

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - May 2, 2016 at 8:00 AM

MEETING - Civic Centre - Committee Room

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1. <u>Call to Order</u> Session #9	
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 April 18, 2016 meeting minutes	3 - 4
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>	
6.1 Letter Dated April 21, 2016 from Thor and Lisa Ruppenstein RE: construction of a garden suite 1411 Colonization Road West	5 - 10
7. <u>New Business</u>	
7.1 T. Rob - Site Plan Control Agreement - Development at 625 Nelson Street	11
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7.4 T. Rob - Award of Tender 16-PD-08 - Cladding Replacement, Insulation and Painting at the Town of Fort Frances Civic Centre	18 - 19
8. <u>Outstanding Items</u>	
8.1 P. Briere - Business License By-Law Rewrite Update	20 - 25
9. <u>Information</u>	
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #8

April 18, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on April 18, 2016 from 8:00 a.m. to 8:39 a.m.

PRESENT: D. Kitowski Chair, W. Brunetta, Councillor

ALSO PRESENT: M. McCaig, CAO, R. Avis, L. Slomke, T. Rob Secretary

1. **Call to Order** - 8:06am
Session 8
2. **Disclosure of pecuniary interest and the general nature thereof**
- None
3. **Approval of Previous Committee Minutes**
 - 3.1 Approval of the April 4, 2016 meeting minutes
- 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**
- None
6. **Items Referred from Council**
 - 6.1 Resolution passed by the Town of Lakeshore re: Ontario Municipal Board Simplified Process
- after a lengthy discussion about the OMB and current process, it is the recommendation of the Planning and Development Executive Committee that Council pass a motion similar to that provided from the Town of Aurora supporting a simplified OMB Process and OMB Reform.
7. **New Business**
 - 7.1 Award of RFP 16-PD-03 - A Telecommunications Firm for the replacement of the telephone systems in 8 Town faculties
- The recommendation of the Planning and Development Executive Committee is to award the contract for the replacement of phone systems in 8 Town facilities to Teleco Landline of Thunder Bay.
8. **Outstanding Items**
- None
9. **Information**
- None
10. **Non-agenda Items**
- None
11. **Adjourn / Next Meeting Date** - 8:39 am
May 2, 2016

Executive Committee Chair

T. Rob, Chief Building Official

April 26, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Interim Municipal Planner

RE: Letter dated April 21, 2016 from Thor and Lisa Ruppenstein RE: construction of a garden suite 1411 Colonization Road West.

Background

The Planning Act (the Act) was amended recently to allow for the construction of a garden suite dwelling on, and accessory to, and existing residential lot. The Planning act outlines that these structures are to be subject to a temporary use by-law outlining such related matters as deemed necessary including; the installation and removal of the structure, period of occupancy by any of the persons named in the agreement, and the monetary or other security that council may require for actual or potential costs to the municipality related to the garden suite. The act further outlines that the agreement shall outline the area to which it applies and cannot exceed 20 years. The agreement can be extended by no more than 3 years. The act further defines a garden suite as a one unit detached residential structure containing bathroom and kitchen facilities, is ancillary to an existing residential structure and is designed to be portable.

The Town of Fort Frances Official Plan (OP) also speaks to the construction of garden suites within the Town and further stipulates that these structures are to only be on lots zoned for a singled detached dwelling. The OP further reiterates that the structures be small temporary and portable structures physically separate from the primary structure, and that the exterior design be in character with the design of the principle dwelling. The OP also stipulates that the garden suite shall be adequately serviced by the primary dwelling and a lot may not have a garden suite and accessory dwelling unit. The OP reiterates the Planning Act, stipulating that the garden suite is subject to a temporary use by-law.

The Town of Fort Frances Zoning By-Law 03/14 defines a garden suite as a free standing dwelling, containing one dwelling unit which is accessory to and located on the same lot as a single detached dwelling and is designed to be temporary and portable and temporary but excludes a recreational vehicle.

Review

Based on the provisions of the Town of Fort Frances Official Plan and Zoning By-Law as well as the Planning Act the construction of a garden suite is permitted in the Town of Fort Frances subject to a temporary use by-law and could be site built to be portable or be a pre-constructed modular home. Further the accessory building requirements in the zoning by-law for property line setback and lot coverage apply to this construction. Further the Ontario Building Code will apply for spacial separation for fire protection as well as foundation design and servicing requirements. Upon a review of the provided proposed site plan, there are no issues with lot coverage, spacial separation or property line setbacks, however there are some serviceability issues to be worked out with one of the locations. The Town of Fort Frances fees by-law outlines the 2016 fees for a temporary use by-law being \$1200.00 for the application for the initial by-law and additionally \$360.00 for each extension.

Recommendation

It is the recommendation of Administration that a temporary use by-law be enacted for the construction of a garden suite at 1411 Colonization Road West as requested by Mr. And Mrs. Ruppenstein.

Respectfully Submitted

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

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

Thor & Lisa Ruppenstein

1411 Colonization Rd W
Fort Frances, Ontario P9A 2T6
(807) 274-9699
(807) 276-7819



April 21, 2016

Mayor Roy Avis and Fort Frances Town Council
320 Portage Avenue
Fort Frances, Ontario P9A 3P9

Dear Mayor Avis and Fort Frances Council Members:

Re: Garden Suite

This letter is to request permission to build a garden suite located at our permanent residence, 1411 Colonization Road West, in Fort Frances. We are looking to construct a garden suite, temporary and portable, in our backyard to support my mother with her living arrangements. My mother is not medically or financially able to care for her own home anymore, however we would like her to still have her independence.

We are hoping to build a 24 x 24 garden suite with a bedroom, bathroom, utility room, kitchen and living area. The new construction will not be a permanent building and will be built on pilings a foot off the ground, with the understanding that if we need it moved from our property we are able to comply. We understand that according to the by-law in place we have to come before Mayor and Council every 3 years to ask for it to be extended if needed.

