

TOWN OF FORT FRANCES

AGENDA - February 10, 2020

MEETING - Council Chambers , Civic Centre

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1. COUNCIL MEETING

(Session No. 032) to immediately follow the Committee of the Whole

1.1 Call to Order

1.2 ~~Prayer~~ Moment of Silence

1.3 Non-agenda items identified to be considered later in this meeting

1.4 Disclosure of pecuniary interest and the general nature thereof.

2. Delegations/Deputations:

2.1 Presentation from M. Olson, Binesiwag Center for Wellness 4

2.2 Presentation from T. Drysdale, Consultant, RRFDC re: 2019 Economic Development 5 - 11

2.3 Public Meeting - Zoning By-law & Official Plan Amendment re: Second Units / Accessory Dwelling Units 12 - 45

2.4 Public Meeting - Zoning By-law Amendment re: Brewery Definitions and General Provisions 46 - 52

2.5 Presentation from C. Vangel, CBO / Municipal Planner re: Land Use and Economic Development Feasibility Study (Re-development of Shevlin Wood Yard and the Gateway to Rainy Lake Square) 53 - 58

3. Consent Agenda:

3.1 Items Referred from Committee of the Whole

3.2 Letter dated January 6, 2020 from Rainy River Future Development Corporation re: Per Capita Contribution 59
- will be referred to the Administration & Finance Executive Committee for recommendation.

3.3 Letter dated January 20, 2020 from Various Residents re: Transportation System 60 - 63
- will be referred to the Community Services Executive Committee for recommendation.

3.4 Letter dated February 4, 2020 from Rainy River Federation of 64 - 65

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Agriculture re: request support for Bill 156 - Council will direct the clerk respecting a letter of support.	
3.5 E-mail dated February 5, 2020 from S. Degagne, Colonization Road West resident re: Pedestrian Safety on Colonization Road West - will be referred to the Operations & Facilities Executive Committee for recommendation.	66
4. <u>Approval of Council Minutes: *</u>	
4.1 Session Nos. 032 and 033 dated January 27 and February 3, 2020.	
5. <u>Approval of Committee of the Whole Minutes: *</u>	
5.1 Session Nos. 030 and 031 dated January 27 and February 3, 2020.	
6. <u>Resolutions from tonight's Committee meeting</u>	
7. <u>By-Laws:</u>	
7.1 By-law 14/20 being a by-law to authorize a Data Sharing Agreement for purposes of utilization of the Town's geospatial data with HTFC Inc.	67 - 72
7.2 By-law 15/20 being a by-law to authorize the signing of a Memorandum of Settlement.	73
8. <u>Information Correspondence:</u>	
8.1 Association of Municipalities of Ontario (AMO) Communications: - AMO Watchfile dated January 30, 2020 - January 31st AMO Board Highlights - AMO-Frequency Foundry Digital CRM Pilot for Small Municipalities - Call for Submissions REMINDER - AMO Watchfile dated February 6, 2020	74 - 86
8.2 City of Sarnia correspondence re: OPG Deep Geologic Repository Project	87 - 89
9. <u>Minutes:</u>	
9.1 Economic Development Advisory Committee dated September 9, 2019.	90 - 91
9.2 Fort Frances Police Services Board dated December 5th and December 19, 2019.	92 - 99
9.3 Sister Kennedy Centre Board dated December 10, 2019 and January 14, 2020.	100 - 103

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9.4 Administration and Finance Executive Committee dated January 7, 2020.	104 - 105
9.5 Operations and Facilities Executive Committee dated January 22, 2020	106 - 107
9.6 Planning and Development Executive Committee dated January 6, 2020	108 - 109
9.7 Community Services Executive Committee dated December 2, 2019 and January 6, 2020	110 - 113
10. <u>Non-agenda Items</u>	
11. <u>ADJOURNMENT</u>	
12. <u>* Previously distributed to Council</u>	
13. <u>** Items can be viewed by contacting the Clerk</u>	



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706 SCOTT STREET
FORT FRANCES, ON
P9A 1H8
binesiwagwellness@gmail.com
807-276-2366 OR 807-276-3306

Mayor & Members of Council

320 Portage Avenue

Fort Frances, ON

P9A 3P9

town@fortfrances.ca

January 21, 2020

Re: Request to be placed on town council agenda

Boozhoo (hello) Mayor Caul and Council,

Our organization, Binesiwag Center for Wellness, is currently contracted under Grand Council Treaty #3 to carry forward the Missing and Murdered Indigenous Women and Girls (MMIWG) portfolio for our Nation.

On behalf of the families of those missing or murdered, we would like to respectfully request the following from the Town of Fort Frances.

- Education & Awareness- To become an ally with families by providing public service announcements, advertising and billboard displays
- Reconciliation- Taking part in and contributing to a committee focused on creating a Treaty Three Nation action strategy
- Commemoration- In response to the 231 calls to justice, provide a location for a commemorative display for our families
- Support- Provide a letter of support to the proposed "Ogimaakwe Ka-ki-no-Igenwin" (Women's Wellness Lodge), an anti-human trafficking safe house for our Nation

Chi Miigwech,

Mandi Olson

Binesiwag Center for Wellness

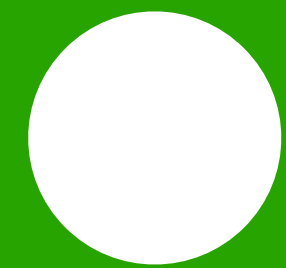
Contractor- Grand Council Treaty #3

Report to Council 2019 Economic Development

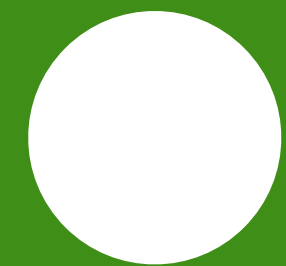


Feb 10, 2020

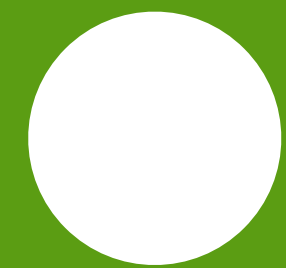
RRFDC



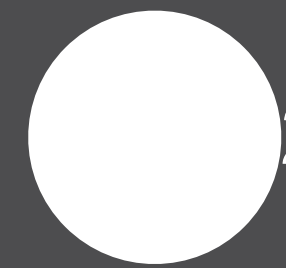
Geoff Gillon
Regional Economic Development Officer



Shaari Clinker and Angela Halverson
Finance and Small Business Loans/Counselling

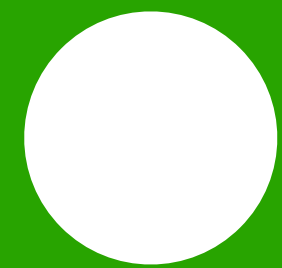


Consultants:
General Ec Dev, Forestry, Marketing, Planning, Digital and Design, Pulp
and Paper, Legal and Lobbyists



Leverage:
2020 -14 Grants plus 3 Town directly Varying \$3,000 to millions (tile)

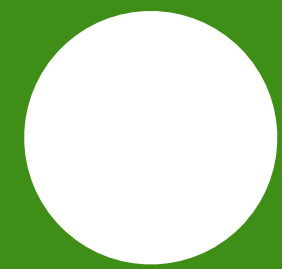
2019 Core Services



Tourism Promotion

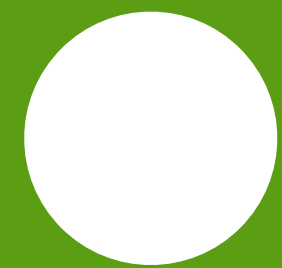
Advertising, product development, Fort Frances Welcome Center, market square, events tent

Supporting events and festivals



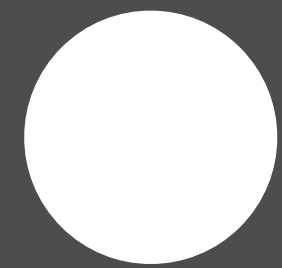
Industrial Lot Sales

Policy, planning, marketing, offer preparation



Small Business and Industry Support

Training, information sharing, GoLocal, inbound inquiries, forestry, mining procurement, SME succession planning

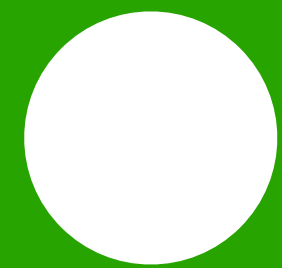


Civic and Community Building Initiatives

Canada Day Parade, Project Petunia, Age Friendly, Fort Frances Brand

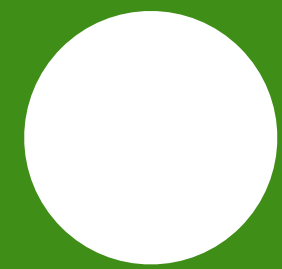


2019 Priority Projects



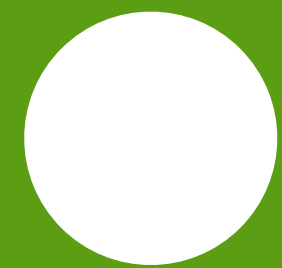
Fort Frances Tourism Center

Grant applications for core funding and staffing, operations and improvements.



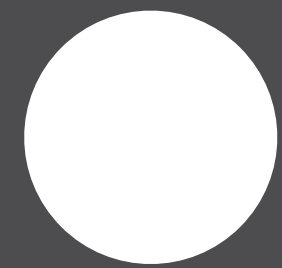
Rainy Lake Square and Market

Grant applications, event organization, staffing, marketing and logistics.



GoLocal

Marketing, tracking, technical support.

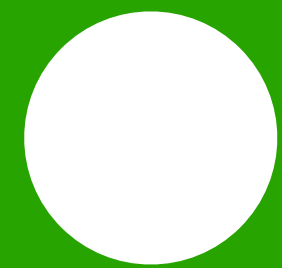


Digital and Social Support

Small business training, development of Town's digital footprint, and Town's social media.



2019 Priority Projects

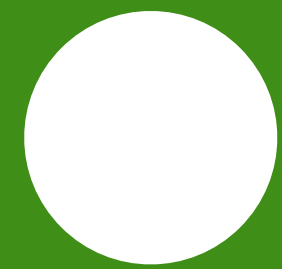


Forestry

Mill Asset Sale

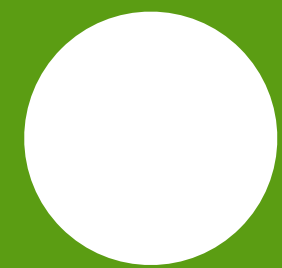
ESFL Boundary Waters Forestry Corps

Value Added Opportunities



Municipal Accommodation Tax

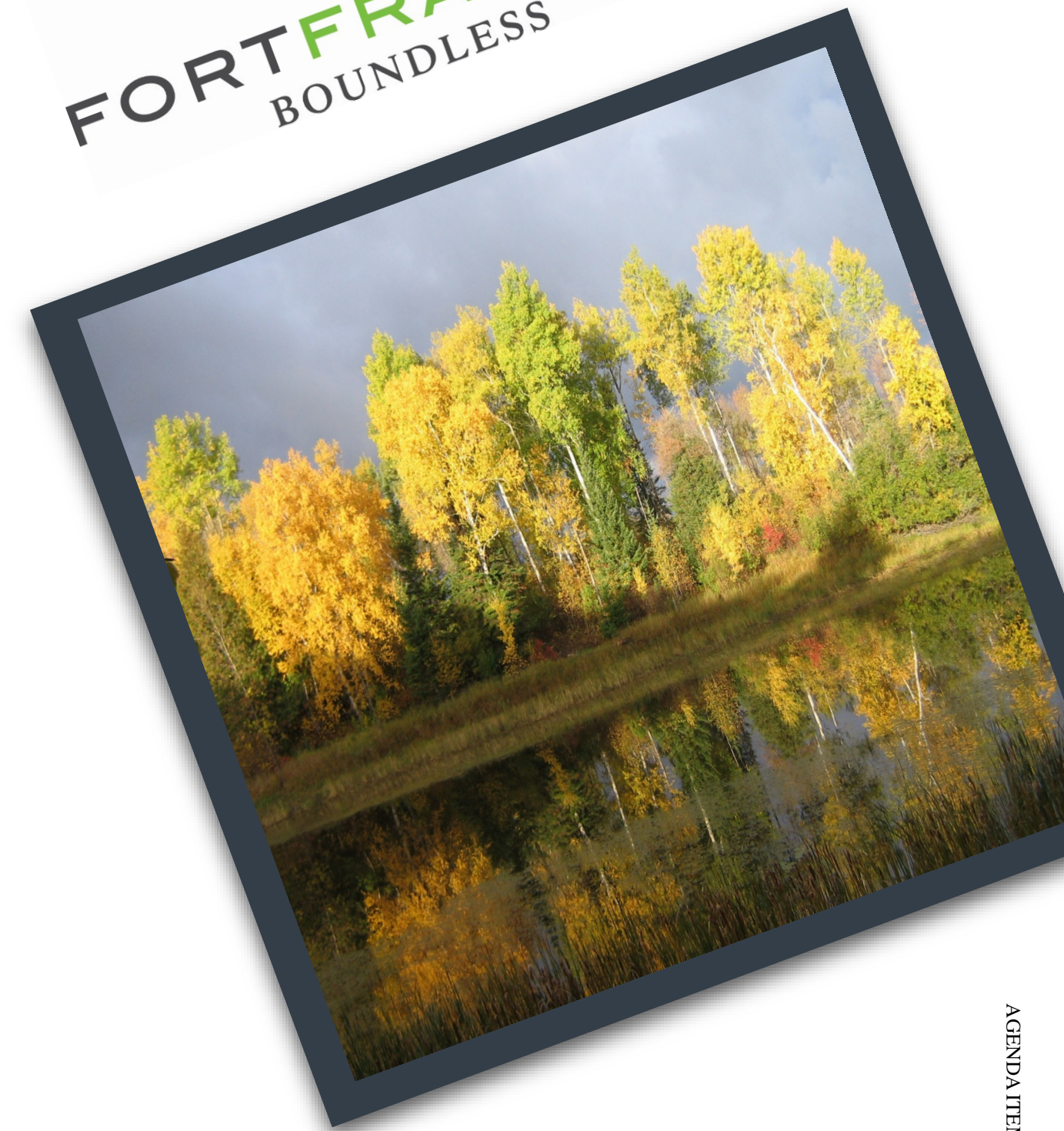
Multi year plan



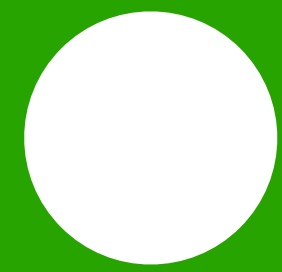
Welcoming Your Next Home Town

Providing opportunities for increased diversity in our population

- Reconciliation support – South Asian festival – Pride etc etc

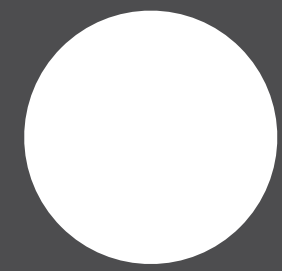


2019 Priority Projects



New Gold and Mining Exploration

Assisting with training plans and grants, linking vendors with opportunities.



Regional Economic Development

Partnerships that grow opportunity across the district and in turn benefit Fort Frances. Example: Tile Drainage



QUESTIONS?



FORTFRANCES
BOUNDLESS

◆ **Main Office**
601 Mowat Ave
Fort Frances, ON

◆ **Key Personnel**
Tannis Drysdale – Fort Frances Enhanced
Economic Development
Cell 807 276 4779
◆ Office 807 274

Geoff Gillion – Regional Economic
Development
Gurvinder Grewal – NOHFC Intern
Shaari Clinker – Billing and Grant
Management

Email:
ecdev@fortfrances.ca
tannis@tannis-Drysdale.com

Date: February 6, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Second Unit –Zoning By-law & Official Plan Amendment

The Planning & Development Executive Committee (PDEC) 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.

PDEC made recommendation that the matter be further researched, and that the Official Plan and Zoning By-law be amended to accommodate second units within a building accessory to the primary dwelling.

This matter was considered in a public meeting on September 23, 2019, however since then further information and recommendations have been provided through discussions with our planning consultant.

Additionally, this matter was considered at the December 2, 2019 session of the Planning & Development Executive Committee with a consensus of recommendation to approve the proposed amendments.

This matter was also considered at the December 19, 2019 session of the Committee of Adjustment with recommendation to approve the proposed amendments with the condition that detached secondary dwelling units only be available for rent if the property owner lives on the same property within the primary dwelling. Further research into this recommendation determined that section 35 of the Planning Act does not provide authority to pass a by-law that has effect of distinguishing on the basis of relationship, and therefore will not be included.

With support from our planning consultant the following proposed amendments have been detailed:

- Schedule 1: Proposed Official Plan Amendment
- Schedule 2: Proposed Zoning By-law Amendment

Respectfully submitted



Cody Vangel, EIT
Chief Building Official & Municipal Planner

Council Approval of This Report Will: Agree to the recommendation of the Planning and Development Executive Committee and the Committee of Adjustment to approve the proposed Official Plan and Zoning By-Law amendments, and further that same by-law be passed at a future meeting of council.

