

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - November 2, 2015 8:00am

MEETING - Civic Centre - Committee Room

	Page
1. <u>Call to Order</u> Session #15	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Approval of the Minutes of the October 19, 2015 Meeting	2 - 3
4. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
5. <u>In-Camera</u>	
6. <u>Items Referred from Council</u>	
7. <u>New Business</u>	
7.1 2016 Planning and Development Capital Budget	4
7.2 2016 Planning and Development Operating Budget	5 - 9
7.3 2016 Planning and Development User Fees	10 - 13
8. <u>Outstanding Items</u>	
8.1 A. Byrnes - Proposed Dog Park Locations	14 - 16
8.2 P. Briere - Business License By-Law Rewrite Status Update	17 - 28
9. <u>Information</u>	
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 14

October 19, 2015

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on October 19, 2015 from 8:00 a.m. to 9:25 a.m.

PRESENT: D. Kitowski, Chair, J. Albanese, Councillor, R. Avis, Mayor, W. Brunetta, Councillor (8:47 - 9:25am)

ALSO PRESENT: M. McCaig, CAO (8:00am - 9:00am), F. Flatt, Municipal Planner, T. Rob, Secretary

1. Call to Order - 8:03am
Session #14

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

3. Approval of Previous Committee Minutes

3.1 Approval of the Minutes of the September 21, 2015 Meeting
- Approved as circulated

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

4.1 F. Flatt - Request from the Salvation Army for an encroachment agreement at 353 Scott Street - Item 10.1

5. In-Camera
- None

6. Items Referred from Council

6.1 Letter Dated September 28, 2015 from Shanda DeGagne-Begin re: Zoning issue at 1229 King's Highway
- A letter is not usually provided to property owners during a municipal wide zoning only during a site specific zoning. Municipal Wide Zoning is notified by public notice. The recommendation from the Planning and Development Executive Committee that the fee for the rezoning be waived for the change of the property contingent upon the property owner making application within a year and a half. Furthermore there are additional items of discussion that the property owner should satisfy themselves of regarding the development of the property.

7. New Business

7.1 F. Flatt - Application to Deem Lots not to be on a registered Plan of Subdivision - 1020 & 1022 Third Street East
- The recommendation of the Planning and Development Executive Committee is to approve the proposed deeming and to present a By-Law to Council to facilitate same.

7.2 T. Rob - Rainy Lake Hotel Demolition and Market Square Project Update
- The Planning and Development Executive Committee received an update on the Rainy Lake Market Square development project and demolition progress. Demolition work should be completed by the end of this week with final clean up and site servicing completed thereafter. The recommendation of the Planning and Development Executive

Committee is to complete an RFP for an Architecture Firm to complete the design work for the reconstruction.

8. Outstanding Items

- 8.1 F. Flatt - Huffman Subdivision - Marketing Strategy
- The recommendation from the Planning and Development Executive Committee is to make a recommendation to Council to use a real estate agent to sell the lots for the duration of one year. Proposals from the local agents will be provided and reviewed at the next meeting of council.

9. Information

- None

10. Non-agenda Items

- 10.1 F. Flatt - Request from the Salvation Army for an Encroachment Agreement at 353 Scott Street
- To facilitate the construction of an accessibility ramp at the above location, an encroachment agreement will be required to be completed as the ramp would have to be constructed on Town property.

11. Adjourn / Next Meeting Date - 9:25am

November 2, 2015

Executive Committee Chair

T. Rob, Chief Building Official

2016 Planning and Development Capital Budget	
Item	Budget Cost
By-Law	
Taxi ID Card Maker	\$ 2,500.00
Desk Replacement	\$ 4,000.00
Total By-Law	\$6,500.00
Planning	
GIS Capital Portion	\$ 2,289.60
Desk Replacement	\$ 4,000.00
Total Planning	\$ 6,289.60
Civic Centre	
Phone System Replacement	\$ 250,000.00
Air Conditioning for Server Room	\$ 15,000.00
Repace Front Sidewalk	\$ 42,000.00
Asphalt Replacement - OPP Parking Lot	\$ 1,000.00
Floor Mats - Various	\$ 2,500.00
Painting	\$ 30,000.00
Mag Locks & Access Control - Main Entry	\$ 10,000.00
Replace Metal Cladding add insulation	\$ 65,000.00
Total Civic Centre	\$ 415,500.00
TOTAL 2016 P&D CAPITAL	\$428,289.60