We have explored many avenues for living arrangements for my mother, however in order for to keep her independence and be financially stable as she ages we feel that she is best suited close to family, with the ability to still have her own independence. We have inquired into apartments and even considered our own home, however these spaces are not suitable for many reasons. We currently have 2 children living in our home and only have 3 bedrooms and an apartment is not financially doable and would require her to give up her pet. As a close family we would like her close to us so we are able to care for her and help her with daily chores. We have no interest in charging rent for her to live in the new construction and only require the garden suite to remain on our property for her living arrangements, at no time are we interested in having any other individual residing in the home.



We have spoken with local plumbers and they are willing to tap into our current water and sewer line and run an extension to another building on our property. We realize that this will involve a trench from the main line in our yard to the new construction and that we are responsible for these costs. As well we have spoken with the Fort Frances Power Corporation and have been informed that we have the ability to run an underground wire from our main electrical line, install a sub panel in the new construction to supply electrical and then we run all of our electrical costs through the meter we currently have. The Fort Frances Power Corporation does not foresee any problems supplying power to the new construction site.

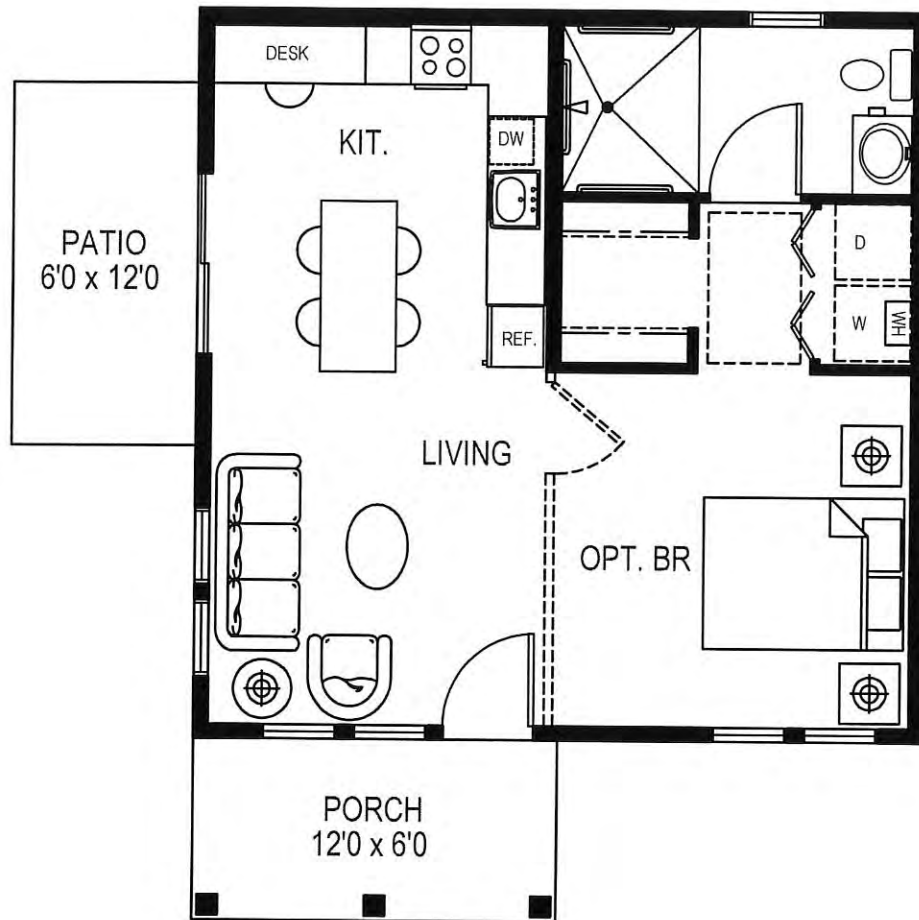
Please find attached a sample floor plan of a 24 x 24 garden suite as well as the plan and layout of our yard and existing buildings.

Thank you for any consideration given to our request. We may be reached at (807) 274-9699 for more information or questions regarding this matter.