Schedule 1

Proposed Official Plan Amendments

Note: Addition in red, delete with strikethrough

4.1.8 Additional Residential Policies

(i) Accessory Second 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 Bylaw, the Building Code and Fire Code;~~
- VI. ~~— A lot may not have both an Accessory Dwelling Unit and a Garden Suite.~~

(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 the use of a residential unit in a building or structure ancillary to a detached house,~~
- II. ~~— semi-detached house or row house if the detached house, semi-detached house or~~
- III. ~~— row house contains a single residential unit.~~

Schedule 2

Proposed Zoning By-law Amendments

Note: Addition in red, delete with strikethrough

DEFINITIONS:

DWELLING UNIT (INTERIOR), 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.

DWELLING UNIT (DETACHED), SECOND

A self-contained dwelling unit located within an accessory building on the same lot as the principal dwelling and shall not be considered a second dwelling on the lot for the purposes of this By-law.

GENERAL PROVISIONS:

3.29 SECOND UNITS

3.29.1 General

A second dwelling unit may be permitted, in addition to the principal dwelling unit of a single detached and semi-detached dwelling, or within a building accessory to these subject to the following:

- ~~a) the dwelling unit is located within the principal dwelling;~~
- a) Only one secondary dwelling unit will be permitted per lot;
- 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;
- ~~e) the unit does not exceed 40% of the gross floor area of the principal dwelling unit;~~
- f) A lot will not have both a secondary dwelling unit and a garden suite;
- g) No secondary dwelling unit will be considered a stand-alone structure capable of being severed;
- h) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts;
- i) All secondary dwelling units shall be registered with the Planning and Development Division; and
- j) All secondary dwellings units shall be adequately serviced by municipal water and municipal sewer from the principal dwelling where it is determined that these services are suitable to meet the demand of the second unit as determined by the Operations and Facilities Division.

Proposed Zoning By-law Amendments**Note: Addition in red, delete with strikethrough****3.29.2 SECOND DWELLING UNIT (INTERIOR)**

In addition to the specifications outlined in 3.29.1, interior secondary dwelling units shall comply with the following:

- a) A secondary dwelling (interior) shall not exceed 40% of the gross floor area of the principal dwelling if any portion of the secondary dwelling is located at or above grade. Except for entrances, any secondary dwelling located entirely in the basement may occupy the entire basement, regardless of size.

3.29.3 SECOND DWELLING UNIT (DETACHED)

In addition to the specifications outlined in 3.29.1, detached secondary dwelling units shall comply with the following:

- a) Detached secondary dwelling units may be permitted at grade or on the second storey but not both;
- b) Shall have a minimum gross floor area as outlined in the Ontario Building Code but shall not exceed 40% of the gross floor area of the principal dwelling. In the event of conflict, the minimum gross floor area shall apply;
- c) The accessory building in which the second unit is located shall not exceed 15 percent coverage of the total lot area;
- d) Unobstructed emergency services access shall be provided;
- e) Provision of address identification shall be posted facing street and laneway where applicable;
- f) Notwithstanding Section 3.2, when the secondary dwelling (detached) is located on the second storey, the maximum height of the accessory building shall be a minimum of 2 metres less than the principal dwelling; and
- g) May be permitted for home occupation use as per Section 3.11, provided that only one home occupation is conducted on the property.

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;
- l) where a commercial retail use is permitted as an accessory use in an industrial zone, it shall be located within the main building or within 2.0 metres of the main building and shall not exceed 10% of the total floor area of the main building to a maximum of 280 square metres; and
- m) No land may be used for the purpose of a swimming pool capable of containing in excess of 0.6 metres (2 ft.) of water unless the pool is enclosed by a fence, or by the wall of a building or structure, or by a combination of walls and fences, at least 1.5 metres (4.92 ft) in height and despite any other provisions to the contrary, an outdoor swimming pool and its associated mechanical equipment, shall be located, altered, erected or renovated in accordance with the following provisions:
 - a. An outdoor swimming pool shall be set back a minimum of 1.5 m (5 ft) from any lot line;
 - b. No outdoor swimming pool accessory to a permitted residential use shall be located in any part of a front or exterior side yard; and
 - c. Any filter, pumps, or similar operating machines are a minimum distance of 0.6 metres from any lot line and a minimum distance of 3.0 meters from any main building.
- n) A storage container shall not be used as an accessory building or structure except as may otherwise be permitted under this By-Law. Within the Industrial zone, storage containers may be permitted as an accessory use to the principal or main use but shall be used exclusively for the storage of goods and materials and shall not be used to accommodate work areas, shops, office uses, retail sales or human habitation.

ontario.ca/housinginnovation

Adding a Second Unit in an Existing House

Ontario Building Code
Information

This document was developed with the input of:

- Ministry of Municipal Affairs and Housing
- Large Municipal Chief Building Officials Group
- Ontario Building Officials Association
- Ontario Association of Fire Chiefs

Disclaimer: This document is provided for convenience only and should not be relied upon as a substitute for construction, engineering, architectural or legal advice. The Ministry of Municipal Affairs and Housing does not assume responsibility for errors or oversights resulting from use of this document.

Adding a Second Unit to an Existing House

Adding a second unit is a great way to provide independent living for a family member or make a little extra money to help pay off the mortgage. But there are things you need to consider as you decide whether to build a second unit. Is your home detached, semi-detached or a rowhouse that is more than five years old? Are you considering renovating it to add a second unit? If the answers are yes, then this guide can help you. It fulfills a commitment made in Ontario's Housing Supply Action Plan to provide homeowners with a user-friendly guide and checklist to help you build legal second units.

Note: If your house is less than five years old, different Building Code rules apply. **Contact your local building department** for more information.

Before deciding to add a second unit, it is important that you **first speak with your local municipal planning and building departments**. They can tell you whether or not you can add a second unit on your property and answer any questions that you have related to local zoning, the Building Code and other by-laws.

There are several important factors you need to consider before adding a second unit, including:

- Applicable municipal zoning requirements
- Necessary building permits
- Designing your unit to comply with the Building Code
- Required building inspections during construction

It is important to meet planning and Building Code requirements. Doing so will help ensure that your house and second unit are legal, safe and healthy places to live.

To help you through the sometimes complex design and building process, we recommend you hire a qualified professional such as an architect, professional engineer or a designer registered with the Ontario government. These professionals and your builder can act



What is a second unit?

A second unit is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas. It can be located in your house or on your property, above a laneway garage or in a coach house. This document generally applies to Building Code requirements for second units in houses, and not for second units in garages or coach houses, though some of the same rules apply.



For the construction of a second unit in an existing house, development charges are not collected.

Also, the Government is considering potential regulations that might further address barriers to establishing second units such as local parking requirements.

as your agent regarding matters with your local municipality. They can help you get all necessary approvals, including a building permit, and also arrange construction inspections.

Municipal Zoning and Other By-Laws

Know your municipality's zoning by-laws. They affect the construction of your second unit. **Ask your local planning and building department** about:

- The zoning requirements and standards for second units that apply to your property. This includes rules around parking requirements, exits and entrances, servicing or minimum or maximum unit size.
- Whether you need to apply for rezoning or a minor variance.
- Any other applicable agreements and approvals that are required before you can add a second unit.
- Whether your second unit will need to be licensed or registered with your municipality.

If you cannot comply with your municipality's by-laws, you will not be able to add a second unit.

Getting a Building Permit

To add a second unit in your house, you will need a building permit. You or your agent can apply for one at your local building department. You will need to submit:

- A completed application form and any other forms and supporting documents requested by the municipality
- Construction drawings (most municipalities require at least two sets of drawings)
- Payment of the building permit fee

You should also **check with your municipality** to find out if:

- You need to hire a licensed contractor to do the work.
- They accept electronic permit applications, as this can speed up processing time.

Once your complete application has been submitted, you will hear back within 10 business days whether it has been approved or not. Incomplete applications or improper design may mean your permit will be delayed or not accepted.

Building Inspections

Once your building permit has been issued, building inspectors from the municipality must review work at various stages during construction. Inspectors will need to check framing, insulation, plumbing, interior finishes and other items as outlined in the Building Code. Make sure to **confirm with your inspector** what needs to be inspected.

You or your agent are responsible for informing your building department when different stages of construction are ready for inspection.

Any second unit, whether it is new or existing, must be a safe place to live. If you already have an existing second unit in your house and have concerns with its design, you are encouraged to **contact your local building department**.

Building Code Requirements for Second Units

Ontario's Building Code sets out minimum construction standards for how to build a second unit in your house. These minimum standards are described in the sections that follow. In some cases, you may wish to build beyond the minimum requirements of the Building Code. Building beyond the Building Code provides homeowners many advantages, including greater occupant comfort and amenities that can make your second unit a nicer place to live.



Age of Your House

Different Building Code rules apply depending on the age of your house.

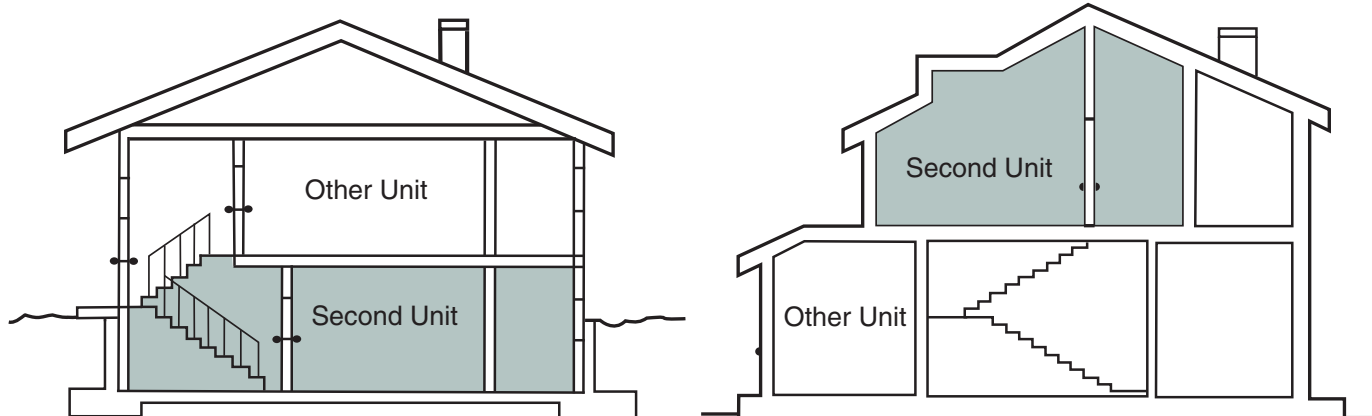
If your house is more than five years old, it is classified as an existing house and you have more flexibility under the Building Code when you make renovations.

If your house is less than five years old, then it is classified as a new building and under the Building Code it generally must meet

new construction requirements. For more information on adding a second unit to a **new** house, **contact your local building department**.

Location of Your Second Unit

You can build a second unit in any part of your house. It can be all on one floor or on multiple levels. Most second units are built in the basement or attic. Building Code rules can vary depending on where the second unit is located in your house.



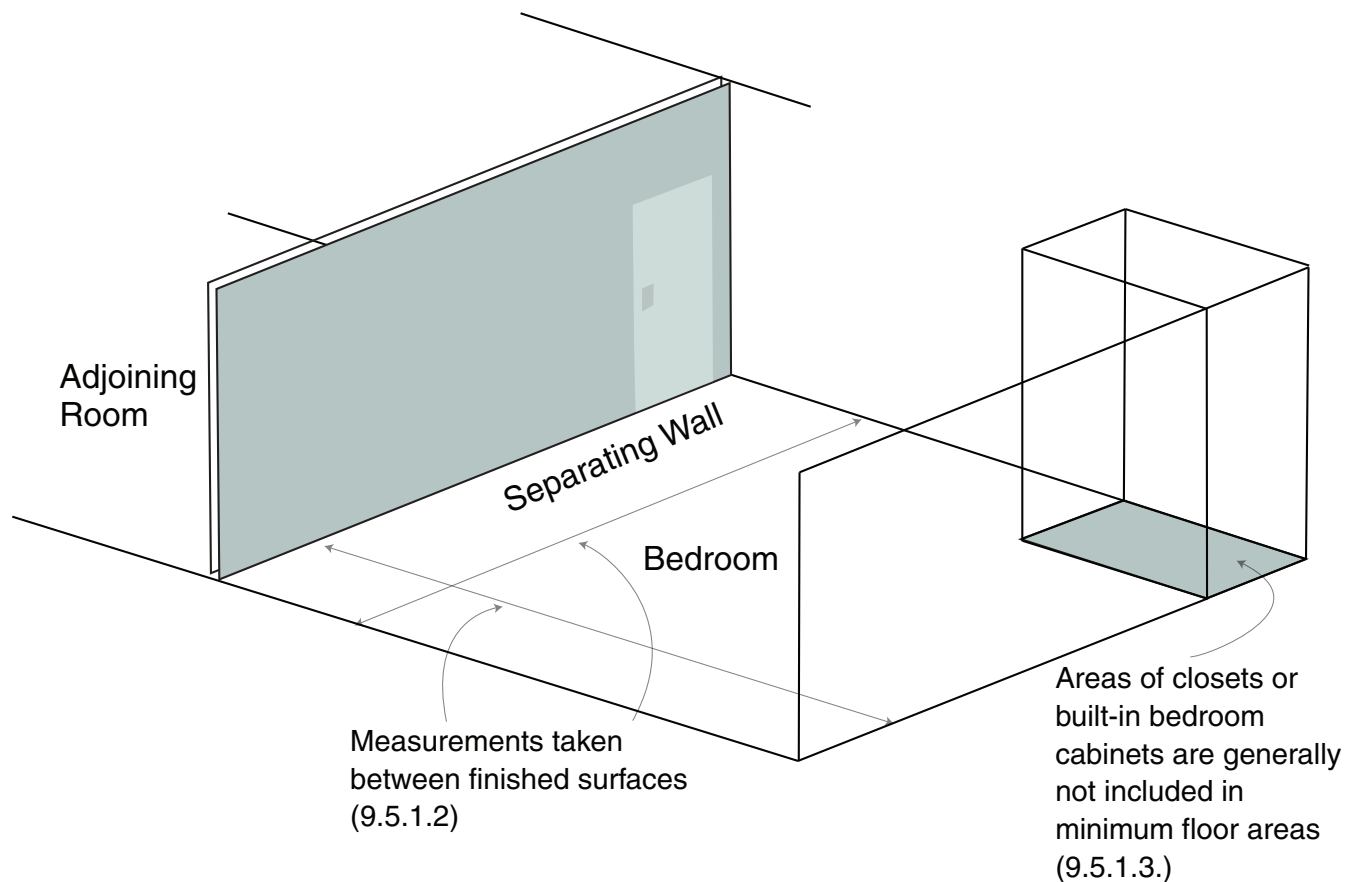
Examples of Second Unit Locations

Room Sizes and Floor Area

The Building Code sets out minimum room sizes in dwelling units, including second units. Room sizes vary depending on whether rooms are separated by walls or the unit is open concept. For example, the minimum area of a dining room separated by walls is 7 m² (75 ft²), while an open concept bachelor unit combining sleeping, living, and dining areas and kitchen space is permitted to be 13.5 m² (145 ft²). Generally, minimum sizes for rooms and spaces includes:

Room/Space:	Minimum Required Floor Area:
Living area	13.5 m ² (145 ft ²)
Dining area	7 m ² (75 ft ²)
Kitchen	4.2 m ² (45.2 ft ²)
Combined living, dining and kitchen areas in a one-bedroom unit	11 m ² (118.4 ft ²)
Master bedroom (without built-in closet)	9.8 m ² (95 ft ²)
Other bedrooms (without built-in closets)	7 m ² (75 ft ²)
Bathroom	Sufficient space for sink, toilet and shower stall or bath
Combined sleeping, living and dining areas and kitchen space	13.5 m ² (145 ft ²)

(Relevant Building Code provisions - Division B, Subsections 9.5.4. to 9.5.9.)



