

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - February 1, 2021 at 8:30 AM

MEETING - [Virtually]

Microsoft Teams meeting

Join on your computer or mobile app

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Or call in (audio only)

[+1 807-701-5975,,163025779#](#) Canada, Thunder Bay

Phone Conference ID: 163 025 779#

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1. <u>Call to Order</u> Session #3	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u> 3.1 Session No. 2 dated 18 January 2021	2 - 3
4. <u>Items Referred from Council - None</u>	
5. <u>New Business - None</u>	
6. <u>Outstanding Items</u> 6.1 Snowmobiling 6.2 Colonization Road Matter - Cody Vangel 6.3 B-6-2020: Zoning By-Law Amendments - Tenting Provisions - Cody Vangel	4 - 6 7 - 24 25 - 28
7. <u>Information</u> 7.1 Mill Demolition	29
8. <u>In-Camera - None</u>	
9. <u>Adjourn / Next Meeting Date - 16 February 2021</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #2

January 18, 2021

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was virtually Virtual on January 18, 2021 from 8:30 a.m. to 10:10 a.m.

PRESENT: J. McTaggart - Chairperson, W. Brunetta - Councillor, Mayor J. Caul (ex-officio)
D. Judson, Councillor (not in attendance)

ALSO PRESENT: D. Brown, CAO, C. Vangel, CBO/Planner, P. Briere, By-law Enforcement Officer,
K. Haney, Deputy Clerk, E. Slomke, Municipal Clerk

1. Call to Order

1.1 0830 hrs

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

3. Approval of Previous Committee Minutes

3.1 Approval of Previous Meeting Minutes - January 4, 2021 - Approved as presented

5. New Business

4.1 2020 December Operating Budget - Planning Development - Doug Brown - Committee reviewed proposed draft 2021 Operating/Capital Budget. Sewer/water to be amended to read 2% otherwise accepted as presented. Parking - Discussion took place. Direction from committee for Administration to bring options forward once information is received regarding parking/payment via app.

4.2 B6-2020: Zoning By-Law Amendments – Tenting Provisions - Cody Vangel - Proposed amendments to be revised and brought back to Committee next meeting. Public meeting scheduled for 25 January will go ahead as planned.

5. Outstanding Items

5.1 Colonization Road Matter - Cody Vangel - Amendments with draft application will be brought back to next meeting.

5.2 Snowmobiling - No update provided as yet

6. Information

6.1 December Activities for By-Law Enforcement Department - Patrick Briere provided a verbal summary.

6.2 Mill Demolition Project - Cody Vangel provided a verbal summary.

7. In-Camera - None

8. Adjourn / Next Meeting Date

February 1, 2021

Executive Committee Chair

Secretary, Planning & Development Executive
Committee

Date: January 21st, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer.

Re: Snowmobiling Request Letter Update.

As you are aware the Planning & Development Executive Committee at their meeting held on January 4th, 2021, received a request letter from Council regarding snowmobile's having access to Town roadways. The Planning & Development Executive Committee directed Administration to review this request letter with the necessary stakeholders and report back with the group's findings.

With this stated, our office along with relevant stakeholders (OPP, Operations & Facilities, Borderland Snowmobile Club & request letter writers) have had a couple of meetings to review the request letter and have found the following:

- The current by-law is dated and requires updating.
 - o Clarification on wording regarding access to services is required.
 - o There are several amendments already with the current by-law, which cause confusion when trying to understand it.
 - o Creation of a map to illustrate streets available for use & not available for use by snowmobiles. The current by-law does not have this, only names streets.
 - o ATV discussion has been left off the table at this time, as it is currently a stand-alone by-law.
- Private Business Properties are in discussions with allowing access to their properties for snowmobiles.
- Reviewing the By-Law on an annual basis, to ensure up to information is provided.

Updating this by-law will allow the Town to be up to date on current legislation regarding snowmobiles and allow groups like the MAT, Chamber of Commerce, BIA and any others like these to then create their own promotional documents for use in the own marketing planning with their members.

Therefore, we are asking for direction from the Planning & Development Executive Committee whether to go ahead with updating the by-law or not.

