

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - January 18, 2021 at 8:30 AM

Microsoft Teams meeting

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### MEETING - Virtual

	Page
1. <b><u>Call to Order</u></b>	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Approval of Previous Meeting Minutes - January 4, 2021	3 - 4
4. <b><u>Items Referred from Council - None</u></b>	
5. <b><u>New Business</u></b>	
5.1 2020 December Operating Budget - Planning Development - Doug Brown	5 - 12
5.2 B6-2020: Zoning By-Law Amendments – Tenting Provisions - Cody Vangel	13 - 16
6. <b><u>Outstanding Items</u></b>	
6.1 Colonization Road Matter - Cody Vangel	17 - 27
6.2 Snowmobiling - No update provided as yet	
7. <b><u>Information</u></b>	
7.1 December Activities for By-Law Enforcement Department - Patrick Briere	28 - 29
7.2 Mill Demolition Project - Cody Vangel	30
8. <b><u>In-Camera - None</u></b>	

9. **Adjourn / Next Meeting Date**  
February 1, 2021

## TOWN OF FORT FRANCES

### MINUTES

### SESSION NO. #1

January 4, 2021

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held virtually on January 4, 2021 from 8:30 a.m. to 9:40 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, By-law Enforcement Officer, K. Haney, Deputy Clerk/Committee Secretary, E. Slomke, Municipal Clerk

**1. Call to Order - 0830am**  
Session #1.

**2. Disclosure of pecuniary interest and the general nature thereof - None**

**3. Approval of Previous Committee Minutes**

3.1 Approval of Previous Meeting Minutes December 7, 2020 - Approved as presented

**4. Items Referred from Council**

4.1 Snowmobiling Request from S. Noonan and D. Fortes - To discuss route options. A verbal summary was provided by S. Noonan and D. Fortes and a lengthy discussion followed.  
Request for development of by-law for safe route allowing access to various amenities within our boundaries. Concept idea to mirror other areas with similar by-laws. Snowmobile access within our boundaries may provide another form of tourism in our area and offer good potential for growth opportunity and economic development. Local snowmobile club and MAT Committee have been supportive, Conversation surrounding signage and further improvements has occurred.  
Meeting to be scheduled with relevant stakeholders to discuss mapping out roadways that would be accessible for snowmobiles. Discussion also included consideration into the potential usage of ATV on these proposed roadways.

**5. New Business**

5.1 Zoning By-Law and Official Plan amendments - Approved by committee as presented.

**6. Outstanding Items**

6.1 Colonization Road Matter - A lengthy discussion took place. A draft policy was reviewed and a revised version will be brought back to the next PDEC meeting. The Colonization Road education/consultation pamphlet was reviewed and will be brought forward at January 11, 2021 Council meeting for approval.

**7. Information**

7.1 Mill Demo Verbal Update -No discussion

**8. In-Camera - None**

9.     **Adjourn / Next Meeting Date**  
Monday January 18th, 2021.

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Executive Committee Chair

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Secretary, Planning & Development Executive  
Committee

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2017, 2018 & 2019	Actuals as of December 31, 2017	Actual to December 31, 2018	Actual to December 31, 2019	2020 OPERATING FORECAST Draft No. 1	2020 Actuals as of December 31, 2020	2021 OPERATING FORECAST Draft No. 1	Variance 2020-2019	2021 Budget - As of January 11th, 2021 Remarks
By-Law Enforcement REVENUE										
Parking Meter Collections	10-040-0440-0310-40598	(\$1,725.52)	(\$1,928.13)	(\$2,171)	(\$1,077)	(\$1,288)	(\$1,049)	(\$1,288)	\$0.00	Only 7 working Parking Meters in Town - cash revenue from meters Also includes revenue from parking lot behind post office
Loading Zone Fees	10-040-0440-0310-40599	(\$995.00)	(\$2,985.00)						\$0.00	
Monthly Parking Fees	10-040-0440-0310-40601	(\$8,125.06)	(\$8,241.71)	(\$8,202)	(\$7,931)	(\$10,000)	(\$6,225)	(\$5,620)	\$4,380.00	Monthly/Annual parking and Annual loading zone revenue. Combined accounts for 2019. Annual parking stall fee increase from \$ 370.70 in 2017 to \$ 600 in 2019.
Expense Recoveries	10-040-0440-0310-40589	(\$58.30)	(\$40.00)		(\$135)				\$0.00	Work on Private Property to meet Property Standard-Cost recovery basis. In 2018 revenue going directly into expenditure account - contracted services based on directing from Treasurer
Dog Tags	10-040-0440-0410-40725	(\$794.20)	(\$825.00)	(\$1,017)	(\$540)	(\$500)	(\$138)	(\$100)	\$400.00	Life time fee introduced in 2018- impacting revenue in 2019, 2020 & 2021
Bicycle Licenses		\$0.00							\$0.00	same as budgeted in 2020
By-Law Fines	10-040-0440-0410-40811	(\$10,404.15)	(\$13,505.55)	(\$7,884)	(\$9,823)	(\$11,000)	(\$5,364)	(\$11,000)	\$0.00	
Impound Fees	10-040-0440-0430-40591	(\$401.40)	(\$560.00)	(\$480)	(\$164)	(\$250)	(\$84)	(\$250)	\$0.00	
Donations	10-040-0440-0430-40632	(\$65.33)	(\$159)	(\$37)					\$0.00	
Total Revenue		(\$22,568.97)	(\$28,244)	(\$19,792)	(\$19,671)	(\$23,038)	(\$12,859)	(\$18,258)	\$4,780	
EXPENDITURES										
Administration										
Distributed Salaries/Wages		(\$576.28)			-\$1,728.84				\$0.00	
Distributed Benefits		\$0.00							\$0.00	
Overtime/Shift/Recall	10-040-0440-1101-60013	\$177.98	\$29.34	\$441.97	\$62.63		\$34.41		\$0.00	
Sick Leave		\$0.00							\$0.00	
Vac, Stats, Holidays		\$0.00							\$0.00	
Salaries/Wages	10-040-0440-1101-60010	\$116,426.47	\$119,116.93	\$117,587.95	\$112,574.54	\$119,935.69	\$93,649.15	\$117,722.66	(\$2,213.03)	
Salary Adjustments		\$0.00				\$94.00			(\$94.00)	
Disability - STD/LTD		\$0.00							\$0.00	
WSIB	10-040-0440-1101-60055	\$3,605.24	\$3,635.58	\$3,628.69	\$3,551.45	\$3,777.97	\$2,444.94	\$2,731.17	(\$1,046.80)	
CPP	10-040-0440-1101-60025	\$5,326.19	\$5,297.68	\$5,206.31	\$5,474.57	\$5,723.82	\$5,093.32	\$5,801.59	\$77.77	
EI	10-040-0440-1101-60030	\$2,197.97	\$2,199.13	\$2,197.98	\$2,196.79	\$2,022.72	\$1,963.55	\$2,013.22	(\$9.50)	
Dental, Vision, Extend Health		\$0.00							\$0.00	
O.M.E.R.S	10-040-0440-1101-60035	\$10,793.17	\$10,614.60	\$10,785.08	\$10,979.83	\$11,013.21	\$13,853.46	\$10,638.24	(\$374.97)	
Life Insurance		\$0.00							\$0.00	
EHT	10-040-0440-1101-60040	\$2,256.89	\$2,229.60	\$2,314.26	\$2,226.80	\$2,338.75	\$2,055.01	\$2,295.59	(\$43.16)	
Employer Benefits	10-040-0440-1101-60050	\$10,524.89	\$9,244.97	\$10,344.36	\$11,985.34	\$12,053.90	\$9,374.26	\$9,959.45	(\$2,094.45)	Manulife & Sunlife combined
Communications	10-040-0440-1200-71251	\$480.56	\$366.36	\$658.05	\$417.27	\$550.00	\$356.20	\$0.00	(\$550.00)	reallocated to IT section in Administration area
Postage, Freight, Courier	10-040-0440-1200-71252	\$26.34		\$19.68	\$59.33			\$0.00	\$0.00	
Legal	10-040-0440-1200-71253	\$0.00			\$0.00	\$0.00		\$0.00	\$0.00	
Transfer to MTO	10-040-0440-1200-71256	\$476.08	\$602.25	\$413.74	\$412.25	\$470.00	\$206.25	\$476.00	\$6.00	Based on 3 year average
Memberships	10-040-0440-1200-71260	\$305.33	\$140.00	\$387.00	\$389.00	\$389.00	\$395.00	\$395.00	\$6.00	Ontario Property Officers Association, Municipal Law Enforcement Officer Association & Ontario Management Institute - Annual membership fees
Subscriptions & Publications	10-040-0440-1200-71261	\$434.80	\$624.89	\$263.20	\$416.30	\$369.00	\$429.00	\$380.00	\$11.00	Carswell Publications: Copy of POA & updates during the year
Office Supplies	10-040-0440-1400-71410	\$3,693.47	\$1,168.58	\$5,457.69	\$4,454.14	\$1,300.00	\$47.13	\$500.00	(\$800.00)	In 2021 impacted by COVID. In 2019 ordered parking tickets lot of 5000 approximately cost \$ 3400
Materials	10-040-0440-1400-71471	\$6.67		\$20.00					\$0.00	
Clothing - Uniforms Coveralls	10-040-0440-1400-71480	\$415.27	\$533.06	\$528.67	\$184.08	\$500.00		\$500.00	\$0.00	
Meter Repairs/Maintenance	10-040-0440-1500-71515	\$91.40			\$274.20	\$300.00	\$101.33	\$300.00	\$0.00	Updates to operating system for Parking meters at the Rainy Lake square
Computer Maintenance	10-040-0440-1500-71502	\$2,273.97		\$5,680.91	\$1,141.00	\$1,137.00	\$406.49	\$1,141.00	\$4.00	Based on 2019 actual plus need to add in pre-paid expenditures

