30 AM

MEETING - Civic Centre - Committee Room

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1. <u>Call to Order</u> Session #19	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Approval of Previous Meeting Minutes.	2 - 3
4. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
5. <u>In-Camera</u>	
6. <u>Items Referred from Council</u>	
7. <u>New Business</u>	
7.1 Deeming By-Law Application - 604 Church Street & 406 Crowe Avenue.	4 - 6
7.2 Establish Lot Prices for Erin Crescent.	7 - 8
7.3 First Draft 2020 Operating Budget - Planning & Development Division.	9 - 11
8. <u>Outstanding Items</u>	
8.1 Plastic Bag Ban By-Law. - Awaiting input from Operations & Facilities Executive Committee. A verbal update can be provided to Committee.	12 - 14
9. <u>Information</u>	
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u> Monday January 20th, 2020.	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #18

December 2, 2019

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on December 2, 2019 from 8:30 a.m. to 9:36 a.m.

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

ALSO PRESENT: D. Brown, CAO, C. Vangel, CBO/Planner, P. Briere, Committee Secretary

1. Call to Order - 0830am
Session #18

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.

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

- 4.1 Additional Materials distributed by Councillor Judson for Item #6.2. Copies of materials added to the PDEC Meeting file for 2019.

5. In-Camera
None.

6. Items Referred from Council

- 6.1 Request from R. Socholotuk - Amend Off-Road Vehicles By-Law.
- A discussion was had on this item and information with input from the other Executive Committees. The Planning & Development Executive Committee is recommending that Council accept the request letter and forward it to the Strategic Plan for further review and consideration.
- 6.2 Plastic Bag Ban By-Law.
- An overview of the request was presented and a discussion was had regarding the proposed By-Law. Additional materials were distributed at the start of the meeting and was added to the agenda. The Planning & Development Executive Committee is recommending to refer this item to the next PDEC & OFEC Meetings to allow ample time for Administration to review and provide comment.

7. New Business

- 7.1 Site Plan Control - 737 Scott Street (Storage Garage & Parking Lot).
- An overview of the project and Site Plan was presented to the Committee from Administration & RRDSSAB Staff in attendance. A request was made from RRDSSAB to postpone the Site Plan Control Agreement until construction of the driveway, grading portion of the project is being done. The Planning & Development Executive Committee is recommending that Council approve the report as presented and ensure that a Site Plan Control Agreement is in place prior to anymore work being completed on the project.

8. Outstanding Items

- 8.1 Brewery Definitions & Zoning - Zoning By-Law Amendments.
- A review of the item was provided by Administration and a discussion was had on the proposed By-Law Amendments. The Planning & Development Executive Committee is recommending that Council approve the amendments with some minor housekeeping changes to the wording.

- 8.2 Second Units - Zoning By-Law Amendment.
- An overview of the report was provided by Administration and a discussion was had on the item. The Planning & Development Executive Committee is recommending that Council approve the report with the discussed minor housekeeping wording changes to the Amendments.

9. **Information**
None.

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

11. **Adjourn / Next Meeting Date - 0936am**
January 2020.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee

Date: December 30, 2019

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: **Deeming By-Law Application – 604 Church St. & 406 Crowe Ave.**

The property owner of 604 Church Street and 406 Crowe Avenue (abutting lots) has applied to deem the two separate lots as one, through an **APPLICATION TO DEEM LOTS NOT TO BE ON A REGISTERED PLAN OF SUBDIVISION**.

The two lots stated in the application are:

- **604 Church Street: PCL 3-1 SEC SM93; LT 3 PL SM93 MCIRVINE; FORT FRANCES**
 - Contains existing dwelling and accessory building
- **406 Crowe Avenue: PCL A-1 SEC SM93; PRIVATE LANE MARKED A PL SM93 MCIRVINE; FORT FRANCES**
 - Previously closed laneway sold to property owner by Town of Fort Frances

Once a by-law to deem the lots not to be on a registered plan of subdivision has been passed, it will then be registered on title as one lot of record known as 604 Church Street.

