

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - March 21, 2016 at 8:00 AM

#### MEETING - Civic Centre - Committee Room

	Page
1. <b><u>Call to Order</u></b> Session #6	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Approval of the minutes of the March 7, 2016 meeting	2 - 3
4. <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b>	
5. <b><u>In-Camera</u></b> - None	
6. <b><u>Items Referred from Council</u></b>	
6.1 Letter Dated February 10, 2016 from Jordan Byzewski regarding septic system for property at 8th Street.	4 - 5
7. <b><u>New Business</u></b>	
7.1 P. Briere - Parking Meters Strategic Plan initiative.	6 - 18
7.2 Deeming Lots 69, 70, 71 (1018 and 1020 First Street East) not to be lots on a plan of subdivision.	19 - 21
8. <b><u>Outstanding Items</u></b> - None	
9. <b><u>Information</u></b> - None	
10. <b><u>Non-agenda Items</u></b>	
11. <b><u>Adjourn / Next Meeting Date</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #5

March 7, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on March 7, 2016 from 8:00 a.m. to 8:42a.m.

PRESENT: W. Brunetta, J. Albanese, R. Avis, Mayor

ALSO PRESENT: L. Slomke, Clerk, T. Rob, Secretary, Jordan Byzewski (8:14am - 8:20am)

**1. Call to Order - 8:13am**  
Session #5

**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 February 29, 2016 meeting  
- Approved as circulated

**4. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**  
- None

**5. In-Camera**

5.1 Potential Property Disposition - Potential Industrial Lot Sale  
- The Planning and Development Executive Committee recommends that the request be denied and that the purchaser look at purchasing an un-servicable lot as an alternative.

Albanese-Avis THAT the Planning and Development Executive Committee now meet in camera in order to address a matter pertaining to a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes

CARRIED

**6. Items Referred from Council**

6.1 Letter Dated February 10, 2016 from Jordan Byzewski - RE Septic System for property at 8th Street.  
- The Planning and Development Executive Committee considered the proposal and recommends that the property be considered outside of the urban service area and therefore the use of onsite services for the purpose of sanitary sewer disposal be permitted in accordance with the Northwestern Health Unit and other applicable laws.

**7. New Business**  
- None

**8. Outstanding Items**

8.1 L. Slomke - Deeming of lots 59, 60 and 61 plan SM119 not to be lots on a plan of subdivision  
- The Planning and Development Executive Committee recommends to complete the deeming of the lots and further that a deeming by-law be prepared and executed by the Mayor and Clerk.

- 9.     **Information**  
      - None
- 10.    **Non-agenda Items**  
      - None
- 11.    **Adjourn / Next Meeting Date** - 8:42am  
      Next Meeting: March 21, 2016

\_\_\_\_\_  
Executive Committee Chair

\_\_\_\_\_  
T. Rob, Chief Building Official

March 16, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Chief Building Official, Interim Municipal Planner

**RE: Letter dated February 10, 2016 from Jordan Byzewski regarding septic system for property at 8<sup>th</sup> Street.**

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#### Background

On March 7, 2016 Council received a letter from Jordan Byzewski regarding the use of an on-site septic system to service a new house on a property he purchased on Eighth Street West. The matter was discussed at the March 7, 2016 meeting of the Planning and Development Executive Committee with recommendation to approve the request sent to Council for the March 14, 2016 meeting. At that meeting, the issue was referred back to the Planning and Development Executive for further consideration.

In 2005 a proposal to construct a 5 lot subdivision was brought to Council. This development was to be completed in an area with no municipal water or sewer services. The Official Plan at the time stated: under Section 3.1.7, Municipal Services and Development Standards

a. Sewer and Water

Except as otherwise stated in this Plan, all development shall be serviced with municipal water and sewer facilities.