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2017, 2018 & 2019	Actuals as of December 31, 2017	Actual to December 31, 2018	Actual to December 31, 2019	2020 OPERATING FORECAST Draft No. 1	2020 Actuals as of December 31, 2020	2021 OPERATING FORECAST Draft No. 1	Variance 2020-2019	2021 Budget - As of January 11th, 2021 Remarks
Contracted Services	10-040-0440-1500-71523	\$203.69	\$444.96	\$2.64	\$163.46	\$500.00	\$16.11	\$205.00	(\$295.00)	Contractor costs to perform work & to tow vehicles to ensure property standards are meet & enforced on private property. In 2018 revenue from property owners going directly into expenditure account as per direction from the Treasurer. <b>In 2021, Based on 3 year average and rounded to nearest \$ 5.00</b>
Travel	10-040-0440-1500-71530	\$0.00							\$0.00	
Conference & Courses	10-040-0440-1500-71531	\$955.32	\$322.80	\$1,388.15	\$1,155.00	\$1,500.00	\$335.81	\$500.00	(\$1,000.00)	Due to COVID no travel in 2021- virtual on-line courses only
Mileage	10-040-0440-1500-71533	\$53.30	\$111.97	\$39.48	\$8.46	\$200.00	\$0.00	\$100.00	(\$100.00)	Persona vehicle mileage for weekend coverage to attend animals at the shelter
Advertising & Public Notices	10-040-0440-1500-71591	\$592.93	\$172.50	\$965.19	\$641.09	\$700.00	\$0.00	\$600.00	(\$100.00)	based on 3 year average rounded to nearest \$100
Credit charges	10-040-0440-1600-71665	\$423.64		\$464.80	\$806.13	\$1,000.00	\$741.92	\$825.00	(\$175.00)	Based on 2019 actuals rounded to the nearest \$ 25.00 - based on forecasted fee of \$ 30 per month for parking meters at the Rainy Lake Square
<b>Vehicles</b>		<b>\$160,741.63</b>	<b>\$156,855.20</b>	<b>\$168,795.80</b>	<b>\$157,844.82</b>	<b>\$165,875.06</b>	<b>\$131,503.34</b>	<b>\$157,083.92</b>	<b>-\$8,791.14</b>	
Distributed Salaries/Wages										
Distributed Benefits										
Salaries Full Time	10-040-0440-2910-60010	\$0.00								
Overtime	10-040-0440-2910-60013	\$0.00								
Hourly Full Time	10-040-0440-2910-60015	\$464.61	\$122.81	\$1,013.59	\$257.44	\$700.00	\$323.48	\$500.00	(\$200.00)	O & F Mechanics
Hourly Part Time	10-040-0440-2910-60020	\$0.00							\$0.00	
Employer CPP	10-040-0440-2910-60025	\$22.18	\$5.49	\$48.11	\$12.94		\$18.86		\$0.00	
Employer EI	10-040-0440-2910-60030	\$9.85	\$2.41	\$21.69	\$5.46		\$6.93		\$0.00	
Employer OMERS	10-040-0440-2910-60035	\$44.30	\$11.13	\$95.68	\$26.10		\$36.86		\$0.00	\$122.02
Employer EHT	10-040-0440-2910-60040	\$9.18	\$2.29	\$20.02	\$5.23		\$7.38		\$0.00	\$314.26
Employer Benefits	10-040-0440-2910-60050	\$63.17	\$29.73	\$95.92	\$63.85	\$231.00	\$37.34	\$269.54	\$38.54	O & F Mechanics
Employer WSIB	10-040-0440-2910-60055	\$14.95	\$3.58	\$32.84	\$8.44		\$67.01		\$0.00	
Gas & Fuel	10-040-0440-2910-71418	\$2,052.14	\$1,816.34	\$2,143.84	\$2,196.25	\$2,200.00	\$1,408.95	\$2,100.00	(\$100.00)	Gas for By-law truck
Vehicle Parts & Maintenance	10-040-0440-2910-71451	\$507.06	\$36.84	\$1,380.88	\$103.45	\$500.00	\$135.92	\$500.00	\$0.00	Parts for Truck - Purchased new tires in 2018
Insurance	10-040-0440-2910-71580	\$507.23	\$512.42	\$504.32	\$504.95	\$517.00	\$524.40	\$590.00	\$73.00	information provided by deputy treasurer
License	10-040-0440-2910-71582	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$0.00	
		<b>\$3,814.68</b>	<b>\$2,663.04</b>	<b>\$5,476.89</b>	<b>\$3,304.11</b>	<b>\$4,268.00</b>	<b>\$2,687.13</b>	<b>\$4,079.54</b>	<b>-\$188.46</b>	
<b>Animal Shelter</b>										
Distributed Salaries/Wages		\$0.00								
Distributed Benefits		\$0.00								
Salaries Full Time	10-040-0441-1101-60010	\$0.00								
Overtime	10-040-0441-1101-60013	\$0.00								
Hourly Full Time	10-040-0441-1101-60015	\$0.00				\$2,725.62	\$979.68	\$500.00	(\$2,225.62)	construct of exterior quarantine pen (dangerous dogs) completed in 2020 thus reduced labour in 2021
Hourly Part Time	10-040-0441-1101-60020	\$34.28	\$102.84						\$0.00	
Employer CPP	10-040-0441-1101-60025	\$1.46	\$4.37				\$50.04		\$0.00	
Employer EI	10-040-0441-1101-60030	\$0.75	\$2.25				\$20.32		\$0.00	
Employer OMERS	10-040-0441-1101-60035	\$0.00					\$91.92		\$0.00	
Employer EHT	10-040-0441-1101-60040	\$0.64	\$1.92				\$19.81		\$0.00	
Employer Benefits	10-040-0441-1101-60050	\$0.00				\$879.61	\$1.80	\$105.56	(\$774.05)	
Employer WSIB	10-040-0441-1101-60055	\$1.01	\$3.03				\$23.57		\$0.00	
Equipment Rentals - Owned	10-040-0441-1101-71540	\$0.00				\$0.00	\$254.84		\$0.00	
Hydro Charges	10-040-0441-1400-71420	\$1,088.72	\$1,240.95	\$927.72	\$1,097.48	\$1,147.68	\$776.40	\$1,169.49	\$21.81	FFPC forecast 2.8% decrease in rates in 2017. Also full year with new dog pound in 2016. For 2018 used 2% increase over 2017 budgeted amount For 2019 used 3% increase to 2018 budgeted amount. 2020 Based on 3 year average. <b>For 2021 used 1.9% increase over the 2020 budgeted amount.</b>
Water & Sewer Charges	10-040-0441-1400-71421	\$1,398.20	\$1,359.60	\$1,393.20	\$1,441.80	\$1,496.69	\$1,277.50	\$1,537.10	\$40.41	used a 2.7% increase over 2020 budgeted amount
Janitorial Supplies	10-040-0441-1400-71470	\$203.41	\$253.67	\$61.64	\$294.92	\$250.00	\$68.69	\$250.00	\$0.00	
Materials/Supplies	10-040-0441-1400-71471	\$248.98	\$67.62	\$539.75	\$139.56	\$1,400.00	\$200.66	\$200.00	(\$1,200.00)	quarantine pen built in 2020- reduced building materials
Food & Meals	10-040-0441-1400-71491	\$345.19	\$1,035.57			\$400.00	\$35.36	\$200.00	(\$200.00)	