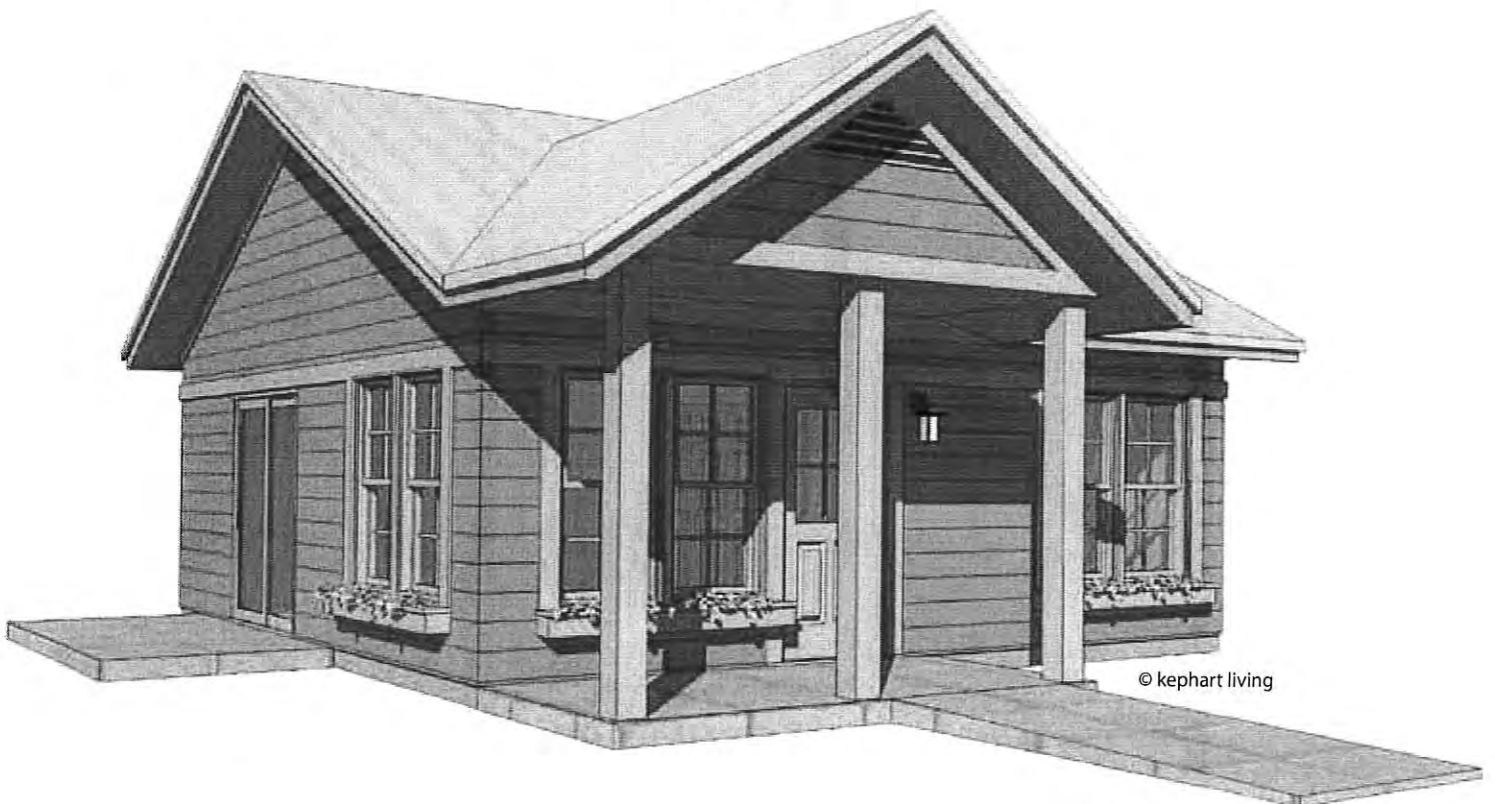
Sincerely,



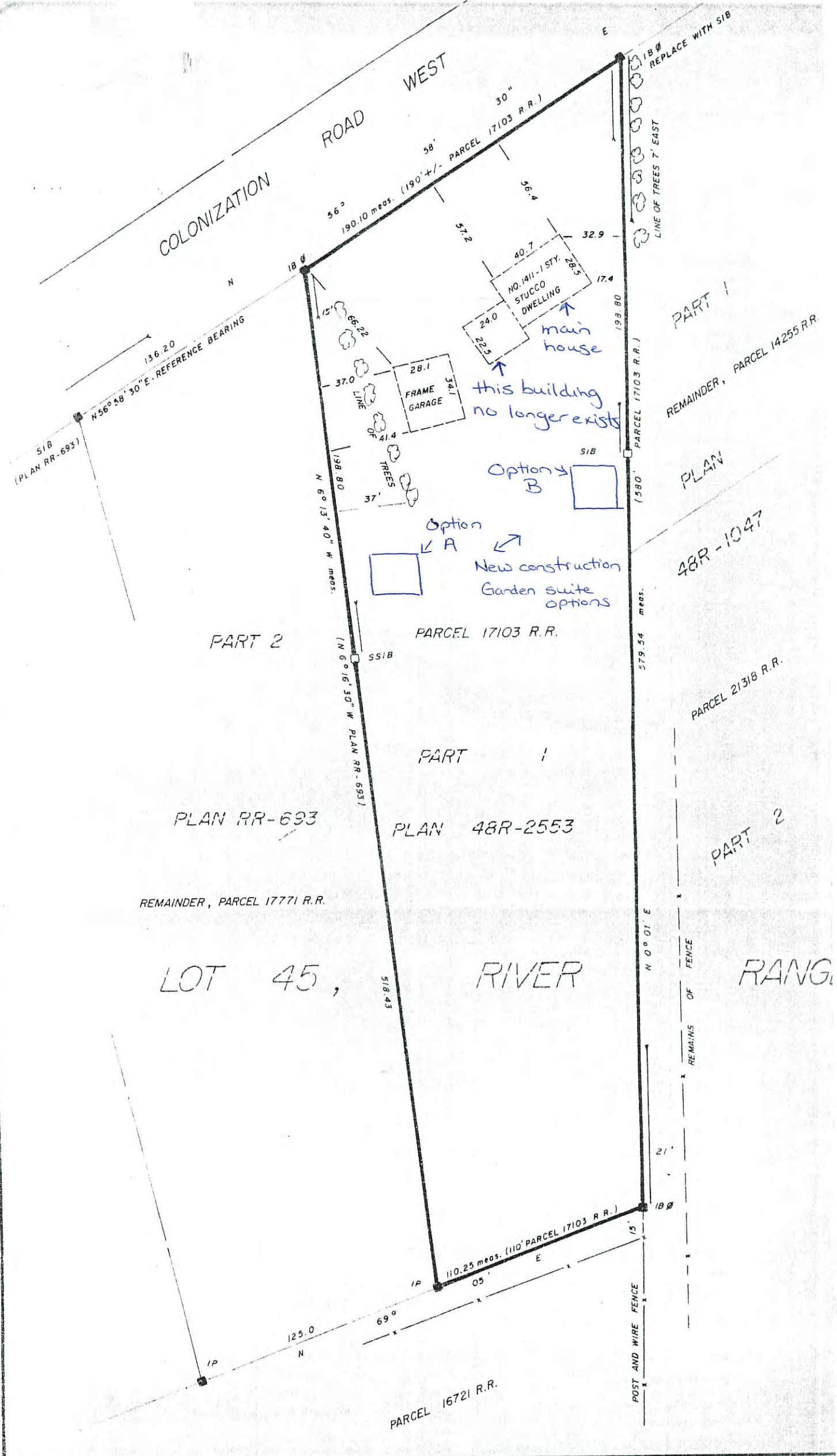
Thor & Lisa Ruppenstein



JULIAN
576 s.f.



© kephart living



April 27, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Interim Municipal Planner

RE: Site Plan Control Agreement – Development at 625 Nelson Street

SynCOR Contracting is progressing in the design of their development on the lots on Front Street known as 625 Nelson Street. Under the Town of Fort Frances Official Plan this area may be subject to Site Plan control. Typically developments are reviewed by Council on a case by case basis to determine if the development of a site plan control agreement is required based on the development proposed and location. If a development is determined to be subject to site plan control, a by-law is passed designating the lot or lots as site plan control areas in the Town of Fort Frances. At this time there has not been concrete plans of the development deposited with the Town, however they are close to being complete.