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional
MLEO/Alternate CEMC/Public Information Officer
Planning & Development Division
Town of Fort Frances
PH: 1-807-274-5323 ext. 1218
pbriere@fortfrances.ca

Borderland Snowmobile Support Email



Patrick Briere
To: Karyn Haney

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [...](#)

Thu 1/28/2021 1:51 PM

From: borderland Snowmobile <borderlandsc@gmail.com>
Sent: Thursday, January 28, 2021 11:56 AM
To: Patrick Briere <pbriere@fortfrances.ca>
Subject: [External] Re: Fort Frances Snowmobile By-Law Update.

[EXTERNAL] Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to support@fortfrances.ca.

Good morning Patrick,

Regarding our conversation about the Fort Frances snowmobile bylaws. I would like to go on record saying that the Borderland Snowmobile Club fully support any bylaw changes that can be made, to improve snowmobile access to food, fuel, and accommodations in Fort Frances. It currently is difficult for travellers to access services in Fort Frances and It has been said, touring snowmobilers only have room to carry a wallet, so it would be a benefit to town businesses to allow easier access to their establishment.

Dave Goodman
Groomer Coordinator
Borderland Snowmobile Club

Date: February 1, 2021

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Amending Road Names – Fort Frances

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. An application and general process has been included as an appendix to the policy.

Consultation & Education Information

A consultation/education brochure has been approved and has been sent out with the first tax bill of 2021. The consultation/education piece has also been posted on the Town's website.

Operational Costs

If changing the names of Colonization Road East and West is considered, approximately 160-180 tax rolls would be affected. Information has been compiled from the internal departments within the Town to assign an estimated "time allocation" that may be considered to changing this information.

Planning and Development	<ul style="list-style-type: none">• Amending Property Files – 2 minutes per property• Amending Digital Property Files – 2 minutes per property• Amending Permitting Database (CityWide) – 5 minutes per property• Facilitating Naming/Renaming Applications – difficult to forecast at this time
Public Works	<ul style="list-style-type: none">• Amending GIS files (179) – 5 minutes per property• Amending GIS water/sewer/storm/roads/signs (1169) – 5 minutes per component• Relabeling PW property files (179) – 2 minutes per property• Amending PW digital property files (179) – 2 minutes per property• Relabeling misc/noting on Engineering drawings (printed & hanging) (50) – approximately 2 minutes per drawing• Colonization Road East – 6 of the Water Front Cross Shaped Signs<ul style="list-style-type: none">○ \$258 x 6 Signs = \$1548.00 for Colonization Road East• Colonization Road West – 8 Regular Green Street Name Signs<ul style="list-style-type: none">○ \$167.35 x 8 Signs = \$1338.80 for Colonization Road West

IT	<ul style="list-style-type: none"> • No direct impact on IT operations
Administration and Finance	<ul style="list-style-type: none"> • Estimated administrative work as 5-10 minutes per customer
Human Resources	<ul style="list-style-type: none"> • Time allocation difficult to estimate. Probable time impacts related to payroll files, benefit carriers and OMERS.
Community Services	<ul style="list-style-type: none"> • Estimated 9 memberships to be adjusted at approximately 5 minutes per membership

Service Provider Notifications

Research into the process for notifying various service providers and the various steps involved has been conducted and summarized in the notes below. As you can see Bell 911 plays a pivotal roll in almost all cases related to emergency services.

Stakeholder	Initial Comments
Rainy River District Paramedic Services	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to KCAC and Bell 911 on any change - Provide details on any amendments - Mapping to be updated
Fort Frances Fire Rescue	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to KCAC and Bell 911 on any change - Provide details on any amendments - Mapping to be updated
OPP	<ul style="list-style-type: none"> - Costs associated hard to predict - New facility on Colonization Road will require changing of all information associated, including business cards, letter heads, etc. - Internal computer system to be adjusted - GIS and CAD system to be updated. Updated approximately twice a year - Provincial and federal registries and databases to be updated - Court rulings may be required to amend conditional address decisions - OPP dispatching system to be updated - Will need time to change over systems - Rely on Bell 911 to initiate their changes
Bell 911	<ul style="list-style-type: none"> - In the event of road name changes Bell 911 needs to know the old and new street name and the assigned civic numbers if the ranges are changing. If only a portion of a road is changing Bell 911 would need to know what civic numbers that are remaining on the current road name and which ones are changing. - A change notification will need to be completed and submitted by the Town
Kenora Central Ambulance Communications Centre	<ul style="list-style-type: none"> - Ensure appropriate dispatch entities are informed - Ensure clear means of communications to Bell 911 on any change - Provide details on any amendments - Ensure OPP dispatch and GIS updated - Mapping to be updated