Further under section 3.1.7.3, The water system should ensure that there is sufficient water flow to provide fire protection for any proposed development. The Zoning By-Law of the time stated in section 3.24, Services Required,

No person shall erect or use a building or structure for a residential use on any lands except for lands in the Resource Development (RD) Zone unless municipal sewage disposal and water supply services are available to the lot.

The proposal at the time brought forth concerns from the Fire Department surrounding fire protection and the availability of fire protection water in this area as well as concerns from the Operations and Facilities Division regarding the use of on-site water services and ensuring compliance with the Safe Drinking Water Act. Because of these issues, this proposed development was denied at that time.

The property Mr. Byzewski owns fronts Eighth Street West between Walker Avenue and Cornwall Avenue North, with the closest sanitary sewer main being 130m away on Cornwall Avenue. There is a municipal water main in front of the property which the property owner will tie his water service line into, as well as a fire hydrant in close proximity. The property designation is Living under the Official Plan and the property is zoned R1 according to the Zoning By-Law. In 2011 and subsequently in 2014 the Town of Fort Frances adopted and passed a new Official Plan and Zoning By-Law respectively. Currently Section 3.4.1 of the Town of Fort Frances Official Plan reads as follows:

- The Town is responsible for providing a supply of municipal sanitary sewer and water services within the Town. The Town will work closely with the Province to ensure there is sufficient supply of sanitary and water services to meet long term growth projections outlined in this Plan.

- The Town will ensure all new development within the **Townsite** occurs on lands with access to full municipal services and necessary utilities. For lands outside of the **Townsite**, the Town will ensure that development, where necessary, complies with the standards of, and are subject to, the approval of all applicable authorities/agencies

Further under Section 3.4.3 sentence (d), 'All new development within the **built area** is required to be connected to the sanitary sewage system as a condition of development.' And (e) 'New development outside the **urban service area** of the **Townsite** shall utilize private sewage disposal and water services.' Further under section 4.1.3 sentence (e), 'prior to approving new residential uses, council shall be satisfied that the development can be adequately serviced with sanitary sewers, municipal water, fire protection and utilities.'

Subsequent to this, the Town of Fort Frances Zoning By-Law states that:

No land shall be used or the intensity of any use of land expanded or any building placed, erected or altered, enlarged or used within the Town of Fort Frances unless the land is serviced by municipal water and sewer systems that have adequate capacity, except under the following conditions:

- a) in the Resource Development (RD) Zone, the Seasonal Residential (SR) Zone, or where municipal water and/or sewage systems are not available, private services approved by the Northwestern Health Unit may be permitted; or
- b) where the lands are subject to unique servicing constraints or restricted connection privileges through separate municipal by-laws and through legal and servicing agreement with the Town of Fort Frances, such lands are considered to be in compliance with this By-Law.

For the purposes of the development in question, Council has to determine if the property in question is deemed to be within the built area, Townsite, or Urban Service area as referenced in the Official Plan, as these are not defined terms, and further if the availability of the sanitary sewer main is suitably unavailable as described in the Zoning By-Law to permit the use of an approved on-site septic system.

Respectfully Submitted



Travis Rob, EIT  
CBO, Facilities/Special Projects Coordinator  
Interim Municipal Planner

Date: March 17, 2016

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Strategic Plan Initiative – Parking in the Downtown Core.

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As you are aware the By-Law Enforcement Department has been tasked with examining parking matters within the downtown core and to find the most efficient and effective utilization of the public parking spaces.

We have been working with ATS Traffic Group as they are our current supplier for meters, machines and accessories. ATS Traffic Group is also the main supplier for parking solutions in North America. ATS Traffic Group has provided us with quotes for the 2 best options for our community. These are Single Space Meters and Parking Machines.

