

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - April 4, 2016 at 8:00 AM

MEETING - Civic Centre - Committee Room

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|--|-------|
| 1. <u>Call to Order</u>
Session #7 | |
| 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 March 21, 2016 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>
5.1 Potential Property Disposition - 319 Victoria Avenue
5.2 Potential Property Disposition - Huffman Court Lot Sales | |
| 6. <u>Items Referred from Council</u> | |
| 7. <u>New Business</u>
7.1 Geospatial Data License Agreement - Scatliff-Miller-Murray - for the development of the Rainy Lake Market Square | 4 - 9 |
| 8. <u>Outstanding Items</u> | |
| 9. <u>Information</u> | |
| 10. <u>Non-agenda Items</u> | |
| 11. <u>Adjourn / Next Meeting Date</u> | |

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #6

March 21, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on March 21, 2016 from 8:00 a.m. to 9:00 a.m.

PRESENT: D. Kitowski, Chair, W. Brunetta, J. Albanese, Councillors

ALSO PRESENT: Travis Rob, Secretary, P. Briere, By-Law Enforcement, D. Herr, Environmental and Facilities Superintendant (8:00 - 8:15am), Mark McCaig, CAO,

1. Call to Order - 8:01am
Session #6

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 March 7, 2016 meeting
- Approved as circulated

4. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.
Item 10.1 Storage Container use within Town limits

5. In-Camera
- None

6. Items Referred from Council

6.1 Letter Dated February 10, 2016 from Jordan Byzewski regarding septic system for property at 8th Street.
- The recommendation of the Planning and Development Executive Committee is to approved the use of an on site sewage treatment system for sanitary services for this property. Further discussion will take place at the Operations and Facilities Executive Committee Thursday March 24, 2016

7. New Business

7.1 P. Briere - Parking Meters Strategic Plan initiative.
- The Planning and Development Executive Committee received the information regarding the installation of parking meters and further directed administration to discuss the initiative further with other stakeholder groups.

7.2 Deeming Lots 69, 70, 71 (1018 and 1020 First Street East) not to be lots on a plan of subdivision.
- The Planning and Development Executive Committee recommends that the lots be deemed and further directs a deeming by-law be prepared and executed by Mayor and Clerk.

8. Outstanding Items
- None

9. Information

- None

10. Non-agenda Items

- 10.1 Storage Container use in Town
- The use of storage containers were discussed within the Town of Fort Frances. The provisions of the Zoning By-Law were discussed as well as past practice between the Building and Planning offices as well as By-Law Enforcement.

11. Adjourn / Next Meeting Date - 9:00am
April 4, 2016

Executive Committee Chair

T. Rob, Chief Building Official

March 31, 2016

Report to: Planning and Development Executive Committee

From: Travis Rob, CBO, Facilities/Special Projects Coordinator

RE: Geospatial Data Share Agreement with Scatliff-Miller-Murray for design of the Rainy Lake Market Square

The Town of Fort Frances has retained the architectural firm Scatliff-Miller-Murray (SMM) for the design of the Rainy Lake Market Square on the site of the former Rainy Lake Hotel. SMM has requested our GIS data to use as a base layer for which to overlay the design of the new market square. This will allow them to be able to utilize nearby infrastructure to work off during the design phase. They are looking for the parcel fabric for property lines, the aerial photography as well as underground infrastructure.

In the past, firms that are completing works for the Town of Fort Frances, have been granted the data at no cost. SMM is looking for the above mentioned data at no cost for their design use. Attached to this report is the geospatial data agreement completed by SMM for execution by the Town. It is the recommendation of administration that the requested geospatial data be provided to SMM at no cost for the purpose of designing the Rainy Lake Market Square.

Respectfully Submitted

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

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

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 30 day of MARCH 2016
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
("The Town of Fort Frances")

- and -

SCATLUFF + MILLER + MURRAY
("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.

2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.

3. **Licensed data:** All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. **Maintenance:** The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. **Reserved Rights:** The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. **Copyright:** Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. **Warranty:** The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. **Data Delivery:** Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. **Fees:** The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

Town of Fort Frances

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

*****Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.***

LICENSEE

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

By (Signature): _____

I have the authorization to bind the Corporation

Position/Title: _____

Name (Print): _____

Date: _____

DATA LICENSE INFORMATION:

Data Available:

Infrastructure: Sanitary Sewer (manholes, mains), Storm Sewer (manholes, catch basins, mains), Water Distribution System (mains, hydrants, mainline valves), Roads

Base Data: base map (with or without addresses), aerial photography (colour, April 2007)

Data Requested:

Aerial photography	} area surrounding the 200 blk Scott St only
Sanitary Water Storm infrastructure	
roads	
base map	

#10 - working for the Town (Market Square Project)

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.

2016 Fee Schedule:

Hard Copy Maps: 8 1/2" X 11" - \$5.66; 11" X 17" - \$11.32; 24" X 36" \$28.29

Digital Aerial Photography: \$1131.69 (.ecw format only)

Shapefiles: \$282.92 per infrastructure shapefile/layer
\$282.92 – base map

*prices do not include applicable H.S.T.