

# TOWN OF FORT FRANCES

AGENDA - April 12, 2021

## Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 807-701-5975,,264526205#](#) Canada, Thunder Bay

Phone Conference ID: 264 526 205#

[Find a local number](#) | [Reset PIN](#)

### COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 064) 5:30 PM

Page

1. **Call to Order**

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

3. **Delegations/Deputations:**

- 3.1 Public Meeting - Zoning By-law Amendment (B1-2021) for 820 Fifth Street East 3 - 15

4. **Council Reports on Board & Committee Activity:**

- 4.1 Mayor June Caul - Verbal Update  
Councillor Douglas Judson - Verbal Update  
Councillor John McTaggart - Verbal Update  
Councillor Rick Wiedenhoeft - Verbal Update

5. **Consent Agenda:**

- 5.1 Flint House Food Truck Patio Request 16 - 21
- approval of this report will agree with the recommendation of the Planning & Development Executive Committee to provide a letter of support to the applicant for submission to the AGCO, that a land-use/lease agreement be prepared, that cost of land-use/lease agreement be covered by the Town, that planning fee 3.18.11 be assigned to the applicant for this transaction and further that no further fee be assigned for the actual temporary use of the land.

	Page
5.2 Review of Policy 2.4 Memorial Sports Centre Refund Policy	22 - 25
- approval of this report will agree with the recommendation of the Community Services Executive Committee to remove Policy #2.4 Memorial Sports Centre Refund Policy.	
5.3 Review of Policy 2.6 Access to Recreation and Leisure Policy	26 - 31
- approval of this report will agree with the recommendation of the Community Services Executive Committee to authorize the update of Policy 2.6 Access to Recreation and Leisure Policy.	
5.4 Review of Policy 2.7 Vandalism and Willful Damage Policy	32 - 36
- approval of this report will agree with the recommendation of the Community Services Executive Committee to authorize an update to Policy 2.7 Vandalism and Willful Damage Policy.	
6. <b><u>General:</u></b>	
6.1 Covid-19 Update	
7. <b><u>Information:</u></b>	
7.1 By-law March Statistics	37 - 39
7.2 Committee of Adjustment Decision (A2-2021) - 1425 Colonization Road West	40 - 42
7.3 Building Statistics - March 2021	43
7.4 Mill Demolition Project Update	44
8. <b><u>ADJOURNMENT</u></b>	

## NOTICE OF PUBLIC MEETING

### Zoning By-Law Amendment

**TAKE NOTICE** that Council will hold a Public Meeting on Monday April 12, 2021 for the purposes of providing information to the public on proposed amendments to the Zoning By-law relative to an application received from authorized agent **Rainy River District Social Services Administration Board (RRDSSAB)**.

An application to amend the Zoning By-law (File B1-2021) from **RRDSSAB** for 820 Fifth Street East proposes to amend the applicable zoning of the lands from Institutional (I) to Residential Type Two (R2) with a site-specific accessory use as a day nursery. The proposal would see the former school renovated to accompany seniors housing with the inclusion of a day nursery (Early ON center) and the remainder of the property utilized for the construction of up to five 8-plexes.

The Town of Fort Frances will hold a public meeting to provide interested parties the opportunity to make comments, identify issues, and provide additional information relative to the proposed amendments. Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposal. Individuals making an oral submission at the Public Meeting are requested to submit a written outline to the Town Clerk.

The public meeting will be held:

**Meeting Date:** April 12, 2021

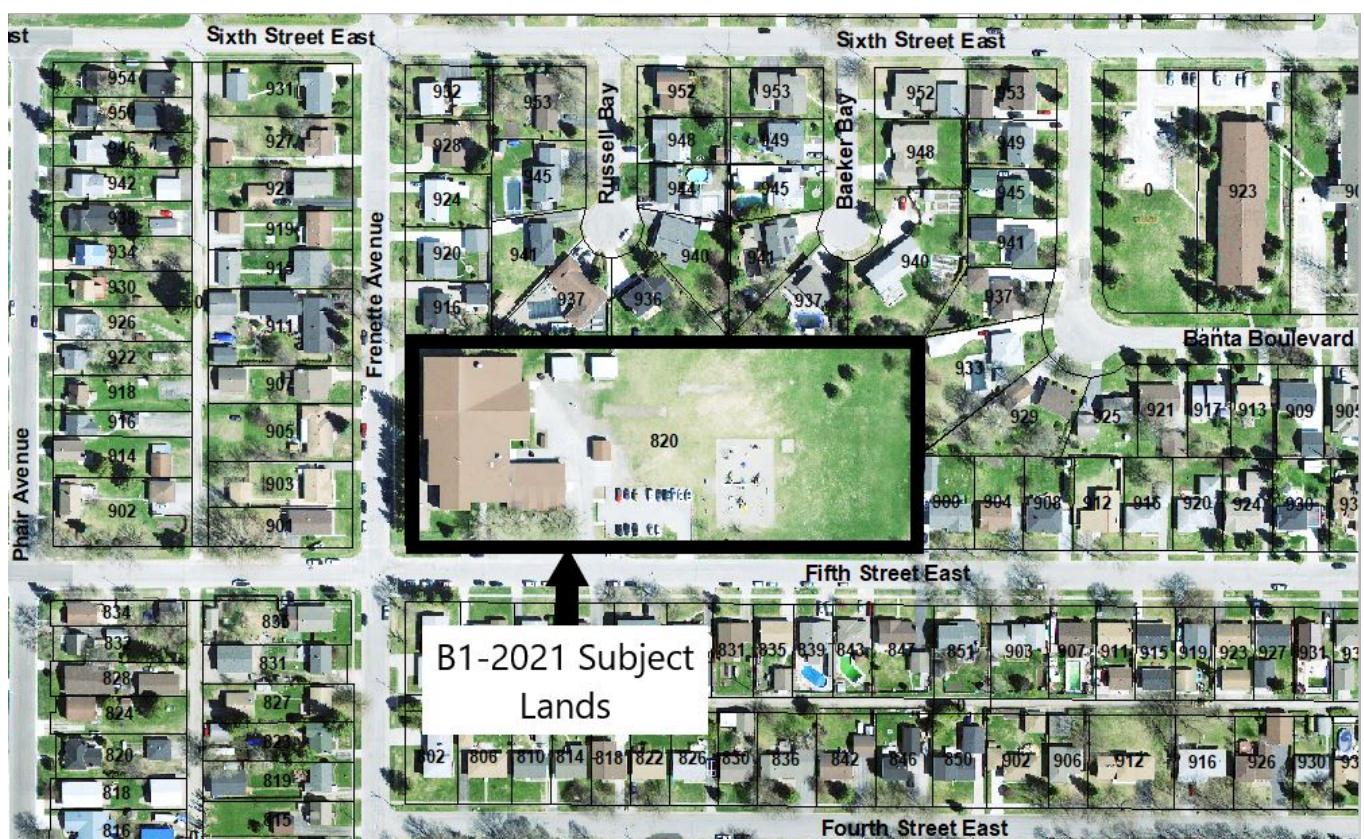
**Meeting Time:** 5:30 p.m. or as soon thereafter as can be accommodated

Due to gathering restrictions in place surrounding the COVID-19 pandemic this public meeting will be held virtually and via teleconference. A digital link will be available at the top of the Committee of the Whole meeting agenda for April 12, 2021. Participants wishing to join via telephone can do so by calling 1-807-701-5975 and entering Conference ID 264 526 205#.

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

For more information about this matter, including information about appeal rights, contact the Municipal Planners Office between 8:30 a.m. and 4:30 p.m. on weekdays at 807-274-5323 ext. 1216 or by email at [cvangel@fortfrances.ca](mailto:cvangel@fortfrances.ca).