	ACCOUNT #	2012 OPERATING FORECAST	Actual to December 31/12	2013 OPERATING FORECAST	Actual to December 31/13	2014 OPERATING FORECAST	Actual to December 31/14	2015 OPERATING FORECAST	Actual September 30/15	2016 OPERATING FORECAST	Amortization
<i>By-Law Enforcement</i>											
REVENUE											
Parking Meter Collections	G-271-0310-0598	(1,200)	(1,316.18)	(1,200)	(1,045.65)	(1,200)	(713.49)	(1,200)	(737.88)	(900)	
Loading Zone Fees	G-271-0310-0599	(1,545)	(1,390.05)	(1,545)	(2,547.00)	(2,000)	(2,199.50)	(2,000)	(2,292.17)	(2,200)	
Monthly Parking Fees	G-271-0310-0601	(2,060)	(2,153.81)	(2,100)	(2,353.79)	(2,100)	(2,290.77)	(2,100)	(2,051.09)	(2,100)	
Expense Recoveries	G-271-0330-0589	(1,545)	(2,108.50)	(1,500)	(1,884.92)	(1,500)	(2,641.42)	(1,500)	(596.38)	(1,500)	
Dog Tags	G-271-0410-0725	(2,060)	(2,078.85)	(2,000)	(1,029.75)	(2,000)	(866.20)	(1,000)	(826.35)	(1,000)	
Bicycle Licenses	G-271-0410-0726	(155)	(23.50)		(23.75)						
By-Law Fines	G-271-0410-0811	(12,000)	(13,080.00)	(13,000)	(17,626.70)	(15,000)	(9,657.00)	(13,000)	(5,803.00)	(10,000)	
MNR Bear Agreement	G-271-0410-0817	(20,000)									
MNR Bearwise	G-271-0410-0818										
Impound Fees	G-271-0430-0591	(1,500)	(1,422.50)	(1,500)	(1,043.00)	(1,500)	(602.00)	(1,000)	(602.00)	(1,000)	
Donations	G-271-0430-0632				(45.00)						
Total Revenue		(42,065)	(23,573.39)	(22,845)	(27,599.56)	(25,300)	(18,970.38)	(21,800)	(12,908.87)	(18,700)	
EXPENDITURES											
Administration											
Distributed Salaries/Wages	G-271-1101-1110						(920.48)		(402.22)		
Distributed Benefits	G-271-1101-1111						(295.67)		(134.66)		
Overtime/Shift/Recall	G-271-1101-1113						96.17				
Sick Leave	G-271-1101-1114		320.48		1,788.99		1,038.47		867.97		
Vac, Stats, Holidays	G-271-1101-1115	14,430	13,689.98	14,000	13,063.61	14,897	14,505.30	15,354	8,690.24	16,836	
Salaries/Wages	G-271-1101-1120	88,188	89,626.53	89,600	89,570.42	91,772	91,793.37	94,780	67,606.06	94,830	
Disability - STD/LTD	G-271-1101-1121	3,636	4,292.18	4,400	4,379.21	4,492	4,656.94	4,736	3,442.69	4,663	
WSIB	G-271-1101-1122	2,247	2,280.85	2,325	2,346.88	2,389	2,406.34	2,467	2,331.42	3,216	
CPP	G-271-1101-1123	4,477	4,491.41	4,565	4,595.38	4,728	4,746.68	4,843	3,753.84	4,960	
EI	G-271-1101-1124	1,994	2,143.12	2,145	1,994.81	2,228	2,227.49	2,239	1,849.64	2,338	
Dental, Vision, Extend Health	G-271-1101-1125	5,951	4,440.33	5,438	3,568.09	4,959	4,509.46	5,012	3,934.99	5,623	
O.M.E.R.S	G-271-1101-1126	8,750	8,853.47	9,580	9,710.76	9,833	9,922.04	10,208	7,471.50	10,300	
Life Insurance	G-271-1101-1127	735	718.88	705	704.20	702	682.80	677	503.64	697	
EHT	G-271-1101-1129	2,001	2,018.42	2,020	2,043.00	2,080	2,094.81	2,148	1,578.57	2,177	
Part-time Wages	G-271-1101-1130										
Communications	G-271-1200-1251	800	510.38	600	506.63	550	566.65	550	399.18	550	
Postage, Freight, Courier	G-271-1200-1252	100	85.37	100							
Transfer to MTO	G-271-1200-1256	400	528.00	500	552.75	500	511.50	500	321.75	500	
Nuisance Bear	G-271-1200-1257	1,000	125.11								
Memberships	G-271-1200-1260	400	208.00	400	220.00	300	222.00	300	223.00	300	
Subscriptions & Publications	G-271-1200-1261	750	913.58	800	290.94	800	298.52	500	670.51	500	
Office Supplies	G-271-1400-1410	1,000	1,157.86	1,000	3,923.29	1,000	1,104.05	1,300	958.41	1,300	
Photography Supplies	G-271-1400-1411										
Materials	G-271-1400-1471	100	6.58		92.58		328.84		135.45		
Clothing - Uniforms Coveralls	G-271-1400-1480	500	219.30	500	246.49	500	274.65	500	334.69	500	
Meter Repairs/Maintenance	G-271-1500-1515	250	40.69								
Contracted Services	G-271-1500-1523	2,500	2,144.76	2,500	1,823.54	2,500	3,182.79	2,500	1,315.37	2,500	
Travel	G-271-1500-1530	200		0							
Conference & Courses	G-271-1500-1531	2,500	1,685.22	2,000	1,799.49	2,000		2,000		2,000	

Mileage	G-271-1500-1533	200	175.06	200	120.47	200	139.83	200	43.18	200	611.81 64.32 21.23 3,661.62	
Equipment Rental	G-271-1500-1541											
Advertising & Public Notices	G-271-1500-1591	1,000	677.13	1,000	1,014.42	1,000	1,024.89	1,200	460.73	1,200		
Amortization - Parking Machinery & Equip	G-271-1520-7200	305.90		611.81		611.81						
Amortization Computer Hardware	G-271-1520-7625					64.32						
Amortization Computer Software	G-271-1520-7675					21.23						
		144,109	141,658.59	144,378	144,967.76	147,430	145,814.80	152,014	106,355.95	155,191		
Vehicles												
Amortization Exp - Vehicle	G-271-1520-7300	3,661.62		3,661.62		3,661.62						
Distributed Salaries/Wages	G-271-2910-1110	500	540.51	500	406.53	510	472.45	520	381.63	520		
Distributed Benefits	G-271-2910-1111	165	178.36	165	134.16	168	155.90	172	125.94	172		
Vehicle Washes	G-271-2910-1415											
Gas & Fuel	G-271-2910-1418	3,000	3,227.77	3,000	2,745.38	3,000	2,564.62	3,000	1,548.22	3,000		
Vehicle Parts & Maintenance	G-271-2910-1451	500	135.43	200	167.19	200	197.83	200	280.84	500		
Equipment Rentals - Owned	G-271-2910-1540											
Insurance	G-271-2910-1580	840	829.00	800	829.00	850	828.66	850	689.17	850		
License	G-271-2910-1582	75	74.00	82	82.00	90	90.00	90	148.00	90		
		5,080	8,646.69	4,747	8,025.88	4,818	7,971.08	4,832	3,173.80	5,132		
Animal Shelter												
Distributed Salaries/Wages & Benefits	G-272-1101-1110	200		100	50.94	204		210	24.58	210		
Distributed Salaries/Wages & Benefits	G-272-1101-1111	66		33	16.82	67		70	8.11	70		
Equipment Rentals - Owned	G-272-1101-1540	200	427.39	200	12.50	200		200		200		
Hydro Charges	G-272-1400-1420	1,500	1,132.40	1,200	1,995.60	1,350	1,880.50	1,500	1,220.55	1,500		
Water & Sewer Charges	G-272-1400-1421	1,500	2,060.97	1,500	1,832.46	2,100	1,241.52	2,000	848.48	2,000		
Janitorial Supplies	G-272-1400-1470	750	931.33	800	498.82	800	342.03	800	29.11	800		
Materials/Supplies	G-272-1400-1471	200	389.35	400	53.22	400	86.13	400	249.46	400		
Food & Meals	G-272-1400-1491	500	316.92	400	348.79	400	362.55	400	29.83	400		
Euthanasia Expenses	G-272-1400-1492	3,500	6,036.49	5,000	3,547.79	4,000	4,243.23	4,000	2,133.85	4,000		
Contracted Services	G-272-1500-1523	500	169.03	500	152.64	300	292.19	300	347.05	300		
Repairs & Maintenance	G-272-1500-1545	150	463.61				27.78		717.66			
Insurance	G-272-1500-1580	30	26.46	30	29.34	30	30.75	34	27.77	34		
Amortization Exp - Building	G-271-1520-7100	78.72										
		9,096	12,032.67	10,163	8,538.92	9,851	8,506.68	9,914	5,636.45	9,914		
Total Revenue		(42,065)	(23,573.39)	(22,845)	(27,599.56)	(25,300)	(18,970.38)	(21,800)	(12,908.87)	(18,700)		
Total Expenditures		158,285	162,337.95	159,288	161,532.56	162,099	162,292.56	166,760	115,166.20	170,237		
Total By-Law Enforcement		116,220	138,764.56	136,443	133,933.00	136,799	143,322.18	144,960	102,257.33	151,537		
Building Department												
REVENUE												
Expense Recovery	G-813-0430-0589								(1,189.99)			
Building Permits	G-813-0430-0722	(50,000)	(38,715.24)	(45,000)	(47,310.73)	(45,000)	(57,720.26)	(45,000)	(43,961.47)	(45,000)		
Moving Permits	G-813-0430-0723	(2,000)	(3,014.68)	(3,000)	(2,443.86)	(2,000)	(3,108.79)	(2,500)	(2,575.79)	(3,000)		
Other Misc. Permits	G-813-0430-0728	(500)	(1,109.40)	(1,000)	(618.80)	(500)	(498.50)	(500)	(490.35)	(500)		
Contribution from Reserve Fund (Retirement)	G-813-0430-0952			(65,000)	(65,000.00)							
		(52,500)	(42,839.32)	(114,000)	(115,373.39)	(47,500)	(61,327.55)	(48,000)	(48,217.60)	(48,500)		
EXPENDITURES												