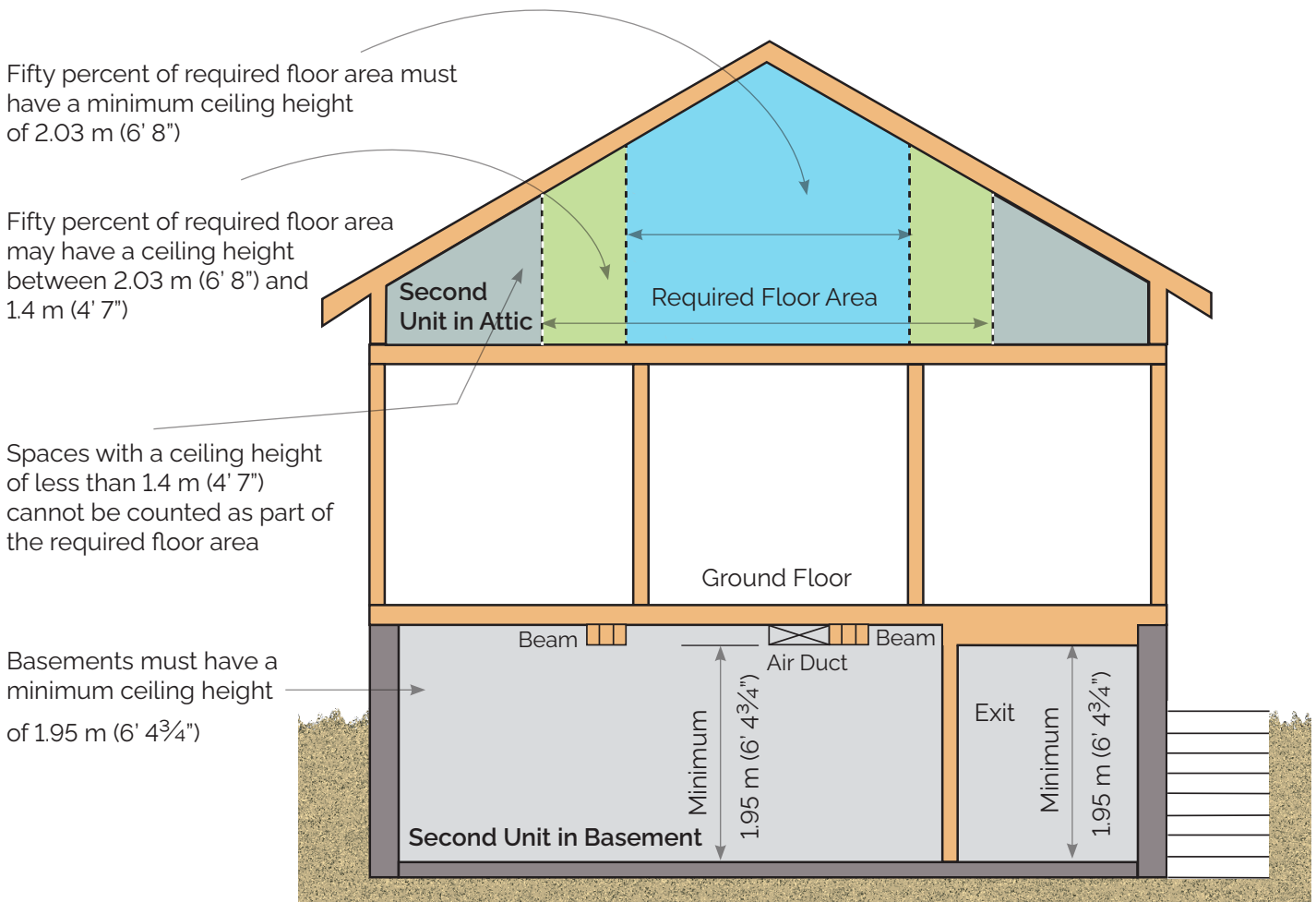
Room Sizes and Floor Areas

Ceiling Heights

You are also required to have minimum ceiling heights in your rooms. Meeting the ceiling height requirements can sometimes be a challenge in an existing house. Choose the location of your second unit carefully. Ceiling height requirements for second units vary in different parts of your house such as in basements and attics.

- A basement second unit is permitted to have a ceiling height of 1.95 m (6' 4¾") over the entire required floor area, including the route inside the unit leading to the exit.
- An attic second unit – which may have sloped ceilings – would meet the Building Code if at least 50% of the required floor area has a ceiling height of 2.03 m (6' 8"), but this does not include areas with low ceilings less than 1.4 m (4' 7") high.

(Relevant Building Code provisions – Division B, Table 11.5.1.1.C., Compliance Alternative 102)



Second Unit Ceiling Height

Windows

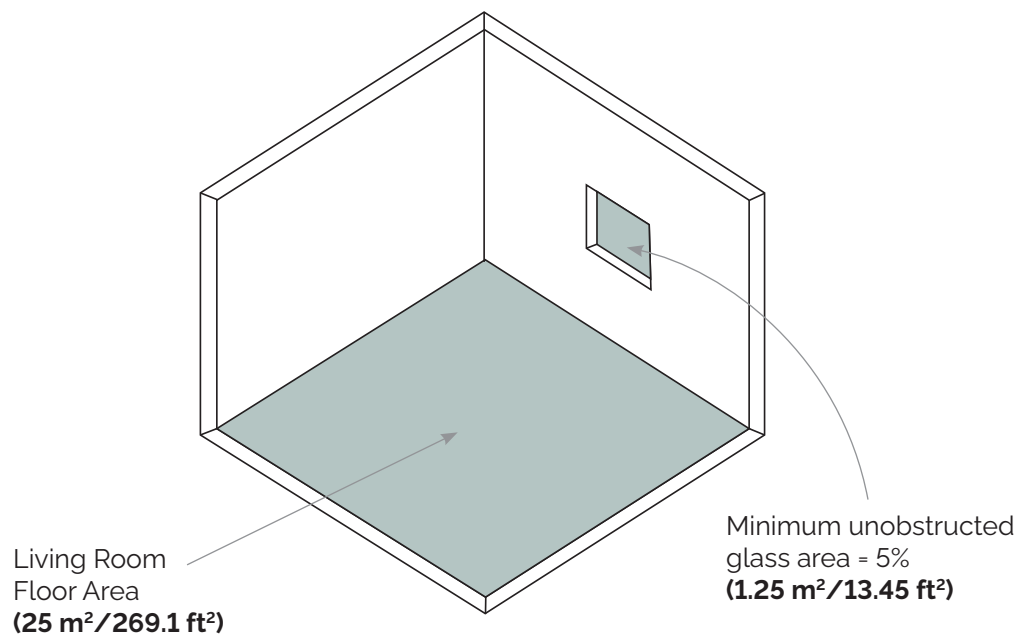
Windows are required in a second unit. The size of windows you need is determined by the size of the unit. Larger units will require more or bigger windows. Window sizes are also based on what type of room they are in. Some windows can also be used as another way to exit a second unit. For more information, please see the section on “Exits” on page 15.

Where the window is not being used as an exit, minimum window sizes are:

Room/Space:	Minimum Required Window Area:
Living and dining rooms	5% of the floor area
Bedrooms	2.5% of the floor area
Laundry room, kitchen, bathroom	Windows not required

(Relevant Building Code provisions – Division B, Article 9.7.2.3. as modified by Table 11.5.1.1.C., Compliance Alternative 107)

For example, if you are planning to have a dining area of 10 m² (108 ft²), the minimum size of the window(s) must be 0.5 m² (5'4"ft²). The diagram below shows another example:



Window Sizes and Floor Areas



Plumbing

Your second unit will have to meet plumbing requirements. At minimum you will need:

- A hot and cold water supply
- A sink, bathtub or shower, toilet, or a drainless composting toilet in the bathroom
- A kitchen sink
- Access to laundry facilities, which may be provided in a shared laundry room or a separate laundry area in the second unit

You will need a qualified plumber to do this work.

(Relevant Building Code provisions – Division B, Articles 9.31.4.1. to 9.31.4.3.)

Second units must also have their own separate water shut-off valves. This allows plumbing work or repairs to be done in one unit without affecting water flow in the other.

(Relevant Building Code provisions – Division B, Sentences 7.6.1.4.(1) and 7.6.1.6.(1))

If your house is in an area that is subject to flooding or sewer backup, you may need to install a backwater valve when you add a second unit. Backwater valves help prevent sewage in municipal drain pipes from entering floor drains and plumbing fixtures in the lower levels of your house.

(Relevant Building Code provisions – Division B, Article 7.4.6.4.)



Septic Systems

Adding a second unit to a house served by a septic system is permitted as long as the septic system has the capacity to handle the increase in sewage.

Check with your building department to make sure your existing septic system is sized properly. If not, you will need to upgrade your septic system so that it can safely treat the extra sewage flow.

(Relevant Building Code provisions – Division B, Sentence 11.4.2.5.(4))

(Note: some municipalities rely on regional health units or conservation authorities to enforce the septic system requirements of the Building Code. Your **local building department will advise** you if that is the case.)

Heating and Ventilation

The Building Code allows a house with a second unit to have a single furnace and common system of air ducts. For fire safety, you will have to install a special type of smoke detector in the main supply or return air ducts. When

activated, this device turns off the fuel supply and electrical power to the furnace causing it to shut down and preventing the spread of smoke from one unit to the other.

Duct-type smoke detectors must meet a specific performance standard known as UL 268A. To ensure you have the right detector and the installation is done properly, you should hire a qualified contractor to do the work.

(Relevant Building Code provisions – Division B, Table 11.5.1.1.C., Compliance Alternative 195)

Ventilation is also required for the bathroom and kitchen of your second unit. This can be provided by a ceiling exhaust fan or a window that opens to outside.

(Relevant Building Code provisions – Division B, Article 9.32.1.2. as modified by Table 11.5.1.1.C., Compliance Alternative 194)

Going Beyond Code:

While the Building Code allows one furnace to heat an entire house including the second unit, you might want to consider installing a second furnace and air ducts when adding a second unit. Sharing one furnace and air ducts between two units may mean cooking smells, recreational smoke and other odours, as well as noise, may transfer from one unit to the other. Having one thermostat controlling the temperature of both units may also become an issue for residents of both units.

Electrical Facilities and Lighting



To ensure adequate lighting in rooms and spaces, the Building Code requires that your second unit must have:

- A light and switch in every room and space of your second unit
- A switch at both the top and bottom of the stairs

(Relevant Building Code provisions – Division B, Articles 9.34.2.2. and 9.34.2.3.)

The Electrical Safety Code, produced by Ontario's Electrical Safety Authority (ESA), has further requirements when adding a second unit.

- You will need to get a separate electrical permit to do the electrical work in your second unit.
- The ESA will inspect the electrical work in your second unit.

It is recommended that you hire a licensed electrical contractor to do the work.

They can also get the electrical permit and arrange inspections for you.

- For further information you can contact ESA directly at 1-877-ESA-SAFE (372-7233) or esasafer.com.

Fire Safety

For fire safety you will need a fire separation between your second unit and the rest of the house. A fire separation acts as a physical barrier to slow the spread of fire from one part of the house to the other. The fire separation must be continuous and include protected openings if necessary (e.g. fire dampers) in order to work properly.

What is a fire separation?

A fire separation can be a floor, wall, door with a self-closing device, or a combination of those things. It can be built using typical building materials such as lumber and drywall. For example, a 30 minute fire separation can be built using 38 mm x 89 mm (2" x 4") wood studs, 13 mm (1/2") thick drywall on both sides, and fibre-type insulation between the studs. Lath and plaster construction typically found in older houses is an example of a 15 minute fire separation.

When adding a second unit, the Building Code requires a 30 minute fire separation between units, and also between units and common areas. If the renovation of your house to add a second unit requires the alteration of an existing floor or ceiling, you are required to make that a 30 minute fire separation (see floor/ceiling diagram). A fire separation can be reduced to 15 minutes if the entire house has interconnected smoke alarms.

(Relevant Building Code provisions – Division B, Table 11.5.1.1.C., Compliance Alternatives 147, 152 and 153)

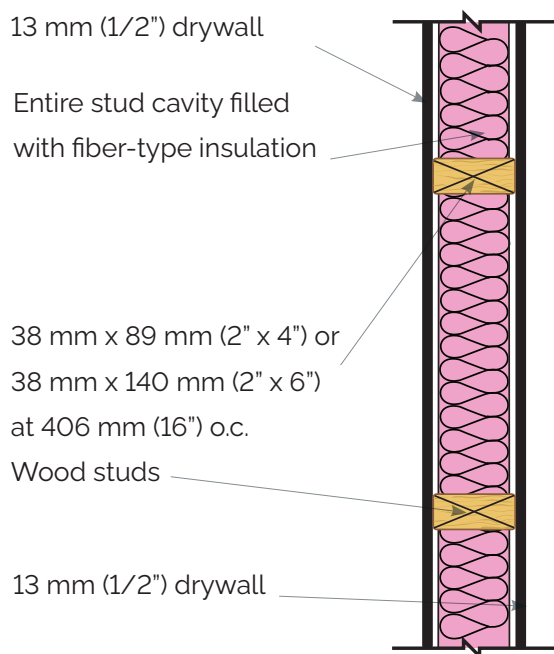


Diagram of wall showing typical 30 minute fire separation

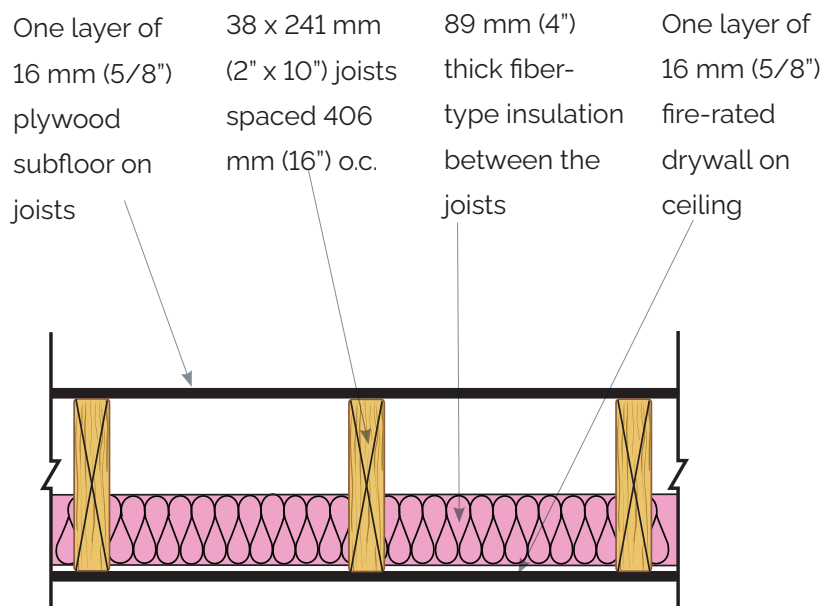


Diagram of typical floor/ceiling that would generally achieve a 30 minute fire separation

Good-to-Know: A wall built to meet the Building Code's fire separation requirements will help to reduce noise between units.

Going Beyond Code:

Noise and vibration travelling between units is a common problem for people that live in multi-unit residential buildings, including houses with second units. It is a good idea to build extra noise protection in the walls, floors and ceilings that divide your second unit from the remainder of the house. There are many different ways to construct a wall so that it has greater noise protection, including additional insulation, extra layers of drywall, etc.



Going Beyond Code:

To enhance the fire safety of your second unit you should consider installing smoke alarms in storage rooms and service areas that are interconnected with the smoke alarms in the second unit. Fires that start in remote areas of a house can often be the most deadly as they can burn for longer periods before being detected.

Smoke Alarms

You will need smoke alarms (sometimes known as smoke detectors) in your second unit that must meet the CAN/ULC S531 performance standard. A label on the alarm will indicate whether it meets this standard. Your smoke alarms must also have a flashing light when they are activated. Smoke alarms are widely available at hardware and home renovation stores.

Proper placement of smoke alarms is important. They must be located:

- On every level of a house
- Outside sleeping areas (which, depending on the layout of a floor, can also count as the smoke alarm for that level)
- In each bedroom in the second unit
- In common areas of the house shared by occupants of both units, such as entrances and laundry rooms

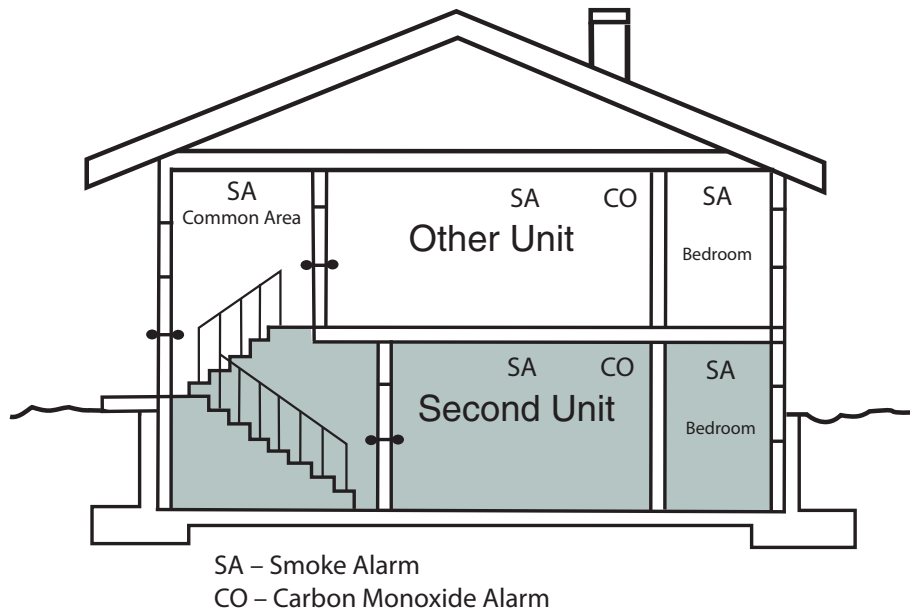
(Relevant Building Code provisions – Division B, Subsection 9.10.19.)