#### KEY MAP



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





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

## APPLICATION FOR ZONING BY-LAW AMENDMENT

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

www.fort-frances.com

### Notice of Public Record:

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

### Complete Application:

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

### APPLICATION TYPE (check one)

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

1. The name, address, telephone number and email address (if any) of the Applicant:	
Northwest Catholic District School Board on behalf of the Rainy River District Social Services Administration Board, Dan McCormick, CAO, 450 Scott Street, Fort Frances, ON P9A 1H2, 807-274-5349 ext. 238 or <a href="mailto:dan.mccormick@rrdssab.on.ca">dan.mccormick@rrdssab.on.ca</a>	
2. If known the names and full addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land:	
Northwest Catholic District School Board 555 Flinders Avenue, Fort Frances ON P9A 3L2 Brendan Hyatt - Director of Education <a href="mailto:bhyatt@tncdsb.on.ca">bhyatt@tncdsb.on.ca</a> 807-274-2931 ext 1222 No charges or encumbrances	
3. The current Official Plan designation of subject land:	Living area
4. Describe how the application conforms to the official plan of the municipality?	
Supports Residential Development with a multi-residential Seniors with support services & potentially five - eight unit multi-resident buildings. Each eight-plex consists of two bachelor apartments, two one bedroom accessible apartments and four one bedroom apartments. 30% of the apartments must be at 20% of market rent, remainder would be market rent. School retrofit will also include Early ON Family Center.	
5. The current zoning of the subject land:	I - Institutional
6. The nature and extent of the rezoning requested:	
Rezone from Institutional (I) to Residential Type Two (R2) with a site specific accessory use as a day nursery - Institutional (I)	



7. The reason why the rezoning is requested.					
To allow re-purposing of existing school into Senior apartments and day nursery, and to allow construction of new apartments for singles housing					
8. Is the subject land within an area where the municipality has pre-determined minimum & maximum density requirements or minimum or maximum height requirements?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide information relative to these requirements.					
9. The description of the subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number:					
PIN 56017-0034 Parcel 18499 Sec Rainy River; PT LT 23 River Range McIrvine; PT LT 24 River Range McIrvine, PT 2 RR164 except PT 1, 48R1193, Fort Frances approximately 4.16 acres. Municipal address of the school is 820 5th street East, Fort Frances, ON P9A 1V4					
10. The frontage, depth and area of the subject land (in metric):					
Frontage:	202.726	Depth:	83.116	Area:	16,849.774
11. Is the application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide details of the official plan that deals with the matter					
12. Is the application to remove land from an area of employment?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide details of the official plan that deals with the matter.					
13. Is the subject land within an area where zoning with conditions may apply?					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide an explanation of how the application conforms to the official plan policies relating to zoning with conditions					
14. Is access to the subject land by provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right of way or by water?					
Yes					

15. If access to the subject land is by water only, provide details of the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public land:	
N/A	
16. Existing uses of the subject land:	
Former Public School with Playground	
17. Are there any buildings or structures on the subject land: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
18. If answer to question 17 is yes, provide, for each building or structure, the type of building or structure and the setback from the front lot lines, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:	
See attached plan	
19. The proposed uses of the subject land:	
Multi-residential with parking for each facility Early ON Family Center	
20. Are any buildings or structures proposed for the subject land? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
21. If answer for question 20 is yes, provide, for each building or structure, the type of building or structure proposed, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:	
See attached concept drawings noting required setbacks	
22. If known,	
a. the date the subject land was acquired by the current owner:	April 1, 2021
b. the date existing buildings or structures on the subject land were constructed:	
Building was constructed in 1962 with additions in 1989 and 2011	
c. the length of time that the existing uses of the subject land have continued:	
~ 58 years operations ceased in 2020	
23. Water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or by other means:	
Public	

24. Whether sewage disposal is provided to the subject land by a publicly owned and operated piped sewage disposal system, a privately owned and operated individual or communal septic system, a privy or other means:	
Public	
25. If the application permits development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report, and a hydrogeological report are required. Are these reports attached?	
a. a servicing options report,	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
b. a hydrogeological report	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
26. Indicate whether storm drainage is provided by sewers, ditches, swales or other means:	
Sewers Swales	
27. If known,	
a. is the subject land the subject of an application under the Act for approval of a plan of subdivision or a consent: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide file number and status of the application:	
b. has the subject land ever been the subject of an application under Section 34 of the Act: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide file number and status of the application:	
c. has the subject land ever been the subject of a Minister's Zoning Order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, provide Ontario Regulation number of the Order:	



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

## PLEASE NOTE:

1. *The Owner must complete the Owner's Consent.*
2. *If the applicant is not the Owner, the application must be accompanied by an Authorization of Owner.*
3. *12 copies of this application are required for processing accompanied by the required fee as outlined in current user fee by-law.*
4. *Application and fee to be filed with the Municipal Planner*
5. *It takes approximately 3 months to complete the process for a Zoning Amendment Application.*
6. *It is strongly recommended that you consult with the Municipal Planner to ensure the timelines of your application coincide with your development proposal.*

## COMPLETE IF APPLICANT IS THE OWNER

## OWNER'S CONSENT

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

Feb 24, 2021  
Date

Brendan Hyatt  
Signature of Owner

## COMPLETE IF APPLICANT IS NOT THE OWNER

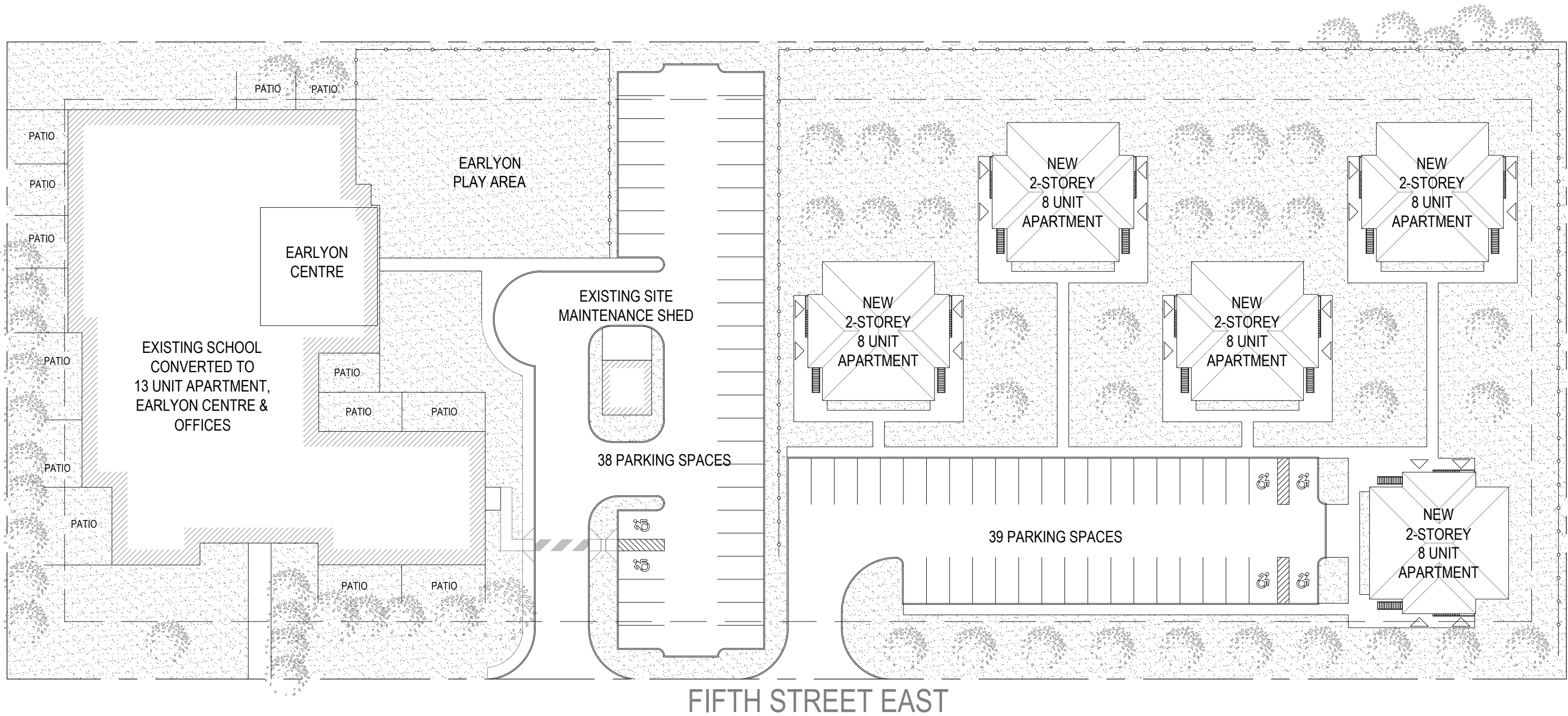
## AUTHORIZATION OF OWNER

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

Feb 24, 2020  
Date

Brendan Hyatt  
Signature of Owner



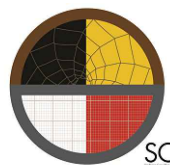


OPTION 'F'