Administration											
Distributed Salaries/Wages	G-813-1101-1110			13,572	14,235.89		17,394.90		16,732.66		
Distributed Benefits	G-813-1101-1111			3,987	3,966.60		5,557.51		5,211.60		
Overtime/Shift/Recall	G-813-1101-1113										
Leave (Ber, Sick, Other)	G-813-1101-1114		592.09		534.79						
Vac, Stats, Holidays	G-813-1101-1115	9,625	9,091.33	7,220	8,021.78	6,728		8,016		7,204	
Salaries/Wages	G-813-1101-1120	59,559	60,288.16	17,114	14,739.15	57,759	178.56	59,211		63,923	
Salaries/Wages - Retirement	G-813-1101-1120			65,000	65,000.00						
Disability - STD/LTD	G-813-1101-1121	2,400				2,518		2,572		2,499	
WSIB	G-813-1101-1122	1,515	1,521.99	390	385.29	1,445		1,506		2,048	
CPP	G-813-1101-1123	2,307	2,306.70	688	1,229.66	2,426		2,425		2,480	
EI	G-813-1101-1124	997	1,071.53	393	505.99	1,114		1,120		1,169	
Dental, Vision, Ext. Health	G-813-1101-1125	4,325	3,479.07	983	933.59	2,519		3,652		4,062	
OMERS	G-813-1101-1126	6,600	6,640.95	1,565	1,977.46	6,475		6,875		7,383	
Life Insurance	G-813-1101-1127	377		0		360		348		365	
EHT	G-813-1101-1129	1,349	1,355.13	339	502.78	1,257		1,311		1,387	
Communications	G-813-1200-1251	1,400	1,191.79	500	865.68	800	673.88	800	391.87	800	
Postage, Freight, Courier	G-813-1200-1252		63.36	50					82.91		
Legal	G-813-1200-1253	500	0.00	500		500		500		500	
Memberships	G-813-1200-1260	500	401.03	725	824.28	500	435.96	600	735.58	800	
Subscriptions & Publications	G-813-1200-1261	300	266.91	300		300	196.94	300	348.77	300	
Office Supplies	G-813-1400-1410	500	872.15	500	202.01	500	548.81	500	458.39	600	
Clothing - Uniforms Coveralls	G-813-1400-1480	200	229.99	200		200	104.51	200	43.34	200	
Computer Maintenance (H & S)	G-813-1500-1502	13,000	11,983.49	6,000	5,991.74	5,100	5,088.01	5,100	5,088.01	5,100	
Contracted Services	G-813-1500-1527								1,190.59		
Travel	G-813-1500-1530		53.46								
Conferences & Courses	G-813-1500-1531	2,000	2,709.07	2,500	2,577.10	2,500	2,346.75	2,500	203.70	2,500	
Meeting Expense	G-813-1500-1532	200									
Insurance Deductible	G-813-1500-1581								586.03		
Advertising & Public Notices	G-813-1500-1591	500	1,028.73	600	639.38	600	1,631.14	1,000	384.65	1,000	
Amortization Exp - Computer Hardware	G-813-1520-7625						78.53				78.53
Amortization Exp - Computer Software	G-813-1520-7675						21.23				21.23
		108,154	105,146.93	123,126	123,133.17	93,601	34,256.73	98,536	31,458.10	104,320.59	
Vehicle											
Amortization Exp - Vehicle	G-813-1520-7300		2,094.70								0.00
Distributed Salaries/Wages	G-813-2910-1110	200		100	452.72	200	405.97	210	236.62	250	
Distributed Benefits	G-813-2910-1111	66		33	149.40	66	133.97	70	78.08	84	
Vehicle Washes	G-813-2910-1415										
Gas & Fuel	G-813-2910-1418	600	463.61	600	573.32	600	754.56	600	470.79	600	
Vehicle Parts & Maintenance	G-813-2910-1451	500	1,962.83	500	704.92	500	35.39	500	1,030.96	1,000	
Contracted Works	G-813-2910-1523								280.33		
Insurance	G-813-2910-1580	375	369.00	375	369.00	400	369.00	400	307.50	400	
Licenses	G-813-2910-1582	75	74.00	82	82.00	90	90.00	90	98.00	100	
		1,816	4,964.14	1,690	2,331.36	1,856	1,788.89	1,870	2,502.28	2,434	
Total Revenue		(52,500)	(42,839.32)	(114,000)	(115,373.39)	(47,500)	(61,327.55)	(48,000)	(48,217.60)	(48,500)	
Total Expenditures		109,970	110,111.07	124,816	125,464.53	95,457	36,045.62	100,406	33,960.38	106,755	