Service Ontario	<ul style="list-style-type: none"> - See attached link for information on address change https://www.ontario.ca/page/change-address-drivers-licence-vehicle-permit-and-health-card
Passport Canada	<ul style="list-style-type: none"> - See attached link for information on address change https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/help-centre/general.html
Canada Post	<ul style="list-style-type: none"> - There is no cost for the Town, and CP will provide to the impacted customers free mail redirection for 1 year. - The impacted customers will have to contact all their senders to inform them of their new address. - The Town of course will have to send a letter to each resident informing them of the situation and they should also send CP a copy. - The Town will also have to confirm with CP all the impacted addresses. - When CP does a change in their database (AMS) it could take up to 6 to 8 weeks for customers to be able to see the new info in the CPC public database. - This is not always possible but if the Town is able to provide CP 6 to 8 weeks' notice prior the date the change takes effect then the customers would be able to see their new addresses in the public database once the street name change takes effect.

With the information provided above, administration is seeking recommendation for approval such that the policy will be sent for legal review prior to presenting to Council for final approval. Additionally, at this time, it would be recommended that no application fee be assigned, and that the applications be handled on a cost recovery basis.

Respectfully submitted



Cody Vangel
Chief Building Official & Municipal Planner

THE TOWN OF FORT FRANCES

Section: Planning & Development

Policy: Street Naming and Renaming

Creation Date: January 2021

Revised Date: N/A

Resolution Number: #####

Supersedes Resolution Number: N/A

Policy Number: ##

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, 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 **under this policy** to accept a proposal to name, or rename a Street, or assign a Ceremonial name to a Street.
- 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; and
 - 5.1.3 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 shall be waived 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; and
 - 7.1.4 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 30 days prior to the public meeting;
 - 8.1.2 Publishing a notice on the Town website at least 30 days prior to the public meeting; and
 - 8.1.3 Regular mail or delivered to the properties directly abutting/fronting the associated Street, once, at least 30 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 Regular mail or delivered to 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)

Appendix A

Street Naming

The Street Naming Application is required for all requests to name or rename a Town of Fort Frances Street or to assign a ceremonial name to a Town Street. A Street is any existing or proposed public or private street, lane or walkway within the boundaries of the Town.

Please complete all sections of the Application and provide the required attachments.

Applicant Information			
First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Mobile Number	Email

Street Naming Type
Select the street naming type being requested (select one only):
<input type="checkbox"/> Naming or renaming a City Street (For requests to name or rename the legal street name) <ul style="list-style-type: none"> Is this Street public or private? <input type="checkbox"/> Public <input type="checkbox"/> Private Is this Street an existing Street or a new development? <input type="checkbox"/> Existing <input type="checkbox"/> New Development Does this Street have an existing name? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Assigning a Ceremonial Name to a Street (Assigning a secondary name to a Street that does not replace the legal name and is symbolic)

Street Name Details
Identify the location of/or the Street: (Include picture/map indicating location)
List the name(s) being proposed:

I Have Read and Understand
Check the following to confirm that you have read and understand the:
<input type="checkbox"/> Street Naming and Renaming Policy <input type="checkbox"/> Application General Process

Street Naming**Required Attachments**

Provide the following attachments with the Application for the type of Street Naming being requested:

Name a Street on a Draft Plan of a Subdivision	Name an Unnamed Street	Rename a Town Street	Assigning a Ceremonial Name to a Town Street
<input type="checkbox"/> Background information on the proposed name <input type="checkbox"/> A copy of the draft plan of a subdivision <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual)	<input type="checkbox"/> Background information on the proposed name <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual) <input type="checkbox"/> A map or an illustration showing street location and major intersections	<input type="checkbox"/> Rationale for changing the name and significance of the proposed name <input type="checkbox"/> Relevance of proposed name to the Street <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual) <input type="checkbox"/> Documented support from the local community <input type="checkbox"/> Minimum of 75% property owners abutting the street OR <input type="checkbox"/> Waiver of requirement being requested <input type="checkbox"/> A map or an illustration showing street location and major intersections	<input type="checkbox"/> Rationale and significance of the proposed name <input type="checkbox"/> Relevance of proposed name to the Street, community and Town <input type="checkbox"/> Rationale for naming the street <input type="checkbox"/> Consent of Named party or representative (If proposal is to honor a named individual) <input type="checkbox"/> A map or an illustration showing street location and major intersections

Applicant Signature

Date (yyyy-mm-dd)

Return completed application along with the necessary attachments to:

Town of Fort Frances
 Chief Building Official
 Municipal Planner
 320 Portage Avenue
 Fort Frances, Ontario
 P9A 3P9

Note:

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

General Process

This section is for informational purposes only and will outline the general process in which applications are handled.