Spreadsheet No. 2 - Planning & Development		NEW G/L ACCOUNT	3 Year Average - 2017, 2018 & 2019	Actuals as of December 31, 2017	Actual to December 31, 2018	Actual to December 31, 2019	2020 OPERATING FORECAST Draft No. 1	2020 Actuals as of December 31, 2020	2021 OPERATING FORECAST Draft No. 1	Variance 2020-2019	2021 Budget - As of January 11th, 2021 Remarks
Life Insurance			\$0.00							\$0.00	Under Employer Benefits in G/L in 2017
EHT	10-180-1810-1101-60040		\$552.83	\$522.13	\$546.16	\$590.21	\$705.46	\$665.09	\$727.95	\$22.49	45% of CBO/Planner Position
Employer Benefits	10-180-1810-1101-60050		\$2,539.90	\$2,949.15	\$2,684.69	\$1,985.85	\$3,625.85	\$2,539.87	\$3,484.55	(\$141.30)	45% of CBO/Planner Position
Legal	10-180-1810-1200-71253		\$12,498.71	\$17,679.80	\$17,255.77	\$2,560.57	\$6,100.00	\$18,382.90	\$6,100.00	\$0.00	Same Budget amount as in 2020
	10874460.05 10-180-1810-1200-71255		\$373.12			\$1,119.36		\$1,068.48	\$1,500.00	\$1,500.00	Expert advice for planning issues from planning consultant
Memberships	10-180-1810-1200-71260		\$133.33	\$120.00	\$130.00	\$150.00	\$150.00		\$150.00	\$0.00	
Subscriptions & Publications	10-180-1810-1200-71261		\$0.00							\$0.00	
Office Supplies	10-180-1810-1400-71410		\$334.07	\$76.32	\$172.76	\$753.14	\$500.00	\$97.35	\$50.00	(\$450.00)	
GIS Distributed Salaries & Wages			\$0.00							\$0.00	
GIS Distributed Benefits			\$0.00							\$0.00	
GIS-Salaries Full Time	10-180-1810-1500-60010		\$0.00				\$7,822.16		\$7,911.05	\$88.89	Based on GIS Budget prepared by O & F Division
GIS-Employer Benefits	10-180-1810-1500-60050		\$0.00				\$2,042.19		\$1,953.39	(\$88.80)	Based on GIS Budget prepared by O & F Division
GIS-Employer CPP	10-180-1810-1500-60025		\$0.00							\$0.00	
GIS-Employer EI	10-180-1810-1500-60030		\$0.00							\$0.00	
GIS-Employer OMERS	10-180-1810-1500-60035		\$0.00							\$0.00	
GIS-Employer EHT	10-180-1810-1500-60040		\$0.00							\$0.00	
GIS-Employer WSIB	10-180-1810-1500-60055		\$0.00							\$0.00	
Cost of Lots Sold	10-180-1810-1500-71500		\$84,878.97	\$255,318.31		-\$681.39				\$0.00	2019 actual -reimbursement from Bell for Huffman Court Development
GIS Expense	10-180-1810-1500-71507		\$4,024.28	\$4,272.97	\$3,942.02	\$3,857.86	\$6,716.16	\$3,468.14	\$6,105.60	(\$610.56)	
Contracted Services	10-180-1810-1500-71527		\$0.00							\$0.00	
Conferences & Courses	10-180-1810-1500-71531		\$701.12	\$627.23	\$1,109.78	\$366.34	\$1,000.00		\$0.00	(\$1,000.00)	No conference schedule in 2021
Meeting Expenses - Committee/Board	10-180-1810-1500-71532		\$0.00							\$0.00	
Equipment Rentals - Owned	10-180-1810-1500-71540		\$0.00							\$0.00	
Advertising & Public Notices	10-180-1810-1500-71591		\$3,997.45	\$4,716.08	\$2,729.88	\$4,546.38	\$2,937.00	\$5,596.63	\$3,350.00	\$413.00	Based on 2020 actuals
Transfer to Reserves (Parkland Fees)	10-180-1810-1620-75390		\$0.00					\$1,000.00		\$0.00	
Total Expenditures			\$144,126.58	\$320,924.68	\$61,258.57	\$50,196.49	\$74,508.94	\$70,488.34	\$75,318.38	\$809.44	
Total Revenue			(\$20,549.59)	(\$20,871.61)	(\$17,232.42)	(\$23,544.74)	(\$13,312.00)	(\$32,525.83)	(\$13,114.00)	\$198.00	
Total Expenditures			\$144,126.58	\$320,924.68	\$61,258.57	\$50,196.49	\$74,508.94	\$70,488.34	\$75,318.38	\$809.44	
Total Planning Department			\$123,576.99	\$300,053.07	\$44,026.15	\$26,651.75	\$61,196.94	\$37,962.51	\$62,204.38	\$1,007.44	1.65%
											</