Recommendation

It is the recommendation of Administration that a by-law be passed to designate Lots 151 to 154 on plan ALB as a Site Plan Control area in the Town of Fort Frances and further that a site plan control agreement be developed for the development on said lots once final plans are available.

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

April 27, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Interim Municipal Planner

RE: Proposed amendment to the Town of Fort Frances Zoning By-Law #03/14 regarding Accessory residential Dwelling units in General Commercial (C2) zone.

Background

Recently there are a number of properties in Town that have been considered for redevelopment for residential, or higher density residential use. These properties are located in the General Commercial (C2) Zone. In this zone accessory residential suites are permitted on a floor above the first storey **OR** on the first floor behind the commercial use. The proposed developments all intend to utilize a portion of the first storey for commercial use, however they are all looking to utilize the remainder of the first storey and the remaining stories as residential units. This is not currently permitted by the Zoning By-Law. A review of other zoning by-laws from area communities and the contained a mix of requirements mirroring those of the Town or relaxing the requirement to allow for additional residential use. There are currently buildings within the Town that have this situation currently where there is residential above and behind a commercial use or residential beside a commercial use.

The Committee of adjustment considered the provisions and proposed developments and recommended that the zoning by-law be relaxed in the permitted use for C2 zone to allow accessory residential suites to be permitted on a floor above the first storey **AND/OR** on the first floor behind the commercial use. Further the committee recommended that in section 3.28 Restriction son Dwelling Units in Non-Residential Buildings be further amended to require that a minimum of 25% of the main floor area be dedicated to the commercial use. Given the recommendation by the Committee of Adjustment, in order to keep the intent of the By-Law and the permitted uses in the zone, the minimum main floor area dedicated to the commercial use should be 50%

Recommendation

It is the recommendation of administration that the Zoning By-Law #03/14 be amended to relax the provisions for accessory dwelling units in commercial buildings in the C2 General Commercial Zone to permit the residential unit on the main floor behind the commercial use and/or on the floor above the first floor while maintaining 50% of the main floor area dedicated to the commercial use. This will allow some of the currently vacant structures to be utilized and potentially renovated in the future. Attached to this report are the amended sections of the by-law 03/14. In the past small amendments of this type, being amendments fitting with the intent of the By-Law and providing privileges not removing them, have been made without a formal amendment to the by-law being completed through the provisions of section 1.3.13.

Respectfully Submitted



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

detached residential **use**, a **planting strip** adjoining such abutting **lot line**, or portion thereof, shall be provided within the Institutional, Commercial, or Industrial **Zone**, or multiple unit **lot** with a minimum width of 3 metres.

Such required **planting strip** shall be used for no other purposes than planting a continuous, unpierced hedgerow of trees, evergreens or shrubs, or solid fencing not less than 1.5 metres high, immediately adjacent to the **lot line**, or portion thereof, where such **planting strip** is required. The remainder of the **planting strip** shall be used for no other purpose than the planting of ornamental shrubs, flowering shrubs, flower beds, grass or a combination thereof.

In all cases where ingress and egress driveways or walkways extend through a required **planting strip**, it shall be permissible to interrupt the **planting strip** within 3 metres of the edge of such driveway or within 1.5 metres of the edge of such walkway.

A **planting strip** or buffer screen referred to in this Section may form a part of any **landscaped open space** required by this By-law but shall not form part of a **required yard**.

3.26 PUBLIC USES

Nothing in this By-law shall prevent land from being used as a street or highway, or prevent the installation of a watermain, sanitary sewer, storm sewer, gas main, pipeline, overhead or underground hydro, communication line or high voltage electrical facilities owned, operated and maintained by Ontario Hydro or the Public Utilities Commission.

Notwithstanding any other provision contained in this By-law to the contrary, where a **public use** is specifically mentioned as a permitted **use** within a specific **zone** classification, then such **public use** shall only be permitted within that **zone** or **zones** and shall comply with the **Zone Provisions** of the **zone** or **zones** in which the **public use** is permitted, save and except that there shall be no minimum **lot area** or **lot frontage** requirement. This provision shall not apply to Crown agencies or the **Town of Fort Frances**.

- a) No goods, materials or equipment shall be stored outside the **building** or **structure** located on the **lot**, except as may otherwise be permitted under this By-law;
- b) The **Zone Provisions** of the Zone in which the **use** is located shall be complied with except as otherwise provided in this By-law;
- c) No **building** or **structure erected** in accordance with the provisions of this Section shall be used for the purposes of an **office** or maintenance or works depot; and,
- d) The **building** or **structure** shall be designed and maintained in general harmony with the uses permitted within the respective **zone**.

3.27 REDUCTION OF REQUIREMENTS

No **person** shall change the purpose for which any land, **building** or **structure** is **used** or **erect** any **building**, or **structure**, or addition to any **existing building** or **structure**, or reduce the area of any **lot**, if the effect of such action is to cause the original adjoining, remaining or new **building**, **structure** or **lot** to be in contravention with this By-law.

3.28 RESTRICTIONS ON DWELLING UNITS IN NON-RESIDENTIAL BUILDINGS

Notwithstanding any other provision of this By-law, to the contrary, no **dwelling unit** shall be located

within a portion of a non-residential **building** which has gasoline or other flammable fluids or hazardous materials stored in bulk for commercial purposes or in conjunction therewith, and without limiting the generality of the foregoing, a **dwelling unit** shall not be permitted within a **building** used for a **motor vehicle service station**, a **motor vehicle repair garage**, a motor vehicle body shop or a marine **service shop**.

Accessory dwelling units in non-residential buildings are permitted to occupy no more than 50% of the main floor area and may occupy 100% of the second or additional floor areas.