Total Building Department		57,470	67,271.75	10,816	10,091.14	47,957	(25,281.93)	52,406	(14,257.22)	58,255	40.14
Planning Department											
REVENUE											
Expense Recovery	G-815-0430-0589				(17,802.85)		(3,519.67)				
Document/Map Sales, etc.	G-815-0430-0813	(3,000)	(4,585.50)	(3,500)	(5,410.20)	(3,500)	(2,367.40)	(2,500)	(4,944.30)	2,500	
Planning Application Fees	G-815-0430-0815	(5,150)	(9,176.70)	(3,500)	(4,213.70)	(3,000)	(5,362.24)	(4,000)	(4,849.70)	4,000	
Contribution from Reserves (OPA/ZBL Amend)	G-815-0430-0952										
Total Revenue		(8,150)	(13,762.20)	(7,000)	(27,426.75)	(6,500)	(11,249.31)	(6,500)	(9,794.00)	6,500	
EXPENDITURES											
Distributed Benefits	G-815-1101-1111						(164.93)				
Overtime/Shift/Recall	G-815-1101-1113		534.11		106.82				428.68		
Sick Leave	G-815-1101-1114		1,396.33		1,037.72		1,447.61		555.70		
Vac, Stats, Holidays	G-815-1101-1115	7,690	7,264.02	7,270	7,264.02	7,845	7,409.22	8,002	4,445.58	8,001	
Salaries/Wages	G-815-1101-1120	47,583	46,727.96	48,280	47,426.69	48,813	48,174.31	49,788	35,080.53	49,784	
Disability - STD/LTD	G-815-1101-1121	1,958	2,317.82	2,360	2,347.17	2,386	2,465.00	2,485	1,807.04	2,413	
WSIB	G-815-1101-1122	1,210	1,223.72	1,244	1,255.26	1,269	1,277.38	1,295	1,223.57	1,664	
CPP	G-815-1101-1123	2,307	2,306.70	2,356	2,356.20	2,425	2,425.50	2,425	1,976.47	2,480	
EI	G-815-1101-1124	997	1,071.57	1,072	997.36	1,114	1,113.73	1,120	971.05	1,169	
Dental, Vision, Ext. Health	G-815-1101-1125	4,325	3,479.07	3,931	2,595.34	3,581	3,326.15	3,652	2,840.71	4,062	
OMERS	G-815-1101-1126	4,820	4,897.57	5,250	5,319.82	5,332	5,386.11	5,497	4,009.61	5,435	
Life Insurance	G-815-1101-1127	360	370.82	366	363.04	361	351.24	348	259.38	365	
EHT	G-815-1101-1129	1,078	1,089.57	1,090	1,092.69	1,105	1,112.08	1,127	828.50	1,127	
Postage, Freight, Courier	G-815-1200-1252	100									
Legal	G-815-1200-1253	5,000	3,037.76	5,000	19,056.96	5,000	368.19	5,000	163.64	5,000	
Consultants Fees (Quartek)	G-815-1200-1255				11,702.42						
Memberships	G-815-1200-1260	600	641.25	290	280.00	300	405.00	300	185.00	300	
Subscriptions & Publications	G-815-1200-1261	2,500	3,620.96	500	423.50	500	488.29	500	192.68	300	
Office Supplies	G-815-1400-1410	500	677.41	500	443.42	500	749.60	500	450.21	500	
GIS Distributed Salaries & Wages	G-815-1500-1110	10,305	5,650.23	10,719	4,579.66	10,935	5,285.96	11,152	5,085.03	9,765	
GIS Distributed Benefits	G-815-1500-1111	2,382	1,800.48	2,566	1,511.25	2,577	1,722.59	2,704	1,638.46	2,958	
Cost of Lots Sold	G-815-1500-1500						66,111.56				
GIS Expense	G-815-1500-1507	4,875	4,287.33	4,808	3,129.85	5,339	3,509.30	4,808	3,836.89	5,100	
Contracted Services	G-815-1500-1527		1,672.93		1,729.92		756.84		2,166.14	10,000	
Travel	G-815-1500-1530										
Conferences & Courses	G-815-1500-1531	2,000	2,137.91	2,500	2,136.96	2,500	2,265.81	2,500		2,500	
Meeting Expenses - Committee/Board	G-815-1500-1532	200		200		200	51.20	200		200	
Equipment Rentals - Owned	G-815-1500-1540		175.00				25.00		50.00		
Advertising & Public Notices	G-815-1500-1591	2,000	2,212.99	1,250	2,679.75	1,400	2,225.32	2,000	1,394.14	2,000	
Amortization - Computer Hardware Pooled	G-815-1520-7625		272.34		156.24		40.14				
Transfer to Reserves (Parkland Fees)	G-815-1620-5390				1,275.00						
Total Expenditures		102,790	98,865.85	101,552	121,267.06	103,482	158,328.20	105,403	69,589.01	115,123	
Total Revenue		(8,150)	(13,762.20)	(7,000)	(27,426.75)	(6,500)	(11,249.31)	(6,500)	(9,794.00)	6,500	
Total Expenditures		102,790	98,865.85	101,552	121,267.06	103,482	158,328.20	105,403	69,589.01	115,123	
Total Planning Department		94,640	85,103.65	94,552	93,840.31	96,982	147,078.89	98,903	59,795.01	121,623	

Civic Centre Building & Grounds											4,498.88
REVENUE											
Civic Centre Rentals (OPP)	G-150-0330-0586	(82,500)	(88,161.74)	(87,000)	(85,320.95)	(88,000)	(82,686.44)	(88,000)	(66,198.10)	(88,000)	
Expense Recovery	G-150-0330-0859								(596.94)		
FFPC - Utility Contribution	G-150-0430-0586	(13,000)	(13,284.00)	(13,000)	(13,284.00)	(13,000)	(13,284.00)	(13,000)	(11,070.00)	(13,000)	
		(95,500)	(101,445.74)	(100,000)	(98,604.95)	(101,000)	(95,970.44)	(101,000)	(77,865.04)	(101,000)	
EXPENDITURES											
Distributed Salaries/Wages	G-150-1240-1110	7,000	12,017.11	7,000	10,722.48	8,000	10,419.78	8,160	6,714.28	8,160	
Distributed Benefits	G-150-1240-1111	2,290	3,514.95	2,290	2,943.19	2,640	2,640.71	2,693	1,857.08	2,693	
Equipment Rentals - Owned	G-150-1240-1540	1,200	1,967.92	1,500	1,129.77	1,500	1,332.77	1,500	1,547.23	1,500	
Natural Gas Charges	G-150-1400-1416	20,000	11,402.05	17,000	13,981.45	13,000	16,745.92	15,000	9,419.73	15,000	
Hydro Charges	G-150-1400-1420	55,000	44,743.29	43,000	50,113.38	35,000	47,078.74	35,000	28,421.85	45,000	
Water & Sewer Charges	G-150-1400-1421	3,000	9,182.12	3,000	1,290.36	1,500	1,409.52	1,500	960.48	1,500	
Janitorial supplies	G-150-1400-1470	5,000	4,744.76	5,000	5,100.73	5,000	3,025.89	5,000	2,752.33	5,000	
Elevator Contracting/Materials	G-150-1500-1508	3,500	1,242.86	2,500	7,285.06	3,000	2,729.80	3,000	2,297.94	3,000	
HVAC Contracts/Materials	G-150-1500-1509	7,000	3,180.71	4,000	1,684.84	3,000	1,079.94	3,000	1,317.84	3,000	
Electrical Contracts/Materials	G-150-1500-1510	7,000	3,437.78	4,000	4,686.05	3,000	1,708.84	4,000	1,623.39	4,000	
Plumbing Contracts/Materials	G-150-1500-1512	2,500	913.71	2,000	1,123.26	1,500	237.71	1,500	1,582.17	1,500	
Contracted Works	G-150-1500-1523	20,000	18,254.92	20,000	7,088.75	15,000	7,924.32	10,000	4,839.77	10,000	
Janitorial Contract	G-150-1500-1524	60,000	61,185.22	62,000	61,056.12	62,000	61,056.12	63,000	46,707.93	64,000	
Contracted Services	G-150-1500-1527	4,000	3,000.43	3,500	1,561.24	2,000	796.32	2,000	1,095.70	2,000	
Repairs & Maintenance	G-150-1500-1545	15,000	17,342.64	15,000	8,789.88	10,000	8,979.98	10,000	8,695.01	10,000	
Lawn & Yard Maintenance	G-150-1500-1555	2,000	3,012.43	2,000	804.07	2,000	331.80	2,000	120.89	2,000	
		214,490	199,142.90	193,790	179,360.63	168,140	167,498.16	167,353	119,953.62	178,353	
Total Revenue		(95,500)	(101,445.74)	(100,000)	(98,604.95)	(101,000)	(95,970.44)	(101,000)	(77,865.04)	(101,000)	
Total Expenditures		214,490	199,142.90	193,790	179,360.63	168,140	167,498.16	167,353	119,953.62	178,353	
Total Civic Centre		118,990	97,697.16	93,790	80,755.68	67,140	71,527.72	66,353	42,088.58	77,353	
Total P & D Revenue		(198,215)	(181,620.65)	(243,845)	(269,004.65)	(180,300)	(187,517.68)	(177,300)	(148,785.51)	(161,700)	
Total P & D Expenditures		585,535	570,457.77	579,446	587,624.78	529,178	524,164.54	539,922	338,669.21	570,468	
TOTAL PLANNING & DEVELOPMENT		387,320	388,837.12	335,601	318,620.13	348,878	336,646.86	362,622	189,883.70	408,768	4,498.88