Carbon Monoxide Alarms

In addition to smoke alarms you may also have to install carbon monoxide alarms. They are required if your house has a furnace that uses natural gas, propane or other similar fuels. They are also required if your house has an attached garage. Carbon monoxide alarms can be either electrically powered or battery operated and must be located:

- Near bedrooms and sleeping areas in the second unit
- In the furnace room, if the furnace room is a separate space from the residential units

(Relevant Building Code provisions – Division B, Articles 9.33.4.1. and 9.33.4.2. as modified by Table 11.5.1.1.C., Compliance Alternative 197)



Location of Smoke Alarms and CO Detectors

Exits

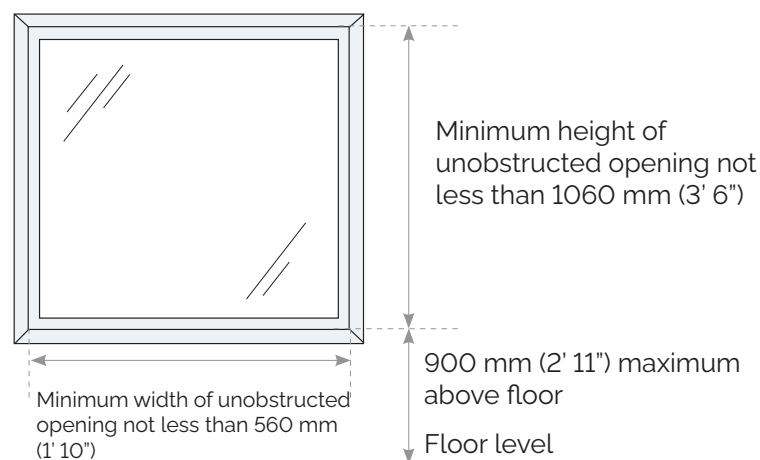
Your second unit needs safe exits. There are different rules for exits depending on where in your house the second unit is located. Providing a separate exit for the second unit is preferable. If that is not possible:

- A common exit for both units in your house is allowed if the exit area has a 30 minute fire separation and contains smoke alarms that are interconnected to both units.

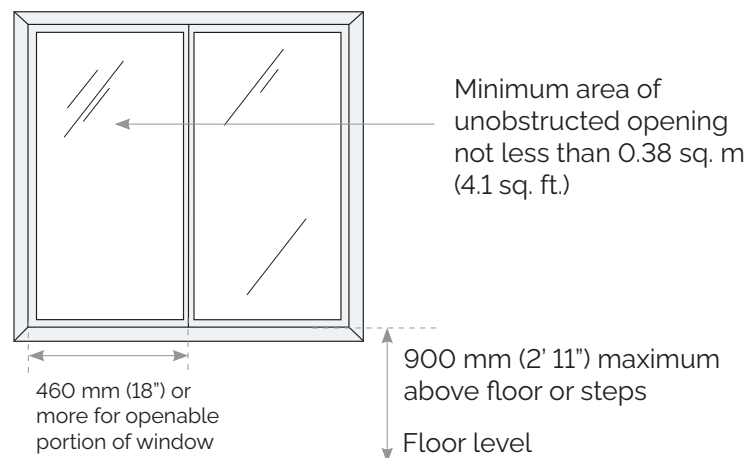


- In cases where the exit from one unit leads through another unit, a second means of escape must be provided by using a window.
- Windows that may be needed in an emergency as a second means of escape must be large enough for a person to get through and be easy to open without the use of tools.
- There are different requirements (shown in the diagrams below) for means of escape windows depending on whether they are located in the basement or upper floors.

(Relevant Building Code provisions – Division B, Table 11.5.1.1.C., Compliance Alternative 136)

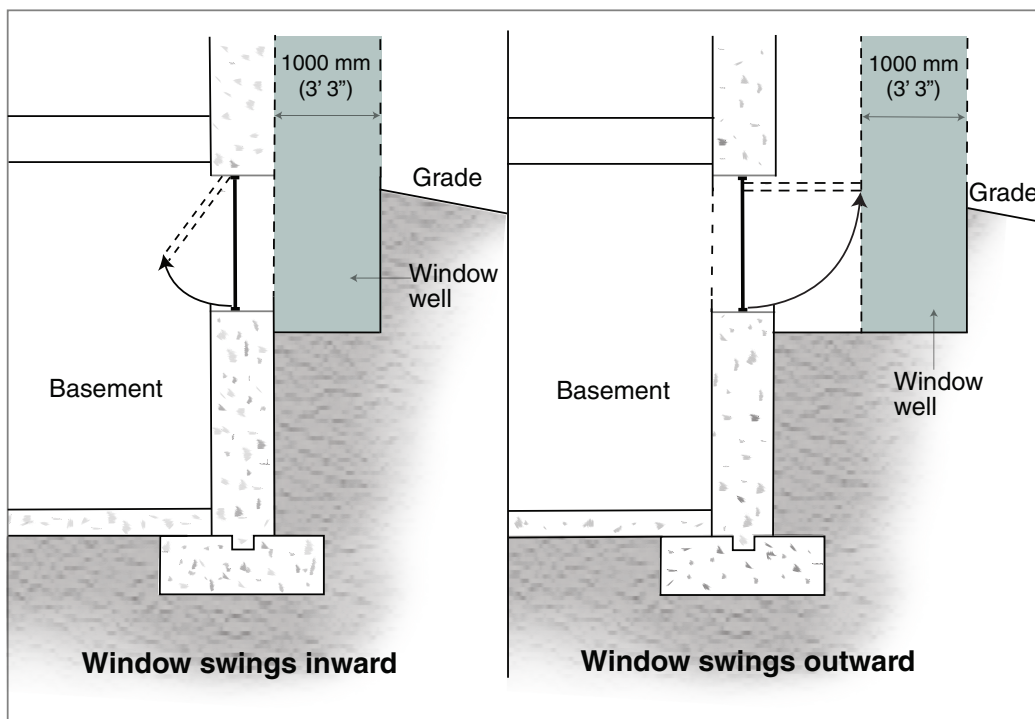


Escape window for upper floors



Note: Sill height no more than 1000 mm (3' 3") above or below adjacent ground level.

Ground floor or basement escape window



Window wells for basement escape windows (sectional view)

Moving Forward with Your Project

Now that you know the basics for adding a second unit to your house, this can help you make an informed decision on whether to proceed.

As mentioned, and for best results, it is highly recommended you contact your local municipality early in your planning and design process, and also hire qualified professionals to help you.

To find your municipality's website, check out: ontario.ca/page/list-ontario-municipalities. There, you can find a contact number for your local building department. You can also **find further information online or at your local building department.**

To read Ontario's Building Code check out: ontario.ca/laws/regulation/120332

You can check the qualifications of a provincially registered Building Code designer at:

quarts.mah.gov.on.ca/BCINSearchWeb/search.html

To find out more about second units, visit:

- The Landlord Self Help Centre website landlordselfhelp.com
- The Canada Mortgage and Housing Corporation – Secondary Suites cmhc-schl.gc.ca/en/developing-and-renovating/accessible-adaptable-housing/secondary-suites

Second Unit Checklist

Here is a checklist summarizing the important things to consider when adding a second unit to your house:

☐ **Municipal Zoning and Other By-Laws**

- ☐ Official Plan Policies
- ☐ Licencing and/or Registration, if applicable
- ☐ Parking, if applicable
- ☐ **Building Permit**
- ☐ **Inspections**

☐ **Building Code Requirements for Second Units**

- ☐ Age of your House
- ☐ Location of Your Second Unit
- ☐ Room Size and Floor Area
- ☐ Ceiling Heights
- ☐ Windows
- ☐ Plumbing
- ☐ Heating and Ventilation
- ☐ Electrical Facilities and Lighting
- ☐ Fire Safety
- ☐ Smoke Alarms
- ☐ Carbon Monoxide (CO) Alarms
- ☐ Exits

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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

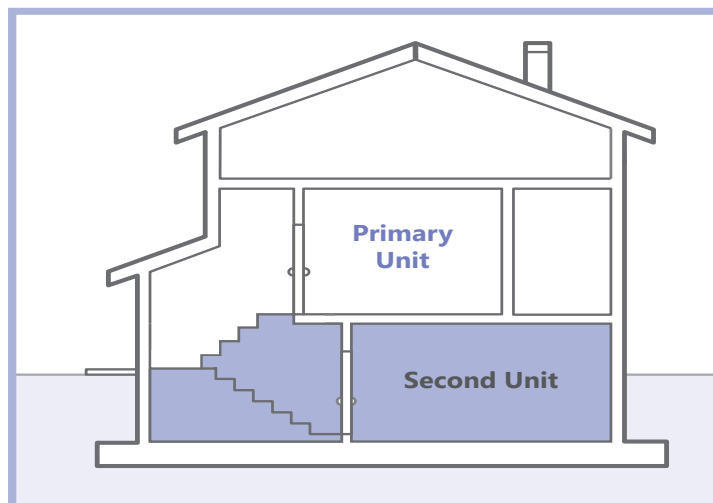
A zoning by-law sets standards for development and must conform to a municipality's official plan. Zoning by-laws must be updated within three years of a new or amended official plan and must also reflect any requirements of the *Planning Act*, be consistent with the PPS and conform to any applicable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

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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.

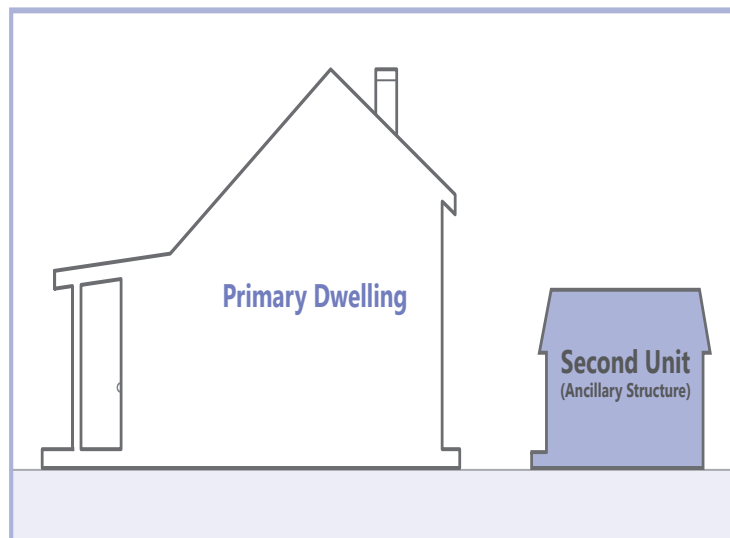
Howick Township OP, 2016

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.

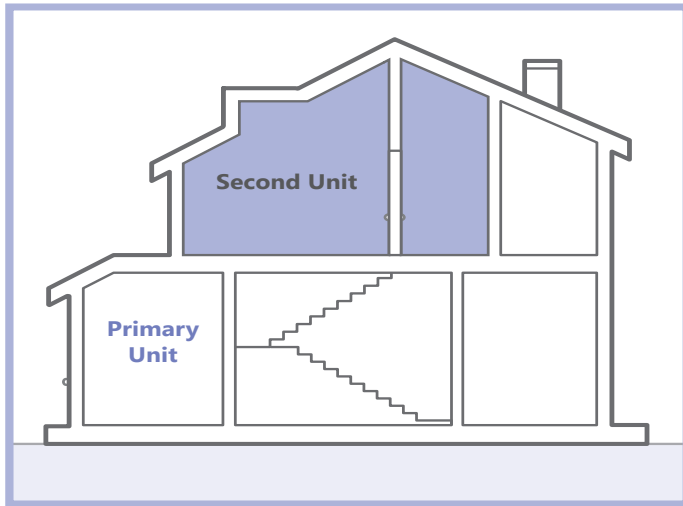


Second unit - Ancillary structure located on property.

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.

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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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NOTICE OF PUBLIC MEETING

Zoning Amendment & Official Plan Amendment

TAKE NOTICE that Council will hold a Public Meeting on Monday February 10, 2020 for the purposes of providing information to the public on proposed amendments to the Official Plan and Zoning By-law relative to Second Units / Accessory Dwelling Units.

Amendments to the Official Plan and the Zoning By-law will permit a second residential unit to be located within an accessory building (i.e. garage) located on the same lot as the primary residential unit. Restrictions will be imposed respecting second unit maximum size. All other requirements related to second units outlined within the Official Plan and Zoning By-law will remain in place and effect (i.e. parking, sewer and water).

The Town of Fort Frances will hold a public meeting to provide interested parties the opportunity to make comments, identify issues, and provide additional information relative to the proposed amendments. Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposal. The public meeting will be held:

Meeting Date: 10 February 2020
Meeting Time: 5:30 p.m. or as soon thereafter as can be accommodated
Meeting Place: Civic Centre, Council Chambers, 320 Portage Avenue, Fort Frances

Individuals making an oral submission at the Public Meeting are requested to submit a written outline to the Town Clerk.

If you wish to be notified of subsequent meetings or the adoption of the proposed Zoning By-law and Official Plan Amendments, or of the refusal of a request to amend the Zoning By-law or Official Plan, you must make a written request to the Municipal Planner's Office, 320 Portage Avenue, Fort Frances, ON P9A 3P9.

Additional information relating to the proposal is available for inspection between 8:30 a.m. and 4:30 p.m. at the Municipal Planner's Office at 807-274-5323 ex. 1216 or by email at cvangel@fortfrances.ca.

Appeals:

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Fort Frances before the by-law is passed the person or public body is not entitled to appeal the decision of the Town of Fort Frances Council to the Local Planning Appeal Tribunal (LPAT).

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Fort Frances before the by-law is passed the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Board, there are reasonable grounds to do so.

Date of Notice: 5 February 2020

Cody Vangel, Municipal Planner
 Town of Fort Frances
 320 Portage Avenue
 Fort Frances, ON P9A 3P9

Date: February 6, 2020

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Brewery Definitions and Zoning –Zoning By-law Amendment

Recent meetings with a nanobrewery entrepreneur, and economic development consultant have sparked much discussion about breweries within the Fort Frances community. Currently our zoning by-law does not define different types or scales of breweries, nor the zones in which they may be permitted. The proposed nanobrewery within the downtown business district is not specifically defined at this time, though given the small (nano) scale and “tasting room” atmosphere our planning consultant believes it fits well within our current General Commercial ‘C2’ Zone.

Throughout various discussions it was made aware that there is further interest from another party regarding a proposed microbrewery of larger scale than noted above.

Extensive research has been conducted through audits of multiple zoning by-laws across the province. Supporting information has also been obtained through conversation with a near-by microbrewery.

The intent of this report is to define different scales of brewery operations and to accompany these with general provisions while allocating them into best fit zones.

This matter was considered at the December 2, 2019 session of the Planning and Development Executive Committee and the December 19, 2019 session of the Committee of Adjustment both with a consensus of recommendation to approve the proposed amendments.

The following documents are attached:

- Schedule A: Proposed Zoning By-law Amendments

Respectfully submitted



Cody Vangel, EIT
Chief Building Official & Municipal Planner

Council Approval of This Report Will: Agree to the recommendation of the Planning and Development Executive Committee and the Committee of Adjustment to approve the proposed Zoning By-Law amendments, and further that same by-law be passed at a future meeting of council.

Schedule A

Proposed Zoning By-law Amendments

Definitions:

Microbrewery

A brewery completely contained within a structure that produces 300,000 litres or more, but less than 1,500,000 litres of beer per year.

Nanobrewery

A brewery completely contained within a structure that produces less than 300,000 litres of beer per year.

General Provisions:

3.38 Breweries

No person shall construct, permit to construct, or operate a brewery of any scale unless it complies with all applicable federal, provincial and municipal law and statutes. Brewery operations may be required to submit a wastewater management plan to the Operations and Facilities Division for approval prior to operation. All brewery operations shall comply with section 3.18 of this by-law regarding obnoxious uses. Brewery operations within the Light Industrial zone may not be municipally restricted on production volume but must comply with all federal and provincial production approvals and licenses.

3.38.1 Microbrewery

Microbreweries sell to the public by one or more of the following methods: the traditional three-tier system (brewer to wholesaler to retailer to consumer); the two-tier system (brewer acting as wholesaler to retailer to consumer); and directly to the consumer through carryout and/or on-site tap-room or restaurant sales. Ancillary tasting of beer shall be permitted.

- a) On-site taproom and restaurant sales shall not be permitted within the Industrial Park.

3.38.2 Nanobrewery

Nanobreweries sell to the public by one or more of the following methods: the traditional three-tier system (brewer to wholesaler to retailer to consumer); the two-tier system (brewer acting as wholesaler to retailer to consumer); and directly to the consumer through carryout and/or on-site tap-room or restaurant sales. Ancillary tasting of beer shall be permitted.