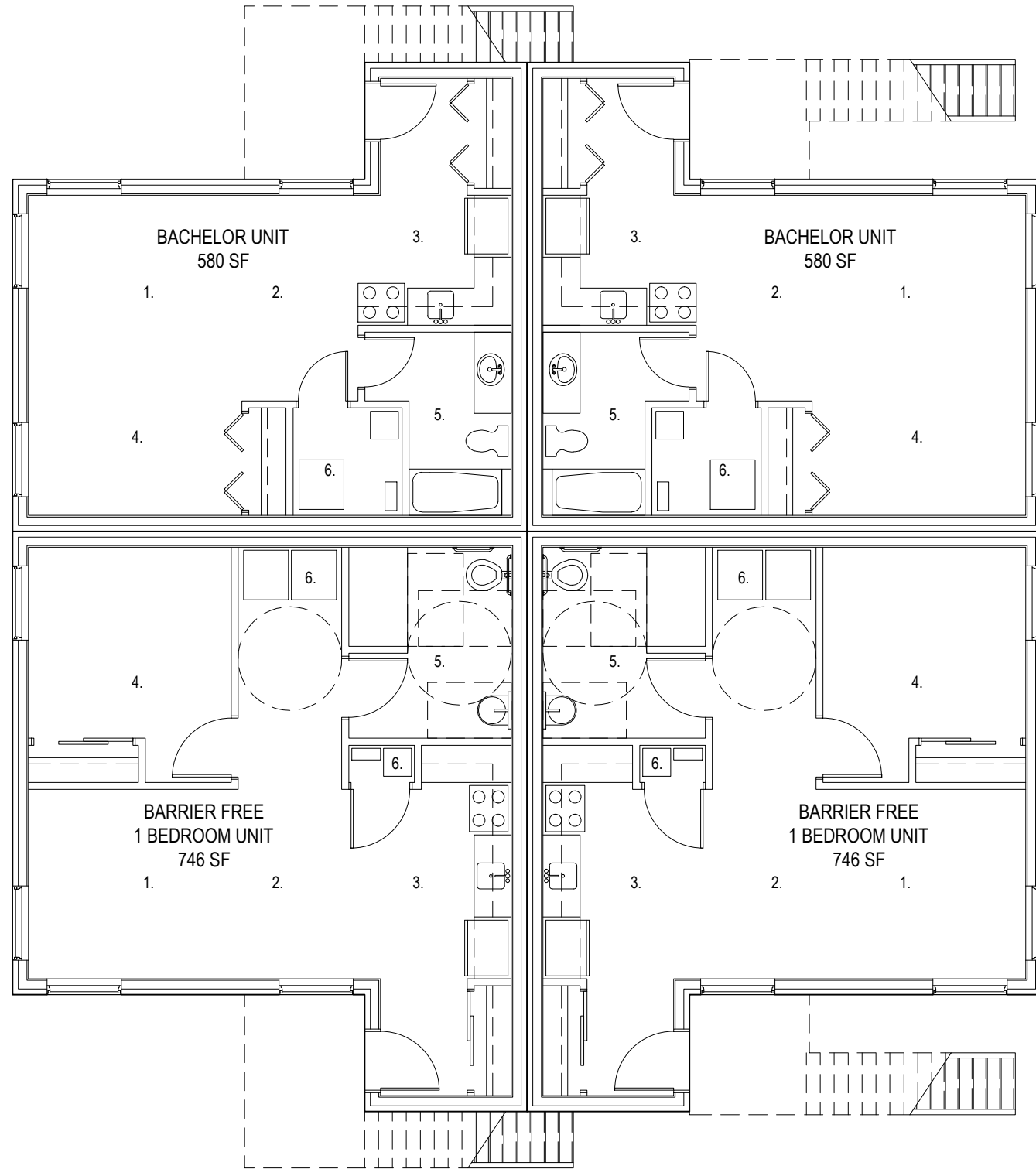
CONCEPTUAL SITE PLAN

5TH STREET SCHOOL CONVERSION & 40 UNIT APARTMENTS  
820 FIFTH STREET EAST, FORT FRANCES

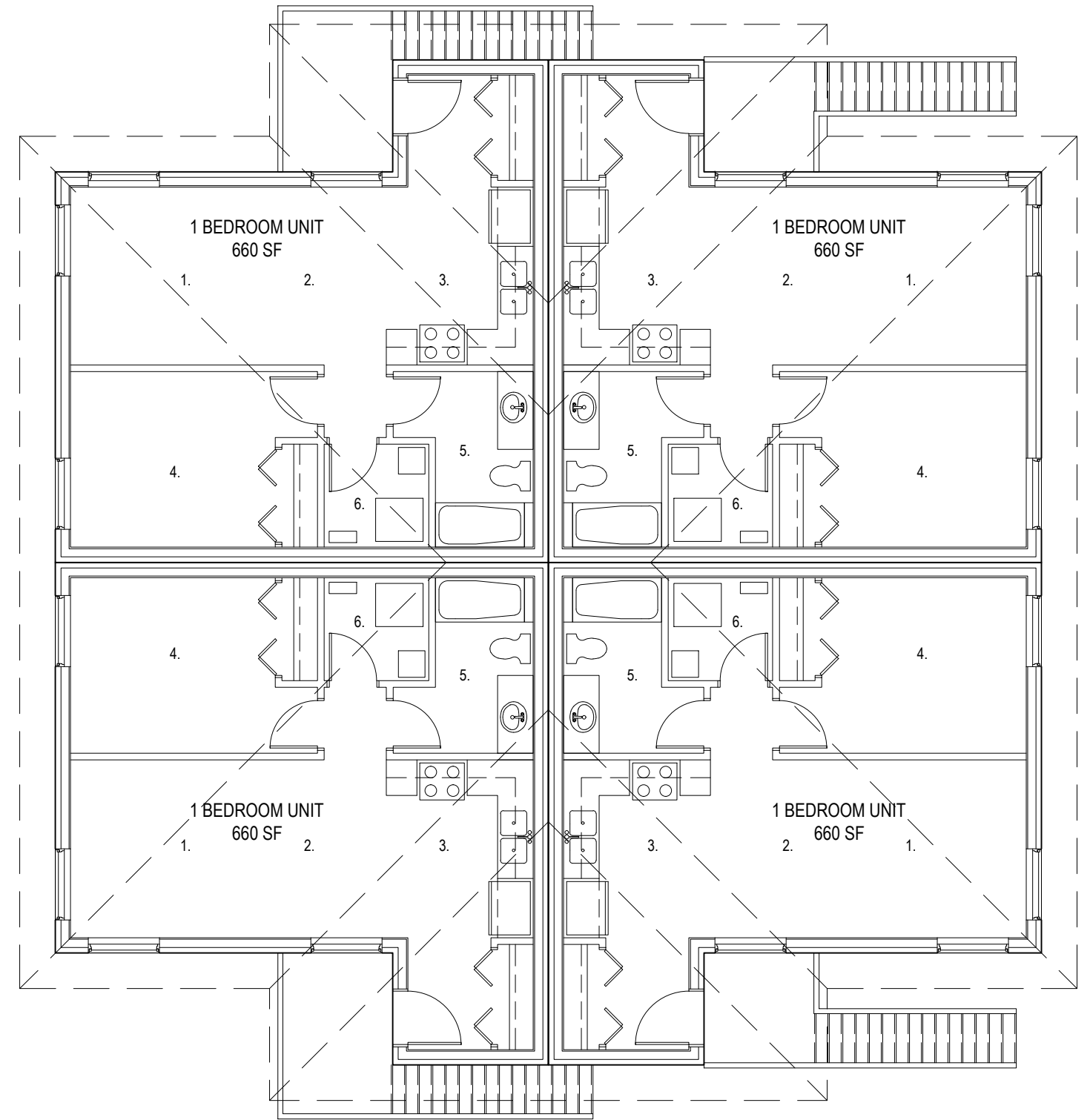
SCALE 1:500



AUGUST 12, 2020

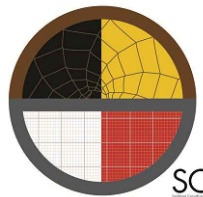


GROUND FLOOR PLAN



SECOND FLOOR PLAN

1. LIVING ROOM
2. DINING ROOM
3. KITCHEN
4. BEDROOM
5. BATHROOM
6. LAUNDRY/UTILITY

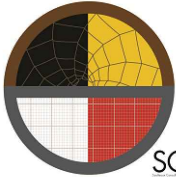


5TH STREET 8 UNIT APARTMENTS W/ 2 BARRIER FREE UNITS ON THE GROUND FLOOR  
820 FIFTH STREET EAST, FORT FRANCES

SCALE 1/8"=1'-0"