Spreadsheet No. 1 - Planning & Development Dept.- 2021  
Operating Budget Reconciliation

Operating Budget Reconciliation			2017	2018	2019	2020	2020	2021	2021-2020	Draft 1 -2021 as of January 11th, 2021	
			3 year Average 2017, 2018 & 2019	Actuals 31-Dec-17	Actuals 31-Dec-18	Actuals 31-Dec-19	Budget Forecasted	Actuals 30-Nov-20	Budget Forecasted	Variance 2021 -2020	Remarks
By-law Enforcement											
Administration	G-271-0330	Revenue	(\$22,569)	(\$28,244)	(\$19,792)	(\$19,671)	(\$23,038)	(\$12,859)	(\$18,258)	\$4,780	Construction of quarantine pen to take place in 2020 -5.57%
Administration	G-271-1101	Expenditure	\$160,742	\$156,855	\$168,796	\$157,845	\$165,875	\$131,503	\$157,084	(\$8,791)	
Vehicles	G-271-2910		\$3,815	\$2,663	\$5,477	\$3,304	\$4,268	\$2,687	\$4,080	(\$188)	
Animal Shelter	G-334-2912		\$5,579	\$6,552	\$4,515	\$5,671	\$10,695	\$4,764	\$6,106	(\$4,589)	
S/T			\$147,566	\$137,826	\$158,995	\$147,149	\$157,800	\$126,095	\$149,012	(\$8,788)	
Building Dept.											
											No major construction to take place in 2021- For 2021 based on 2 new houses and 18 unit apartment building. Same revenue projection as in 2020 55%/45% split in 2021
Administration	G-813-0330	Revenue	(\$126,749)	(\$86,573)	(\$144,930)	(\$148,743)	(\$45,855)	(\$58,692)	(\$46,663)	(\$808)	
Administration	G-813-1101	Expenditure	\$74,708	\$67,902	\$68,005	\$88,219	\$65,375	\$69,981	\$63,659	(\$1,716)	
Vehicles	G-813-2910		\$3,012	\$1,964	\$3,694	\$3,380	\$2,824	\$2,901	\$2,762	(\$62)	
S/T			-\$49,028	-\$16,708	-\$73,232	-\$57,145	\$22,344	\$14,189	\$19,758	-\$2,586	
Planning Dept.											
Administration	G-815-0330	Revenue	(\$20,550)	(\$20,872)	(\$17,232)	(\$23,545)	(\$13,312)	(\$32,526)	(\$13,114)	\$198	2018 forecasted 60/40 split same for 2019. 2020 Based 50%/50% split 2021 For 2021 Based on 55%/45% split 1.65%
Administration	G-815-1101	Expenditure	\$144,127	\$320,925	\$61,259	\$50,196	\$74,509	\$70,488	\$75,318	\$809	
S/T			\$123,577	\$300,053	\$44,026	\$26,652	\$61,197	\$37,963	\$62,204	\$1,007	
Civic Center											
Administration	G-150-0330	Revenue	(\$105,605)	(\$104,896)	(\$107,609)	(\$104,309)	(\$106,459)	(\$106,243)	(\$138,736)	(\$32,277)	Amended 5 year lease with the Ministry of the Solicitor General  1.9% increase in hydro, Natural gas no increase in 2021, 2.7 % increase for water/sewer fees -58.28%
Administration	G-150-1200	Expenditure	\$222,738	\$214,859	\$232,540	\$220,813	\$221,619	\$215,712	\$186,781	(\$34,838)	
S/T			\$117,133	\$109,963	\$124,930	\$116,504	\$115,160	\$109,469	\$48,045	-\$67,114	
Total Revenue											
			(\$275,472)	(\$240,585)	(\$289,564)	(\$296,268)	(\$188,664)	(\$210,320)	(\$216,771)	(\$28,107)	14.90%
Total Expenditures			\$614,720	\$771,720	\$544,284	\$529,428	\$545,164	\$498,035	\$495,790	-\$49,374	-9.06%
Net Operating Budget											
			\$339,248	\$531,134	\$254,720	\$233,160	\$356,500	\$287,715	\$279,019	(\$77,481)	-21.73%