P&D Executive Committee Report

Date: October 28, 2015

To: Planning and Development Executive Committee

From: Travis Rob, Secretary

RE: 2016 Planning and Development User Fees

On Monday October 26, 2015 Council passed a resolution for an increase to the User Fees of 1.2%. Attached to this report is a breakdown of the 2016 User Fees for the Planning and Development Division. The fees highlighted on the spreadsheet represent fees that are proposed to be held or changed outside of the 1.2% increase. All fees have been rounded to the nearest \$0.05, \$0.10 or \$1.00. The following outlines the proposed changes to the fees:

- Under Building, Items 2.3, 2.6 and 2.7 are fees used rarely and to simplify the Building department fees have been adjusted to reflect a minimum permit fee of \$56.65
- Under Animal Control, item 2.12.1.1 has been held as few people are licensing their dogs as it is, an increase in fees could dissuade more people.
- Under Animal Control, item 2.12.1.3 is proposed to be held as it does not require a lot of staff time to update the form.
- Under Animal Control, item 2.12.2 the impound fee is proposed to be reduced to \$75.00 as it is easier for people to bring exact change to the shelter to pick up their animals and the shelter does not carry a float.
- Under Parking, section 2.13 all fees are proposed to be held as these items may be altered through the Parking Meter Study for the Strategic Plan. Further, parking meter and Portage Lot fees are always held.
- Under Planning, item 2.18.1 is proposed to be held at an even number and a value in line with other municipalities.

Respectfully Submitted,



Travis Rob,
Secretary, Planning & Development Executive Committee

TOWN OF FORT FRANCES						
SCHEDULE OF FEES						
SCHEDULE "A"						
				2015 Fees		2016 Fees
				Resident	Non-Resident	Resident
						Non-Resident
2.0	Planning & Development (Plus applicable taxes) Effective January 1, 2015					
2.1	Building/Demolition Permits					
2.1.1.1	Garages, Accessory Use Buildings, Covered Decks			0.41/sq.ft.		0.42/sq.ft.
2.1.1.2	Uncovered Decks, Sheds, Temporary Structures			0.26/sq.ft.		0.27/sq.ft.
2.1.1.3	Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)					
	2.1.1.3.1	Main Floor		0.82/sq.ft.		0.83/sq.ft.
	2.1.1.3.2	Basement		0.66/sq.ft.		0.67/sq.ft.
	2.1.1.3.3	Each Additional Floor		0.41/sq.ft.		0.42/sq.ft.
2.1.2	All Other Construction Not Conforming to the Above Fee Schedule					
	2.1.2.1	1st \$1,000 of Value		56.00		56.65
	2.1.2.2	Each Additional \$1,000 of Value or Part Thereof		11.20		11.30
	2.1.2.3	Progress Reports		89.50		90.60
	2.1.2.4	Conditional Permit		237.05		239.90
	2.1.2.5	Re-Inspection Fee		89.50		90.60
	2.1.2.6	Special Call Out Services		Applicable Rates (Time & OH)		Applicable Rates (Time & OH)
2.2	Plumbing Inspection Fee					
	2.2.1	Per Fixture		11.20		11.30
2.3	Change of Use			59.30		56.65
2.4	Residential Demolition			56.00		56.65
2.5	Administration Fee					
	2.5.1	Construction/Demolition Commenced		118.55		119.90
		Prior to Issuance of Building Permit		Greater of \$118.55 or 10% of Building or Demolition Permit Fee		Greater of \$119.90 or 10% of Building or Demolition Permit Fee
2.6	Transfer of Permit Fee			59.30		56.65
2.7	Application for Deferral of Revocation			59.30		56.65

2.8	Refund of Fees					
	2.8.1	Permit Issued but Construction Not Commenced		50%		50%
	2.8.2	Reduction of Refund for Each Field Inspection Performed		5%		5%
		After Issuance of Permit				
2.9	Moving Permit Fees					
	2.9.1	Single Trip		89.50		90.60
	2.9.2	Single Short Term Job		118.65		120.05
	2.9.3	Single Job - 6 Months		237.20		240.05
	2.9.4	Annual Permit		474.35		480.05
2.10	Sign Permit Fee					
	2.10.1	Permanent Sign Fee		59.30		60.00
	2.10.2	Mobile Sign - 30 Day Permit		10.75		10.90
	2.10.3	Mobile Sign - 90 Day Permit		26.95		27.30
	2.10.4	Mobile Sign - 180 Day Permit		53.85		54.50
2.11	Swimming Pool Permit Fee			59.30		60.00
2.12	Animal Control					
	2.12.1	2.12.1.1	Dog License - Spayed/Neutered	24.00		24.00
		2.12.1.2	Dog License - Unspayed/Non-Neutered	34.85		35.25
		2.12.1.3	Replacement for Lost Tag	17.50		17.50
	2.12.2	Impound Fee		75.25		75.00
2.13	Private Parking Spaces (Rented)					
	2.13.1	Annual Fee Each		370.70		370.70
2.14	Portage Avenue Municipal Parking Lot					
	2.14.1	Rental of Reserved Parking Space 1st One Per Month		36.90		36.90
		2.14.1.1	Each Per Year	368.90		368.90
	2.14.2	Unreserved Parking Spaces - Daily		2.00		2.00
2.15	Metered On-Street Parking			1.00	Hour	1.00 Hour
2.16	Loading Zone - Annual Fee Each			370.70		370.70
2.17	Church Loading Zone - Annual Fee Each			69.70		69.70