3.29 SECOND UNITS

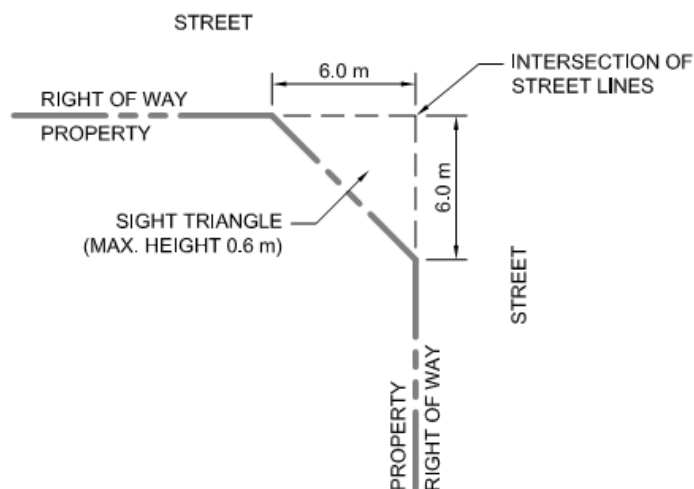
A second **dwelling unit** may be permitted, in addition to the **principal dwelling unit** of a single detached and **semi-detached dwelling** subject to the following:

- a) the **dwelling unit** is located within the **principal dwelling**;
- b) one additional **parking space** is provided for the exclusive **use** of the secondary **dwelling unit**;
- c) the external appearance of the front façade of the dwelling is not altered;
- d) the requirements of the Building Code and Fire Code are met; and
- e) the unit does not exceed 40% of the **gross floor area** of the principal **dwelling unit**.

3.30 SIGHT TRIANGLES

On a **corner lot** fronting on two **Town** roads, within the triangular space formed by the street lines and a line drawn from a point in one street line to a point in the other street line, each such point being 6 metres measured along the street line from the point of intersection of the street lines, no **motor vehicle**, as defined in The Highway Traffic Act, R.S.O., 1980 c.198, as amended, shall be parked, no **building** or **structure** which would obstruct the vision of drivers of **motor vehicles** shall be **erected**. Such triangular space may hereinafter be referred to as a "sight triangle". Where the two street lines do not

intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.



3.31 SETBACKS FROM NAVIGABLE AND NON-NAVIGABLE WATERCOURSES, HAZARD LAND AND MUNICIPAL SURFACE DRAINS

Notwithstanding any other provisions of this By-law, a **building** in any zone is required to be no closer than 15 metres from the top of the bank of any **watercourse**, or municipal drainage ditch permanent or intermittent, which may or may not be navigable. In the case of **hazard lands**, no part of any **building** shall be constructed closer than 15 metres to the nearest point of the area to which the hazardous condition is deemed to exist.

4.9 GENERAL COMMERCIAL (C2) ZONE

No **person** shall within a General Commercial (C2) **Zone**, **use** any land or **erect**, alter or **use** any **building** or **structure** except in accordance with the following:

4.9.1 Permitted Uses

- a) accessory dwelling units on a floor above the **first storey** and/or on the first floor behind the commercial use
- b) assembly hall
- c) bank or financial institution
- d) clinic
- e) community health and resource centre
- f) crisis centre
- g) day nursery
- h) funeral home
- i) gas bar
- j) hotel
- k) laundromat
- l) motel
- m) offices
- n) parking lot
- o) personal services establishment
- p) post office
- q) private club
- r) recreation or fitness establishment
- s) restaurant
- t) retail store
- u) tavern
- v) taxi or bus depot
- w) work/service shop

4.9.2 Regulations for Permitted Uses

- a) Minimum **Lot Area** 230 m²
- b) Minimum **Lot Frontage** 7.5 m
- c) Minimum **Yard** Requirements
 - Front Yard** nil
 - Interior Side Yard** nil
 - Exterior Side Yard** nil
 - Rear Yard** 4.5 m
- d) Maximum **Lot Coverage** 75%
- e) Minimum **Landscaped Open Space** 20%
in any yard abutting a residential zone a planting strip shall be required
- f) Maximum **Height of Building** 15 metres

April 28, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Interim Municipal Planner

RE: Proposed Amendment to the Town of Fort Frances Zoning By-Law #03/14 RE Accessory Use Buildings

Background

For many years in Fort Frances the construction of an accessory use building was predicated on the existence of a primary building on the lot, whether that be a single detached dwelling or other structure. In the previous zoning by-law being by-law #8/98 stated that:

Where this by-law provides that a lot may be used or a building or structure may be erected or used for a purpose, that purpose shall include any accessory building or structure or accessory use, provided the principle building, structure or use is already in existence on the lot.

The provision regulates and prohibits the construction of an accessory use building prior to the completion of the primary and ensures that a vacant residential lot cannot be purchased for the sole purpose of constructing an accessory use building.

When the Zoning By-Law was re done, this provision was not included in the new by-law. Attached to this report are the amended section of the by-law 03/14. In the past small amendments of this type, being amendments fitting with the intent of the By-Law and providing privileges not removing them, have been made without a formal amendment to the by-law being completed through the provisions of section 1.3.13.

Recommendation

It is the recommendation of Administration that the Town of Fort Frances Zoning By-Law be amended as presented to include the wording requiring a principle building or use to be in existence prior to the construction of an accessory use building being permitted.

Respectfully Submitted



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

SECTION 3 GENERAL PROVISIONS

3.1 ACCESS TO PROVINCIAL HIGHWAYS

Direct access onto a Provincial Highway shall be restricted. Development is encouraged to utilize municipal roads wherever possible. Access will only be considered to properties that meet the minimum safety and geometric requirements of the Ministry of Transportation prior to any construction.

In addition to all municipal requirements, all development located adjacent to Provincial Highways shall require all necessary permits from the Ministry of Transportation prior to any construction.