2021  
Budget Cost

2020 Carryover	
Wood Yard Land Use/Economic Development Feasibility Study	\$25,000.00
CC- Office Design Work - 2020 Capital	\$60,000.00
CC- Office Design Work - 2020 Reserves	\$6,270.19
Subtotal 2020 Carryover	\$91,270.19
NEW 2021	
Building/ Planning Area	
Mill Planning Study	\$11,000.00
Nursing Station Demolition	\$96,000.00
Woodyard Development - Environmental (Ph. 1-2 ESA, RSC)	\$135,000.00
Woodyard Development - Planning & Legal	\$20,000.00
Woodyard Development - Survey, REF Plan, Subdivision	\$60,000.00
Sub-total Building & Planning	\$322,000.00
Civic Centre Building/Administration Area	
Clerk Office - Library - Installation of Movable Storage Shelving system for records similar to system installed in vaults 2020	\$26,000.00
Robomower - Lawn Mower	\$5,500.00
Install of New Digital Boundless Branding Sign partnering with FFPC (50%)	\$71,000.00
Subtotal Civic Centre Building	\$102,500.00

Town's portion is \$ 35,500. Could wait to research if the Provincial government would contribute to sign (for Jail and Parole office operations)

\$35,500.00

TOTAL 2021 P&D CAPITAL (Including 2020 Carryovers in the amount of \$ 91,270.19)

\$515,770.19

Date: January 18, 2021

Report To: Planning and Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: B6-2020: Zoning By-Law Amendments – Tenting Provisions

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Administration has been tasked with researching and reviewing various methods to better administer tenting/camping in the Town of Fort Frances. In some other municipalities there have been specific by-laws passed to administer these actions. However, administering an additional by-law can create more room for error and ongoing adjustment.

At this time, it is proposed to amend the Town of Fort Frances Zoning By-Law 03/14 to include additional provisions for administering tenting/camping within the Town rather than develop a new by-law to administer.

The existing provisions within the zoning by-law state the following:

### **3.36 TRAILERS, MOBILE HOMES AND CAMPERS**

The parking and storing of **trailers**, motor homes, truck campers and camper trailers shall be prohibited in all Residential **zones** except where one **trailer**, camper or mobile home is stored on the occupant's **lot**, where a dwelling is in existence on the same **lot**, but only in the rear or interior side yard, or in such areas where such parking and storing is permitted by this By-law.

The **use** of **trailers**, **travel trailers**, motor homes, truck campers, and camper trailers shall be prohibited in all **zones** except in areas where such **use** is permitted by this By-law.

Mobile homes may be used as **dwelling units** only in a zone which permits mobile homes provided they have been constructed to CSA Standard Z240, and are located on permanent foundations with the running gear and towing equipment removed.

#### **TRAILER**

A vehicle that is at any time drawn upon a highway by a **motor vehicle**, another **motor vehicle** or any device or apparatus not designed to transport **persons** or property, temporarily drawn, propelled or moved upon such highway, and except a side car **attached** to a motorcycle, and shall be considered a separate vehicle and not part of the **motor vehicle** by which it is drawn and, for the purposes of this By-law, does not include a mobile home.

#### **TRAILER, TRAVEL OR TENT**

Any **trailer** which is designed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment permanently **attached** and a current licence and is not permanently affixed to the ground.

**CAMP GROUND**

Lands used for the parking and temporary use for at least five (5) campsites occupied by tents, trailers, motor homes, truck campers and recreational vehicles and accessory uses and facilities such as administrative offices, sanitary facilities, recreational facilities and an accessory community garden.

The initial draft amendments have subsequently been reviewed by the Town's legal counsel and some revisions were recommended. The following are the revised amendments proposed to the zoning by-law.

Add the following definition:

**TENT** a temporary or permanent shelter constructed of canvas, fabric, tree boughs or other material and apparently erected to protect a person or persons from the elements while sleeping but does not include a dining or special events tent.

Amend section 3.36 of the zoning by-law to read as follows:

**3.36 TRAILERS, TENTS, MOBILE HOMES AND CAMPERS**

*The parking and storing of trailers, motor homes, truck campers and camper trailers shall be prohibited in all Residential zones except where one trailer, camper or mobile home is stored on the occupant's lot, where a dwelling is in existence on the same lot, but only in the rear or interior side yard, or in such areas where such parking and storing is permitted by this By-law.*

*The use of tents, trailers, travel trailers, motor homes, truck campers, and camper trailers shall be prohibited in all zones except where such use is permitted by this By-law.*

*One tent shall be permitted accessory to a single detached, semi-detached or townhouse dwelling in the Residential Type One (R1) or Residential Type Two (R2) zone provided it is less than 10 sq.m. Upon evaluation of application, the Chief Building Official, Municipal Planner or By-Law Enforcement Officer may provide temporary authorization to allow a greater number of tents, but no more than four, to be erected within the R1 and R2 zones for an agreed upon temporary duration of time. The occupant(s) of the tent(s) shall be provided access to the facilities within the appurtenant single detached, semi-detached or townhouse dwelling at all times. A tent may only be erected between May 1 and September 30 of that year. In the General Commercial and Enterprise zone, tent(s) may be erected for the purpose of displays for sales, not to be occupied, for a temporary duration as approved by the Chief Building Official, Municipal Planner or By-Law Enforcement Officer.*

*Mobile homes may be used as dwelling units only in a zone which permits mobile homes provided they have been constructed to CSA Standard Z240, and are located on permanent foundations with the running gear and towing equipment removed.*

Upon review, the following shall be noted for consideration by the Committee. Amending the zoning by-law has a similar, though not identical affect, as creating a separate by-law in the realm of enforcement. When creating a new by-law, one may include provision from section 425(3) of the Municipal Act to make Officers and Directors of Corporations who knowingly concur in the contravention of the by-law liable of an offence and subject to fines. Whereas, amending the zoning by-law will provide similar though not identical affects such as, where a corporation is found guilty of contravening the zoning by-law the corporation itself is punishable by fines of not more than \$50,0000 for the first offence and \$25,000.00 for a second offence for each day or part thereof upon which the contravention has occurred. In this scenario fining a corporation differs from fining officers and directors of a corporation.