Single Space Parking Meters - Information is attached for your reference on this option along with a quotation for the purchase of the meters and yokes to mount the meters to the poles. **Be advised that this quote DOES NOT take into consideration the costs for the galvanized steel poles and installation of the poles into the ground.** At this point in the process we are looking at having Operations & Facilities do the installation for us and we would source out and purchase our own poles. The quote provides for a full smart city concept for parking in Fort Frances. What this basically means is that we would be able to offer meters that accept coins, credit cards or smart phone payments and allow for more efficient enforcement and require minimal maintenance as a messaging system is in place to advise by-law enforcement of any issues with the meters.

Parking Machines - These would be similar to the machine that was purchased back in 2011 and is used in the Portage Avenue Parking Lot. A quotation is attached for your reference for the purchase of the machines. **Again, be advised that machine installation and installation of electrical power are not included in this quote.** Also, attached are some pros and cons to this option. The same payment options with parking meters are available with the machines as well.

ATS Traffic Group also provided us with a conservative estimated revenue for use of either of these options. The calculation is 270 stalls x \$1/hour x occupancy of 3 hours/day/stall for 25 days/month would come to an estimated monthly revenue of \$20,250.00. Again, be aware that this is just an early estimate of what could be

made, we do have a number of questions that PDEC and Council would have to consider which could grow or reduce the estimated revenue. Such as:

- 1) How many days per week and hours per day do we operate meters?
- 2) Are we installing meters in Handicap Stalls?
- 3) What are we going to do with businesses that currently rent parking stalls?

Please refer below to the Cost Estimate for reference and comparison of both options:

Single Spaced Meters				Parking Machines			
QTY		Unit Price	Total Price	QTY		Unit Price	Total Price
270	Meters	\$675.00	182,250.00	30	Machines	\$11,400.00	\$342,000.00
100	Yokes	\$135.00	\$13,500.00				
		Sub-total	\$195,270.00			Sub-Total	\$342,000.00
	TOFF HST Portion		\$3,445.20		TOFF HST Portion		\$6,019.20
		Total	\$199,195.20			Total	\$348,019.20

Not included in this estimate is the costs associated as follows, note that these additional charges would be for both options being presented:

Monthly Licensing & Data Management Charges:  
 $\$8.00/\text{meter} \times 270 \text{ meters} = \$2160.00/\text{month}$

Credit Card Transaction Fees:  
 $\$0.16 \text{ cents/transaction.}$

There is also 2 options for us to pay for this initiative and they are as follows: 1) Pay the cost in full. 2) Financing Option – Which is a revenue sharing monthly payment based on the estimated revenue from our meters. As already stated in the quote for the parking meters we would be looking at an estimated monthly payment of \$3800.00/month for 5 years.

The next steps in the process are to set up a consultation meeting with all relevant stakeholders and provide them with the results of our examination into the parking matters within the downtown core and present to them what we feel is the most efficient and effective way for the public to utilize parking in this area.