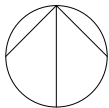
AUGUST 14, 2020



CONCEPTUAL FLOOR PLAN

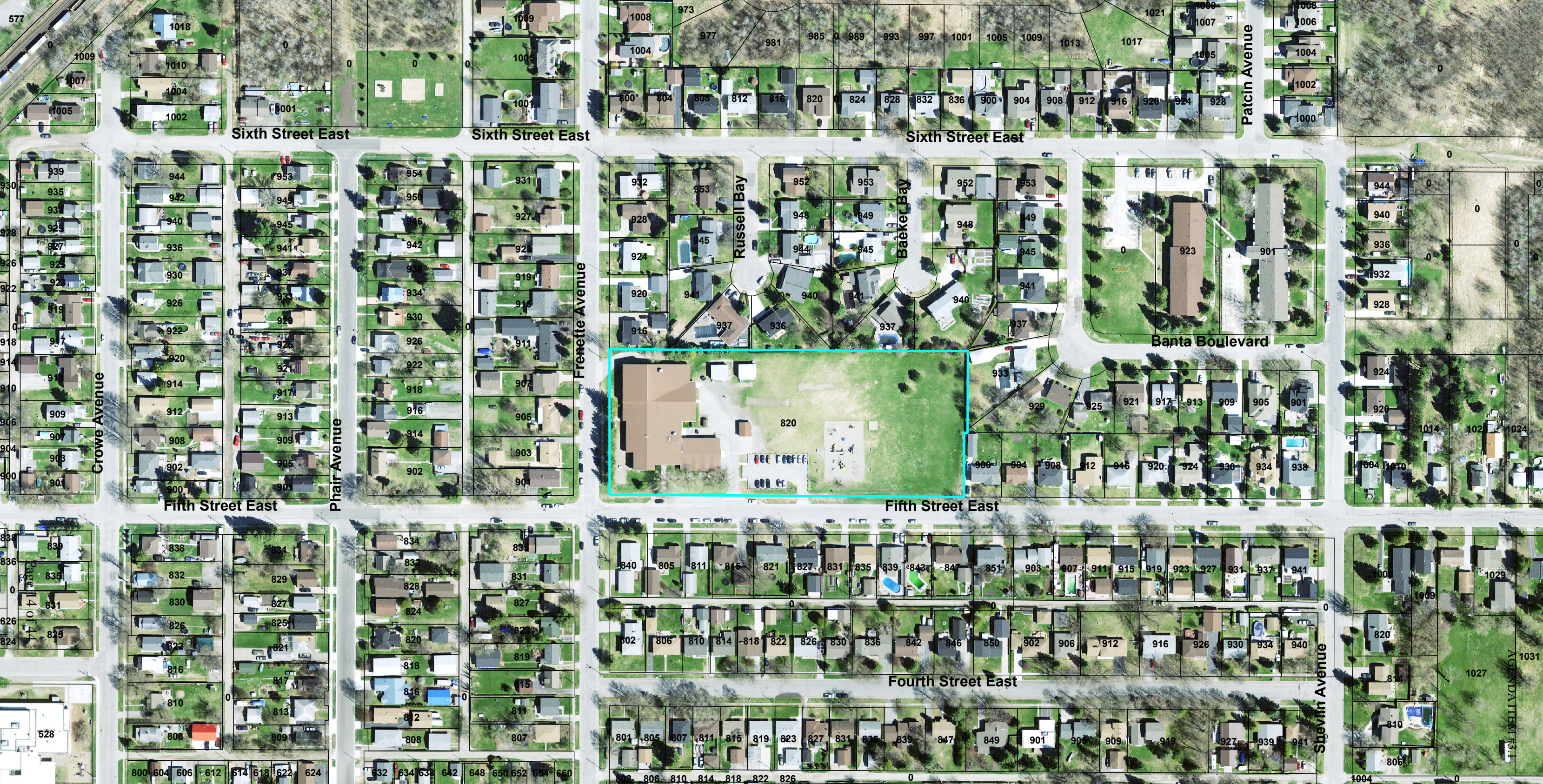
RRDSSAB - ST. MICHAELS SCHOOL CONVERSION  
820 5TH STREET EAST, FORT FRANCES

SCALE NTS



AUGUST 12, 2020









Frenette Avenue

Fifth Street East

Fifth Street East



Date: April 12, 2021

Report To: Mayor & Council

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Flint House Food Truck Patio Request

---

Stacey and Christine Cridland on behalf of Flint House have written to Mayor and Council requesting to locate a food truck with a licensed patio on Town property near the marina as shown in the attached site plan location. Administration can provide authorization for food trucks to set up in various locations around Town granting approval on a case-by-case basis. Typically, when reviewing a food truck license, administration reaches out to various internal divisions to determine if there are any issues or concerns prior to approving. Given that the current proposal indicates a food truck with a licensed patio this authorization is out of our authority under the current business license by-law. An excerpt from the business license by-law including information on “refreshment vehicles” has been attached with this report.

The following considerations are to be taken into account when deciding upon the proposal:

- Insurance coverages and liabilities
- Building Code Considerations
- Zoning
- Ensuring space for one, ensuring space for all
- AGCO temporary patio extensions
- Marina RFP

Further information on the above items is detailed below.

#### **Insurance Coverages & Liabilities**

Administration has received input and verbiage to include in the lease/land-use agreement from our insurance company. Input received speaks to required insurance coverage by the applicant as well as draft clauses to save harmless the Town from liabilities.

#### **Building Code Considerations**

Provided that no construction activities take place, the Ontario Building Code will not have any authority. It will be recommended that clauses be included into the agreement regarding compliance with the Alcohol and Gaming Commission and Northwestern Health Unit requirements, as well as any other applicable regulations that may apply including but not limited to required restroom facilities.

#### **Zoning**

Provided the area of proposal is located on Town property it can be considered as a Town of Fort Frances (municipal) use. Essentially, on Town owned property the Town has authority to use land as they wish.

#### **Ensuring space for one, ensuring space for all**

When considering the request, it should be taken into account that additional similar requests may come forward.



**AGCO temporary patio extensions**

The AGCO is once again authorizing temporary patio extensions until January 1, 2022 subject to the following:

*To be eligible for a temporary patio extension under the AGCO's 2021 patio policy you must have a valid "By the Glass" licence, be permitted to open for on-site consumption and must meet the criteria as set out below:*

1. *The physical extension of the premises is adjacent to:*
  - a. *the premises to which the licence to sell liquor applies; or*
  - b. *a dock to which the boat is attached and may include land adjacent to the dock; or*
  - c. *the licensed premises under the "By the Glass" licence;*
2. *The municipality in which the premises is situated has indicated it does not object to an extension;*
3. *The licensee is able to demonstrate sufficient control over the physical extension of the premises;*
4. *There is no condition on the licence prohibiting a patio;*
5. *The capacity of any temporary extension, allows for at least 1.11 square metres per person; and*
6. *In the case of "By the Glass" licensees, the sale and service of the wine, beer and/or spirits manufactured by the manufacturer within the physical extension of the premises is primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose.*

Further information can be found at the following link: <https://www.agco.ca/alcohol/changes-or-additions-existing-licensed-areas>

**Marina RFP**

It has been made aware that an RFP has been issued for a private operator of the Sorting Gap Marina. This RFP is anticipated to close on Tuesday April 13, 2021.

**Land-use/Lease Agreement**

There will be a cost for the preparation of the land-use/lease agreement. Decision is to be made on who will cover said cost.

Consideration will need to be made to determine if a fee will be assigned for use of the land. Though we do not have any direct comparisons to utilize, the following may be considered if the wish to assign a fee:

- Airport Man Camp - \$15,064.40 including HST - annual
- Auditorium (Social/Wedding) – \$455.13 plus HST – per event
- East End Hall (Social/Wedding)- \$214.16 plus HST – per event
- Arena Floor With Liquor License (IFK) - \$855.79-\$1,012.83 plus HST – per event
- Floor With Liquor License (52 Canadians) - \$765.49-\$905.40 plus HST – per event
- Rainy Lake Square - \$455.13 plus HST – per event

**Summary**

The Planning and Development Executive Committee considered this proposal at their April 5, 2021 session and made the following recommendations:

- That the proposal be brought forward to Mayor and Council for decision on April 12, 2021, prior to the April 13, 2021 marina operator RFP closing;
- That a letter of support from the municipality be provided to the applicant to submit to the AGCO for the proposal;
- That a land-use/lease agreement be prepared by the Town's solicitor for the temporary use proposal detailing liability mitigations, operation parameters, regulation compliance, etc.;
- That the Town cover the cost of the land-use/lease agreement;

- That Planning Fee 3.18.11 for Encroachment Agreement or other land use agreement not listed elsewhere in the user fee schedule be assigned to the applicant for the value of \$389.30; and
- That no fee be assigned for the actual temporary use of the land.

Respectfully submitted.



Cody Vangel  
Chief Building Official & Municipal Planner

**Approval of this report will** agree with the recommendation of the Planning and Development Executive Committee such that:

- A letter of support from the municipality be provided to the applicant to submit to the AGCO for the proposal;
- A land-use/lease agreement be prepared by the Town's solicitor for the temporary use proposal detailing liability mitigations, operation parameters, regulation compliance, etc. and that the Mayor and Clerk be authorized to execute said agreement on behalf of the Corporation;
- The Town cover the cost of the land-use/lease agreement;
- Planning Fee 3.18.11 for an encroachment agreement or other land use agreement not listed elsewhere in the user fee schedule be assigned to the applicant for the value of \$389.30; and
- No fee be assigned for the actual temporary use of the land.

## Part 15

### REFRESHMENT VEHICLES

#### 15.1 Definitions

In this Part:

##### **Refreshment vehicle - defined**

"refreshment vehicle" shall mean any vehicle from which refreshments are sold for consumption by the public and includes, without limiting the generality of the foregoing, carts, wagons, trailers and trucks, irrespective of the type of motive power employed to move the refreshment vehicle from one point to another.

##### **Waste - defined**

"waste" includes food, disposable eating utensils, paper, wood, cardboard, plastic, glass or metal products used in the preparation, serving or consumption of the food or beverages offered for sale from a refreshment vehicle.