It is the recommendation of administration to pass a by-law to deem **PCL 3-1 SEC SM93; LT 3 PL SM93 MCIRVINE; FORT FRANCES** and **PCL A-1 SEC SM93; PRIVATE LANE MARKED A PL SM93 MCIRVINE; FORT FRANCES** as one lot of record known as 604 Church Street

Respectfully submitted,

Original Signed By:

Cody Vangel, EIT
Chief Building Official & Municipal Planner

APPLICATION TO DEEM LOTS NOT TO BE
ON A REGISTERED PLAN OF SUBDIVISION
SECTION 50(4), ONTARIO PLANNING ACT, R.S.O. 1990, C.P. 13

Subject Property: Municipal Address(es):

Lots: 604 Church Street and 406 Crowe Avenue

Registered Plan:

604 Church St : PCL 3-1 SEC SM93 ; LT 3 PL SM93 McIRVINE ; FORT FRANCES

406 Crowe Ave : PCL A-1 SEC SM93 ; PRIVATE LANE MARKED A PL SM93
McIRVINE ; FORT FRANCES

I, the undersigned Owner(s) of the above-noted property, hereby apply to the Corporation of the Town of Fort Frances for the enactment of a By-Law to deem the above-noted lots deemed not to be on a registered plan of subdivision for the purposes of Section 50 (3) of the Planning Act.

I acknowledge that full lots on a registered plan of subdivision are separately conveyable from one another; that the enactment and registration of the deeming by-law will merge them to be one lot of record; that conveyance of part of the lot of record will require approval of the Town of Fort Frances through the Consent process; and that this process does not consolidate the properties under the Land Titles Act.

Purpose of Application:

To DEEM 604 Church St AND 406 Crowe Ave AS ONE
LOT THROUGH BY-LAW.

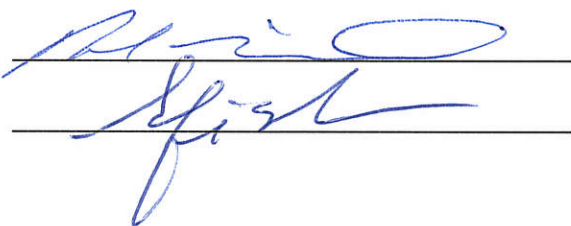
I/We submit with this application the following:

- ☒ Evidence of ownership (original deed/s or copy of parcel register/s)
- ☒ Site Plan of property
- ☒ Required Fees as per User Fee By-Law

Owner's Name(s):

PAUL RALPH FISCHER
FLAWE MARIE FISCHER

Owner's Signature:



Mailing Address:

604 Church St. Fort
Frances Ont. P9A 1E6

Phone: 807-274-1326.

Dated: DEC 19. 19.

FOR OFFICE USE ONLY		
Application Received: Dec 23, 2019	Receipt No.: 42994	RECOMMENDED BY PLANNER <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - reasons below
Registration Date of Plan No: > 8 yrs		
Ownership Confirmed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
By-Law No.	Enacted:	
Date Registered:	Document No.	



Crowe Avenue

Church Street

30 December 2019

REPORT TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Town Clerk
SUBJECT: Establish Lot Prices for Erin Crescent

BACKGROUND

My last report dated October 9, 2019 which Council approved, provided the following conditions on the sale of lots in Erin Crescent as follows:

- Five building seasons to obtain a building permit
- Establish a minimum deposit of \$1500.00 with ½ of that amount to be non-refundable
- Square footage minimum for the single-family dwellings will be the same as the current Zoning By-law
- Easements must be obtained in order to service utilities and appropriate wording would be included in the Agreement of Purchase and Sale

An amendment to the Sale of Town Lands Policy 6.2 will be brought forward reflecting the conditions once the lot prices have been established.