3.2 ACCESSORY BUILDINGS, STRUCTURES AND USES

Accessory **buildings** or **structures**, are permitted in any **yard**, in any **zone**, subject to the provisions of this By-law for the particular **zone** in which said **building**, **structure**, or **use** is located, **provided the principle building , structure or use is already in existence on the lot**, and provided that the accessory **building**, **structure** or **use**:

- a) shall not be used for human habitation, except where an accessory residential **use** is a permitted **use**;
- b) accessory residential units above boat houses shall not be permitted;
- c) shall not be built closer to the **front lot line** than the minimum distance required by this By-law for the **main building** on the **lot** unless otherwise specified;
- d) shall not be located in the **front yard** or **exterior side yard** nor be built closer to the street than the **main building** is to that street except in an industrial **zone** where a gatehouse is permitted in the **front yard**;
- e) may be permitted in the **front yard** of a lot abutting a lake or river;
- f) shall not be built closer than 1.5 metres to any **lot line**;
- g) no detached accessory **building** or **structure** shall be located closer than 2.0 metres to a **main building** unless the accessory **structure** is a **gazebo**;
- h) shall not exceed 15 percent coverage of the total **lot area**;
- i) in a residential **zone** shall not exceed **5.0** metres in height, or contain more than one **storey**, except that where a **dwelling unit** is a permitted accessory **use** it shall not exceed 6.0 metres in height, or contain more than two **storeys**. In all other **zones** the maximum height shall not exceed **6.5** metres;¹
- j) shall not be considered as an **accessory building** or **structure** if **attached** to the **main building** in any way except for an **accessory apartment dwelling** that is permitted above or behind a commercial or industrial **use**;
- k) shall not be considered an **accessory building** or **structure** if located completely underground;
- l) where a commercial retail **use** is permitted as an accessory **use** in an industrial zone, it shall be located within the **main building** or within 2.0 metres of the **main building** and shall not exceed 10% of the total floor area of the **main building** to a maximum of 280 square metres; and
- m) No land may be used for the purpose of a swimming pool capable of containing in excess of 0.6 metres (2 ft.) of water unless the pool is enclosed by a fence, or by the wall of a **building** or **structure**, or by a combination of walls and fences, at least 1.5 metres (4.92 ft)

¹ Amendment 3/14-B – Sept. 8, 2014 – to correction to compensate for new definition of height

April 27, 2016

Report To: Planning and Development

From: Travis Rob, Chief Building Official

RE: Award of Tender 16-PD-08 – Cladding Replacement, Insulation, and Painting at the Town of Fort Frances Civic Centre

Background

In the 2016 Capital Budget, funds were approved for the replacement of the metal cladding on the Civic Centre over the door ways as well as around the Council Chambers, adding insulation around the council chambers and painting interior areas in both 2016 and 2017 (pending budget approval). Tenders were distributed to six contracting firms and a mandatory site visit was conducted on April 14, 2016 where 5 firms were in attendance. Tenders were opened publically at 2:00pm on April 26, 2016 in the Committee Room in the Civic Centre where bids were received from Ed Kaun and Sons and Ryan Mason Contracting who both attended the mandatory site meeting.

Evaluation

The bid received from Ed Kaun and Sons acknowledged the addendum, completed the Occupational Health and Safety Agreement and specified True Line Construction as their subcontractor, however no bid deposit was included. Ryan Mason Contracting acknowledged the addendum, completed the Health and Safety agreement, specified True Line Construction and Ron Silver and Son Contracting as their subcontractors as well submitted a bid deposit. A breakdown of the tender bids is included in the following table:

Item #	Item Description	Estimated Quantity	Total Bid Price: Ed Kaun & Sons	Total Bid Price: Ryan Mason Contracting
1	Replace Cladding Over Doors			
1.1	Cladding	129 ft ²	\$ 5,652.73	\$ 3,155.34
1.2	Fire Hall Cladding (Provisional upon colour selection)	61 ft ²	\$ 1,319.19	\$ 1,199.87
		TOTAL	\$ 6,971.92	\$ 4,355.21
2	Insulation of Council Chambers			
2.1	Apply approximately 3" of Spray Foam Insulation per spec	1880 ft ²	\$ 10,938.10	\$ 9,024.00
2.2	House Wrap and Cladding	1880 ft ²	\$ 26,849.59	\$ 22,108.80
		TOTAL	\$ 37,787.69	\$ 31,132.80
		TOTAL CLADDING	\$ 44,759.61	\$ 35,488.01
3	2016 Painting			
3.1	Main Hallways Upstairs	2044 ft ²	\$ 3,372.60	\$ 3,066.00
3.2	Deputy Clerk Area	386 ft ²	\$ 1,104.30	\$ 579.00
3.3	Painted Areas of Admin and Finance Area	40 ft ²	\$ 365.44	\$ 75.00
3.4	Main Entrance Foyer	1677 ft ²	\$ 3,689.13	\$ 2,734.75

		TOTAL 2016	\$ 8,531.47	\$ 6,454.75
4	2017 Painting (Provisional on 2017 Budget)			
4.1	Church Street Entrance	944 ft ²	\$ 2,332.72	\$ 1,652.00
4.2	Downstairs Hallways and Washroom entrances	2200 ft ²	\$ 3,630.00	\$ 3,300.00
4.3	Rear Stairwell	671 ft ²	\$ 1,291.68	\$ 1,174.25
4.4	CBO Office	380 ft ²	\$ 907.44	\$ 570.00
4.5	By-Law Enforcement Office	460 ft ²	\$ 1,040.44	\$ 690.00
4.6	POA Office	390 ft ²	\$ 923.94	\$ 585.00
		TOTAL 2017	\$ 10,126.22	\$ 7,971.25
		TOTAL PAINTING	\$ 18,657.69	\$ 14,426.00
5	Contingency		\$ 10,000.00	\$ 10,000.00

TOTAL TENDER PRICE: \$ 73,417.30 \$ 59,914.01

Total 2016 Price	\$	53,291.08	\$	41,942.76
Town's Portion HST	\$	937.92	\$	738.19
TOTAL 2016	\$	54,229.00	\$	42,680.95

Subtotal 2017 Price	\$	10,126.22	\$	7,971.25
Town's Portion HST	\$	178.22	\$	140.29
TOTAL 2017	\$	10,304.44	\$	8,111.54

Both bids were complete and contained no mathematical errors and contain \$10,000.00 in contingency. Both bid submissions were below the funds allocated in the 2016 Capital Budget.

Recommendation

It is the recommendation of Administration to award the contract for cladding replacement, insulation, and painting at the Civic Centre to Ryan Mason Contracting for a total tender price of \$59,914.01 plus the Town's portion of HST (\$41,942.76 in 2016 and \$79,71.25 in 2017 plus the Town's portion of HST) including \$10,000.00 in contingency.