### **Divisional Comments**

The proposed amendments have been circulated within various internal divisions for comment:

- Public Works: no concerns. Recommended inclusion of no time restrictions for use of facilities
- Fort Frances Power Corporation: No comments received
- Fort Frances Fire Rescue: No comments received
- Fort Frances Planning and Development: Seek short form wording upon completion for enforcement

### **Committee of Adjustment**

The Committee of Adjustment considered the proposed amendments at their January 12, 2021 session with the following comments being made:

- It is recommended that the allowable number of trailers or campers to be stored on a property be increased from one to three, with reasoning being that many people within the Town own a boat, camper and utility trailer.
- It is recommended that only one tent be allowed on a property within the residential zone and that the application process for allowing more than one be deleted. Reasoning behind this is that there is a campground in Town that can be used for camping.
- It is recommended that one camper be allowed to be used on a property in the residential zone for the purpose of allowing visiting family to stay temporarily.
- It is recommended that the definition of a "Tent" be revised to remove tree boughs and other materials, and to more specifically target tents purchased in stores. The reason behind this is that someone could use almost any material and consider it a tent.

### **Public Meeting**

Scheduled for Monday January 25, 2021

**Summary/Recommendation**

The Committee may wish to recommend the proposed amendments as presented, or additionally endorse and support the recommended amendments as stated by the Committee of Adjustment.

Respectfully submitted.

A handwritten signature in black ink, appearing to read 'Cody Vangel', with a stylized, sweeping flourish at the end.

Cody Vangel  
Chief Building Official & Municipal Planner



Date: January 18, 2021

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Amending Road Names – Fort Frances

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The Planning and Development Executive Committee will recall that administration has been tasked with the following regarding the changing of road names within the Town of Fort Frances:

- Develop a road naming/renaming policy
- Develop consultation and educational information for distribution with the first 2021 tax bill
- Research and estimate operational costs associated
- Research process involved with local service providers in the event of road name changes

### **Policy**

Administration has amended the policy with the recommendations provided by PDEC. In the attached policy red highlights are intended to be deleted, green to be added, and yellow to be discussed.

### **Consultation & Education Information**

A consultation/education brochure has been approved and will be sent out with the first tax bill of 2021.

### **Operational Costs**

January 20, 2021 was provided to internal departments as a timeline to have estimates back.

### **Service Provider Notifications**

Research into the process for notifying various service providers and the various steps involved is still underway.

At this time administration will continue to research operational costs and the notification process with some service provides. Additionally, with the information provided above, administration is seeking the following:

- Feedback on the proposed policy for revision as necessary or recommendation for approval.

Respectfully submitted



Cody Vangel  
Chief Building Official & Municipal Planner

# THE TOWN OF FORT FRANCES

## Section: Planning & Development

### Policy: Street Naming and Renaming

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**Creation Date:** January 2021

**Revised Date:** N/A

**Resolution Number:** #####

**Supersedes Resolution Number:** N/A

**Policy Number:** ##

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#### 1. Purpose

- 1.1 This policy provides guidelines on the naming of Streets and roadways in the Town of Fort Frances and establishes the process by which requests can be made for Street name changes.
- 1.2 This policy's intent is to promote the selection of Street names that will avoid duplication, and promote emergency safety considerations and celebrate civic history and achievements.
- 1.3 This policy provides the process for public input into proposed naming, or renaming, or assigning a Ceremonial name to Streets and roadways in the Town of Fort Frances.

#### 2. Definitions

- 2.1 *Ceremonial Naming* refers to assigning a Ceremonial name to a Street in honour of an individual, event or an organization that has made a significant and exceptional positive contribution to the Town of Fort Frances, the Province of Ontario or Canada. A Ceremonial name is a secondary name and does not replace the official name.
- 2.2 *Chief Building Official* refers to the Chief Building Official appointed by the Town of Fort Frances
- 2.3 *Draft Plan of Subdivision* is a document that shows the surveyed boundaries, location, size, and Streets of a proposed subdivision.
- 2.4 *Duplicate* refers to Street names that are identical, not including the Street Suffix.
- 2.5 *First Responders* refers to Fort Frances Fire Rescue Service, Ontario Provincial Police, and Rainy River District Paramedic Services.

- 2.6 *Municipal Planner* refers to the Municipal Planner of the Town of Fort Frances.
- 2.7 *Planning and Development* refers to the Town of Fort Frances Planning and Development division or its successor.
- 2.8 *Procedures for Notices By-Law* refers to By-Law 64/02, as amended, or its successor.
- 2.9 *Reference Plan* refers to a plan deposited in the local Land Registry Office and is a graphic representation of descriptions of land, as well as representations of divisions of land under the *Planning Act*.
- 2.10 *Similar Sounding* refers to Street names that sound similar in their entirety, not including the Street Suffix.
- 2.11 *Street* is any existing or proposed public or private Street, lane, or walkway within the boundaries of the Town of Fort Frances.
- 2.12 *Street Suffix* refers to words that follow a Street name and usually indicate the type of Street configuration and or Street direction.
- 2.13 *Town* refers to the Town of Fort Frances
- 2.14 *Unnamed Street* refers to any Street or a proposed Street on a Reference Plan without an official name and not on a draft plan of a subdivision.

### **3. Criteria for Naming or Renaming a Street or Assigning a Ceremonial Name to a Street**

- 3.1 A request to name, rename or assign a Ceremonial name to a Street may be initiated by:
- 3.1.1 A citizen of the Town, by application; or
- 3.1.2 The Town, by a resolution adopted by council.
- 3.2 The Town will consider proposals for Street naming but is under no obligation to accept a proposal to name, or rename a Street, or assign a Ceremonial name to a Street.
- 3.2.1 Proposals initiated by the Town will require a resolution by Council indicating the intent to consider to name, or rename a Street, or assign a Ceremonial name to a Street in lieu of submitting an application.
- 3.3 Street names, including Ceremonial Street names should portray a strong positive image and have historical, cultural, Indigenous or social significance or contribution to the betterment of the community, the Town, the Province of Ontario or Canada.

- 3.4 Street names shall not impair the ability of First Responders to respond to emergencies or impair the Town's ability to deliver services.
- 3.5 Streets that have been named, renamed, or assigned a Ceremonial name within the previous ten years will not be renamed unless initiated by the Town.
- 3.6 Assigning a Ceremonial name to a Street will be considered before renaming a Street.
- 3.7 Suffixes for Street names are assigned by the Town to ensure the appropriate Suffix is used to describe the type, function, length and configuration of the Street. Street name Suffixes are words that follow a Street name, generally indicating the Street's configuration and, on occasion, Street direction. A list of Suffixes acceptable for use in the Town is detailed in Schedule A, followed by its abbreviation and a brief description.
- 3.8 All Town costs involved in renaming a Street shall be the responsibility of the applicant. Where the Town initiates the renaming of a Street, the Town shall bear the associated costs.