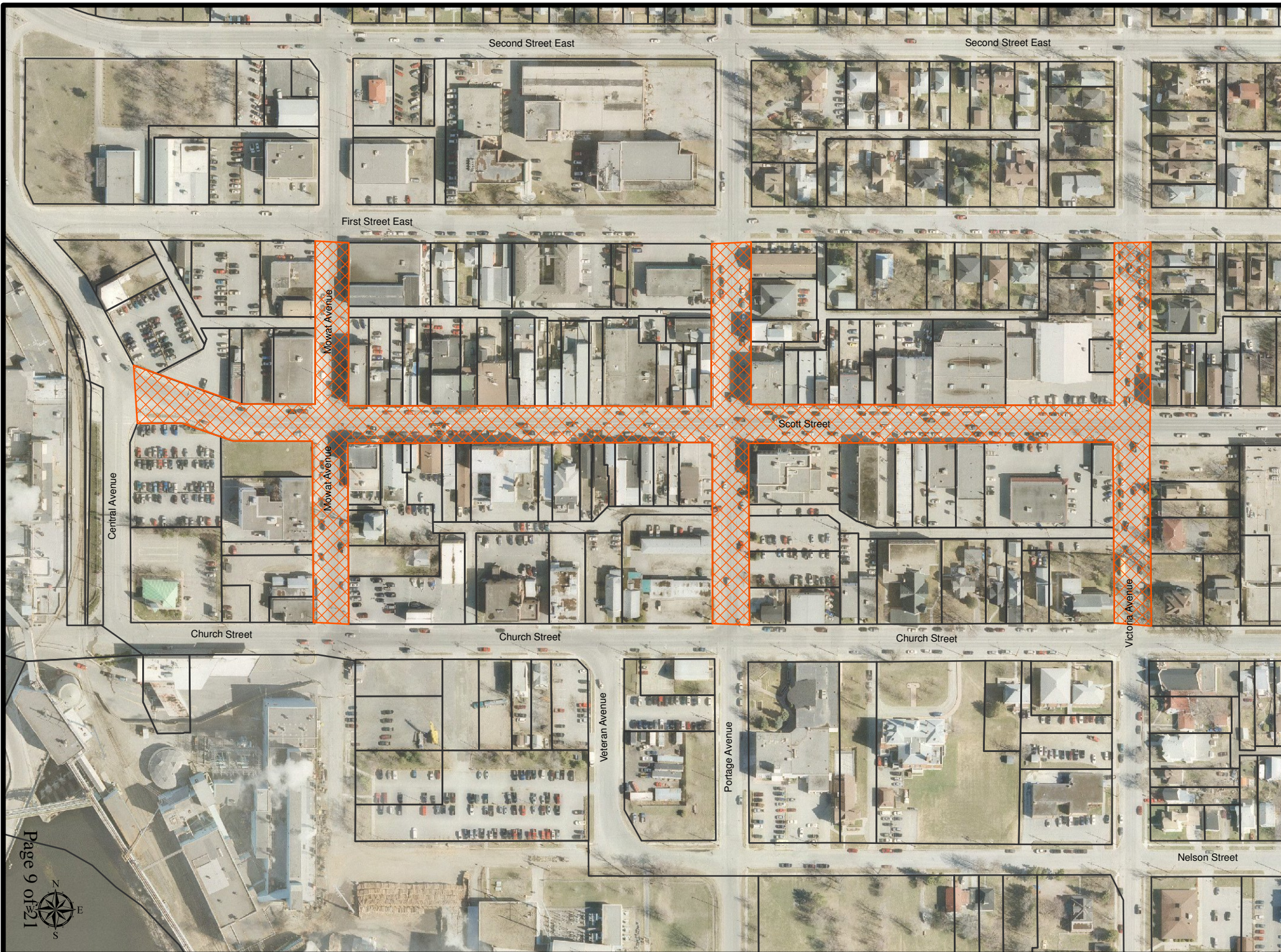
With that stated, it is the recommendation of administration that Single Spaced Parking Meters are the most suitable option for Fort Frances. Moving forward administration will work alongside the Planning & Development Executive Committee to finalize the terms of this initiative and present a recommendation to Council for their consideration.

Respectfully submitted,

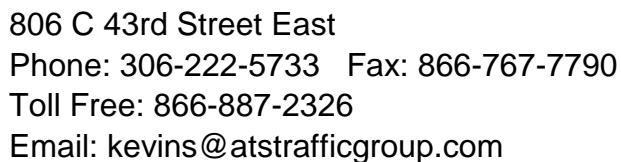
Patrick Briere  
By-Law Enforcement Officer



# BIA Area

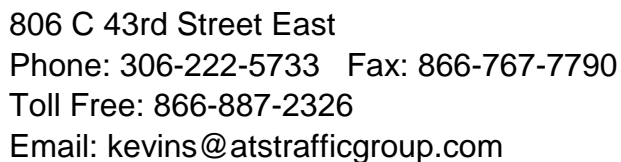




**Quotation Date: Mar 15/2016**

Good For:	30 Days
F.O.B.:	Edmonton
G.S.T.:	5%
P.S.T.:	8%

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**Quotation Date: Mar 15/2016**