Name a Street on a Draft Plan of a Subdivision

1. Application is submitted to the Chief Building Official or Municipal Planner with all applicable attachments.
2. The application and proposed street name will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed name complies with the Street Naming and Renaming policy the Chief Building Official or Municipal Planner will approve the application.
4. If the proposed name does not comply with the Street Naming and Renaming policy, the applicant will be advised, and the application will be referred to Council for decision.

Name an Unnamed Street

1. Application is submitted to the Chief Building Official (CBO) or Municipal Planner with all applicable attachments.
2. The application and proposed street name (if included) will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed name does not comply with the Street Naming and Renaming policy, the applicant, the Planning and Development Executive Committee (PDEC) and Council will be advised.
4. If the proposed name complies with the Street Naming and Renaming Policy, the CBO or Municipal Planner will report the application to PDEC.
5. With recommendation from PDEC, report will be brought to Council to accept (not approve) the application and to authorize administration to provide the 30-day Notice of Public Meeting, as well as declare Council's intent to consider the naming of an unnamed street.
6. Administration will provide notice as outlined in the Street Naming and Renaming Policy. During this 30-day notice period, input and proposed names will be received.
7. Upon conclusion of the 30-day notice period, the Town will host a public meeting.
8. The CBO or Municipal Planner will report to PDEC with a summary of input from the 30-day consultation period and the Public Meeting. PDEC will consider this information and make recommendation to Council. If recommendation is made to approve, PDEC will provide a "short-list" of five names to Council including the original proposed name.
9. The CBO or Municipal Planner will report to Council with a summary of input from the 30-day consultation period and the Public Meeting and include recommendation from PDEC along with the five name choices. Council will select one of the names or substitute for a name of their choice and declare their intent to enact the authorizing by-law at the next Council meeting.
10. Upon passing the authorizing by-law, administration will provide notice of passing said by-law as per the Street Naming and Renaming Policy.

General Process Continued**Rename a Town Street**

1. Application is submitted to the Chief Building Official (CBO) or Municipal Planner with all applicable attachments. The application shall indicate whether support letters and petitions are being submitted, or if this requirement is requested to be waived.
2. The application and proposed street name (if included) will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed name does not comply with the Street Naming and Renaming policy, the applicant, the Planning and Development Executive Committee (PDEC) and Council will be advised.
4. If the proposed name complies with the Street Naming and Renaming Policy, the CBO or Municipal Planner will report the application to PDEC.
5. With recommendation from PDEC, report will be brought to Council to accept (not approve) the application and to authorize administration to provide the 30-day Notice of Public Meeting, as well as declare Council's intent to consider the renaming of a street.
6. Administration will provide notice as outlined in the Street Naming and Renaming Policy. During this 30-day notice period, input and proposed names will be received.
7. Upon conclusion of the 30-day notice period, the Town will host a public meeting.
8. The CBO or Municipal Planner will report to PDEC with a summary of input from the 30-day consultation period and the Public Meeting. PDEC will consider this information and make recommendation to Council. If recommendation is made to approve, PDEC will provide a "short-list" of five names to Council including the original proposed name.
9. The CBO or Municipal Planner will report to Council with a summary of input from the 30-day consultation period and the Public Meeting and include recommendation from PDEC along with the five name choices. Council will select one of the names or substitute for a name of their choice and declare their intent to enact the authorizing by-law at the next Council meeting.
10. Upon passing the authorizing by-law, administration will provide notice of passing said by-law as per the Street Naming and Renaming Policy.