3.8.1 Council may consider covering costs associated with applications initiated by the public.

- 3.9 Street names, including Ceremonial names, shall not:
- 3.9.1 Result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or a product, service or a particular business;
  - 3.9.2 Be or be perceived to be discriminatory or derogatory of race, colour, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
  - 3.9.3 Result in inappropriate abbreviations or acronyms;
  - 3.9.4 Duplicate or be similar sounding to an existing Street name;
  - 3.9.5 Place the Town in conflict with any agreements established in the acquisition or management of the Street; and
  - 3.9.6 Make a direct or indirect reference to recent events or recently deceased individuals, except where the event or the individual had a legacy or significant contributions to the Town of Fort Frances. Names of recent events or recently deceased individuals may only be considered after two years has elapsed.

3.10 The physical location, size and style of the Street sign(s) shall be

determined by the Town.

- 3.11 Naming or renaming a Street, or assigning a Ceremonial name to a Street, on behalf of an individual, event, or an organization requires the written consent of the named party or the named party's representative.

3.11.1 In circumstances where consent has not been received, despite reasonable efforts, the Town, in absence of any refusal to provide consent or legal concerns, may approve the name if the applicant is able to demonstrate efforts to obtain consent to the satisfaction of the Town.

3.12 Where a new name, rename or Ceremonial Street name proposed by the public is deemed insufficient, Council may substitute a name of their choice.

#### **4. Naming Streets on Draft Plans of Subdivisions**

- 4.1 A proposal to name Streets on a draft plan of subdivision is to be made using the Street Naming Application through the Planning and Development Division and at minimum is to include:

4.1.1 The proposed Street names, including any background information on the names; and

4.1.2 A copy of the draft plan of a subdivision.

- 4.2 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.

- 4.3 The Chief Building Official or Municipal Planner will assess proposed Street names for draft plans of subdivisions in accordance with this Policy and consult with the appropriate internal Town divisions prior to granting approval.

- 4.4 If the proposed name does not comply with this Policy, the Chief Building Official or Municipal Planner will advise the applicant and refer to Council for decision.

#### **5. Naming an Unnamed Street**

- 5.1 A proposal to name an Unnamed Street is to be made using the Street Naming Application through the Planning and Development Division and at minimum is to include:

5.1.1 The proposed name;

5.1.2 Rationale for naming the Street;

5.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that about the Street, unless the Street is on a Reference Plan;

5.1.4 Section 5.1.3. may be waived for Town initiated changes; and

5.1.5 A map or an illustration, including major intersections of the Unnamed Street.

5.2 Should the Unnamed Street be an obvious extension of an existing Street, the existing Street name shall be continued onto the Unnamed Street. However, where the extension intersects with a different Street, the new section will be renamed as outlined in this policy.

5.3 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.

5.4 The Chief Building Official or Municipal Planner will consult with various internal Town divisions on the proposed Street name.

5.5 If the proposed name does not comply with this Policy, the Chief Building Official or Municipal Planner will advise the applicant and Town Council.

5.6 If the proposed name complies with this Policy, the Town will host a public meeting to consider the proposal. Notice of public meeting will comply with Section 8 of this policy.

5.7 If approved, the Town will provide notice of its intention to pass an authorizing by-law as outlined in Section 8 of this policy.

5.8 Upon passing such authorizing by-law the Town will provide notice of its passing as outlined in Section 8 of this policy.

## 6. Renaming Town Streets

6.1 A proposal to rename a Street is to be made using the Street Naming Application through the Planning and Development Division and at minimum is to include:

6.1.1 Rationale for changing the name and significance of the proposed name;

6.1.2 Relevance of the proposed name to the Street;

- 6.1.3 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that abut the Street;
- 6.1.4 Section 6.1.3. may be waived **at the discretion of Council** and for Town initiated changes; and
- 6.1.5 A map or an illustration, including major intersections of the Street to be renamed.
- 6.2 Proposed Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 6.3 The Chief Building Official or Municipal Planner will consult with various internal Town divisions on the proposed Street name.
- 6.4 If the proposed name does not comply with the Policy, the Chief Building Official or Municipal Planner will advise the applicant and Town Council.
- 6.5 If the proposed name complies with this Policy, the Town will host a public meeting to consider the proposal. Notice of public meeting will comply with Section 8 of this policy.
- 6.6 If approved, the Town will provide notice of its intention to pass an authorizing by-law as outlined in Section 8 of this policy.
- 6.7 Upon passing such authorizing by-law the Town will provide notice of its passing as outlined in Section 8 of this policy.

## **7. Assigning a Ceremonial Name to a Town Street**

- 7.1 A proposal to assign a Ceremonial name to a Street is to be made using the Ceremonial Street Naming Application through the Planning and Development Division and at minimum is to include:
  - 7.1.1 The Street proposed for the Ceremonial name;
  - 7.1.2 Rationale and significance of the proposed name;
  - 7.1.3 Relevance of the proposed name to the Street, community and Town;
  - 7.1.4 Documented support, including but not limited to petitions and support letters, from at least 75 percent of property owners that abut the Street;
  - 7.1.5 **Section 7.1.3. may be waived for Town initiated changes;** and

- 7.1.6 A map or an illustration, including major intersections of the Street.
- 7.2 Proposed Ceremonial Street names that portray Indigenous significance or are after an Indigenous individual, organization or event will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.
- 7.3 The Chief Building Official or Municipal Planner will consult with various internal Town divisions on the proposed Ceremonial Street name.
- 7.4 If the proposed Ceremonial Street name does not comply with the Policy, the Chief Building Official or Municipal Planner will advise the applicant and Town Council.
- 7.5 If the proposed Ceremonial Street name complies with this Policy, the Town will host a public meeting to consider the proposal. Notice of public meeting will comply with Section 8 of this policy.
- 7.6 If approved, the Town will provide notice of its intention to pass an authorizing by-law as outlined in Section 8 of this policy.
- 7.7 Upon passing such authorizing by-law the Town will provide notice of its passing as outlined in Section 8 of this policy.