NEXT STEPS

Costs have been collected respecting the development of Erin Crescent and come to a total of \$2,135,139.90. This includes all three phases previously approved by Council as part of the budget process as well as utility installation costs (i.e. Fort Frances Power Corporation, Enbridge, TbayTel, etc.) and surveying costs.

There are a number of cost reducers listed below which reduce the overall cost of the development:

- FFPC portion of surveying (\$3,392.00)
- Bay City portion of Inspection (\$30,000.00)
- Contingency (\$118,850.00)
- Town's contribution

The Town of Fort Frances has historically contributed to a number of residential developments including (most recently), Huffman Court Subdivision, Syncor Townhouses and Front/Minnie Condominiums. Some have used the Community Improvement Plan, in-kind services, or an established per lot contribution. Once

Council determines whether they wish to contribute to the Erin Crescent development, then prices can be finalized.

Some costs for Council to consider as a contribution could be Engineering Costs (\$189,271.89) or Utility Costs (\$174,040.00) or set a flat contribution amount per lot (for example only \$5,000.00 x 27 lots = \$135,000.00). Another point to be considered is the extremely high price that would be placed on the two largest lots (due to their m²), Council could set a flat m² amount for these two (which would be marketable) and then prorate the remaining lots accordingly.

Historically lot prices have been established using a combination of true costs and market consideration. This is important to keep in mind when setting lot prices in order for the lots to be 'marketable'. If the prices are too high, then the Town will sit on them for months or years and the Town will not receive taxes nor water and sewer service income. If the prices are too low, then people purchase on spec and do nothing with the land. Council's ultimate goal is to increase the overall residential tax base - in order for this to happen we want people to purchase the lots and build single-family houses.

Any contribution (should Council decide to make one) will be recovered over time through the collection of taxes. This type of contribution is an investment in the future stability of Fort Frances.

RECOMMENDATION

That Council consider the cost reducers listed, discuss a potential contribution, possibly establish a flat amount for the two largest lots and ultimately provide Administration with direction in order to establish final lot prices. Subsequently, a by-law setting lot prices and pre-approving the Agreement of Purchase and Sale will be brought forward for Council approval at a future meeting.

<p>Council approval of this report will establish lot prices for Erin Crescent and further direct Administration to prepare appropriate by-law for consideration at a future meeting.</p>
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December 18, 2019

Report To: Planning & Development Executive Committee Members

From: Doug Brown, CAO

SUBJECT: **First Draft of 2020 Operating Budget for Planning & Development Division**

A meeting is scheduled for Monday, January 6, 2020 to review draft one of the Planning & Development Dept. Operating Budget for 2020. In order to ensure that the Planning & Development Executive Committee has a full understanding of how the proposed budget was developed it is pertinent that the enclosed documentation is reviewed and fully understood by each member of the committee.

Some Major Highlights are as follows:

- 3.0% increase over 2019 actuals for property taxes for Civic center
- 0% increase in diesel and gasoline costs
- 2% decrease in natural gas costs
- 0% increase in hydro costs for Civic Center & the Animal Shelter
- 1.7% increase in user fees and charges are reflected in the document at this time.
- 3.22 % increase in water & sewer rates
- Substantial decrease in building permits forecasted in 2020

The remainder of this report explains how the budget documentation should be used.

- **The Planning & Development Dept. - 2020 Operating Budget is broken down into four (4) areas;**
 - 1) By-law Enforcement – Revenue Administration Expenditures, Vehicle and Animal Shelter
 - 2) Building – self explanatory
 - 3) Planning- self explanatory
 - 4) Civic Center Building & Grounds plus Parking lots

Attached is an operating budget reconciliation spreadsheet No. 1 (1- page) outlining the major variances in the budgeted amount from 2019 to 2020 for each sub-section for each of the four (4) areas. Also outlined there are explanatory notes highlighting the major factors contributing to the variances. In order to fully appreciate how the 2020 budgeted amounts have been determined, please review the Spreadsheet No. 2 (6 pages) Planning & Development budget document. These spreadsheets also include explanatory notes.