Prepared By: **Kevin Shoults**  
Good For: 30 Days  
F.O.B.: Edmonton  
G.S.T.: 5%  
P.S.T.: 8%

[illegible]

## **SINGLE-SPACE – PROS**

- ✓ Public awareness
- ✓ Simple enforcement
- ✓ Cost effective – once paid for, meters have very little overhead and operating costs
- ✓ Maintenance is simple and inexpensive
- ✓ If a machine goes down, only one space is lost
- ✓ Less attractive to vandals
- ✓ Single space mechanisms are proven and reliable
- ✓ Less consumable materials
- ✓ Smart Meters more environmentally friendly with solar panels
- ✓ Meter is located right next to parking space (parker does not have to walk to machine)
- ✓ Can accept coins credit cards, tap and go, and smart cards
- ✓ No additional marking of space numbers required
- ✓ Can be dressed with decorative posts and bases to enhance the local streetscape
- ✓ Easy to identify special purpose parking spaces, ie. Disabled parking
- ✓ Full audit and reporting features
- ✓ Capable of sensing vehicles in the stall (Cancel time when empty, enforce turnover of stall)
- ✓ Capable of alert monitoring (text /email technician when there is a problem)
- ✓ Less expensive to install
- ✓ Have all the same payment options as Multi-space units
- ✓ Advertising options on display
- ✓ Live monitoring options (web)
- ✓ Cell payment system capability
- ✓ RFID meter swap technology

## **SINGLE-SPACE – CONS**

- ✓ Poles unsightly
- ✓ More stops for collection

## **MULTI-SPACE – PROS**

- ✓ Multiple Payment methods
- ✓ No space-marking required (Pay by plate)
- ✓ Advertising options on the display
- ✓ Live monitoring options (web)
- ✓ Less collection stops
- ✓ Capable of alert monitoring (text /email technician when there is a problem)
- ✓ Less meters on street may be considered aesthetic improvement
- ✓ Increased revenue when the vehicle drives away with time still remaining
- ✓ Cell payment system capability
- ✓ Pay by Plate enforcement expensive but efficient

## MULTI-SPACE CONS

- ✓ Costly to repair; replacement parts are expensive
- ✓ More attractive to theft and vandalism
- ✓ Confusing to operate
- ✓ Have to remember stall number on pay by Space units
- ✓ More consumable materials
- ✓ If machine goes down, you've lost an entire section of parking
- ✓ Multi-space tickets (Pay and display mode) are not suitable for use with motorcycles and convertibles
- ✓ Easy to make fake tickets look like the real thing – counterfeit receipts
- ✓ General litter due to many discarded tickets
- ✓ Must hire additional temporary staff to help people use the machines when new
- ✓ More expensive to Enforce (Pay by Plate)
- ✓ Usually more expensive than single space technology
- ✓ Pay by space technology needs a stall sign at each stall
- ✓ Pay and Display Enforcement in Winter is very cumbersome (officer has to clear snow)
- ✓ A lot of maintenance in the winter
- ✓ Health & safety issues lifting the cash boxes, with up to \$725 worth of coins in them (approximately 40-50 lbs).
- ✓ Generally inconvenient to the motorist in bad weather (rain, sleet, wind, heat, cold).
- ✓ More susceptible to graffiti. (consider cost to remove and effect on city and streetscape)
- ✓ Need higher/more skilled staff due to the complexity of multi-space machines versus the simplicity of single-space meters.
- ✓ Need to train all involved in the multi-space system.
- ✓ Many more mechanical and moving parts in a multi-space machine than a single-space meter, thus increase in likelihood of mechanical failures.
- ✓ Paper receipts most often need to be special heat sensitive (thermal) paper at a cost of approximately \$30.00 per roll.
- ✓ Payment receipts are portable parking fees and can be passed on to another person to use at same parking space.
- ✓ Considerable signage and pavement markings are required to convey payment instructions and location of equipment (multi-space in Pay by Space mode).
- ✓ AC power costs where meters have none.