Schedule A

Proposed Zoning By-law Amendments

4.9 GENERAL COMMERCIAL (C2) ZONE

No person shall within a General Commercial (C2) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

4.9.1 Permitted Uses

- a) accessory dwelling units on a floor above the first storey or on the first floor behind the commercial use
- b) assembly hall
- c) bank or financial institution
- d) clinic
- e) community health and resource centre
- f) crisis centre
- g) day nursery
- h) funeral home
- i) gas bar
- j) hotel
- k) laundromat
- l) motel
- m) offices
- n) parking lot
- o) personal services establishment
- p) post office
- q) private club
- r) recreation or fitness establishment
- s) restaurant
- t) retail store
- u) tavern
- v) taxi or bus depot
- w) work/service shop
- x) microbrewery
- y) nanobrewery

Schedule A

Proposed Zoning By-law Amendments

4.10 ENTERPRISE (E) ZONE

No person shall within the Enterprise (E) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

4.10.1 Permitted Uses

- a) bank or financial institution
- b) building supply and lumber outlet
- c) car wash
- d) clinic
- e) commercial greenhouse/nursery including retail
- f) convenience store
- g) equipment sales/rental establishment
- h) gas bar
- i) hotel
- j) laboratory
- k) laundromat
- l) motel
- m) motor vehicle service station
- n) motor vehicle parts and accessory sales
- o) motor vehicle sales or rental
- p) office
- q) personal services establishment
- r) recreation or fitness establishment
- s) recreational vehicle sales and service operation
- t) research and development establishment
- u) restaurant
- v) retail store (minimum floor area of 500 m²)
- w) tavern
- x) self-storage facility
- y) work/service shop
- z) veterinary hospital
- aa) uses that legally existed as of the date of passing of this By-law
- bb) microbrewery
- cc) nanobrewery

Schedule A

Proposed Zoning By-law Amendments

4.12 LIGHT INDUSTRIAL (M1) ZONE

No person shall within a Light Industrial (M1) Zone, use any land or erect, alter or use any building or structure except in accordance with the following:

4.12.1 Permitted Uses

- a) animal shelter or veterinary hospital
- b) building supply and lumber outlet
- c) bulk fuel depot
- d) contractors yards
- e) heavy or light equipment sales and services
- f) manufacturing or processing within an enclosed building
- g) motor vehicle repair garage
- h) motor vehicle body shop
- i) outside storage
- j) public works yard
- k) recycling depot
- l) retail sales accessory to a permitted use not exceeding 35% of the total floor area
- m) self-storage facility
- n) telecommunications tower
- o) transmission towers and hydro-electric substations
- p) transportation depot and rail line uses
- q) warehouse
- r) wholesale sales
- s) work/service shop
- t) microbrewery



NOTICE OF PUBLIC MEETING

Zoning Amendment

TAKE NOTICE that Council will hold a Public Meeting on Monday February 10, 2020 for the purposes of providing information to the public on proposed amendments to the Zoning By-law relative to Brewery Definitions and General Provisions.

Amendments to the Zoning By-law will define and permit varied scale of brewery operations within multiple zones in the Town of Fort Frances.

The Town of Fort Frances will hold a public meeting to provide interested parties the opportunity to make comments, identify issues, and provide additional information relative to the proposed amendments. Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposal. The public meeting will be held:

Meeting Date: 10 February 2020
Meeting Time: 5:30 p.m. or as soon thereafter as can be accommodated
Meeting Place: Civic Centre, Council Chambers, 320 Portage Avenue, Fort Frances

Individuals making an oral submission at the Public Meeting are requested to submit a written outline to the Town Clerk.

If you wish to be notified of subsequent meetings or the adoption of the proposed Zoning By-law Amendments, or of the refusal of a request to amend the Zoning By-law, you must make a written request to the Municipal Planner's Office, 320 Portage Avenue, Fort Frances, ON P9A 3P9.

Additional information relating to the proposal is available for inspection between 8:30 a.m. and 4:30 p.m. at the Municipal Planner's Office at 807-274-5323 ex. 1216 or by email at cvangel@fortfrances.ca.

Appeals:

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Fort Frances before the by-law is passed the person or public body is not entitled to appeal the decision of the Town of Fort Frances Council to the Local Planning Appeal Tribunal (LPAT).

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of Fort Frances before the by-law is passed the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Board, there are reasonable grounds to do so.

Date of Notice: 5 February 2020

Cody Vangel, Municipal Planner
 Town of Fort Frances
 320 Portage Avenue
 Fort Frances, ON P9A 3P9

Land Use and Economic Development Feasibility Study

For The Re-Development of The Shevlin Wood Yard and The Gateway to The Market Square

February 10, 2020



FORTFRANCES
BOUNDLESS

Project Summary

- ▶ HTFC Planning and Design has been retained to conduct the land use and economic development study for the two properties
- ▶ HTFC will analyze best practice land use planning, interpret market trends, facilitate meetings with the public and key stakeholders, etc. to determine what mix of development will work to grow Fort Frances, create jobs, and generate assessment.
- ▶ Project schedule is anticipated to run from January to July 2020
- ▶ Coordination of the project will be conducted through teleconference, general correspondence, and of course the public meetings.
- ▶ HTFC will develop a handful of scenarios, which the final will be adopted by mayor and council

HTFC Planning and Design

- ▶ Largest independent planning and landscape architecture firm in Central Canada
- ▶ Partnership with local Saulteaux Consulting and Engineering for this project
- ▶ Local experience on projects within Fort Frances:
 - ▶ Reinventing Fort Frances - Gateway to Canada Plan (2003)
 - ▶ Fort Frances Heritage Tourism Implementation (2006)
 - ▶ Fort Frances Active Transportation Plan (2006)
 - ▶ Market Study Square (2010)
 - ▶ Main Street to Market Square (2014)
 - ▶ Active Transportation Planning (2011)
- ▶ Multitude of regional, provincial, national and international work

Public & Stakeholder Workshops

- ▶ The first meeting is anticipated to be held February 13, 2020. Venue to be confirmed at time of presentation. Range of attendees to be determined.
 - ▶ This meeting will be important for gathering initial ideas, data, and vision.
 - ▶ HTFC envisions interactive round table discussion
 - ▶ Present analytical findings
 - ▶ Identify development issues and opportunities for each site
 - ▶ HTFC intends to set development goals, values and indicators
- ▶ HTFC project schedule outlines three public meetings, that may be subject to change.
 - ▶ Mid February
 - ▶ End of March or early April
 - ▶ Mid June

Process

- ▶ HTFC is proposing a four-stage work plan
 - ▶ 1. Understand existing conditions and set common goals
 - ▶ 2. Explore Ideas
 - ▶ 3. Develop Preferred Plans and a Robust Business Case to Support It
 - ▶ 4. Build Support For The Preferred Plans and Adopt It
- ▶ Integrate community, stakeholder, committee and administration interests

Perspective

- ▶ Ideal development will be interactive for the community, create job and community growth, generate assessment and influence tourism.
- ▶ Uncertain fate with existing Mill yard
 - ▶ 2019 Residential Total Tax Rate = 1.843625%
 - ▶ 2019 Large Industrial Total Tax Rate = 12.994878%
 - ▶ \$1.00 of assessment for Large Industrial is approximately equal to \$7.05 of assessment for residential
- ▶ HTFC will takes us outside of our comfort zone to provide vision for the future



**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation



January 6, 2020

The Corporation of the Town of Fort Frances
Mayor Caul & Council
320 Portage Ave.
Fort Frances, Ontario, P9A 3P9

Dear Mayor Caul & Council:

Rainy River Future Development Corporation (RRFDC) is seeking the financial support of all our area municipalities. These municipal per capita contributions, for projects assisting the District, help us to leverage both provincial and federal funds.

This year, the RRFDC is working on its economic diversification project, which continues to focus the regional economy. The RRFDC recently completed its Tile #4 project, with Tile #5 underway, and Tile #6 set to go for this coming fall. The RRFDC is continuing to work towards improved broadband service in the District with one new project, with Bell Canada, at the NOHFC and another, with Tbaytel, in development. Our 2018/2019 annual report (enclosed in mailed package) provides additional information on these and other activities.

We are requesting your participation in our Corporation by way of a municipal \$7.00 per capita contribution. The amount requested for the 2020-2021 year, based on your municipal population of **7955** as stated in the *2019 Association of Municipalities, Clerks & Treasurers (AMCTO) Directory* is \$55,685.00.

As always, we are available to meet with your Council to discuss our projects and determine what other support we can offer your community.

Sincerely,

Gord Armstrong
Chair



Mayor Caul
Members of Municipal Council
Corporation of the Town of Fort Frances, Ontario



January 20, 2020

Dear Members of Council,

We request that Council upgrade the Town's transportation system and put in place a Public Town Bus. (Preferably Electric - or Bio- Deisel as they actually run cleaner than petrochemical)

Reasons ;

We have an aging population and many no longer have drivers licence's - nor a car

Cost of taxi fares - is far too expensive for those on limited fixed income .

For several Seniors - it is much safer taking a bus - rather than driving their own automobile - or walking - especially when there is lots of ice - wind and snow .

Bus use over high traffic use is less poisonous to the environment and aids in reducing Global Warming problems

A bus service is needed for those who do not drive - to attend medical appointments - go shopping - paying bills - picking up medications - going out to lunch - visiting family and friends - attending the Senior Center - Legion Meals - point park in the summer etc...

We believe Local and District busing is a right - and by way of this letter we are asking our Member of Parliament to assist us in having a District Bus Service so there can be safe transportation from Fort Frances to Rainy River - to Kenora - to Thunder Bay return that would meet the needs of those who must travel for medical reasons - family visits - travel reasons etc.. We discussed this matter with Mr Rickford our MPP and ask Council to support both of these initiatives by putting a Town Bus in place in Fort France - and a call out from Council requesting the Provincial Government support and finance a District Bus ..

Towns and cities - the Provincial - and Federal Governments spend millions of dollars on building - fixing - repairing roads out of citizen tax dollars - but they have no way of measuring the degree that these expenditures serve Non Drivers - the only alternative - is to then put Public Busing in place .

Each person should have a reasonable right to transportation - like a bus - which should be affordable in fare rates - yet subsidized - by tax dollars - so it will not - ought not be a profit making system .

Taxi fares are to high . This is a basic and fundamental issue - and an important economical developement issue as well .

We want Council to address this area of transportation asap and get a Fort Frances Public Bus in Place .

We also want Council to request - and pursue a District Bus with our Local MPP Greg Rickford ..

Attached is a copy of the type of bus used by Arrowhead Transit in International Fall's Mn and how it operates - including the fare amount .

Thank You for your consideration of this matter - and a written response from Council is Greatly appreciated ..

Yours Truly

R. J. Holmes Fort Frances.
 Journal Beadle Fort Frances
 Victor Taylor Fort Frances Lydia Shaw Fort Frances
 Ralph Benjamin Fort Frances Joyce Shokan
 Betty Robinson
 Bill & Ruby Costello - FORT FRANCES Louise Erb
 Mervin Kallstrom
 Jean Bedard Fort Frances
 Laura Bedard Fort Frances
 Dana Lequin Fort Frances
 Helen Bamman Fort Frances
 Nancy Done F. F.
 Jeannette Sagnon Fort Frances
 Morrat Parsons " "
 Margaret Burt " "
 Pamela Makarchuk " "
 C. Randall Smith " "
 RUTH CALDWELL #F " "

Cecile Hebert
 Wynne Hebert
 Eileen Hruschuk
 Betty Plouffe
 Donna M. Hebert
 Sue Cameron
 John Katik
 DONNA HANDBERG
 Bill New Rink
 Ed Laroche
 D. Laroche
 Mary Benjamin

Douglas Medhurst K.F.

Robert N. Green F.F.

Vic Alberts

Warren Mitchell

penelope

Ken Noble

T.T.

Open

C.C. Letter for the Editor of Fort Frances Times M.P.

CH NGIS

**WHETHER YOU'RE YOUNG
OR OLD, RICH OR POOR,
DISABLED OR NOT DISABLED,**

ANYONE CAN RIDE THE ARROWHEAD TRANSIT BUS

**HOW DO YOU RIDE
THE FALLS DIAL-A-RIDE?
CALL 800-862-0175, OPTION 5**

TELL THE DISPATCHER:

1. Where you want to be picked up
2. Where you need to go
3. When you need to get there.

The dispatcher will tell you what time to expect the bus to arrive.

Please be watching for the bus and be ready to board when the bus arrives.

Hours of operation: M-F 7am - 7pm • Sat 9am - 3pm
\$1.50/ride Children under 6 ride free, under 13 half price with a paying adult.



Dear Mayor and Council,

RE: Bill 156, *Security from Trespass and Protecting Food Safety Act*

The Rainy River Federation of Agriculture represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in the Rainy River District and the Ontario Federation of Agriculture, the Rainy River Federation of Agriculture is committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops.

On December 2nd, 2019, the provincial government introduced Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introducing contaminants into the food supply.

The RRFA appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, and introducing more significant consequences for illegal trespassing activities.

The Rainy River Federation of Agriculture is calling on all municipal councils in the province to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (*attached*) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

If you have already indicated to Minister Hardeman your support for Bill 156, we thank you for your initiative!

Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.

Sincerely,

Lisa Teeple,

President
Rainy River Federation of Agriculture

February 4, 2020

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario farmers, property & food systems should be the highest priority.

Sincerely,

From: Sheri De Gagné <biddesoncreek@gmail.com>
Sent: Wednesday, February 5, 2020 4:11 PM
To: Town <town@fortfrances.ca>
Cc: Andrew Hallikas <ahallikas@fortfrances.ca>; Travis Rob <trob@fortfrances.ca>
Subject: Complaint regarding pedestrian safety on Colonization Rd W

05 February 2020

The Town of Fort Frances is a designated Safe Community. The four areas of priority for our Safe Communities Rainy River District are: 1. Falls for all age demographics 2. Work & leisure injuries 3. Mental Health including substance abuse & self-harm 4. Transport Injuries involving any injuries that occur during any type of transportation.

We are writing with concern regarding #1 & #4.

Ourselves & others living on the 1200 block of Colonization Road West have for years expressed concern &/or taken action regarding pedestrian safety on this stretch of Highway 602 during winter months. As you are aware there is no sidewalk west of Biddeson Avenue on Colonization Rd. Many vehicle drivers ("pulp" trucks, school buses, & other vehicles including snow machines) have tendency to 'cut' the corners when driving. Many drivers travel at unsafe speeds. Drivers on this road are no different except that the 1200 block section has an almost 90° curve at each end, and another curve in the middle section. As the snow accumulates on the road, and when the snow plow operator 'cuts the corners' the road becomes considerably narrower. We & some neighbours, to increase pedestrian safety, remove snow from the actual roadway with each snowfall, before and after the snowplow operator makes a pass. As we age this becomes increasingly more difficult. For example, Herb Snow at 1203 Colonization Rd W for many years, until his health prevented him, would create a well used walkway in the snow along his property fence line to increase pedestrians' safety.

Due to high snowbanks, and the two almost 90° curves, visibility for both drivers & pedestrians is very limited. People, including children & seniors, have no option to get off the vehicle travelled portion of the road which may lead to injury &/or death. Most pedestrians, to increase their personal safety, are walking with their backs to traffic on the wrong side of the road when near the two curves.

Our recommendations are that as the Town of Fort Frances wants to remain a Safe Community for all people, and Colonization Road West is already a priority road for snow plowing

1. The 1200 block of Colonization Road West from the McIrvine Rink to Riverview Cemetery be designated to have snow cleared from curb to curb
2. When snow banks at critical areas, such as the two almost 90° curves, are higher than 0.6m, the snow be pushed away even further from the curb onto the boulevard or hauled away.
3. Our concern be investigated by the Operations and Facilities executive committee

Thank you for your consideration to keep pedestrian safety as a priority.

Michael & Sheri De Gagné
 1233 Colonization Road West
 Fort Frances

TOWN OF FORT FRANCES

BY-LAW NO. xx/20

(Being a by-law to authorize a Data Sharing Agreement for purposes of utilization of the Town’s geospatial data with HTFC Inc.)

WHEREAS on January 27, 2020, Council approved a report from T. Rob, Manager of Operations & Facilities as recommended by the Operations and Facilities Executive Committee to approve a Geospatial Data Share agreement with the HTFC Inc. to allow for usage of the Town’s geospatial data.

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** as follows:

- 1. That the license agreement with HTFC Inc., in the form of Schedule “A” attached to this by-law be approved for the Mayor or Clerk to sign and affix the Corporate Seal thereto.

This By-Law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 10th day of February 2020.

J. Caul, Mayor

E. Slomke, Clerk

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 9th day of January 2020
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(“The Town of Fort Frances”)

- and -
HTFC Inc.

 (“Licensee”)

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances’ digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.