#### 15.2 License- categories - refreshment vehicles

The following categories of refreshment vehicle are hereby established:

Category 1 shall include a hand cart or peddled vehicle from which food products are sold from one location on a daily, weekly or annual basis, and where the food products are prepared or cooked on the vehicle or elsewhere.

Category 2 shall include a hand cart or peddled vehicle from which food products are sold and that is moved from one location to another location upon the completion of each sale, and where the food products are prepared or cooked on the vehicle or elsewhere.

Category 3 shall include a vehicle or trailer from which food products are sold from any one location for more than 15 days, not necessarily consecutive, in total in one calendar year, and where the food products are prepared elsewhere.

Category 4 shall include a vehicle or trailer from which food products are sold from various locations but not more than a total of 15 days, not necessarily consecutive, from any one location in one calendar year, and where the food products are prepared elsewhere.

Category 5 shall include a vehicle or trailer from which food products are sold from any one location for more than 15 days, not necessarily consecutive, in total in one calendar year, and where the food products are prepared on the vehicle or trailer.

Category 6 shall include a vehicle or trailer from which sales are conducted from various locations but not more than a total of 15 days, not necessarily consecutive, from any one location in one calendar year and the food products are prepared on the vehicle or trailer.

#### 15.3 Operation - without valid license - prohibited

No person shall, in the Town, operate a refreshment vehicle without holding a current valid license issued under the provisions of this by-law.

#### 15.4 Operator - responsibility - matters - prohibited

No person shall:

(a) operate a refreshment vehicle on a site located on municipal property without first obtaining the written permission of the respective superintendent or manager of the municipal property;

(b) fail to produce for inspection a written permission obtained as required in (a) of this section when asked to do so by any by-law enforcement officer, police officer or other person enforcing this by-law;

(c) operate a refreshment vehicle within the 200 Block of Scott Street on any day between the hours of 1:00 a.m. and 7:00 a.m.

(d) operate a refreshment vehicle without the vehicle having the name of the licensee displayed on each side thereof in letters at least 10 centimetres (4 inches) in height;

(e) fail to affix a refreshment vehicle license plate issued under the provisions of this Part of this by-law in a conspicuous place on a refreshment vehicle for which it was issued;

(f) fail to display the Refreshment Vehicle License number in figures at least 15 centimetres (6inches) high on a refreshment vehicle;

(g) allow waste to accumulate at the site from which the refreshment vehicle is operating during the hours of operation of the said refreshment vehicle.

(h) operate a refreshment vehicle which uses propane fuel for the preparation and/or heating of food products without an annual safety certification of such propane components of the vehicle by a certified and registered gas fitter in accordance with the guidelines of the Technical Standards and Safety Authority.

#### 14.5 Refreshment Vehicle License - separate - each vehicle

Each refreshment vehicle shall have a separate license pertaining specifically to that refreshment vehicle.



**14.6 Certificate - issued - plate - affixed to vehicle**

The Refreshment Vehicle License consists of a paper certificate of license and a license plate. The license plate shall be affixed to the refreshment vehicle in a conspicuous place.

**14.7 License number - affixed to vehicle - size requirement**

In addition to the requirements of section 14.6 of this Part of this by-law, the license number shall be affixed to the refreshment vehicle in figures at least 15 centimetres (6 inches) high.

**14.8 Health considerations - licensee - responsibility**

Every person to whom a Refreshment Vehicle License is issued under the provisions of this by-law shall, at all times in respect of the premises or the vehicle for which the license has been issued hereunder:

(a) keep the same, together with all utensils and equipment therein, in a clean and sanitary condition to the satisfaction of the Medical Officer of Health;

(b) when requested by the Medical Officer of Health to do so, procure and produce to him a certificate of an approved qualified physician, certifying the good health of any person employed in or occupying the said premises or vehicle, that said person is free from infection or communicable disease; and after a request referred to above, no person in respect of whom such request has been made shall be employed in, be in or occupy the said premises or vehicle without a certificate of the Medical Officer of Health that all requirements have been met.

**Part 15****SECOND-HAND DEALER – SHOP, PAWN SHOP, SALVAGE YARD****15.1 Definitions**

In this Part:

**Salvage yard - defined**

"salvage yard" includes but is not limited to a place where motor vehicles are wrecked or disassembled and resold; a place where second-hand goods, including waste paper, bottles, automobile tires, clothing, other scrap materials and salvage are collected to be sorted and a place where used lumber and used building materials are stored for sale or resale.

**Second-hand dealer - defined**

"second-hand dealer" includes a person who goes from house-to-house or along highways for the purpose of collecting, purchasing or obtaining second-hand goods and includes a pawnbroker as defined in the *Pawnbrokers Act*.

**Second-hand goods - defined**

"second-hand goods" includes but is not limited to waste paper, rags, bones, bottles, bicycles, motorcycles, automobile tires, appliances, furniture, clothing, books, jewellery, photographic equipment, computers, electronic equipment, old metal and other scrap material and salvage.

**Second-hand shop or store - defined**

"second-hand shop or store" includes any premises carrying on the business of purchasing, selling, collecting, exchanging or otherwise dealing in second-hand goods and includes a pawn shop.

**15.2 Operation - without valid license - prohibited**

No person shall, in the Town:

- (a) operate any salvage yard for the purchase, sale or exchange of salvage or second-hand goods; or
- (b) operate any shop, including a pawn shop, or store for the purchase, sale or exchange of second-hand goods; or
- (c) except those required to be licensed under sections 15.2 (a) and 15.2 (b) of this Part of this bylaw, carry on the business of purchasing, selling, collecting, exchanging or otherwise dealing in second-hand goods, without holding a current valid license for such premises or business issued under the provisions of this by-law.

**15.3 Partnerships - licensing - application - requirements**

Where a license is applied for under this Part of this by-law by a partnership, the name and address of each member of the partnership shall be given on the application and entered on the license.

**15.4 Class - limitation - goods - upon application**







April 5, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Community Services Policy Review #2.4**

---

The Community Services Executive Committee is taking a comprehensive review of all of the policies posted on the Towns Website under the Community Services heading in order to ensure all policies are relevant and up to date. This process will happen over a number of meetings depending on various factors including other content of our executive meetings.

The next policy we are looking at **#2.4 Memorial Sports Centre Refund Policy**. The policy mentioned is attached to this report for reference. The Town has a refund/interest/collections policy for the corporation, so it does not make sense to have a separate policy within the Community Services Division.

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to authorize the removal of Policy #2.4 Memorial Sports Centre Refund Policy.

Respectfully Submitted,



Aaron Bisson  
Manager of Recreation and Culture

<p><b>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to remove Policy #2.4 Memorial Sports Centre Refund Policy.</b></p>
--

<b><i>The Town of Fort Frances</i></b>	<b>SECTION</b>
<b>MEMORIAL SPORTS CENTRE REFUND</b>	<b>COMMUNITY SERVICES</b>
<b><u>POLICY</u></b>	<b>REVISED</b> January, 1991
Resolution No.	Supercedes Resolution No.
Policy Number 2.4	<b>PAGE 1 of 3</b>

## 1. PURPOSE

The accounts receivable policy and goals of the Corporation of the Town of Fort Frances shall be:

- A. To ensure prompt billing of all accounts receivable in order to maximize cash flow for the Town of Fort Frances; and
- B. To encourage prompt payment by the customers through the application of interest at the rate of 1¼% per month on all accounts receivable outstanding beyond the prescribed due date.

## 2. BILLINGS

- A. Accounts receivable billings are to be submitted by departments at least weekly. If volume warrants they should be submitted daily. Billings must be, accurate and include full billing name, address, purchase order number and any other information deemed relevant.
- B. For those departments that bill on a monthly basis for services, accounts receivable are to be submitted on the first working day of the month following the month of billing.
- C. All accounts receivable billings are to be mailed out not later than the 4th working day of the month following the month of billing.
- D. It is the responsibility of the department submitting an accounts receivable billing to calculate GST and record properly.

## 3. INTEREST

- A. Interest is applied at the rate of 1¼% per month to all accounts not paid within 30 days following the month of billing.
- B. Billings for Day Care services must be paid in full ~ within 15 days of the billing date. Services will be terminated and the child(ren) will lose their position at Day Care if full payment is not received within the confines of this policy.
- C. The Treasurer or designate is authorized to grant a reasonable extension to the due date for Day Care accounts receivable subject to satisfactory arrangements being made by the person billed.

**4. APPLICATION OF PAYMENTS**

- A. All payments received on account are applied on the following basis:
  - i. First to all interest owing; and
  - ii. Secondly, to the oldest accounts receivable unless the payor specifically designates to which accounts receivable the payment is to be applied.

**5. INTEREST WRITE-OFFS**

- A. The Treasurer is authorized to write off interest charges on individual accounts in amounts less than or equal to \$25.00.
- B. If an account which is in dispute is subsequently cancelled or reduced in amount, the Treasurer is given full authority to write off the excess interest charges.
- C. All interest charge write-offs except those as noted in 5 (b) above, which exceed \$25.00 must be approved by resolution of Council.