Summary

Hopefully the information attached in this document will aid you in understanding the 2020 Planning & Development dept. Budget. If you have any questions prior to the scheduled meeting, please feel free to contact me. This report has been prepared for the Planning & Development Executive Committee to better understand how the 2020 budget was assembled.

A handwritten signature in black ink that reads "Doug Brown". The script is cursive and fluid.

Doug Brown, P. Eng.
CAO

c.c. - Dawn Galusha, Treasurer

f/n 2019DecP&D2020

Spreadsheet No. 1 - Planning & Development Dept.- 2020
Operating Budget Reconciliation

Operating Budget Reconciliation			2016	3 year Average 2016, 2017& 2018	2017	2018	2019	2019	2020	2020-2019	Draft 1 -2020 as of December 18, 2019
			Actuals 31-Dec-16		Actuals 31-Dec-17	Actuals 31-Dec-18	Budget Approved	Actuals 31-Oct-19	Budget Forecasted	Variance 2020 -2019	Remarks
By-law Enforcement											
Administration	G-271-0330	Revenue	(\$25,491)	(\$24,509)	(\$28,244)	(\$19,792)	(\$23,288)	(\$18,606)	(\$23,038)	\$250	Construction of quarantine pen to take place in 2020 2.75%
Administration	G-271-1101	Expenditure	\$157,994	\$161,060	\$156,855	\$168,796	\$164,521	\$117,621	\$168,981	\$4,460	
Vehicles	G-271-2910		\$4,095	\$4,078	\$2,663	\$5,477	\$4,256	\$2,869	\$4,268	\$12	
Animal Shelter	G-334-2912		\$6,936	\$6,001	\$6,552	\$4,515	\$11,104	\$3,950	\$10,695	(\$409)	
S/T			\$143,534	\$146,630	\$137,826	\$158,995	\$156,593	\$105,835	\$160,906	\$4,313	
Building Dept.											
											No Major structures to be built in 2020. Significant reduction in permit fees. In 2019, Building Permit activity forecasted based on pending development projects such as OPP station, UNFC daycare, RRDSSAB builds, Robert Moore School daycare & 4 new houses within Huffman Court S/D 50%/50% split in 2020
Administration	G-813-0330	Revenue	(\$78,532)	(\$103,345)	(\$86,573)	(\$144,930)	(\$75,855)	(\$146,006)	(\$45,855)	\$30,000	
Administration	G-813-1101	Expenditure	\$116,962	\$84,289	\$67,902	\$68,005	\$69,789	\$72,855	\$58,675	(\$11,114)	
Vehicles	G-813-2910		\$1,183	\$2,280	\$1,964	\$3,694	\$4,585	\$2,298	\$2,824	(\$1,761)	2018 forecasted 60/40 split same for 2019. 2020 Based 50%/50% split 10.82%
S/T			\$39,613	-\$16,775	-\$16,708	-\$73,232	-\$1,481	-\$70,852	\$15,644	\$17,125	
Planning Dept.											
Administration	G-815-0330	Revenue	(\$8,716)	(\$15,607)	(\$20,872)	(\$17,232)	(\$11,189)	(\$21,854)	(\$13,312)	(\$2,123)	0.0% increase in hydro, 2% decrease in Natural gas, 3.22 % increase for water/sewer fees 3.00%
Administration	G-815-1101	Expenditure	\$681,355	\$354,513	\$320,925	\$61,259	\$66,410	\$36,304	\$74,509	\$8,099	
S/T			\$672,639	\$338,906	\$300,053	\$44,026	\$55,221	\$14,450	\$61,197	\$5,976	
Civic Center											
Administration	G-150-0330	Revenue	(\$100,301)	(\$104,269)	(\$104,896)	(\$107,609)	(\$105,959)	(\$88,299)	(\$106,459)	(\$500)	-12.77% 0.58%
Administration	G-150-1200	Expenditure	\$183,332	\$210,244	\$214,859	\$232,540	\$217,764	\$162,113	\$221,618	\$3,854	
S/T			\$83,031	\$105,975	\$109,963	\$124,930	\$111,805	\$73,814	\$115,159	\$3,354	
Total Revenue			(\$213,041)	(\$247,730)	(\$240,585)	(\$289,564)	(\$216,291)	(\$274,765)	(\$188,664)	\$27,627	9.55%
Total Expenditures			\$1,151,857	\$822,465	\$771,720	\$544,284	\$538,429	\$398,011	\$541,569	\$3,141	
Net Operating Budget			\$938,817	\$574,736	\$531,134	\$254,720	\$322,138	\$123,246	\$352,905	\$30,768	