2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

3. **Licensed data:** All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. **Maintenance:** The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. **Reserved Rights:** The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. **Copyright:** Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. **Warranty:** The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. **Data Delivery:** Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. **Fees:** The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____
 I have the authorization to bind the Corporation
 Position/Title: _____
 Name (Print): _____
 Date: _____

By (Signature): _____
 I have the authorization to bind the Corporation
 Position/Title: _____
 Name (Print): _____
 Date: _____

*****Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.***

LICENSEE **Glen Manning**

By (Signature): _____
 I have the authorization to bind the Corporation
 Position/Title: Principal
 Name (Print): Glen Manning
 Date: January 9, 2020

Digitally signed by Glen Manning
 DN: cn=Glen Manning, o=HTFC
 Planning & Design, ou,
 email=gmanning@htfc.mb.ca,
 c=CA
 Date: 2020.01.09 13:55:39 -06'00'

By (Signature): _____
 I have the authorization to bind the Corporation
 Position/Title: _____
 Name (Print): _____
 Date: _____

DATA LICENSE INFORMATION:**Data Available:**

Infrastructure (separate layers): Sanitary Sewer manholes and mains; Storm Sewer manholes, catch basins, and mains; Water Distribution System mains, hydrants, and mainline valves; Road centre lines

Base Data: base map (with or without addresses), aerial photography (colour, April 2007 .ecw format only)

Data Requested:

all of the above, addresses not required.

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2020 Fee Schedule:

Hard Copy Maps: 8 ½" X 11" - \$6.10; 11" X 17" - \$12.15; 24" X 36" \$30.40

2007 Digital Aerial Photography: \$1216.55 (.ecw format only)

Shapefiles: \$304.20 per infrastructure shapefile layer
\$304.20 – base map (property lines and address numbers only)

*prices do not include applicable H.S.T.

TOWN OF FORT FRANCES

BY-LAW NO. xx/20

(Being a by-law to authorize the signing of a Memorandum of Settlement)

WHEREAS Council provided verbal direction to the Human Resources Manager with regard to this agreement and further has approved his report dated February 6, 2020;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the memorandum of settlement between the Corporation of the Town of Fort Frances and L. Moffitt be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 10th day of February 2020.

J. Caul, Mayor

E. Slomke, Clerk

From: [AMO Communications](#)
To: [Lisa Slomke](#)
Subject: AMO WatchFile - January 30, 2020
Date: Thursday, January 30, 2020 9:04:40 AM

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AMO WatchFile banner



January 30, 2020

In This Issue

- Meet AMO's 2020 Youth Fellows.
- AMO On Topic podcast from ROMA Conference.
- A Digital Citizen Relationship Management solution for AMO members.
- Learn about the Wuhan novel coronavirus in Ontario.
- Webinar on school bus stop arm cameras.
- Free Asset Management webinar series for staff and elected officials.
- OSUM 67th Conference & Trade Show to be hosted by the County of Brant.
- AMO Conference 2020 Exhibit Hall Early Bird registration ends January 31!
- AMO's Social Media webinar series is back by popular demand!
- Culverts webinar: Municipal Group Buying Program.
- Ground engagement tools webinar: Municipal Group Buying Program.
- Careers with Halton Hills, Toronto, Simcoe County, and Greater Sudbury.

AMO Matters

Under the Youth Engagement Strategy, AMO is launching the first year of its Youth Fellowship Program. AMO welcomes the three municipally and politically engaged youth to work alongside AMO Board and staff.

The latest AMO On Topic Podcast looks back at the successful ROMA 2020 Conference. AMO Executive Director Brian Rosborough hosts, with guest mayors and councillors from across Ontario. Listen now.

Looking to digitally manage your engagement with the public and interactions across municipal departments efficiently? AMO's partner Frequency Foundry has the solution and is pleased to offer the Signal 311 CRM and Citizen Engagement solution to AMO members at a preferred price. Read the brochure for more details.

Provincial Matters

If you are looking for the most up-to-date information about the coronavirus, this government of Ontario site is the place to find it. It explains what the government is doing, general information about the virus, and what you can do to avoid infection and transmission.

The Ministry of Transportation is offering a webinar on January 31 on school bus stop arm camera technology and possible future changes. The webinar will cover potential signage, disclosure and other requirements. Municipal government officials interested in the webinar can [join the Zoom Meeting](#) using Meeting ID: 561 648 745. To avoid any audio issues, call in to 416.212.8014 or long distance at 1.866.500.5845, Conference ID 1962066 at the time of meeting.

Eye on Events

The asset management webinar series will introduce new tools and templates that AMO piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). The second webinar on asset hierarchy and data gap analysis is on February 6. [Click here to register](#).

Scheduled for April 29 through May 1, the 2020 OSUM Conference and Trade Show will be a must attend event. Delegate [registration](#) and [exhibit hall registration](#) is now open.

Are you a municipal supplier or vendor? Do you have a product or service that would benefit the municipal sector? For AMO and municipal industry partners, this Conference is an unparalleled opportunity to make and solidify relationships with the municipal sector. Showcase your products or services at the AMO Conference in Ottawa, from August 16-19, 2020. [Reserve your booth today!](#)

As elected officials living in the spotlight, effective communication is essential! Designed to help you navigate social media effectively, these 1 hour lunch & learn workshops will provide the tactics to promote good news, manage issues professionally, and leverage traditional and social media. [Register now](#) for 1 or all 3 remaining webinars.

LAS

[Register for our webinar](#) on February 12, 2020 @ 10 am to learn about our [Culvert Offering](#). Meet Armtec, founded in Guelph in 1908, and hear what they can offer under our [Municipal Group Buying Program](#). From corrugated pipe, guard rails, bridge plates and more, there's something for every Public Works department!

[Register for our webinar](#) on February 26, 2020 to hear from Waterloo-based Valley Blades – the proud supplier of [ground engagement tools](#) under our Municipal Group Buying Program. Explore this offering and hear about the exciting technology behind their products: from grader/snow-plow blades, teeth, to other ground tools.

Careers

[Asset Management Analyst - Town of Halton Hills](#). Reports to: Senior Manager, Climate Change & Asset Management. Please submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 7, 2020, quoting Posting No. 202010 on your cover letter. Please apply using only one method of application as follows. Email: humanresources@haltonhills.ca (preferred). Mail: Attn: Human Resources, Town of Halton Hills, 1 Halton Hills Drive, Halton Hills, ON L7G 5G2. Posting No. 202010.

Manager, Circular Economy & Innovation - City of Toronto. As Manager, you will provide strategic direction, guidance, management and oversight for the Division's Circular Economy and & Innovation Unit. For more information on these and other opportunities with the City of Toronto, visit us online. To apply online, submit your resume, quoting Job ID 4544(X), by February 7, 2020.

Engineering Technician II - County of Simcoe. Employment Status: Permanent Full-Time. Reference Code: 668. Location: Midhurst. Closing Date: February 12, 2020. View the job description and submit your application online at County of Simcoe Jobs.

Director, Infrastructure Capital Planning - City of Greater Sudbury. Reports to: General Manager, Growth & Infrastructure. For more information, please visit Greater Sudbury Current Opportunities. Candidates may email, fax or mail their resume to: Human Resources & Organizational Development Division, c/o The City of Greater Sudbury, P.O. Box 5000, Station "A", 200 Brady Street, Sudbury, Ontario P3A 5P3. Fax: 705.673.3094. Email: hrjobs@greatersudbury.ca. Please indicate competition number EX20-056 on your application. Resumes may be submitted in confidence by 4:30 p.m., February 20, 2020.

Director, Linear Infrastructure Services - City of Greater Sudbury. Reports to: General Manager, Growth & Infrastructure. For more information, please visit Greater Sudbury Current Opportunities. Candidates may email, fax or mail their resume to: Human Resources & Organizational Development Division, c/o The City of Greater Sudbury, P.O. Box 5000, Station "A", 200 Brady Street, Sudbury, Ontario P3A 5P3. Fax: 705.673.3094. Email: hrjobs@greatersudbury.ca. Please indicate competition number EX20-058 on your application. Resumes may be submitted in confidence by 4:30 p.m., February 20, 2020.

About AMO

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AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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From: [AMO Communications](#)
To: [Lisa Slomke](#)
Subject: January 31st AMO Board Highlights
Date: Friday, January 31, 2020 4:01:28 PM

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AMO Policy Update



January 31, 2020

January 31st AMO Board Highlights

AMO President Jamie McGarvey created a [video overview](#) of today's AMO Board meeting.

AMO Youth Fellows

AMO is pleased to announce the three successful candidates of the inaugural Youth Fellows Program. Raghad Al-Areibi of the City of London, Graham Taylor of Chatsworth, Ontario and Emilie Leneveu of Belleville will be with AMO through to its Annual Conference and Annual General Meeting in August. The Youth Fellows Program was launched under AMO's Youth Engagement Strategy that is committed to engaging youth and inspiring participation in Ontario's vibrant and important municipal sector.

Contact:

Petra Wolfbeiss, Director, Membership Centre,
pwolfbeiss@amo.on.ca, 416-971-9856 ext. 404.

Public Health and EMS Modernization

The Board approved a response to the Public Health and the Emergency Health Services modernization consultations. AMO will bring forward practical solutions that work best for municipal residents and municipal governments to preserve what works well and fix what needs fixing. Underpinning the public health response will be a business case that investments in public health make sense for a multitude of population health and public policy reasons and that a separate discussion on funding is needed. AMO holds that one size will not fit all and will propose alternatives to the government's re-structuring proposal outlined in the 2019 Budget.

The EMS response will be a call to first address all long-standing municipal asks before any discussion about structure. These asks include: accelerating dispatch improvements, reducing offload delays, addressing non-urgent inter-facility health transfers, expanding community paramedicine with full 100% provincial funding and fix

the funding model. The full written response will be shared with AMO members by mid-February.

Contact:

Michael Jacek, Senior Advisor, mjacek@amo.on.ca, 416-971-9856 ext. 329.

Human Sex Trafficking

The Region of Peel, lead by Regional Councillor Johanna Downey, provided a powerful presentation on their strategy to address human sex trafficking. Their regional strategy includes a framework to achieve outcomes under three pillars - prevention, intervention and exits/ housing, with a three-year pilot project to support the implementation their strategy. The board discussed the need for better provincial-municipal and non-government coordination, resources for intervention in areas of municipal responsibilities (e.g. emergency + transitional housing), and public education and awareness.

AMO's Pre-Budget Submission

On January 24th AMO's Executive Director Brian Rosborough presented the Association's pre-budget submission to the Ontario Legislature's Standing Committee on Finance and Economic Affairs. The submission demonstrates that investing in municipalities is a good investment in the provincial economy. The [pre-budget submission](#) is available on the AMO website for your information and distribution. Members are encouraged to reinforce its themes in budget related discussions and submissions to provincial officials.

Contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

LAS Board Appointments

The LAS Board of Directors has two new appointees. Aina DeViet, Mayor, Middlesex Centre for a two-year term and Lealand Sibbick, Treasurer, Simcoe County, for a three-year term effective January 1, 2020.

Contact:

Judy Dezell, Director AMO Enterprise Centre Business Partnerships, LAS & ONE, jdezell@amo.on.ca, 416-971-9856 ext. 306.

Patient Care Models Consultation

The Board approved the proposed approach and key messages to respond to the Ministry of Health's Patient Care Models Standards Consultation. As this initiative is a key plank in the province's priority to reduce hallway medicine, AMO is looking for enhanced provincial support to the municipal paramedic services that have applied to implement the 1-year Phase 1 pilots. As the new standards are applied to municipal

paramedic services, AMO will continue to insist that the province provides municipal governments and their employees with indemnification from liability and address continuing funding issues.

Contact:

Monika Turner, Director of Policy, mturner@amo.on.ca, 416-971-9856 ext. 318.

Flood Advisor's response

The Board considered the recommendations of the Flood Advisors report in terms of timelines, costs and whether recommendations are intended to avoid flood damage or respond to floods. AMO supports avoiding allowing development in flood prone areas as appropriate rather than engineering mitigation and requiring low impact development, promoting green infrastructure and increasing wetlands, although this will be a major shift in approach. AMO will also call for increased real time data and monitoring, dedicated federal-provincial flooding infrastructure funding to allow the most affected communities to take action to protect their residents and clearer resources on how Ontario's flood management regime works.

Contact:

Cathie Brown, Senior Advisor, cathiebrown@amo.on.ca, 416-971-9856 ext. 342.

Craig Reid, Senior Advisor, creid@amo.on.ca, 416-971-9856 ext. 334.

Climate Change Work update

AMO staff provided an update on upcoming climate change work. AMO's 2020 Strategic Objectives includes the theme of "positioning municipal interests on the urgency of climate change." Recent events have increased the need for climate adaptation and greenhouse gas reduction actions. Municipal governments offer some of the best solutions to challenges to climate change through local services and facilities that can reduce emissions, protect residents and enable continued economic activity. The Board was briefed on AMO's "stock taking" exercise of work to date that members + AMO have been doing, as well as ideas for new work such as a proposal of a few short discussion papers that focus on municipal government needs and solutions. Staff are developing these ideas for future Board direction and then to share with members later in 2020.

Contact:

Craig Reid, Senior Advisor, creid@amo.on.ca, 416-971-9856 ext. 334.

Streamlining the Municipal Development Review Process BMP

To help shorten development application review timelines, AMO has released a [best practices guide](#). This document has ideas on how to improve the processes and timelines by providing tools and municipal case studies. To share your municipality's planning best practices, submit to the AMO [website](#).

Contact:

Cathie Brown, Senior Advisor cathiebrown@amo.on.ca, 416-971-9856 ext. 342.

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From: [AMO Communications](#)
To: [Lisa Slomke](#)
Subject: AMO-Frequency Foundry Digital CRM Pilot - Call for Submissions REMINDER
Date: Monday, February 3, 2020 5:01:21 PM

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February 3, 2020

AMO-Frequency Foundry Digital CRM Pilot for Small Municipalities – Call for Submissions REMINDER

Dear Members,

Last year, after a competitive procurement process, AMO announced a partnership with Frequency Foundry, a digital citizen relationship management (CRM) provider to offer members the benefits of online 3-1-1 technology. In the RFP, AMO required that the successful partner offer a pilot program to ensure that the technology can be scalable to municipalities of all sizes in Ontario. In particular, that a digital CRM can be implemented for small, rural, northern, and/or remote municipalities.

CRM software allows municipalities to manage internal and external relationships and the data associated with those interactions. Through CRM technology, your residents can submit 3-1-1 requests, track their case submission from start to completion, and access other features so that they know their municipality is serving their needs. CRM technology can also be used to enhance and improve internal administration and operations across all municipal departments potentially aiding municipalities in finding efficiencies and cost savings.

AMO and Frequency Foundry want to pilot the Dynamics 365 Signal 3-1-1 solution with two, small municipalities. One pilot will have a population under 10,000. The other will have a population of 10,000 to 25,000. Pilots will be able to test Frequency Foundry's Signal 3-1-1 solution for three months.

Interested municipalities should answer the following questions in their submissions:

1. Name of Municipality
2. What is the population of your municipality? (based on most recent Census)
3. What is the state of readiness of your municipality? Is your municipality prepared

to implement a digital CRM solution? Please provide documentation. For example, proof of council support (i.e. resolution), letter from CAO stating municipality's readiness, etc.

4. Implementation costs will be covered by Frequency Foundry but user licenses (seats) will require the successful pilot to cover those costs. A small municipality should be able to operate the solution for approximately \$2,000 per month with a minimum of five users. The Ministry of Municipal Affairs and Housing modernization funding from last spring could potentially be used towards this pilot. Does your municipality have budget dollars for 2020 allocated towards an initiative such as operating a CRM?
5. Promoting the success of the pilot will require staff within your municipality to participate with AMO and Frequency Foundry in developing a case study (for a report, webinars, presentations at events such as the AMO Conference, etc.) Does your municipality consent to participate as a case study for promotional purposes?

AMO will also require the pilots to answer a follow up questionnaire at the conclusion of the test period as part of AMO's reporting of the project to the membership.

Submissions are due **Friday, February 14 at 4:30:00pm (EST)**. Please email your submission to Nicholas Ruder, AMO/LAS Research Advisor at nruder@amo.on.ca. Questions about the pilot project can also be directed to the same contact.

Submissions will be reviewed by an AMO committee with support from Frequency Foundry.

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To: [Lisa Slomke](#)
Subject: AMO WatchFile - February 6, 2020
Date: Thursday, February 6, 2020 9:07:46 AM

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AMO WatchFile banner



February 6, 2020

In This Issue

- Coronavirus update - Keep informed.
- Provincial Government developing new poverty reduction strategy.
- Excess soil and brownfield webinar.
- OSUM's 67th Conference & Trade Show to be held in beautiful Brant County.
- 2020 AMO Conference - Early Bird Registration open until March 2.
- AMO's Social Media webinar series is back by popular demand!
- Free asset management on-demand webinar series for staff and elected officials.
- LTC homes save tens of thousands with LED upgrades.
- Culvert webinar: Municipal Group Buying Program.
- Ground engagement tools webinar: Municipal Group Buying Program.
- Careers.

Provincial Matters

For the most up-to-date and accurate information about coronavirus, this [Government of Ontario site](#) is the place to find it. Although the risk continues to be low in Ontario, municipal officials are advised to: monitor the situation, review their local emergency response plans, refresh their occupational and safety plans, and continue to work with their local public health agencies, local emergency response providers, and any health care facilities in your area to make sure local coordination structures and plans are in place.