Respectfully Submitted



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

Date: April 21, 2016

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 re-write.

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 New Application Form (Schedule A), Renewal Application Form (Schedule B) and Arcade – Class A – Age of Majority Form (Schedule C).

The next steps in our process is to work on the operating criteria for each category within our by-law, complete a review and recommend changes to the current fees being charged for licensing of businesses and look for direction from PDEC to host an open house with all business owners within the Municipality to receive their input or questions on the by-law draft, once it is completed by administration. We will be doing this by completing a mail out to all currently licensed businesses as well as advertising with local media and stakeholders (i.e.: BIA & Chamber). We are still on track to have this all completed well in advance of the 2017 renewal season for business licensing.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

This is an application for (check only one in this box)

- ☐ New Business
- ☐ Change of Ownership (New Application)
- ☐ Change of Name: Previous Name _____
- ☐ Change of Premise or Location: Previous Address _____
- ☐ Duplicate Licence

Business & Contact Information

Name of Proposed Business: _____

Location of Business: _____

Business Website: _____

Proposed Date of Opening: _____

Applicant/Contact Name: _____

Mailing Address of Applicant/Contact: _____

Contact Telephone: _____ Business Telephone: _____

Contact Email Address: _____

Driver’s License # and Province: _____

WSIB# or Equivalency: _____

Insurance Provider Name: _____ Liability Insurance Policy #: _____

Type of Application (check all that apply)	
<div><input type="checkbox"/> Adult Entertainment Parlour</div> <div><input type="checkbox"/> Arcade A</div> <div><input type="checkbox"/> Arcade B</div> <div><input type="checkbox"/> Auctioneer</div> <div><input type="checkbox"/> Automobile Body Repair</div> <div><input type="checkbox"/> Automobile Lease / Sales / Rental</div> <div><input type="checkbox"/> Automobile Service</div> <div><input type="checkbox"/> Beauty Salon / Hairstylist / Esthetician</div> <div><input type="checkbox"/> Bed & Breakfast</div> <div><input type="checkbox"/> Billiard Hall</div> <div><input type="checkbox"/> Bowling Alley</div> <div><input type="checkbox"/> Carnival / Exhibition</div> <div><input type="checkbox"/> Car Wash</div> <div><input type="checkbox"/> Caterer</div> <div><input type="checkbox"/> Charitable Organization</div> <div><input type="checkbox"/> Circuses / Similar Shows</div> <div><input type="checkbox"/> Dry Cleaner / Laundromat</div> <div><input type="checkbox"/> Eating Establishment</div> <div><input type="checkbox"/> Food Shop</div> <div><input type="checkbox"/> Food Truck / Trailer</div> <div><input type="checkbox"/> Fuel Dealer</div> <div><input type="checkbox"/> General Contractor</div>	

☐ Grocery

☐ Home Occupation

☐ Hotel / Motel

☐ Motor Vehicle Service Station (Gas Station)

☐ Pawn Shop

☐ Pet Groomer

☐ Professionals

☐ Public Hall (includes Tents)

☐ Recreational Vehicle & Watercraft Sales / Lease / Rental

☐ Recreational Vehicle & Watercraft Service

☐ Recreational Vehicle & Watercraft Body Repair

☐ Refreshment Vehicle (Mobile / Stationary)

☐ Retail Sales

☐ Second Hand Dealer

☐ Small Engine Repair

☐ Storage Facility

☐ Tattoo Parlour / Body Piercing / Electrolysis

☐ Temporary Vendor

☐ Tobacco Sales

☐ Trades (State Trade Name _____ and attach copy of trade certificates)

Have you ever been denied a Municipal Business Licence? ☐ Yes ☐ No

If Yes, please explain: _____

Vehicle Information (If Applicable)

Make of Vehicle	Year	License Plate	Serial No.	Colour
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



SCHEDULE A

Home Based Business Only

Do you own this property? ☐ Yes ☐ No

Note: If you are operating your business from a property that is rented or leased, you will need written consent from the owner of the building using the box below or in a separate letter addressed to the Town.

I, _____ am the owner of the property that is the subject of this application and I authorize the business described in this application to operate on my property.

Date: _____ Property Owner’s Signature: _____

Please list employees working at the home based business that do not live at the premises:

Is there another Home Based Business operated from the same premises? ☐ Yes ☐ No

If Yes, what is the name of the other Business? _____

What is the floor area of the dwelling to be devoted exclusively to the business? _____

Please attach a floor plan of the house showing the dimensions for the house and the area dedicated to the home based business.

Will there be goods or services sold from the premises? ☐ Yes ☐ No

Will there be storage of goods or products on the premises? ☐ Yes ☐ No

How many vehicles will be used in the business? _____ (they must be listed on reverse)

☐ I have received and reviewed the Home Occupation / Home Industry supplemental handout referred to as Appendix JJ of the Business Licensing By-law.

=====

Declaration

I declare that the information on this application is true. I agree to conform to the regulations set out in the Business Licensing By-law, all other applicable by-laws and any applicable Federal or Provincial Act or Regulation.

Signature of Applicant / Contact

Date

NOTICE UNDER THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Personal Information and confidential third party information is being collected by the Town of Fort Frances under the authority of the Municipal Act, 2001 and will be used, maintained and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information collected on this form will be used directly and indirectly for the following purposes:

- To determine the eligibility of the applicant for business registration or licensing.
- Information submitted by applicants may be shared with officials of the Town of Fort Frances, Fort Frances Detachment of the Ontario Provincial Police, Northwestern Health Unit who are assisting the Issuer of Licences.

Any questions or concerns pertaining to the collection and disclosure of information should be directed to the Office of the Clerk.