2.18	Planning Fees					
	2.18.1	Official Plan Amendment (Delegation of OPA approval January 1, 2015)	3,000.00		3,000.00	
	2.18.2	Zoning By-Law Amendment	1,778.20		1,800.00	
	2.18.3	Removal of "H" Symbol	1,185.50		1,200.00	
	2.18.4	Temporary Use By-Law	1,185.50		1,200.00	
	2.18.4.1	Extension to Temporary Use By-Law	355.70		360.00	
	2.18.5	Application for Subdivision/Condominium	2,963.70		3,000.00	
	2.18.5.1	Amendment to Subdivision/Condominium	592.70		600.00	
	2.18.6	Consent (i.e. new lot, easement, lot addition, etc.)	534.70		541.10	
	2.18.6.1	Successive Applications (related property)	268.40		271.60	
	2.18.6.2	Additional Fee if easement, ROW included	268.40		271.60	
	2.18.7	Minor Variance / Special Permission	296.35		300.00	
	2.18.8	Acknowledgement, Undertaking & Indemnification	58.70		59.40	
	2.18.9	Site Plan Agreement	950.60		962.00	
	2.18.9.1	Amendment to Site Plan Agreement	296.35		300.00	
	2.18.10	Request for Property Information	59.30		60.00	
	2.18.11	Encroachment Agreement or other land use agreement not listed elsewhere	355.65		360.00	
	2.18.12	Validation of Title / Power of Sale	296.35		300.00	
	2.18.13	GIS. maps (each)	12.40		12.55	
	2.18.14	Reschedule Public Meeting (at applicant's request) all planning applications	296.35		300.00	
	2.18.15	Deeming By-Law (applies to second and successive lot)	59.30		60.00	
	2.18.16	Land Titles, Ontario Municipal Board, Solicitor or Planner's Fees if applicable, excessive staff time	Cost Recovery Basis		Cost Recovery Basis	
	2.18.17	Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5	10% of applicable fee		10% of applicable fee	
		"applied to applicable fee as noted upon receipt of completed application"				
	2.18.18	Assign Property Address	59.30		60.00	

Date: October 26,2015

Report to: Planning and Development Executive Committee

From: Arlene Byrnes , By-Law Enforcement

Re: Possible Dog Park Locations

This department has been working with the dog park committee to compile a list of candidate sites for a dog park.

Attached to the report is a map print out of possible locations and a list outlining the committee's top three choices for locations and included are the pros and cons for each location.

This information has been provided as per your request.

Respectfully Submitted

Arlene Byrnes

By-Law Enforcement

Off - Leash Dog Park Candidate Sites - October 15, 2015				
SITE	Candidate Site	Pros	Cons	PERFERED
4	Frog Creek Area	open area/lots of property	no fence	CHOICE
		road access	distance from town	2
		power already there/solar lights		
		trees/hills		
		not far for maintance		
		modify the river bank for access to the creek		
		lots of parking		
		away from residential		
3	Mclrvine Road /North of Balsam Road	No residents in area	Higher development cost	
			No water available	
			Bush	
			near old landfill site	
1	Eight Street/Mclrvine Road	town water available	higher development cost	
		closer to town	bush to clear	
5	sixth st w,btw Webster & Wright Ave	town water avaiable	close to residential area	3
		closer to town limits	No Parking	
			small trees	
			higher development cost	
6	Eight StreetEast, Victoria to Frenette Ave	water available	higher costs for development	
		central location	No Parking	
			already developed ski & walking trails	
			snowmobile trails	
7	Sixth St Rink Area and Green Space	central location	close to daycare	1
		water available	tree area owned by community living	
		small amount of impact on residential area	no parking area	
		underutilized rink		
		partial enclosed area (rink)		
		easier to develop		
		easier to maintain		
		easy acces		
2	Mclvine Road, South of Balsam St.		bush area	
			no water	
			high development cost	
			no parking	

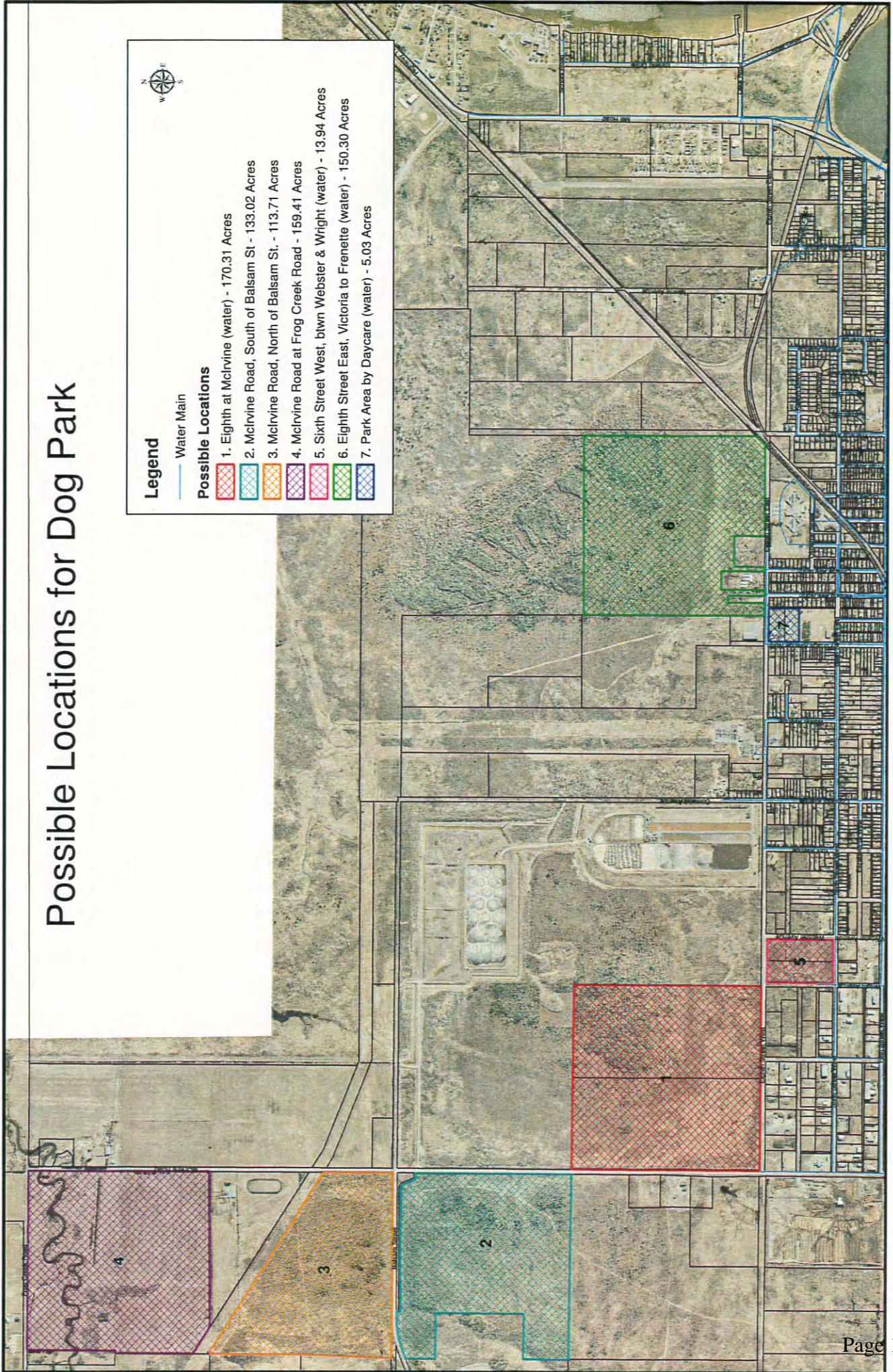
Possible Locations for Dog Park

Legend

Water Main

Possible Locations

1. Eighth at McIrvine (water) - 170.31 Acres
2. McIrvine Road, South of Balsam St - 133.02 Acres
3. McIrvine Road, North of Balsam St. - 113.71 Acres
4. McIrvine Road at Frog Creek Road - 159.41 Acres
5. Sixth Street West, btwn Webster & Wright (water) - 13.94 Acres
6. Eighth Street East, Victoria to Frenette (water) - 150.30 Acres
7. Park Area by Daycare (water) - 5.03 Acres



Date: October 28, 2015

Report To: Planning & Development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer

Re: Business License By-Law Rewrite Status Update

As you are aware this office along with the Clerk's Office have been working on rewriting the business licensing by-law. We have been working alongside all parties who are involved in business licensing to ensure that we have all aspects covered in our research.