**6. NOTICES/COLLECTION PROCEDURE**

- A. Monthly accounts receivable reminder notices are to be mailed out not later than the 20th of the month to all customers with balances outstanding.
- B. All accounts receivable, or balances thereof, not paid within 30 days following the end of the month of billing will be actioned by the Tax/Accounts collector as follows:
  - i. Collection letter as shown in Appendix:"A" will be sent to the debtor.
  - ii. If there is no response within a reasonable length of time (approximately 14 days) collection letter as shown in Appendix "B" will be sent to the debtor notifying him of our intent to proceed with the appropriate collection action.
  - iii. Appropriate action is then taken as noted in the collection letter or as allowed under section 7 of this policy.
  - iv. Partial payments received during this collection period are recognized by letter to the debtor acknowledging receipt of partial payment and notification of balance still owing. A sample of this letter is shown in Appendix "C"
- C. Any accounts submitted to a Credit Bureau for collection will have a collection charge of 40% of the balance due added prior to submission. This is to offset the collection agency fee.
- D. Any accounts disputed by the debtor will be forwarded to the appropriate department head for follow up and resolution. The department head will confirm in writing to the Tax Collector, within 14 days of the account being referred by the Tax Collector, the accuracy of the accounts receivable or of any changes to be made to the accounts receivable billing. The Tax Collector will advise the debtor by letter of any adjustment to the account as a result of the review by the department head. Collection action is then proceeded with as needed.

**7. PAYMENTS NETTED**

- A. In situations where customers who have outstanding accounts receivable which is beyond the due date, and where the Corporation of the Town of Fort Frances has purchased goods or services from these customers, the amount owing to the Town will be deducted from the payment remitted by the Town to them. The Tax Collector is to advise the customer by letter in these instances.
- B. For all Town employees who do not pay their accounts receivable by the due date and who have not made satisfactory arrangements with the Tax Collector, the amount owing will be deducted from their payroll cheque.
- C. All Town employees purchasing materials or receiving services will be required to complete an authorization as shown in Appendix "O".
- D. All aspects of this policy shall be consistently applied even in situations where the account may be under dispute.

April 5, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Community Services Policy Review #2.6**

---

The Community Services Executive Committee is taking a comprehensive review of all of the policies posted on the Towns Website under the Community Services heading in order to ensure all policies are relevant and up to date. This process will happen over a number of meetings depending on various factors including other content of our executive meetings.

The next policy we are looking at **#2.6 Access to Recreation and Leisure Policy**. The policy mentioned is attached to this report for reference. This policy remains relevant, with two main changes. The first is to point #7 where it will be a Council Decision based on the Community Services Executive Committee recommendation for subsidizing individuals, and the second change was the removal of point #7.4 from the original policy which stated, "Funding for programs not offered by the Town of Fort Frances will be considered on a case-by-case basis.". The only other change to the policy is to move it into the newest format. A copy of the original policy is included in this report for comparison purposes.

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to authorize the update of Policy #2.6 Access to Recreation and Leisure Policy.

Respectfully Submitted,

  
\_\_\_\_\_  
Aaron Bisson

Manager of Recreation and Culture

<p>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the update of Policy #2.6 Access to Recreation and Leisure Policy.</p>
---



# THE TOWN OF FORT FRANCES

## Section: Community Services

### Policy: Access to Recreation and Leisure

---

**Creation Date:** December 2008

**Review Date:** April 2021

**Resolution Number:**

**Supersedes Resolution Number:** 423 (consent)

**Policy Number:** 2.6

---

#### 1) **Policy Statement**

The Town of Fort Frances is dedicated to barrier free sport, recreation programs, leisure programs, and services for its residents.

#### 2) **Policy**

To overcome barriers, the Town of Fort Frances is committed to action as follows:

- a) Ensuring that fair and equitable access to programs, offered by the Town of Fort Frances, is provided, as outlined within the parameters of this policy.
- b) To assist Town of Fort Frances residents in overcoming barriers to participation.
- c) To assist in the coordination of appropriate support services to aid in recreation and leisure pursuits for all town residents.
- d) To foster independence and self-reliance in the pursuit of recreation and leisure activities.
- e) In partnership with the Kid Sport and/or other agencies to assist in the development of mechanisms which will lead to ensuring fair and equitable access to recreation and leisure programs, services, and facilities for all members of the community.

#### 3) **Leisure Education**

The Town of Fort Frances will offer information to groups and individuals in the area of sport, recreation and leisure.

**4) Programs and Activities**

The Town of Fort Frances will offer a wide variety of programs, within the fiscal and physical restraints of the organization, to meet the needs of individuals in the area of sport, recreation and leisure.

**5) Advocacy / Consultation / Collaboration**

Liaison with other agencies and organizations will be encouraged, i.e., through participation at board meetings, jointly sponsored programs, and utilizing their expertise and resources when needing specific information.

**6) Assistance**

The Town of Fort Frances is committed to provide assistance to those that meet the criteria as outlined in this policy.

**7) CRITERIA AND PROCESS**

The individual or family requesting assistance must qualify for the Town of Fort Frances program. Qualification will be determined by the Town of Fort Frances Council based on recommendation by the Community Services Executive Committee.

Qualified families will be funded by the Town of Fort Frances as indicated below:

- a) Only one program per person per season will be allowed.  
Seasons:
 

Fall	September - December
Winter	January - March April -
Spring	June
Summer	July - August
- b) This assistance may include:
  - i) Fee reductions
  - ii) Fee waivers
  - iii) Cost of materials and equipment
  - iv) Support/aid assistance (i.e., transportation, etc.)
- c) The total leisure access subsidization will not exceed the Town of Fort Frances recreation and leisure access budget during the fiscal year.
- d) Notwithstanding the above, the applicant is required to follow the regular registration procedure of the Town of Fort Frances, i.e. participation may be restricted due to limited class size, cancelled programs etc.

e) The subsidy will be granted based on a review of the applicant(s) qualifications. It is important to note that this "Registration Form" does not reserve a space in the program for the person being subsidized. Applicants are to register at the same time as other residents.

#### **8) Physical Accessibility**

The Town of Fort Frances supports the concept of recreation and leisure access to all facilities and recommends that access be considered when designing and developing parks, playgrounds, facilities, and open space. The use of the universal access symbol in promotion material is encouraged.

#### **9) Volunteer Training and Development**

The training of volunteers to deal sensitively and effectively with individuals requiring leisure access is paramount to ensure the success of this policy. The Town of Fort Frances supports intensive volunteer training through workshops, guest speakers at meetings, and by providing information as required.

#### **10) Promotion**

The Town of Fort Frances will produce and distribute clear, consistent, accurate information about programs, services and supports that are accessible to people with a variety of needs.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
	COMMUNITY SERVICES
<b><u>Access to Recreation and Leisure</u></b>	<b>NEW:</b> December 2008
<b>POLICY</b>	
Resolution No. 423 (consent) 12/08	Supercedes Resolution No.
Policy Number 2.6	<b>PAGE 1 of 2</b>

**POLICY STATEMENT**

The Town of Fort Frances is dedicated to barrier free sport, recreation and leisure programs and services for its residents.

**POLICY**

To overcome barriers, the Town of Fort Frances is committed to action as follows:

1. Ensuring that fair and equitable access to programs, offered by the Town of Fort Frances, is provided, as outlined within the parameters of this policy.
2. To assist Town of Fort Frances residents in overcoming barriers to participation.
3. To assist in the coordination of appropriate support services to aid in recreation and leisure pursuits all town residents
4. To foster independence and self-reliance in the pursuit of recreation and leisure activities.
5. In partnership with the Kid Sport and/or other agencies to assist in the development of mechanisms which will lead to ensuring fair and equitable access to recreation and leisure programs, services and facilities for all members of the community.

**LEISURE EDUCATION**

The Town of Fort Frances will offer information to groups and individuals in the area of sport, recreation and leisure.

**PROGRAMS AND ACTIVITIES**

The Town of Fort Frances will offer a wide variety of programs, within the fiscal and physical restraints of the organization, to meet the needs of individuals in the area of sport, recreation and leisure.

**ADVOCACY / CONSULTATION / COLLABORATION**

Liaison with other agencies and organizations will be encouraged, i.e., through participation at board meetings, jointly sponsored programs, and utilizing their expertise and resources when needing specific information.

**ASSISTANCE**

The Town of Fort Frances is committed to provide assistance to those that meet the criteria as outlined in this policy.



## **CRITERIA AND PROCESS**

The individual or family requesting assistance must qualify for the Town of Fort Frances program. Qualification will be determined by the Town of Fort Frances - Community Services Division. The Community Service Executive will determine the type and extent of assistance to be given.