OFFICE USE ONLY

	Approved	Not Approved	Signature	Referred to Council by:	Date
By-Law Officer – License Inspector					
Zoning					
Building Official					
Clerk – Issuer of Licenses					
Additional Details					

This is an application for

☐ Renewal

Business & Contact Information

Name of Proposed Business:

Location of Business:

Business Website:

Applicant/Contact Name:

Mailing Address of Applicant/Contact:

Contact Telephone: Business Telephone:

Contact Email Address:

Driver’s License # and Province:

WSIB# or Equivalency: _____

Insurance Provider Name: _____ Liability Insurance Policy #: _____

Type of Application (check all that apply)	
<div><input type="checkbox"/> Adult Entertainment Parlour</div> <div><input type="checkbox"/> Arcade A</div> <div><input type="checkbox"/> Arcade B</div> <div><input type="checkbox"/> Auctioneer</div> <div><input type="checkbox"/> Automobile Body Repair</div> <div><input type="checkbox"/> Automobile Lease / Sales / Rental</div> <div><input type="checkbox"/> Automobile Service</div> <div><input type="checkbox"/> Beauty Salon / Hairstylist / Esthetician</div> <div><input type="checkbox"/> Bed & Breakfast</div> <div><input type="checkbox"/> Billiard Hall</div> <div><input type="checkbox"/> Bowling Alley</div> <div><input type="checkbox"/> Carnival / Exhibition</div> <div><input type="checkbox"/> Car Wash</div> <div><input type="checkbox"/> Caterer</div> <div><input type="checkbox"/> Charitable Organization</div> <div><input type="checkbox"/> Circuses / Similar Shows</div> <div><input type="checkbox"/> Dry Cleaner / Laundromat</div> <div><input type="checkbox"/> Eating Establishment</div> <div><input type="checkbox"/> Food Shop</div> <div><input type="checkbox"/> Food Truck / Trailer</div> <div><input type="checkbox"/> Fuel Dealer</div> <div><input type="checkbox"/> General Contractor</div>	<div><input type="checkbox"/> Grocery</div> <div><input type="checkbox"/> Home Occupation</div> <div><input type="checkbox"/> Hotel / Motel</div> <div><input type="checkbox"/> Motor Vehicle Service Station (Gas Station)</div> <div><input type="checkbox"/> Pawn Shop</div> <div><input type="checkbox"/> Pet Groomer</div> <div><input type="checkbox"/> Professionals</div> <div><input type="checkbox"/> Public Hall (includes Tents)</div> <div><input type="checkbox"/> Recreational Vehicle & Watercraft Sales / Lease / Rental</div> <div><input type="checkbox"/> Recreational Vehicle & Watercraft Service</div> <div><input type="checkbox"/> Recreational Vehicle & Watercraft Body Repair</div> <div><input type="checkbox"/> Refreshment Vehicle (Mobile / Stationary)</div> <div><input type="checkbox"/> Retail Sales</div> <div><input type="checkbox"/> Second Hand Dealer</div> <div><input type="checkbox"/> Small Engine Repair</div> <div><input type="checkbox"/> Storage Facility</div> <div><input type="checkbox"/> Tattoo Parlour / Body Piercing / Electrolysis</div> <div><input type="checkbox"/> Temporary Vendor</div> <div><input type="checkbox"/> Tobacco Sales</div> <div><input type="checkbox"/> Trades (State Trade Name _____ and attach copy of trade certificates)</div>

Have you ever been denied a Municipal Business Licence? ☐ Yes ☐ No

If Yes, please explain: _____

Vehicle Information (If Applicable) – or Changes since last year

Make of Vehicle	Year	License Plate	Serial No.	Colour
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



SCHEDULE “B”

Home Based Business Only

Do you own this property? ☐ Yes ☐ No

Note: If you are operating your business from a property that is rented or leased, you will need written consent from the owner of the building using the box below or in a separate letter addressed to the Town.

I, _____ am the owner of the property that is the subject of this application and I authorize the business described in this application to operate on my property.

Date: _____ Property Owner’s Signature: _____

Please list employees working at the home based business that do not live at the premises:

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If Yes, what is the name of the other Business? _____

What is the floor area of the dwelling to be devoted exclusively to the business? _____

Please attach a floor plan of the house showing the dimensions for the house and the area dedicated to the home based business.

Will there be goods or services sold from the premises? ☐ Yes ☐ No

Will there be storage of goods or products on the premises? ☐ Yes ☐ No

How many vehicles will be used in the business? _____ (they must be listed on reverse)

☐ I have received and reviewed the Home Occupation / Home Industry supplemental handout referred to as Appendix JJ of the Business Licensing By-law.

=====

Declaration

I declare that the information on this application is true. I agree to conform to the regulations set out in the Business Licensing By-law, all other applicable by-laws and any applicable Federal or Provincial Act or Regulation.

Signature of Applicant / Contact

Date

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OFFICE USE ONLY

	Approved	Not Approved	Signature	Referred to Council by:	Date
By-Law Officer – License Inspector					
Zoning					
Building Official					
Clerk – Issuer of Licenses					
Additional Details					



Arcade – Class A - Age of Majority Consent Form

CONSENT OF PARENT/GUARDIAN (Please advise hereon how you may be contacted by the place of amusement to verify this consent, provide phone number, email address or other contact information:

TO WHOM IT MAY CONCERN

I hereby acknowledge that as a parent or legal guardian of the herein-named child under the age of 15 years, I hereby consent to allow said child:

(Name of Child & Date of Birth)

To operate amusement machines/devices at the following place of amusement:

(Name & Address of Place of Amusement)

(Signature of Parent/Guardian)

(Date)

Notes: 1) By-Law No. _____ prohibits children under the age of 15 years from operating amusement machines or amusement devices in a place of amusement unless consent from a parent or legal guardian is given on this form and verified by the place of amusement. The holder of a place of amusement license, operator or supervisor of a place of amusement is required to keep this form on file to produce for inspection if and when requested by an officer who has the authority granted to them in By-Law No. _____.

2) The holder of a place of amusement license, operator or supervisor of a place of amusement is required to document the attempts made to contact the parent or guardian to verify the consent given.

Place of Amusement Use Only

Consent verified with Parent/Guardian on (date)_____ by (check box by which method verified by):

Telephone ☐ Email ☐ Other ☐

Name of Person who Verified Consent: _____.

If verification by email, attach a copy of the email message to this form.

If verification method was done by other means, specify: _____.

Log of number of attempts made to verify consent. Please include date, time, method used and who made the attempt. (Use back of form if needed)