This report has been written as an update for the Planning & Development Executive Committee to ensure that you are aware of the status of the bylaw rewrite and to open dialogue with the Committee Members on individual sections of this by-law as opposed to trying to understand an entire draft bylaw.

Attached to this report is a copy of the proposed definitions, licensing categories and the general provisions sections that we are going to be putting forward in the new draft bylaw.

We would like to get direction from the Planning & Development Executive Committee on 3 items within the attached documentation. They are highlighted in the document for you and they are as follows:

- 1) Lodging House – There currently aren't any of these types of businesses operating within town. If one were to open, it would require a bylaw amendment and therefore Council approval.
- 2) Tow Trucks – The Municipal Act has changed recently and does allow for the town to govern tow trucks. We do have 2 tow truck companies currently in operation. 1 is local and 1 is outside of town limits. There have been no complaints registered. Licensing this type of business would be similar to taxi licensing where Council would have to set the rates and govern what type of vehicles are approved for towing and how drivers/operators would be licensed and insured.
- 3) Application for a New License – We have discussed applying a condition into this section in regards to ensuring that all applicants have their taxes (utilities) paid and are not in arrears. We would like to have PDEC's comments on this section as well as AFEC's.

The next steps in our process is to work on the appeals section of the bylaw. Before we can complete this section we require direction from PDEC in regards to who would act as the appeals committee. There are 2 options available and they are as follows:

- 1) Mayor & Council – The appeal is heard in camera in Committee of the Whole, then a resolution is created, read and passed in Council. This is our current process that we use. We find that this format this process is not the best use of resources.
- 2) Appeals Committee – The appeal can be heard by PDEC and a decision can be made at that time. The committee would have the same powers as the Clerk when confirming, modifying or rescinding any orders, suspensions that have been issued by the clerk or enforcement. We do recommend this format as it is a more appropriate course for appeals to be heard.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Definitions

Adult Entertainment Parlour

-means any premises or part thereof in which is provided services designed to appeal to erotic or sexual appetites or inclinations

Amusement Device

-means any mechanical or electronic machine or device intended for use as a game or source of entertainment or amusement offered for use by the public by any person for profit or gain (includes pinball machine, television game, shooting gallery, or other similar machine or device) and may dispense prizes or more free games

Applicant

-means a person who is required to be licensed pursuant to this by-law or who has made application for a license (includes licensee)

Arcade A/B

A – means a building or structure or part thereof which is open to the public and where the principal business is the provision of amusement devices for use by the public

B – means a building or structure or part thereof which is open to the public where the principal business is something other than the provision of amusement devices for use by the public but which contains one or more amusement devices

Auctioneer

- means a person who conducts a sale by auction

Auction

-means a public sale to persons at which bids on goods, articles, merchandise, effects, etc. are received by an auctioneer and where each bid offers more than the last previous bid, the article being put up being sold to the highest bidder.

Automobile Body Repair

-means a business or premise that restores or does maintenance to the exterior of an automobile to return it to good condition and may include replacement of worn out parts and may include painting, body filling or refinishing of an automobile

Automobile Lease / Sales / Rental

-means a business or premise that offers to lease, sell or rent any automobile for remuneration and where in the case of a sale, the ownership will be transferred to any individual, firm or corporation

Automobile Service

-means a business or premise that mechanically repairs automobiles, including replacement of parts and where oils and other vehicle fluids are drained or replaced, and tires, gas tanks, radiators or other similar items are replaced or repaired.

Beauty Salon / Hairstylist / Esthetician

-means a business or premise offering facial or other skin or body treatments, and dressing of the hair (cutting, trimming, dyeing, bleaching, streaking, frosting, conditioning, shampooing, etc.) also may include tanning, manicures, pedicures and ear piercing

Bed & Breakfast

-means a single detached dwelling wherein not more than five rooms are rented with breakfast included, for the temporary accommodation of the traveling public and includes the living accommodation of the owners of the dwelling

Billiard Hall

-means a building or structure of part thereof where the provision of billiard, snooker or pool tables is available for use by the public for payment or hire

Body Piercing

-means a business or premise where parts of a body are punctured by a sharp-pointed instrument for the purpose of making a hole or opening through which an item may be attached to the body (other than earlobes)

Bowling Alley

-means a building, room or area which provides facilities for the game of bowling

Carnival / Exhibition

-means a business operating amusement rides, exhibits or other devices and authorized games of chance intended to entertain or amuse or provide entertainment to the public

Car Wash

-means a building and lot used for the washing and cleaning of motor vehicles by washing equipment

Caterer

-means a person who prepares and supplies food or meals for social, professional or other similar events

Charitable Organization

-means an organization (including a church) which is established and operated for charitable purposes and that has been granted charitable status by the Federal Government

Chief Building Official (CBO)

-means a person who may, from time to time, be appointed by Council pursuant to the Building Code Act

Circuses / Similar Shows

-means a performance exhibiting animal, acrobatic, clowns and other performances and their equipage and shall include any other similar show

Clerk

-means the Clerk of the Town of Fort Frances or his/her designate

Council

-means the Council of the Corporation of the Town of Fort Frances

Dry Cleaner

-means the business of dry cleaning, dry dyeing, cleaning, pressing and spot or stain removal, or other similar application to clothing or fabric

Eating Establishment

-means an establishment which is used for preparation, service, sale or offering for sale of foodstuffs and beverages to the public for immediate consumption (including restaurants, canteens and concessions) and may include a drive-through window

Electrolysis

-means a business or premise which offers the service of body hair removal

Enforcement Officer

-means a person appointed as a By-law Enforcement Officer or hired as an OPP Officer for the purpose of enforcing Town by-laws and carrying out inspections as required

Fire Chief

-means the Chief of the Town of Fort Frances Fire Department as appointed or his/her designate

Food Shop

-means all premises where foodstuffs intended for human consumption are made for sale, offered for sale, stored or sold and includes bakery, delicatessens, snack bar, butcher shops, confectionary, etc.