The provincial government is developing a new poverty reduction strategy for Ontario and is seeking feedback through an online [survey](#). The deadline to respond is March 30, 2020.

The Ministry of the Environment, Conservation and Parks will run a webinar on "On-Site and Excess Soil Management Regulation and Amendments to Records of Site Condition (Brownfields) Regulation." To register for the webinar - on February 20, 2020, from 1-4 pm - [follow this link](#).

Eye on Events

Scheduled for April 29 through May 1, the 2020 OSUM Conference and Trade Show

will be a must attend event. [Registration](#) is now open. With limited space, we are encouraging Exhibitors to [book now](#).

Early Bird registration closes 4 pm on March 2, 2020. The AMO Conference website includes all the information you need to plan for your attendance. [Click here](#) for the AMO 2020 Conference website.

As elected officials living in the spotlight, effective communication is essential! Designed to help you navigate social media effectively, these 1 hour lunch & learn workshops will provide the tactics to promote good news, manage issues professionally, and leverage traditional and social media. [Register now](#) for 1 or all 3 remaining webinars.

The free asset management webinar series will introduce new tools and templates that AMO piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). The third webinar on February 13 is on levels of service defined as the performance of your infrastructure assets and the quality of services municipalities provide to the community. We encourage elected officials to attend this webinar. [Click here to register](#).

LAS

What will your long-term care home save? Haldimand's Grandview Lodge is saving over \$70,000/year, while Lambton's Meadowview Lodge is on track to save \$80,000/year! You can join them - [contact Christian](#) for more information on our popular [Facility Lighting Service](#)!

Webinar February 12 @ 10am. Join us to learn about the NEW [Culvert offering](#), part of the [Municipal Group Buying Program](#). Staff from LAS and Armtec will present their solutions and answer questions from attendees. [Register Here](#).

Webinar February 26 @ 10am. Our NEW [Ground Engagement offering](#) includes grader blades, bucket teeth, and a wide range of other wear items. Staff from LAS and Valley Blades will give an overview of this new [Municipal Group Buying Program](#) offering and answer any questions you have. [Register Here](#).

Careers

[Commissioner of Public Works - Region of Peel](#). Career Level: Executive. Posting End Date: 11:59 p.m., February 13, 2020. To learn more about this position and to apply online, please visit Peel Region [Current Job Listings](#).

[Executive Assistant to the City Clerk \(Temporary\) - City of Sarnia](#). This is a temporary opportunity for a period of up to 12 months. Closing date: February 19, 2020. Candidates are invited to submit a resume in confidence to hr@sarnia.ca indicating "2020-17 – Executive Assistant to the City Clerk".

[Chief Administrative Officer - Municipality of Northern Bruce Peninsula](#). The job description is available on the Municipality's [website](#). Please submit a cover letter and resume, marked "Private and Confidential – CAO", by regular mail, personal delivery

or email no later than 12:00 p.m. Noon, Thursday, February 27, 2020 to: Mary Lynn Standen, Clerk, Municipality of Northern Bruce Peninsula, 56 Lindsay Road 5, Lion's Head, Ontario N0H 1W0. Telephone: 519.793.3522, X229; Email: clerk@northernbruce.ca.

Chief Administrative Officer (CAO) - District of Parry Sound Social Services Administration Board. Location: Town of Parry Sound. Please submit cover letter & resume referencing Job ID #20N-01, by 4:30 pm, February 28, 2020 to: Attn: Lisa Moore, CHRL, Director of Human Resources, 1 Beechwood Drive, 2nd Floor, Parry Sound, ON P2A 1J2. Fax: 705.751.5370; Email: jobs@psdssab.org.

Director, Information Technology Services - Region of Waterloo. If you are interested in exploring this opportunity further, and for a complete Position Profile, please visit Legacy Executive Search Partners. If you would like to submit your application, please forward a cover letter and resume to waterlooit@lesp.ca. The deadline for all applications is March 6, 2020.

About AMO

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Municipal Wire, Career/Employment and Council Resolution Distributions

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**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-3995 (fax)
519 332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

January 24, 2020

To: All Ontario Municipalities

Re: Ontario Power Generation's Deep Geologic Repository Project

At its meeting held on January 20, 2020, Sarnia City Council considered the attached motion submitted by Councillor Margaret Bird with respect to the proposed Deep Geological Repository Project and adopted the following resolution:

That Sarnia City Council support the halting of the construction of the Deep Geological Repository, in the Bruce Peninsular, so that less dangerous solutions can be found for the longer storage of nuclear waste; and

That Sarnia City Council instruct the Sarnia City Clerk to notify all 444 Ontario Municipalities, through AMO, by January 24th., 2020, of our objective; and

That the Sarnia City Clerk send a copy of our resolution to the County of Lambton Clerk, along with all the County Councillors, asking for their endorsement.

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Honourable Jonathan Wilkinson, Minister of the Environment and Climate Change
ec.ministre-minister.ec@canada.ca; and

City of Sarnia, City Clerk's Office
clerks@sarnia.ca

Sincerely,

A handwritten signature in blue ink that reads "Dianne Gould-Brown". The signature is written in a cursive, flowing style.

Dianne Gould-Brown
City Clerk

Attachment: Motion submitted by Councillor Margaret Bird

MOTION

I am asking for:

a) An urgent resolution of Council to support the halting of the construction of the Deep Geological Repository, in the Bruce Peninsular, so that less dangerous solutions can be found for the longer storage of nuclear waste.

b) To instruct the Sarnia City Clerk to notify all 444 Ontario Municipalities, through AMO, by January 24th., 2020, of our objective.

b) For the Sarnia City Clerk to send a copy of our resolution to the County of Lambton Clerk, along with all the County Councillors, asking for their endorsement.

If you have any questions, please do not hesitate to contact me.

Many thanks.

Kind Regards,

Councillor Bird

TOWN OF FORT FRANCES
Economic Development Advisory Committee

MINUTES

September 9, 2019

The meeting of Economic Development Advisory Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on September 9, 2019 from 11:40 a.m. to 12:40 p.m.

PRESENT: J. Cumming, Chair, Mayor J. Caul, Chief W. Windigo, D. Eldridge, K. Firth, D. Kircher, K. Ballard, M. Caron

ALSO PRESENT: D. Brown, CAO, G. Gillon, RRFDC, L. Mose, MNDM, R. Thoms (93.1 The Border), K. Lawson, Deputy Clerk/Committee Secretary

REGRETS: Councillor J. McTaggart, J. Gillon, T. Drysdale, Consultant, RRFDC

1. **Call to Order - 11:40 a.m.**
2. **Disclosure of pecuniary interest and the general nature thereof - none identified**
3. **Approval of Previous Advisory Committee Minutes**

3.1 June 3rd, 2019.

Firth-Kircher: THAT the minutes from the June 3rd, 2019 regular meeting be approved as distributed.

CARRIED

4. **New Business**

- 4.1 Crossroute Forest (ESFL) Update.
 - Mayor Caul and D. Brown advised that the Town continues to work to protect the local supply of wood and to ensure that all wood previously earmarked for the Fort Frances mill remains in the district, in hopes that a potential operator can be found to restart the mill. She said Council is continuing to work with Minister Rickford in attempts to get things done. Mayor Caul felt that those discussions had been positive but to date nothing has been received in writing and this item remains at the forefront of Council's agenda. She said that she understood that Minister Rickford and Minister Yakabuski intended on having further meetings on the issue but has received no word on the outcome of any such discussions to date.
- 4.2 Municipal Strategic Plan Update.
 - Mayor Caul and D. Brown updated committee on the plans respecting the Strategic Planning sessions for town Council, senior managers and Town committees/stakeholders. Jordan Forbes, HR Manager will be facilitating the sessions and discussion booklets will be forwarded shortly.
- 4.3 Mill Update.
 - Mayor Caul expressed concerns with the purchaser of the mill and the restrictive covenants which have been placed on the purchase of sale. She stated that she has not had any recent discussions with developer Justus Veldman. Mayor Caul expressed concerns that some pieces of heavy equipment have been removed from the mill property.

5. **Standing Items**

- 5.1 Review - April 1, 2019 EDAC Brainstorming Session - Driving Economic Growth as revised. Chief Windigo spoke briefly about two of the businesses that Little Otter Economic Development LP owns in Fort Frances (Taggs for Sports and McTaggarts)

and the challenges which came about as a result of the homeless shelter being situated on Scott Street. He discussed the financial concerns surround increased shoplifting and also consumers fear of those persons frequenting the shelter. This has been a common problem for those businesses operating on Scott Street. He advised that the building formerly housing the shelter has been purchased and plans are underway for its use. He expressed concerns about rumours that a substance abuse and treatment centre is looking to be situated on Scott Street. D. Brown spoke briefly about the development of the Community Safety and Well Being Plan. Committee made two small revisions to the Brainstorming Session spreadsheet (create better retail atmosphere in community and systemic health issues). This working document remains a standing discussion item.

5.2 Municipal Accommodation Tax (MAT) Committee (update will be deferred to next meeting).

5.3 Rural and Northern Immigration Pilot Update.
- G. Gillon advised that there has been no news on this pilot project at this time.

6. Information:

6.1 Northern Policy Institute - Northern Projection - Rainy River District.
- these materials were provided as information. The Chair requested that all members should take the time to read the materials found within. He requested that a discussion item for potential strategies to expand educational opportunities be added to the next regular agenda.

7. Adjourn - 12:40 p.m./ Next Meeting Date - October 21st, 2019

Committee was advised that the next regular meeting which was scheduled for October 7th, 2019 would have to be rescheduled as the Town's Strategic Planning session is scheduled for that date. The new date of October 21st was confirmed by members.

TOWN OF FORT FRANCESMINUTESSESSION NO. # 7December 5, 2019

The meeting of Police Services Board of the Town of Fort Frances was held in the Committee Room, Civic Centre on December 5, 2019 from 8:45 a.m. to 10:35 a.m.

PRESENT: Councillor J. McTaggart, Chairperson, L. Hamilton, G. Rogozinski

ALSO PRESENT: Detachment Commander N. Schmidt (8:45 a.m. to 10:05 a.m.), Staff Sgt. D. McLean (8:45 a.m. to 10:05 a.m.), Sgt. A. McEwen (8:45 a.m. to 9:05 a.m.), K. Lawson, Board Secretary and R. Thoms, 93.1 The Border (8:58 a.m. to 10:05 a.m.)

REGRETS: Mayor J. Caul

1. **Call to Order - 8:45 a.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - no matters identified**
3. **Disclosure of pecuniary interest and the general nature thereof - no matters identified**
4. **Approval of Agenda**

4.1 Session No. 7 dated December 5, 2019.

47/19 Rogozinski-Hamilton: THAT the Police Services Board approve the December 5, 2019 agenda as prepared.

CARRIED

5. **Approval of Previous Minutes**

5.1 Session No. 6 dated October 25, 2019.

48/19 Hamilton-Rogozinski: THAT the minutes of the Board Meeting being Session No. 6 dated October 25, 2019 having been typed and distributed to members be approved.

CARRIED

6. **Business Arising From the Minutes**

6.1 Inspector Schmidt's request - Storage for old Fort Frances Police Force record books. - update from Municipal Clerk. (will be deferred to January 2020 Meeting).

6.2 Update - 2 Special Constables for Court Security.

- Inspector Schmidt identified that as a result of the October 1st deadline for agreement completion not being met, that the HR portion for the hiring of Special Constables was delayed and will not be completed in time for the candidates to make the January 2020 training. The OPP are now looking at an April 2020 training start date. He advised that there were no internal candidates and that as of today 40 external applicants had applied. He stated that the background checks for candidates was rigorous and that in the interim the courts will continue to use OPP officers.

- 6.3 Provincial Appointments to the Fort Frances Police Services Board.
 - Mr. McTaggart advised that he had responded to the questions regarding Provincial Appointments which Kevin Holland had forwarded to the Police Services Board.

7. New Business

- 7.1 Proceeds of Crime Application (2020-2023).
 Sgt. Ann McEwen was in attendance to provide an overview of the application. Board gave approval to move this item on the agenda to accommodate Sgt. McEwen's presentation.

- 49/19 Rogozinski-Hamilton: THAT the Fort Frances Police Services Board approve the submission of the Proceeds of Crime Application (2020-2023).

CARRIED

- 7.2 Review of 2020 Rules & Procedures Protocol between the Town of Fort Frances Police Services Board and The Ontario Provincial Police.
 - The Board reviewed the document and a final version will be brought forward to the next regular meeting for formal approval prior to forwarding to the Regional Commander.

- 7.3 Stuff A Cruiser.
 - Board members were invited to participate in the "Stuff a Cruiser" campaign taking place Saturday, December 7, 2019 between 10:00 a.m. and 4:00 p.m. with all donations going to support local food banks.

- 7.4 2020 OAPSB Membership.
 - Board approved the submission of the 2020 OAPSB Membership fees.

- 50/19 Hamilton-Rogozinski: THAT the 2020 OAPSB Membership Notice and the Membership Dues request be received and further that the Police Services Board approve payment of the 2020 membership dues in the total amount of \$1,321.87.

CARRIED

- 7.5 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre.

- This item will be deferred to the next regular meeting to allow for all Board members to be in attendance.

7.6 OAPSB OPP Governance Summit - January 30, 2020 - Four Points & Element Toronto Airport.

- this item was received as information.

8. Detachment Commander's Report

8.1 Fort Frances Police Services Board - Detachment Commander's Report - October 2019. (please find attached).

51/19 Hamilton-Rogozinski: THAT the Police Services Board receive the October 2019 Detachment Commander's report as presented by Inspector N. Schmidt, Detachment Commander, Rainy River District O.P.P.

CARRIED

9. Information Correspondence:

9.1 Minutes of OAPSB Zone 1 Meeting and Reports.

1) OAPSB Zone 1 Director Report

2) Ministry of the Solicitor General Public Safety Division Zone Report September 2019.

3) OAPSB Zone 1 Meeting Minutes dated October 10, 2019.

- these materials were received as information.

10. Next Meeting Date - December 19, 2019

11. In-Camera

11.1 Review of Protocol for the Monitoring of the Annual Performance of the Detachment Commander.

- With the Board's permission, this item was moved to in-camera in order to accommodate a discussion of the Detachment Commander's annual performance.

52/19 Rogozinski-Hamilton: THAT the Fort Frances Police Services Board now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically Annual Performance of the Detachment Commander.

CARRIED

12. Adjournment

12.1 The meeting adjourned at 10:35 a.m.

53/19 Rogozinski-Hamilton: THAT this meeting of the Town of Fort Frances Police Services Board be now closed.

CARRIED



Board Chair



Board Secretary

TOWN OF FORT FRANCESMINUTESSESSION NO. # 8December 19, 2019

The meeting of Police Services Board of the Town of Fort Frances was held in the Committee Room on December 19, 2019 from 11:05 a.m. to 11:40 a.m.

PRESENT: Chairperson J. McTaggart, Mayor J. Caul, L. Hamilton and G. Rogozinski

ALSO PRESENT: K. Lawson, PSB Board Secretary, Inspector N. Schmidt, Detachment Commander, Staff Sgt. D. McLean (11:05 a.m. to 11:30 a.m.) and R. Thoms B93. The Border (11:05 a.m. to 11:30 a.m.)

1. Call to Order by K. Lawson, Board Secretary at 11:05 a.m.

- 1.1 Nomination for Police Services Board Chairperson. - Calls for nomination from the Board Secretary.
- J. McTaggart was unanimously nominated and accepted the nomination.

54/19 Caul-Hamilton: THAT the following be nominated as Town of Fort Frances Police Services Board Chairperson for the period of one year: Councillor John McTaggart
CARRIED

- 1.2 Nomination for Police Services Board Vice-Chairperson. - The meeting was turned over to the Board Chair who requested nominations for Vice- Chairperson. Mayor Caul was unanimously nominated and accepted.

55/19 Hamilton-Caul: THAT the following be nominated as Town of Fort Frances Police Services Board Vice-Chairperson for the period of one year: June Caul
CARRIED

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

- 2.1 1) Discussion respecting Memorial Sports Centre Arena security;
2) Auxiliary Officer

3. Disclosure of pecuniary interest and the general nature thereof - none identified

4. Approval of Agenda

- 4.1 Session No. 8 dated December 19, 2019.

56/19 Hamilton-Caul: THAT the Police Services Board approve the December 19th, 2019 agenda as prepared with the addition of the following non-agenda item(s):

- 1) Discussion respecting MSC Arena security;
- 2) Auxiliary Officer

CARRIED

5. Approval of Previous Board Minutes

5.1 Session No. 7 dated December 5, 2019 - (will be deferred to the first regular meeting in 2020).

6. Business Arising From the Minutes

6.1 Final Approval - 2020 Rules & Procedures Protocol between the Town of Fort Frances Police Services Board and The Ontario Provincial Police.
- The final version was presented to the Board for their approval. The Board Secretary will forward to the Chief Superintendent for execution on behalf of the OPP.