Qualified families will be funded by the Town of Fort Frances as indicated below:

1. Only one program per person per season will be allowed.  
Seasons:  

Fall	September - December
Winter	January - March
Spring	April - June
Summer	July – August
2. This assistance may include:
  - a) Fee reductions
  - b) Fee waivers
  - c) Cost of materials and equipment
  - d) Support / aid assistance (i.e., transportation, etc.)
3. The total leisure access subsidization will not exceed the Town of Fort Frances recreation and leisure access budget during the fiscal year.
4. Funding for programs not offered by the Town of Fort Frances will be considered on a case-by-case basis.
5. Notwithstanding the above, the applicant is required to follow the regular registration procedure of the Town of Fort Frances, i.e. participation may be restricted due to limited class size, cancelled programs etc.
6. The subsidy will be granted based on a review of the applicant(s) qualifications. It is important to note that this "Registration Form" does not reserve a space in the program for the person being subsidized. Applicants are to register at the same time as other residents.

## **PHYSICAL ACCESSIBILITY**

The Town of Fort Frances supports the concept of recreation and leisure access to all facilities and recommends that access be considered when designing and developing parks, playgrounds, facilities and open space. The use of the universal access symbol in promotion material is encouraged.

## **VOLUNTEER TRAINING AND DEVELOPMENT**

The training of volunteers to deal sensitively and effectively with individuals requiring leisure access is paramount to ensure the success of this policy. The Town of Fort Frances supports intensive volunteer training through workshops, guest speakers at meetings, and by providing information as required.

## **PROMOTION**

The Town of Fort Frances will produce and distribute clear, consistent, accurate information about programs, services and supports that are accessible to people with a variety of needs.

April 5, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

**RE: Community Services Policy Review #2.7**

---

The Community Services Executive Committee is taking a comprehensive review of all of the policies posted on the Towns Website under the Community Services heading in order to ensure all policies are relevant and up to date. This process will happen over a number of meetings depending on various factors including other content of our executive meetings.

The next policy we are looking at **#2.7 Vandalism and Willful Damage Policy**. The policy mentioned is attached to this report for reference. This policy remains relevant and some changes to the wording in 3)c) are the only changes to the policy other than to move it into the newest format. A copy of the original policy is included in this report for comparison purposes.

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to authorize the update of Policy #2.7 Vandalism and Willful Damage Policy and to make it a Corporation Wide Policy.

Respectfully Submitted,



Aaron Bisson

Manager of Recreation and Culture

**Council approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the update of Policy #2.7 Vandalism and Willful Damage Policy and to make it a Corporate Wide Policy.**

---

# THE TOWN OF FORT FRANCES

## Section: Community Services

### Policy: Vandalism and Willful Damage

---

<b>Creation Date:</b>	<b>February 2012</b>
<b>Review Date:</b>	April 2021
<b>Resolution Number:</b>	
<b>Supersedes Resolution Number:</b>	474 (consent) 02/13
<b>Policy Number:</b>	<b>2.7</b>

---

#### 1) General Statement

The Town of Fort Frances has made significant investments in facilities, general infrastructure and staff. The town has also experienced an increasing amount of costs due to repairs and replacement due to acts of vandalism, willful damage, accidental damage and normal wear and tear.

#### 2) Purpose

This policy will provide a framework for management to take appropriate action to ensure individuals that are misusing, damaging and committing acts of vandalism against municipal property are dealt with in a timely manner that will minimize future unnecessary damage to municipal facilities.

#### 3) Procedure

##### a) Zero tolerance for acts of vandalism and wilful damage

The Police are to be called on any damage that has occurred at a municipal facility wherein the staff's opinion the damage has been caused by an act of vandalism or committed wilfully. If the individual is known to the staff this information is to be communicated to the OPP and we are to co-operate with the Police and court system to ensure that the individuals be prosecuted to the fullest extent of the law.

##### b) Accidental damage

All individuals that have committed damage to municipal facilities that is deemed accidental but not an act of vandalism the individual or organization will be required to make full restitution for repair of the damage.

##### c) Zero Tolerance for physical violence and threatening behavior

Physical violence and threatening behavior will not be tolerated. When a situation involving physical violence or threatening behavior is encountered in the workplace the Police shall be called in immediately to address the situation. Also, if safe to do so and an opportunity occurs staff will try to deescalate the situation.

**4) Co- operation with community groups**

A variety of community groups that use and rent our facilities have adopted ZERO TOLERANCE POLICIES. Town administration will assist where necessary and co-operate with our community partners to ensure the safe and intended use of our facilities by the public. This could include but is not limited to the restriction of access to municipal facilities; the pursuit of legal action at the request of a community group that has experienced repeated misuse of the facility by its users, spectators, or any other breaches of behavior that is deemed inappropriate.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b> COMMUNITY SERVICES
<b><u>VANDALISM AND WILFULL DAMAGE</u></b> <b><u>POLICY</u></b>	<b>NEW:</b> February 2012 <b>REVISED:</b>
Resolution No. 474 (consent) 02/13	Supercedes Resolution No.
Policy Number 2.7	<b>PAGE 1 of 2</b>

## 1.0 General Statement

The Town of Fort Frances has made significant investments in facilities, general infrastructure and staff. The town has also experienced an increasing amount of costs due to repairs and replacement due to acts of vandalism, wilful damage, accidental damage and normal wear and tear.

## 2.0 Purpose

This policy will provide a framework for management to take appropriate action to ensure individuals that are misusing, damaging and committing acts of vandalism against municipal property are dealt with in a timely manner that will minimize future unnecessary damage to municipal facilities.

## 3.0 Procedure

### a. Zero tolerance for acts of vandalism and wilful damage

The Police are to be called on any damage that has occurred at a municipal facility where in the staff's opinion the damage has been caused by an act of vandalism or committed wilfully. If the individual is known to the staff this information is to be communicated to the OPP and we are to co-operate with the Police and court system to ensure that the individuals be prosecuted to the fullest extent of the law.

### b. Accidental damage

All individuals that have committed damage to municipal facilities that is deemed accidental but not an act of vandalism the individual or organization will be required to make full restitution for repair of the damage.

### c. Zero Tolerance for physical violence and threatening behaviour

Physical violence, threatening behaviour and abusive language will not be tolerated and individuals displaying this kind of behaviour will be asked to stop immediately. If behaviour continues they will be asked to leave the facility. The Police are to be

called to escort the individuals from the facility/ premises if there is no improvement in deportment.

#### **4.0 Co- operation with community groups**

A variety of community groups that use and rent our facilities have adopted ZERO TOLERANCE POLICIES. Town administration will assist where necessary and co-operate with our community partners to ensure the safe, and intended use of our facilities by the public. This could include the restriction of access to municipal facilities or the pursuit of legal action at the request of a community group that has experienced repeated misuse of the facility its users, spectators or any other breaches of behaviour that is deemed inappropriate.

Date: April 1<sup>st</sup>, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: March Activities for By-Law Enforcement Department.

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

### **Operational Constraints**

#### **March 2021**

##### Animal Pound Statistics

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	1
Total Shelter Visits for Month	8

##### Monthly Parking Statistics

Tickets for Month	8
Ticket by OPP	0
Monthly Total	8
Yearly Total Issued	109

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

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

##### 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 Response to PCA Incident.
- OFMEM PEOC Calls Twice per Week.
- Amethyst Sector (Emergency Management) CEMC Bi-Weekly Calls.
- NWHU Vaccination Task Force Meetings Weekly.
- JHSC Activities & Monthly Inspections.
- Monthly Activities Reporting to PDEC.
- OFMEM EEPMO Project Meetings.
- Business License Renewals Ongoing.



- Taxi Licensing Completed.
- OAPSO Chapter Meeting.
- Maintain/Attend Town Vehicle's in Parking Lot (Civic Centre).
- Assist POA with Online Court Test Trial.
- Zoning By-Law Meetings with Stakeholders.
- Website Updates.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Fireworks	2
Parking	5
Animals	14
Business Licensing	25
Property Standards (Includes Landlord/Tenant)	14
Court Hearings	1
Taxi	5
Sign Permits	5
Moving Permits	3
Snow Issues	1
Heavy Trucks	1
Waste Management	11
Snowmobiles	1
COVID Legislation/Vaccination	3
OPP Call Outs	1
Building Code/Zoning Issues (Includes Tents, Trailers, etc).	6
Cannabis	2
Water By-Law	1
Noise Issues	1
<b>TOTAL CALLS FOR SERVICE</b>	<b>102</b>

PDEC question from Committee regarding business licensing. Information regarding current stats for 2021 Licensing:

Total Licensed Businesses in Operation	462
Outstanding 2021 Licenses	104
Total Businesses Completed/Closed	358

In addition to the Outstanding 2021 Licenses – These include but not limited to those businesses which operate on a seasonal basis, fall into multiple licensing categories, may

not be open due to unforeseen circumstances (ex: COVID-19) or not operating within Fort Frances at this time. Our office is in the process of contacting each of these businesses to verify their status.