Food Truck / Trailer

-means a motorized vehicle or towed trailer from which refreshments and food are cooked, carried or offered for sale for consumption to the general public

General Contractor

-means a person who makes an agreement with another to do a piece of work, retaining in themselves control of the means, method and manner of producing

the result to be accomplished and includes a person who builds, alters, repairs or renovates existing buildings or structures

Grocery

-means any business where money is received from customers for the supply of packaged food products whether fresh, canned, or frozen or combination thereof

Home Occupation

-means an occupation, business or craft carried on as an accessory use to the use of the dwelling as the private residence of the person carrying on the occupation, business or craft (includes online sales)

Hotel / Motel

-means a separate building or two or more connected buildings used mainly for the purpose of catering to the needs of the travelling public also by the furnishing of sleeping accommodation of not fewer than six rooms

Inspection

-includes a physical visit to the premises, where applicable, or a document review or search

Issuer of Licenses

-means the Clerk of the Town of Fort Frances

Laundromat

-means a business or premise where coin operated washing machines and drying machines are operated for use by the public for the purpose of laundry cleaning

License

-means a Town of Fort Frances Business License issued pursuant to this by-law

Licensing Clerk

-means a person designated to provide administrative responsibility to business licensing

Lodging House

-means a house where lodging is provided for remuneration and where meals are provided for the boarders or where boarders are allowed access to the kitchen

Motor Vehicle Service Station (Gas Station)

-means a business where fuel and lubricants for vehicles is stored and made available for sale

Pawn Shop

-means a premise or building which accepts the business of taking a pawn or pledge of any article for the repayment of money lent thereon

Pet Groomer

-means a person who grooms, brushes, trims, manicures or otherwise attends to the cosmetic care of animals

Planner

-means the Municipal Planner for the Town of Fort Frances

Professionals

-means an office (part of building) where professionally qualified persons and their staff serve clients who seek advice, consultation or treatment including services from the following list: lawyer, doctor, accountant, massage therapist, physiotherapist, chiropractor, real estate agent, insurance agent, surveyor, consultant, dental hygienist, process server, etc.

Public Hall (includes Tents)

-means a premise or building (includes portable building or tent) which is offered for use or used as a place of public assembly

Recreational Vehicle & Watercraft Sales / Lease / Rental

-means a building or premise that offers to sell, lease or rent any recreational vehicle or watercraft for remuneration and where in the case of a sale, the ownership will be transferred to any individual, firm or corporation

Recreational Vehicle & Watercraft Service

-means a building or premise that mechanically repairs recreational vehicles or watercraft, including replacement of parts and where oils and other vehicle or watercraft fluids are drained and replaced, and any other similar items are replaced or repaired.

Recreational Vehicle & Watercraft Body Repair

-means a building or premise that restores or does maintenance to the exterior of a recreational vehicle or watercraft to return it to good condition and may include replacement of worn out parts and may include painting, body filling or refinishing of a recreational vehicle or watercraft.

Refreshment Vehicle (Mobile / Stationary)

-means any vehicle propelled by muscular power from which limited food or refreshments or frozen confections are sold or offered for sale for consumption by the public (e.g. hot dog cart, ice cream cart)

Retail Sales

-means any business where the majority of the revenue received from customers is derived from the retail sale of new items and service of items (not including groceries)

Second Hand Dealer

-means any business where the majority of revenue received from customers is derived from the retail sale of second hand goods

Small Engine Repair

-means a person who mechanically repairs small engines, including replacement of parts and where oils and other engine fluids are drained and replaced, and any other similar items are replaced or repaired

Storage Facility

-means a separate unit designed to be rented or leased to individuals or businesses for the storage of goods, materials or equipment

Tattoo Parlour

-means a business or premise where the skin of an individual is marked by puncturing it and inserting a pigment or pigments to make permanent marks or designs

Temporary Vendor

-means a business or a person, who on a temporary basis and for an initial period not to exceed 30 Consecutive days, sells or offers for sale, goods, wares, merchandise, items or service at any location or premise, but does not include a sales booth or location selling or offering second hand goods for sale

Tobacco Sales

-means a location, premise or operation where tobacco products are sold or offered for sale by retail (includes cigars, cigarettes, or similar substances and any other lighted smoking equipment)

Town

-mean the Corporation of the Town of Fort Frances

Tow Trucks

-means a motor vehicle that is used for hire for towing or otherwise conveying in the Town of Fort Frances vehicles as defined in the Highway Traffic Act, whether or not any such towed or conveyed vehicle is intact or in operable condition

Trades (not specifically listed elsewhere in this by-law)

-means those that are practicing the trades and have met the qualifications to perform the work to the industry standards, which is defined by the Ontario College of Trades and its regulations and/or any code prescribed by the Province or Municipality as amended from time to time (eg. Plumbing, Carpenter, etc.

Zoning By-law

-means a by-law enacted under section 34 of the Planning Act that regulates the use of land

General Provisions

Requirement to Obtain a Business Licence

-Every person carrying on, conducting, operating, maintaining, keeping, advertising or engaging in any business specifically identified in Table 1 to this by-law, is required to obtain a Town of Fort Frances Business Licence to do so from the Issuer of Licenses.

Application for a New Licence

-Every person required to obtain a licence pursuant to this by-law shall apply in writing on the appropriate application form (Schedule XX) as provided by the Issuer of Licenses.

The applicant shall deposit, at the time of application:

- a) all required Business Licence Fees as set out in the User Fee By-law (as amended annually)
- b) all required approvals and inspections
- c) required documentation
- d) any additional information deemed necessary by the Town of Fort Frances
- e) all taxes are paid up to the Town of Fort Frances (if required as a condition of licensing).

Separate applications will be submitted for each premise.

Application for a Renewal Licence

-Every person required to renew a licence previously granted (calendar year) under this by-law, shall submit an application form (Schedule YY) for renewal of the licence as previously provided. Every applicant shall obtain all inspections, approvals and documentation as required by this by-law or as deemed necessary by the Town of Fort Frances.

Change of Ownership

Every licensee shall, upon change of ownership of the licensed business return and surrender their current license to the Town of Fort Frances within 10 business

days. The new owner shall make application for a new license as set out in this by-law.

Change of Premise / Location / Name

Where a currently licensed business changes location / premise / name, such new location / premise / name shall not be deemed to be licensed. The applicant must immediately (within 10 business days) make application for a new license under the provisions of this by-law and shall surrender to the Town of Fort Frances the license issued in respect of their previous location / premise / name. A Transfer Fee shall be applied.

Inspection

-An Enforcement Officer or other duly appointed individual may at all reasonable times, inspect or cause to be inspected the premise, facilities, equipment, vehicles, and other property used or kept for hire in connection with the carrying on of a business that is licensed or that is required to be licensed pursuant to this by-law.

-The Town of Fort Frances may waive the requirement for any inspection, approval or documentation as may be required pursuant to this by-law where such inspection, approval or documentation is not applicable to the carrying on of the business that is licensed or required to be licensed under this by-law.

Posting of Licence

-The person to whom a licence is issued shall post the current licence on the premise or part thereof to which the licence pertains in such a position that may be readily seen and read by persons entering the premise. All licences issued under this by-law shall be prominently and conspicuously posted on the licensed premise at all times.

-Where a licence is issued to a person who goes place to place or a particular place with goods, wares or merchandise for sale, the licensee shall keep the licence (wallet card) with them at all times while carrying out their business and shall exhibit it to any member of the public, enforcement officer or other duly appointed person who so requests.