# IPS SINGLE-SPACE PARKING METER



The Proven™ IPS M5™ universal parking meter mechanism retrofits current on-street single-space meter housings, while incorporating additional payment options

## FEATURES

- Retrofit installation takes less than 15 seconds and requires zero modifications to existing housing.
- Large programmable LCD display which can support graphics and text in any language.
- Solar technology reduces frequency of battery replacement
- Tri-colored LED lights provide status indicators for guided enforcement and maintenance
- Mechanical keypad for intuitive payment navigation
- Certified on GSM and CDMA networks
- Level 1 PCI-DSS and PA-DSS Certified



## FOR SALES AND INFORMATION

**CALGARY:**  
4830 32 Street SE, Calgary AB T2B 2S6  
TF: 1.800.242.8408

**EDMONTON:**  
9015 14 Street NW, Edmonton AB T6P 0C9  
TF: 1.800.661.7346







SINGLE-SPACE

# PARKING METERS

IPS single-space meters provide customers and their patrons with a simple and consistent parking user experience, which is more cost effective, customer friendly, and more reliable than alternatives. The patented IPS solution uniquely provides a credit card enabled single-space meter mechanism that retrofits into your current on-street parking meter housing. IPS smart meters offer multiple payment options (coins, credit/debit card, smart card, and tokens), access to real-time data, solar power technology, and a comprehensive web-based management system.



“By reusing our existing poles and using clean solar power, these new Coin and Card meters are a win-win for customers, the city, and the environment.”

— Los Angeles Mayor Villaraigosa

## PHYSICAL

- Universal single-space meter mechanism retrofits almost all single-space meter housings, including: Duncan, MacKay, and POM
- Easy retrofit installation takes less than 15 seconds and requires zero modifications to existing housing
- Mechanism is protected by zinc alloy meter dome and UV resistant anti-fog Lexan cover
- Key pad has four easy-to-read buttons for intuitive payment navigation
- Hi-Brite LED lights in green and red on the front and back of meter give enforcement a visual indicator of paid or unpaid status
- Vandal resistant coin slot/chute allows for worry free operation and quick servicing
- Meters use an environmentally friendly solar panel and combination rechargeable/back-up battery pack to maximize ongoing power
- Proven to operate under varying environmental conditions: snow, sleet, rain, humidity, dust storms, and in extreme cold and heat
- RFID Technology – Not only is meter inventory 100% accurate, but even if you swap a meter, RFID technology will automatically identify the meter location and download the correct operating parameters for the exact meter location





## PAYMENT OPTIONS

- Meters accept payment with coins, tokens, credit/ debit card, and smart card at the meter terminal
- Integrates with pay-by-cell applications for additional customer convenience options
- PA-DSS and Level 1 PCI-DSS certification ensures secure credit card transactions for customers
- Accepts up to sixteen different coins and/or metal tokens



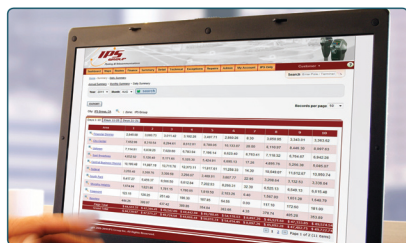
## WIRELESS

- Meters communicate wirelessly via the cellular network and are connected to a web based management system
- No additional communication hardware needs to be installed other than meter mechanism
- No additional customer software other than an internet browser is needed to access the management system
- Meters wirelessly notify parking operations staff of any faults, such as card reader or coin validator jam, via text message, email, or both