57/19 Hamilton-Caul: THAT THE 2020 Rules & Procedures Protocol dated December 19th, 2019 between the Town of Fort Frances Police Services Board and the Ontario Provincial Police, having been reviewed now be approved for execution by the Board Chair on behalf of the Police Services Board and forwarded to Chief Superintendent Dave Lucas to be executed on behalf of the Ontario Provincial Police.

CARRIED

6.2 2020 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre - (item deferred from December 5th meeting).
- this item will be further considered at the next regular meeting.

6.3 Proceeds of Crime / Front Line Policing Grant Application (please refer to attached materials).
Board was advised that this funding submission has been completed and forwarded. The Board recommended forwarding a letter of thanks to Sgt. Ann McEwen for all her hard work on the submission of the grant application.

7. New Business

7.1 Retirements Receiving Recognition:
1) Joseph Pierre Drouin - Badge #7343 - Service Dates February 29, 1988 to February 28, 2018;
2) Kevin Orchard - Badge #7175 - Service Dates October 5, 1987 to April 30, 2019
This item was moved to the end of the meeting, to accommodate the arrival of the honoree attending.

Board members and Inspector Schmidt presented Constable Drouin with a plaque honouring his service to the community. Sgt. Orchard was unable to attend and his plaque will be presented at a later date.

8. Non-agenda Items

8.1 Discussion regarding security issues at the Memorial Sports Centre.

The Chair advised that he has been made aware of security issues at the arena after consulting with staff and as a result of concerns expressed at a Health and Safety meeting. Inspector Schmidt advised what actions needed to be taken on the part of arena staff with respect to Trespass actions. A new procedure is being developed and MSC staff will contact the OPP station ahead of any large event and if manpower is available, officer(s) will make every attempt to provide a visible presence and walk through in the building. The Chair will arrange to have Mr. Bisson from the MSC come and sit down with the OPP to assist with proper procedures.

8.2 Auxiliary Officer.

- Inspector Schmidt advised that Murray Alexander, Auxiliary Officer with more than 18 years of volunteer service passed away on December 18, 2019.

9. Next Meeting Date - January 24, 2020

10. In-Camera

10.1 Personnel Matter.

Board Chair provided comments respecting the performance appraisal of Inspector Schmidt. Board members thanked Inspector Schmidt for his dedicated service to the community and district.

- 58/19 Caul-Hamilton: THAT the Fort Frances Police Services Board now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically Detachment Commanders performance review.

CARRIED

- 59/19 Hamilton-Caul: THAT the report on the performance of Inspector Nathan Schmidt, Detachment Commander having been reviewed and discussed by the Detachment Commander and the Fort Frances Police Services Board, how hereby be approved.

CARRIED


11. Adjournment

- 11.1 The meeting adjourned at 11:40 a.m. followed by a Christmas luncheon.

60/19 Caul-Hamilton: THAT this meeting of the Town of Fort Frances Police Services Board
be now closed.

CARRIED



Board Chair

Board Secretary

**FORT FRANCES SENIOR CENTRE BOARD OF MANAGEMENT
REGULAR MEETING – December 10, 2019
Session #010
Fort Frances Senior Centre**

IN ATTENDANCE Cindy Noble, John Reader, Irene Laing, Wendy Brunetta, Aaron Bisson, Wayne Allen, Brenda Whalen, John McTaggart

Regrets: Debbie McTaggart

CALL TO ORDER The meeting was called to order at 10:30 a.m. by the chair, Wendy Brunetta.

CONFLICT OF INTEREST There were no conflicts declared.

ADOPTION OF THE AGENDA

1028 Brenda Whalen/John Reader That the agenda be adopted as circulated with the deletion of "Survey results" under Past Business and the addition of "Building Committee" under New Business. **Carried**

APPROVAL OF MINUTES

1029 John McTaggart/Wayne Allen That the minutes of November 12, 2019 meeting be accepted as circulated. **Carried**

MANAGER'S REPORT

Cindy Noble presented the Manager's Report.

1030 Wayne Allen/John Reader That the Manager's Report be accepted as presented. **Carried**

BILLS AND ACCOUNTS

1031 John McTaggart/Brenda Whalen That the November 2019 accounts be accepted as distributed. **Carried**

CORRESPONDENCE

Christmas card from U.N.F.C.

PAST BUSINESS.

Process for Bulletin Board Posting: A draft policy was distributed for consideration. It was recommended that the phrase "all posted material will be signed and dated by the manager" be added to the proposed policy.

Action item: Irene will forward the updated version of the policy to Aaron for action as well as to the other committee members.

NEW BUSINESS

Future Trends for Senior Centres John McTaggart suggested that O.A.C.A.O. be contacted to find trends for seniors and senior centres.

Action item: Irene will contact O.A.C.A.O.

Building Committee Wendy recommended that an ad hoc committee be set up to determine future direction for the Senior Centre. All of the Board members indicated an interest in being on the committee. A meeting was set up for January 8 at 10:30 in the committee room at the town hall.

PUBLIC PARTICIPATION

It was suggested that an Open House be held at the centre. Margaret Bartel volunteered to help arrange the event which will be held in January.

CLOSE

1027 Brenda Whalen/John McTaggart That the meeting be adjourned at 11:17 a.m..

Wendy Brunetta, Chair

Irene Laing, Secretary

NEXT MEETING: TUESDAY, JANUARY 14 AT 10:30 A.M.

**FORT FRANCES SENIOR CENTRE BOARD OF MANAGEMENT
REGULAR MEETING – January 14, 2020
Session #011
Fort Frances Senior Centre**

IN ATTENDANCE Cindy Noble, John Reader, Irene Laing, Aaron Bisson, Brenda Whalen, John McTaggart, Debbie McTaggart

Regrets: Wendy Brunetta, Wayne Allen

CALL TO ORDER The meeting was called to order at 10:30 a.m. by the vice-chair, John Reader who for health reasons requested that the meeting be chaired by John McTaggart. All concurred.

CONFLICT OF INTEREST There were no conflicts declared.

ADOPTION OF THE AGENDA

1033 Brenda Whalen/Debbie McTaggart That the agenda be adopted as circulated with the deletion of "O.A.C.A.O." under New Business **Carried**

APPROVAL OF MINUTES

1034 Brenda Whalen/John Reader That the minutes of December 10, 2019 meeting be accepted as circulated. **Carried**

MANAGER'S REPORT

Cindy Noble presented the Manager's Report.

1035 Debbie McTaggart/Brenda Whalen That the Manager's Report be accepted as presented.

Carried

BILLS AND ACCOUNTS

1036 Debbie McTaggart/John Reader That the December 2019 accounts be accepted as distributed.

Carried

CORRESPONDENCE

Letter from the Diocese of Thunder Bay.

PAST BUSINESS.

Process for Bulletin Board Posting: Irene advised that the policy had been updated as previously discussed and approved.

Future Trends for Senior Centres Information on trends was distributed. This item will be brought forward at the next meetings.

Building Committee John McTaggart reported on the meeting held January 9th at which costing on renovation and building additions were requested and a ranking system for decision making was discussed.

NEW BUSINESS

Outside Beverages Cindy Noble expressed concern on outside beverages being brought into the Centre.

Action item: Aaron will draft a policy for discussion at the next meeting

February meeting Irene advised that she and Brenda would be unable to attend the regular February meeting and asked if the meeting could be brought forward by a week.

1036 Debbie McTaggart/Brenda Whalen That the February 2020 meeting be moved to February 4. **Carried**

O.A.C.A.O. Irene asked if members were still receiving e-mail from OACAO as she had recently been advised that she had been removed from the mailing list. Members advised that they were still receiving messages.

PUBLIC PARTICIPATION

Request for fruits and vegetables instead of pastries.

Comments on relocation to the day care centre and opposition to the proposed move.

Request for information on reserve fund. Aaron will look into this matter and advise.

CLOSE

1037 Brenda Whalen/John Reader That the meeting be adjourned at 11:10 a.m.. **Carried**

John McTaggart, Acting Chair

Irene Laing, Secretary

NEXT MEETING: TUESDAY, FEBRUARY 4 AT 10:30 A.M.

TOWN OF FORT FRANCESMINUTESSESSION NO. # 1January 7, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 7, 2020 from Noon to 2:30 p.m.

PRESENT: Chairperson W. Brunetta, Chairperson; Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (Noon to 12:40 p.m.), J. Hughes, IT Manager (Noon to 2:00 p.m.), E. Slomke, Clerk and K. Lawson, Deputy Clerk

1. **Call to Order - Noon**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - no items identified**
3. **Disclosure of pecuniary interest and the general nature thereof**

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 7.6 stating that the NOMA Executive Meeting per diem claim was hers. She turned the Chair over to Vice Chair Councillor A. Hallikas when the matter was brought forward and did not participate in any discussion of the matter.

4. **Approval of Previous Committee Minutes**

- 4.1 Session No. 21 dated December 3, 2019.

Hallikas-Judson: Approved as presented.

CARRIED

5. **In-Camera - no items identified**
6. **Items Referred from Council**

- 6.1 Fort Frances Chamber of Commerce Concerns,
- committee recommended that T. Moffitt, Fire Chief/CEMC make a presentation to the Fort Frances Chamber of Commerce at an upcoming meeting and that administration awaits further information from T. Drysdale, Economic Development Officer on the possibility of funds being transferred from the Municipal Accommodation Tax revenues to RRFDC to cover signage.

7. New Business

- 7.1 Fire & Rescue Service 2020 Operating & Capital Budgets.
- committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.2 Procedure By-law Review - Part 1
- committee provided input for the Clerk and these materials shall be included in the formation of a new Procedure By-Law to be presented to Council once all items are completed.
- 7.3 Draft of the 2020 IT Operating Budget
J. Hughes, IT Manager was in attendance to provide an overview of the document and was requested to bring a timeline back to the next Executive Committee meeting. The committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.4 2020 Temporary Borrowing to Meet Current Expenditures
- committee recommended authorizing preparation of an authorizing by-law for temporary borrowing in the amount of \$4,000,000. to meet 2020 expenditures.
- 7.5 Interim Tax Levy for 2020
- committee recommended authorizing the Interim Tax Levy By-Law for 2020 be brought forward.
- 7.6 Councillor Brunetta - NOMA Executive Meeting
- committee recommended approving the Travel Expense and Per Diem claims in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Executive Meeting and Conference in Thunder Bay on November 26-27, 2019.
- 7.7 2020 Administration and Finance Budget Considerations
D. Galusha provided an overview of the report. The committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.8 Cancel January 20, 2020 Budget Meeting
- committee recommended cancelling the January 20th, 2019 Budget Meeting and holding the first Budget Meeting on February 3, 2020.

8. Information

- 8.1 Fire & Rescue Service - November 2019 Report. - received as information.

9. Adjourn 2:30 p.m. / Next Meeting Date - February 4, 2020


Executive Committee Chair


D. Brown, CAO

TOWN OF FORT FRANCESMINUTESSESSION NO. #002January 22, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on January 22, 2020 from 8:30 a.m. to 9:25 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, Doug Brown, CAO and Doug Judson (8:30 a.m. to 8:54 a.m.)

1 Call to Order

1.1 The meeting was called to order at 8:30 a.m.

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting held January 8, 2020 - the minutes were approved as circulated.

4 Non-agenda Items

4.1 None

5 New Business

5.1 Amending Agreement with Automotive Materials Stewardship - the administration report was approved as recommending.

5.2 Award of Tender 19-OF-18 - 2020 Scott Street Reconstruction - the administration report was approved as recommended.

5.3 Geospatial Data Share Agreement with Hilderman Thomas Frank and Cram - the data share agreement was approved as recommended.

5.4 Application to the Investing in Canada Infrastructure Program Green Infrastructure

Stream - the administration report was approved as recommended.

6 Information

- 6.1 Fort Frances Wastewater Treatment Facility - the wastewater monthly report for December 2019 was reviewed and will be forwarded on to Council as information only. No action required.
- 6.2 Sewer and Water Data for 2019 - the water and sewer statistics were reviewed and will be forwarded on to Council for information only. No action required.
- 6.3 2019 Tonnage at the Landfill Site - updated January 16, 2020 - the landfill statistics were reviewed and will be forwarded to Council as information only. No action required.
- 6.4 Airport Statistics 2019 as of December 31, 2019 - the Airport Statistics were reviewed and will be forwarded to Council as information only. No action required.

7 Adjourn / Next Meeting Date

- 7.1 The meeting adjourned at 9:25 a.m.
Next meeting February 5, 2020

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

TOWN OF FORT FRANCESMINUTESSESSION NO. #19January 6, 2020

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on January 6, 2020 from 8:30 a.m. to 8:50 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, T. Rob, Manager O&F, L. Slomke, Clerk.

1. Call to Order - 0830am

Session #19

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.

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

Site Plan Control Agreements Questions.

5. In-Camera

None.

6. Items Referred from Council

None.

7. New Business

7.1 Deeming By-Law Application - 604 Church Street & 406 Crowe Avenue.

- An overview of the report was provided by Administration and a discussion was had on the item. The Planning & Development Executive Committee is recommending to approve the report as presented.

7.2 Establish Lot Prices for Erin Crescent.

- An overview of the report was provided by Administration and a discussion on the was item was had. The Committee reviewed the breakdown of the costs and a copy of the site plan drawing. The Planning & Development Executive Committee is recommending that Council not provide a contribution at this time and sell the lots for full cost recovery. A map and cost breakdown will be provided to Council for information.

7.3 First Draft 2020 Operating Budget - Planning & Development Division.

- An overview of the budget document was provided by Administration. A final copy was distributed to all members. A discussion was had on the line items that were directly affected this year. A request to look into one line items was brought forward and Administration will provide this info.

8. Outstanding Items

8.1 Plastic Bag Ban By-Law.

- An overview of the report was provided by Administration. A discussion was had on

the item. The Planning & Development Executive Committee is recommending that Operations & Facilities Executive Committee to support the resolution that was provided from the City of Woodstock and that the proposed by-law be implemented and a timeline for implementation be considered. Recommendations for a timeline would be 1 year by-law implementation and 2 year penalty implementation.

9. Information
None.

10. Non-agenda Items

- 10.1 Site Plan Control Agreement Questions.
 - Clarification on site plan control timeline and costs were brought forward by the Committee. A discussion was had on the item and Administration provided answers to the process and how site plan control legislation works. The Committee asked if a report/presentation could be brought forward to Council to provide more clarity on the process and tutorial.

11. Adjourn / Next Meeting Date - 1002am
Monday February 3rd, 2020.

Executive Committee Chair

Secretary, Planning & Development Executive Committee

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #018

December 2, 2019

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Civic Center -Committee Room on December 2, 2019 from 10:30 a.m. to 11:04 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio), Aaron Bisson, Recreational and Culture Manager

ALSO PRESENT: Doug Brown, CAO

- 1 **CALL TO ORDER (Session #018) - 10:30**
- 2 **APPROVAL OF AGENDA (Call for Non-Agenda Items)**
approved as presented
- 3 **DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**
None
- 4 **APPROVAL OF PREVIOUS COMMITTEE MINUTES**

4.1 Nov 18, 2019 Minutes - approved as amended
- 5 **ITEMS REFERRED FROM COUNCIL**

5.1 REG Consent Host Bid Request 2021 Men-Women Provincials - Approved as amended
- 6 **NEW BUSINESS**

6.1 Accounts Receivable Customer Balance - Approved as amended
- 7 **Outstanding Items**

7.1 User Fees 2020 - Approved as amended
- 8 **IN-CAMERA**
- 9 **NON-AGENDA ITEMS**
- 10 **INFORMATION**

10.1 Family Day Toonie Skate
- Memorial Sports Center will now be open on Family Day thus the previous request from the Nov 18, 2019 meeting does not require council action
- 11 **ADJOURNMENT - 11:04 am**

A. Hallikas, Executive Committee Chair

A. Bisson, Recreational and Culture Manager

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #

January 6, 2020

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Committee Room on January 6, 2020 from 10:30 a.m. to 1:00 PM.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio), Aaron Bisson, Recreational and Culture Manager

ALSO PRESENT: Doug Brown - CAO, Sherry George - Museum Curator

- 1 **CALL TO ORDER (Session #019) - 10:33**

- 2 **APPROVAL OF AGENDA (Call for Non-Agenda Items)**
Approved as presented

- 3 **DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF - None**

- 4 **APPROVAL OF PREVIOUS COMMITTEE MINUTES - None**

- 5 **ITEMS REFERRED FROM COUNCIL**
None

- 6 **NEW BUSINESS**
 - 6.1 Museum operating hours - Discussion took Place

 - 6.2 Active Transportation - Discussion Took place

 - 6.3 Draft Budget 2020 - Budget items reviewed in detail and information will be forwarded to budget process

- 7 **NON-AGENDA ITEMS**

- 8 **INFORMATION**

- 9 **IN-CAMERA**
 - 9.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Property Matter - discussion took place and direction provided.

 - 9.2 Personal matters about an identifiable individual, including municipal or local board employees: Personnel Matter - discussion took place and direction provided.

- 10 **ADJOURNMENT - 1:00**

A. Hallikas, Executive Committee Chair

A. Bisson, Recreational and Culture Manager