Assigning a Ceremonial Name to a Town Street

1. Application is submitted to the Chief Building Official (CBO) or Municipal Planner with all applicable attachments.
2. The application and proposed Ceremonial street name will be circulated within the internal divisions of the Town and reviewed for compliance with the Street Naming and Renaming policy.
3. If the proposed Ceremonial street name does not comply with the Street Naming and Renaming policy, the applicant, the Planning and Development Executive Committee (PDEC) and Council will be advised.
4. If the proposed Ceremonial street name complies with the Street Naming and Renaming Policy, the CBO or Municipal Planner will report the application to PDEC.
5. With recommendation from PDEC, report will be brought to Council to accept (not approve) the application and to authorize administration to provide the 30-day Notice of Public Meeting, as well as declare Council's intent to consider assigning a Ceremonial street name.
6. Administration will provide notice as outlined in the Street Naming and Renaming Policy. During this 30-day notice period, input will be received.
7. Upon conclusion of the 30-day notice period, the Town will host a public meeting.
8. The CBO or Municipal Planner will report to PDEC with a summary of input from the 30-day consultation period and the Public Meeting. PDEC will consider this information and make recommendation to Council.
9. The CBO or Municipal Planner will report to Council with a summary of input from the 30-day consultation period and the Public Meeting and include recommendation from PDEC along with the five name choices. Council will select one of the names or substitute for a name of their choice and declare their intent to enact the authorizing by-law at the next Council meeting.
10. Upon passing the authorizing by-law, administration will provide notice of passing said by-law as per the Street Naming and Renaming Policy.

Date: February 1, 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

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.

The initial draft amendments have subsequently been reviewed by the Town's legal counsel and some revisions were recommended. Additionally, the amendments were presented to PDEC at the January 18, 2021 session with additional recommendations made. Below are the revised amendments. Highlighted in red are proposed deletions, and in green proposed additions since last consideration.

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

3.36.1 General

The parking and storing of **trailers**, motor homes, truck campers and camper trailers shall be prohibited in all Residential **zones** except where **one a cumulative total of three trailers, motor homes, truck campers or camper trailers mobile home is** are 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.

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.

3.36.2 Tents

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.

3.36.2 Motor Homes, Truck Campers and Camper Trailers

In addition to the provisions of 3.36.1, **one motor home, truck camper or camper trailer shall be permitted for human habitation accessory to a single detached, semi-detached or townhouse dwelling in the Residential Type One (R1) or Residential Type Two (R2) zone, but only in the rear or interior side yard. 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 motor homes, truck campers or camper trailers, but no more than four, to be used within the R1 and R2 zones for an agreed upon temporary duration of time. The occupant(s) of the motor home, truck camper or camper trailer shall be provided access to the facilities within the appurtenant single detached, semi-detached or townhouse dwelling at all times. A motor home, truck camper or camper trailer may only be used for human habitation for not more than 30 days between May 1 and September 30 of that year.**

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, created under the Planning Act, 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. The enforcement and penalties section of the zoning by-law have been included with this report.

If the Committee wishes that Section 425(3) of the Municipal Act apply, an amendment to the Zoning By-Law will not be feasible, and subsequently a new by-law will need to be drafted.

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

A public meeting was held on Monday January 25, 2021 to provide the public with opportunity to speak to the proposed amendments. During this public meeting there were no comments received in support or opposition.

Summary/Recommendation

It is recommended that the proposed amendments be recommended for approval by council and that no application fee be assigned for 2021 when asking for additional tents/camper trailers on a property such that administration can better understand the time allocation required prior to assigning an application fee in 2022.

Respectfully submitted.

A handwritten signature in black ink, appearing to read 'Cody Vangel', with a stylized, flowing script.

Cody Vangel
Chief Building Official & Municipal Planner

Date: February 1, 2021

Report To: Planning & Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Mill Demolition Project Update

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
 - o 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.
 - o The contractor has taken down 100% of the kraft mill woodroom building and chip storage area.
- Phase 2
 - o Through discussions with the contractor, they believe they are approximately 90% complete in terms of taking the associated structure(s) down.
- Phase 3
 - o Phase 3 demolition permit was issued on December 9, 2020. Current estimate is approximately 15% complete.
- Phase 4
 - o No update.

Miscellaneous

Scrap material began moving from site on Monday January 25, 2021. It is expected that material will be removed from site at a relatively continuous rate through the remainder of the project subject to the condition that market levels remain favourable. Additional scrap processing equipment is anticipated to mobilize to site in the coming weeks which will assist to move material off site quicker.

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

Respectfully submitted.



Cody Vangel
Chief Building Official & Municipal Planner