## 8. Notification

- 8.1 The Town will give Notice of Public Meeting by way of:
- 8.1.1 Publishing a notice in a newspaper that is of sufficiently general circulation in the area to which the proposed naming, or renaming, or assigning a Ceremonial name would apply, once, at least 14 days prior to the public meeting;
- 8.1.2 Publishing a notice on the Town website at least 14 days prior to the public meeting; and
- 8.1.3 Registered Regular mail or hand delivered to property owner(s) the properties directly abutting/fronting the associated Street, once, at least 14 days prior to the public meeting.
- 8.2 The Town will give notice of its intention to pass a by-law to name, or rename a Street, or assign a Ceremonial name to a Street as outlined in the Procedures for Notices By-Law.
- 8.3 The Town will give notice of passing a by-law to name, or rename a Street, or assign a Ceremonial name to a Street by way of:
- 8.3.1 Publishing a notice in a newspaper that is of sufficiently general circulation in the area to which the proposed naming, or renaming, or assigning a Ceremonial name would apply;
- 8.3.2 Publishing a notice on the Town website; and



- 8.3.3 Registered Regular mail or hand delivered to property owner(s) the properties directly abutting/fronting the associated Street.
- 8.4 The Town will notify the following internal departments, emergency services, agencies/bodies and adjacent municipalities of the change of an existing Street name or assignment of a new Street name upon passing such authorizing by-law.
- 8.4.1 All divisions internal to the Town of Fort Frances
  - 8.4.2 Fort Frances Power Corporation
  - 8.4.3 Rainy River District Paramedic Services
  - 8.4.4 Fort Frances Fire Rescue Services
  - 8.4.5 Ontario Provincial Police
  - 8.4.6 Bell 9-1-1
  - 8.4.7 Kenora Central Ambulance Communications Centre
  - 8.4.8 Canada Post
  - 8.4.9 Agency One First Nations
  - 8.4.10 Township of Alberton
  - 8.4.11 Municipal Property Assessment Corporation

## Schedule A

**Alley (Aly):** A narrow Street between or behind a row of buildings.

**Avenue (Ave):** A Street in a densely populated area serving light to high volumes of traffic and used interchangeably between local, collector and arterial Streets typically running north and south.

**Boulevard (Blvd):** A Street with a median reflecting the boulevard character serving medium to high volumes of traffic.

**Circle (Cir):** A cul-de-sac or looped Street that begins and circles back to terminate on the same Street.

**Court (Ct):** A Street with no outlet, usually ending in a cul-de-sac, and usually not exceeding (300 m) in length.

**Crescent (Cres):** A local Street that is uninterrupted other than by a cul-de-sac, and having two connections to one Street.

**Drive (Dr):** A curvilinear Street, that usually serves light to high volumes of traffic, and used interchangeably between local, collector and arterial roads.

**Gate (Gate):** A short Street providing an entrance to a subdivision or another Street or as a link between two different Streets, and that has no buildings or lot frontages.

**Grove (Gv):** A modified and form of cul-de-sac or looped Street characterized by minimal frontage that is separate and distinct from the balance of the subdivision or development area.

**Heights (Hts):** A Street with a unique configuration, represents a theme or quality of design, layout, or association with the surrounding land features or geography.

**Lane (Ln):** A dead-end or private Street.

**Parkway (Pkw):** A thorough with a median reflecting the parkway character.

**Place (Pl):** A short Street with a length of (300 m) or less.

**Promenade (Prom):** A Street with a wide right-of-way width and/or containing an unusual and non-typical design, layout or extensive landscaping or other design features.

**Road (Rd):** A Street usually in less densely populated areas serving light to high volumes of traffic.

**Square (Sq):** A square Street pattern.

**Street (St):** A Street usually in more densely populated areas serving light to high volumes of traffic typically running east and west.

**Terrace (Terr):** A short Street with a length of (300 m) or less.

**Trail (Trail):** A collector-type Street usually winding or meandering.

**Way (Way):** A narrow or private Street.

A maximum of one (1) of the following direction-based Suffixes may be used for each Street name: North (N), East (E), South (S) and West (W)

Date: January 4th, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: December Activities for By-Law Enforcement Department.

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Please see the below information for the month of December activities for this department.

### **Operational Constraints**

#### **November 2020**

##### Animal Pound Statistics

Impounded Dogs	1
Impounded Cats	1
After Hours Visits	0
Total Shelter Visits for Month 12	

##### Monthly Parking Statistics

Tickets for Month	8
Final Total	8

##### Daily Activities completed by By-Law Officers

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment (Repairs to Meter Equipment).
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Calendar Parking, Parking Lots).
- Fine Box Collections.

##### Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Weekly Mileage for Civic Centre Vehicles.
- Emergency Management COVID-19 Response.
- Emergency Management Annual Compliance Submission Review with OFMEM.
- JHSC Activities & Monthly Inspection.
- Maintaining Cleaning Solution in Civic Centre Vehicles.
- PDEC Secretary Duties.
- Deliver Cheques for Treasury.
- Flag Raisings & Replacements.
- Monthly Activities Reporting to PDEC.

- OFMEM Sector Leads Meeting & PEMCC Meeting Attended.
- OFMEM EEPMO Project Meeting.
- Alberton Request Services Review.
- 2021 Budget Review.
- Verified Demolition permit for property with CBO/Planner.
- Tent By-Law Review.
- Snow Vehicle's Request Letter.
- Business License Renewals Underway.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Single Use Plastics	4
Parking	2
Animals	8
Business Licensing	5
Property Standards (Includes Landlord/Tenant)	8
Building Code Issues with CBO	5
Taxi	2
Snow on Sidewalks	5
Moving Permits	1
Snow Vehicles	3
Smoking	4
Noise	3
Waste Management	9
Basketball Nets	7
Heavy Trucks	4

Respectfully submitted,

Original Signed By

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

Date: January 18, 2021

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Mill Demolition Project Update

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### **Summary**

Application has been made by an authorized agent on behalf of 2670568 Ontario Limited (locally referred to as Riversedge Developments) for the demolition of multiple structures across the locally known Fort Frances mill property. The primary demolition project is anticipated to be conducted in four stages spanning approximately 18 months. In addition to the primary large-scale demolition scope there is expected to be multiple smaller scale demolition projects which will primarily consist of removing pre-manufactured steel structures from site.

### **Project Update**

- Phase 1
  - The northwesterly portion of phase 1 is relatively untouched by the demolition contractor currently. This will now be anticipated to be demolished last to mitigate unnecessary mobilizing of equipment across site.
  - The contractor has taken down 100% of the kraft mill woodroom building and chip storage area.
- Phase 2
  - Through discussions with the contractor, they believe they are approximately 90% complete in terms of taking the associated structure(s) down.
- Phase 3
  - Phase 3 demolition permit was issued on December 9, 2020. Current estimate is approximately 10% complete.
- Phase 4
  - No update.

### **Miscellaneous**

A timeline for moving material off site is still unknown at this time.

Recommendation of this report is not required as it is for informational purposes only.

Respectfully submitted.



Cody Vangel  
Chief Building Official & Municipal Planner