## GRAPHICAL DISPLAY

- Large backlit LCD operates at temperatures of -40°F to +185°F (-40°C to +85°C)
- Display toggles between two screens capable of displaying metered time, parking rates, maximum stay period messages, current time of day (including when meter will expire), and other alpha-numeric or graphical messages depending on the status of the meter
- Remote programming via web-based management system
- In the event of a coin jam, meter will continue to allow payment via credit/debit card, smart card, or pay-by-cell and will display "Cards Only, No Coins" on the display and the message is reversed if there is a card reader jam



## CENTRALIZED DATA MANAGEMENT SYSTEM

- Meter communicates wirelessly via the cellular network to a central data management system
- Ability to integrate with other meter, enforcement, and third party management systems
- Comprehensive set of financial and technical reports, and administrative tools
- Revenue and payment information available in real-time to validate parking enforcement
- Wireless integration of vehicle detection sensors and smart cash box for additional enforcement features and parking operations analysis

**Proven. With over 100,000 meters installed, IPS has more wireless devices deployed than any other meter company.**

## PARKING METER RETROFIT



**Model 132**

Upgrades: APM-E, APM-2X



**Model 147**

Upgrades: Models 80, 95; MKH 2500, 3500, 4500



**Model 795**

Upgrades: Models 60, 70, 76, 90; MKH 1000, 2000, 3000, 4000



Scan to view  
install video

**Operational within seconds.** The IPS Single-Space Parking Meter is engineered to be a direct replacement upgrade that fits into the city's existing single-space housings. Simply remove the original top and mechanism and replace it with the new ones. The meters will be operational within seconds, thereby minimizing installation time, cost and risk.

**Let us prove it to you with a risk-free 90 day field trial.**



We are a design, engineering and manufacturing company focused on ultra-low power wireless telecommunications and parking technologies. With installations across the US and Canada, we've quickly grown to be the leading supplier of single-space credit card enabled parking meters, vehicle detection sensors, and parking management software. We are continually developing new and innovative technologies to meet customer's needs and ensure our products are supported by an outstanding customer service team.

**For more information about IPS Group's dynamic parking solution, please visit our website [www.ipsgroupinc.com](http://www.ipsgroupinc.com)**

Call for an on-site demo: **858.404.0607** | Online: **[ipsgroupinc.com](http://ipsgroupinc.com)**

Parking Meters Data Management System Vehicle Detection Sensors Smart Technology Suite

March 16, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, CBO, Interim Municipal Planner

**RE: Deeming of Lots 69, 70 and 71 Plan SM-48 not to be lots on a subdivision plan**

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The property known as 1018 (Lot 69) First Street East was recently purchased by the owners of the neighboring property being 1020 (Lots 70&71) First Street East. The owner has applied for a demolition permit for the purposes of demolishing the existing single detached dwelling on the property being 1018. There also is an accessory building on said property which they wish to remain and utilize. This would be contrary to the Town of Fort Frances Zoning By-Law #3/14 whereby an accessory building would be on a lot without a primary.

In order to facilitate the demolition of the existing dwelling on lot 69 the property owners have requested Council enact a by-law to deem the lots noted above not to be lots on a plan of subdivision. Attached to this report is a map of the subject properties as well as a copy of the subdivision plan.

The Office of the Chief Building Official/Interim Municipal Planner have reviewed the property and are recommending that the lots be deemed as requested.

Respectfully Submitted

A handwritten signature in dark ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, EIT  
Chief Building Official, Facilities/Special Projects Coordinator  
Interim Municipal Planner

SM. 4.8



LOT 23.

North boundary														
83	84	85	86	87	88	89	90	91	92	93	94	95	96	97
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
53	54	55	56	57	58	59	60	61	62	63	64	65	66	67
2ND														
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44
62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
77	78	79	80	81	82	83	84	85	86	87	88	89	90	91
1ST														
88	89	90	91	92	93	94	95	96	97	98	99	100	101	102
103	104	105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130	131	132
133	134	135	136	137	138	139	140	141	142	143	144	145	146	147
SCOTT														

SM 45