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@fortfrances.ca](mailto:pbriere@fortfrances.ca)



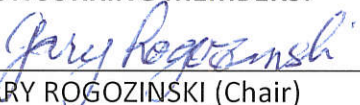
**TOWN OF FORT FRANCES**  
 320 Portage Avenue, Fort Frances, On P9A 3P9  
**COMMITTEE OF ADJUSTMENT DECISION**

File No. <b>A2-2021</b>
----------------------------


<b>Subject Property</b> 1425 Colonization Road West	<b>Zoning Code</b> R1	<b>Property Roll No.</b> 59-12-010-005-080-00
IN THE MATTER OF an Application under Section 53 of the Planning Act for Consent.		
<b>This is an application for consent:</b> To sever an irregular shaped parcel of land from locally known 1425 Colonization Road West for the purpose of adding it to the abutting property known as 1431 Colonization Road West.		


<b>DECISION:</b> The Application is <input type="checkbox"/> Denied or <input checked="" type="checkbox"/> <b>Approved</b>
<b>Subject to the following Conditions:</b> <ol style="list-style-type: none"> <li>1. Subsection 3 or 5 of Section 50 of the Planning Act R.S.O. 1990 shall apply to any subsequent conveyance or transaction involving the severed land.</li> <li>2. As the application is for the purpose of a lot addition, the deeds or instruments, submitted to the Secretary-Treasurer for review and consent endorsement, shall be accompanied by an undertaking from the applicant's solicitor confirming that the lands to be severed will be consolidated on title with the adjacent lands.</li> <li>3. Payment of the balance of any outstanding taxes and accounts payable, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Municipality.</li> <li>4. That the Municipal Planner be provided with a deposited reference plan bearing the seal of the Land Registrar depicting the severed property a part thereon. A digital and hard copy of the deposited Reference Plan are to be submitted to the Municipal Planner of the Town of Fort Frances.</li> <li>5. That the Municipal Planner be provided with the legal description of the severed and retained property for the issuance of the Certificate of Official.</li> </ol>
<b>Reasons for Committee's Decision:</b> <ol style="list-style-type: none"> <li>1. Adding land to neighbouring property where applicant currently resides.</li> <li>2. Both the severed (including lot addition) and retained lands meet the minimum general provisions for the Residential Type One zone.</li> </ol>

**CONCURRING MEMBERS:**

  
 GARY ROGOZINSKI (Chair)

Declared conflict - did not vote  
 DONALD TAYLOR

  
 BARRY JACKSON

  
 DON ELDRIDGE

  
 CHARLEEN MALLORY

Date: March 17, 2021

  
 Cody Vangel, Secretary-Treasurer  
 Committee of Adjustment

**Committee of Adjustment**  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

## NOTICE OF DECISION

File No. A2/2021  
Roll No. 59-12-010-005-08000  
Page 1 of 2

---

**IN THE MATTER** of Section 53 of the Planning Act, R.S.O. 1990, Chapter P. 13, and an application for consent submitted by or on behalf of:

**Neilson Cooper – 1425 Colonization Road West**

**TAKE NOTICE THAT** the Committee of Adjustments for the Town of Fort Frances did, on Wednesday March 17, 2021, grant provisional approval for the **consent for lot addition. The application proposes to sever an irregular shaped parcel of land from locally known 1425 Colonization Road West for the purpose of adding it to the abutting property known as 1431 Colonization Road West.**

**The existing property at 1425 Colonization Road West is legally described under PIN 56020-0104 as PCL 17771 SEC RAINY RIVER; PT LT 45 RIVER RANGE MCIRVINE DESIGNATED AS PT 2, RR693; FORT FRANCES.**

**The existing property at 1431 Colonization Road West is legally described under PIN 56020-0119 as PCL 20125 SEC RAINY RIVER; PT LT 45 RIVER RANGE MCIRVINE PT 1, 48R2958; FORT FRANCES, and PIN 56020-0186 as PCL 25296 SEC RAINY RIVER; PT LT 45 RIVER RANGE MCIRVINE PT 2, 48R2958; FORT FRANCES.**

**Decision rendered: Granted**

The above decision is subject to the following condition(s)

1. Subsection 3 or 5 of Section 50 of the Planning Act R.S.O. 1990 shall apply to any subsequent conveyance or transaction involving the severed land.
2. As the application is for the purpose of a lot addition, the deeds or instruments, submitted to the Secretary-Treasurer for review and consent endorsement, shall be accompanied by an undertaking from the applicant's solicitor confirming that the lands to be severed will be consolidated on title with the adjacent lands.
3. Payment of the balance of any outstanding taxes and accounts payable, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Municipality.
4. That the Municipal Planner be provided with a deposited reference plan bearing the seal of the Land Registrar depicting the severed property a part thereon. A digital and hard copy of the deposited Reference Plan are to be submitted to the Municipal Planner of the Town of Fort Frances.
5. That the Municipal Planner be provided with the legal description of the severed and retained property for the issuance of the Certificate of Official.

**TAKE NOTICE THAT** in accordance with section 53(41) of the Planning Act, the above conditions must be satisfied within one year from the date of this notice. Failing which, approval will lapse and the application will be as if it had been denied.

## NOTICE OF DECISION

File No. A7/2020

Page 2 of 2

**Reasons for Decision:**

1. Adding land to neighbouring property where applicant currently resides
2. Both the severed (including lot addition) and retained lands appear to meet the minimum general provisions for the Residential Type One zone.

A certified true copy of the original decision is included for your reference.

**Appeals:**

Pursuant to section 53(19) of The Planning Act, any person or public body may, no later than twenty (20) days from the date of this notice, appeal the decision or any condition imposed or both the decision and any condition to the Local Planning Appeal Tribunal (LPAT) by filing with the undersigned a Notice of Appeal. The last date for filing a Notice of Appeal is **Monday April 12, 2021**. Any appeal to be filed must set out the reasons for the appeal and must be accompanied by the fee required by the Local Planning Appeal Tribunal.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you make a written request to be notified of changes to the conditions of approval of the provisional consent. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the LPAT. A Notice of Appeal may not be filed by an unincorporated association or group may not file a Notice of Appeal. However, a Notice of Appeal may be filed on behalf of the association or group in the name of an individual who is a member of the association or group.

Date of Decision: March 17, 2021

Date of Notice: March 24, 2021

Date for Satisfying Conditions: March 24, 2022



Cody Vangel

Municipal Planner

Committee of Adjustment Secretary-Treasurer

Citywide Export - 2021-04-05

Permit #	Roll #	Contractor	Property Address	Legal Description	Work Description	Value
PRM-2021-0010	591201000304300.00		415 THIRD ST W	PSM29 LOT 53 PCL 5500	Construct 8' by 18' sunroom	\$25,000.00
PRM-2021-0011	591202000707600.00		246 SCOTT ST	PLAN SM21 LOT 13 E PT LOT 14;W21/2IN LOT 12 & PT CLSD;LANE PCL 12-3	Construct new floor system to create single floor level Reinstate universal washroom	\$15,000.00
PRM-2021-0012	591202000110000.00	Pete Veldheisen	324 VICTORIA AV	TOWN PLOT ALB LOT 244 PCL;862	Construct safe beds operation at east wing of building	\$320,000.00
PRM-2021-0013	591202000708100.00	Precision Construction	270 SCOTT ST	PLAN SM21 LOT 8 & S6FT CLSD;LANE PCL 8-1 PLAN SM141 PT BLK F RP;48R3468 PART 4 PCL BLK F-1	Extensive renovation to first storey commercial space.	\$215,000.00
PRM-2021-0014	591203000514801.00		1205 MINNIE AV		Change shingles to metal roof. Extend eaves overhang	\$4,000.00
PRM-2021-0015	591203000720700.00		840 MINNIE AV TO 842	PSM253 LOT 8 PCL 8-1	Interior renovation to existing 2-unit house	\$80,000.00
PRM-2021-0017	591202000208000.00		408 SCOTT ST	PLAN SM126 E22FT LOT 3 PCL;14542	Construct ambulatory water closet	\$1,700.00
						\$660,700.00

Date: April 12, 2021

Report To: Mayor and Council

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**

The demolition contractor has been focusing their demolition efforts on the Phase 1 portion of the project which includes the paper mill. The contractor estimates that in terms of overall demolition schedule they are approximately 10% complete Phase 1. Based on estimated area of demolition taken from our GIS system, I estimate that they are complete approximately 20% in terms of area.

Demolition could be estimated in the range of 70% complete for phase 3 based on area. Work on phase three is expected to hold until May 2021.

Phase 2 works include minimal works including the jackhammering of concrete foundations to grade as well as general clean up.

Phase 4 have no update currently.

Scrap material is continuing to be removed from site on a continuous basis.

The demolition contractor completed the overhead gallery removal on March 20, 2021 from 8:00pm to 4:00am.

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

Respectfully submitted.



Cody Vangel  
Chief Building Official & Municipal Planner