Construction of quarantine pen to take place
in 2020
2.75%

No Major structures to be built in 2020.
Significant reduction in permit fees. In 2019,
Building Permit activity forecasted based on
pending development projects such as OPP
station, UNFC daycare, RRDSSAB builds,
Robert Moore School daycare & 4 new
houses within Huffman Court S/D
50%/50% split in 2020

2018 forecasted 60/40 split same for 2019.
2020 Based 50%/50% split
10.82%

0.0% increase in hydro, 2% **decrease** in
Natural gas, 3.22 % increase for water/sewer
fees
3.00%

-12.77%
0.58%

9.55%

Date: January 2nd, 2020

Report To: Planning & development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer.

Re: Letter Dated November 20th, 2019 re: Single Use Plastics.

As you will recall at the regular meeting of Council on November 20th, 2019, Council referred a request letter regarding a Single Use Plastics By-Law to the Operations & Facilities Executive Committee with input from the Planning & Development Executive Committee. Since the last meetings of the Committees, Administration has had an opportunity to conduct research into this request, have meetings with Ms. Nicole Pentney and other Town Staff regarding the proposed By-Law. The findings from these meetings has brought forward more items unknowns that require further research into prior to this type of By-Law being implemented.

Some of the knowns that have been brought forward during Administrations review are:

- Impact to the plastic bag drop off/recycle programs in place at Safeway or Walmart?
- The impact to local retailers who stock these types of items and sell them throughout the District to neighbouring Communities.
- The impacts to local restaurants, who do not yet have corporate alternatives to plastic straws, etc.
- The impacts to this proposed By-Law being implemented and then Provincial and/or Federal legislation being brought forward.
- Enforcement of the proposed By-Law. (Resources required to enforce, actual ability/authority to enforce).

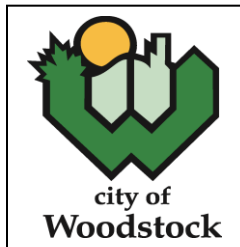
During our review, we also reviewed what other Municipalities are doing. The City of Thunder Bay & Woodstock have both implemented awareness/educational programs focused on reducing single use plastics within the Community by targeting people's behaviours. During our review we also received a resolution from the City of Woodstock, seeking Council's support to lobby the Provincial & Federal Governments to announce their decision and plans for single use plastics.

With this said, Administration believes that an awareness/educational program similar to Thunder Bay & Woodstock would be a better solution at this time. It would allow the Town to take better steps in consultations/preparations with the community as a whole, for when the Provincial or Federal Governments bring forward their legislation.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,
Minister of Environment, Conservation and Parks
College Park 5th Flr, 777 Bay St,
Toronto, ON M7A 2J3

Re: Ban of Single-Use Plastic Handled Shopping Bags

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

“That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities.”

Yours Truly,

Amelia Humphries, B. Math, M.P.A.
City Clerk

c: All Ontario municipalities