

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - September 6, 2016 at 8:00 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>Call to Order</u>	
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 August 2, 2016 meeting minutes.	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 Request for Amendments to Land Use Agreement - 353 Scott Street - Salvation Army	4 - 11
8. <u>Outstanding Items</u>	
9. <u>Information</u>	
9.1 By-Law Enforcement Quarterly Activities Report.	12 - 15
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #14

August 2, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre on August 2, 2016 from 8:00 a.m. to 8:19 a.m.

PRESENT: W. Brunetta, Vice-Chair, J.Albanese, Councillor, R. Avis, Mayor.

ALSO PRESENT: T.Rob, CBO/Planner, D. Brown, CAO, L. Slomke, Clerk, A. Byrnes, By-Law Enforcement, P. Briere, Secretary.

1. Call to Order - 0800am
Session #14

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

3. Approval of Previous Committee Minutes

- 3.1 Approval of the July 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

- 5.1 Personal matters - application for appointment to Committee of Adjustment.
- The Planning & Development Executive Committee recommends that the application be brought forward to Council and the application be approved.

Albanese-Avis: THAT the Planning & Development Executive Committee now meet in-camera in order to address a matter pertaining to:
personal matters about an identifiable individual, including municipal or local board employees; more specifically item 5.1 - application for appointment to Committee of Adjustment.

CARRIED

6. Items Referred from Council

- 6.1 Request dated June 27, 2016 from the Boundary Waters Dragon Boat Festival re:
Reschedule of Events to September 17, 2016.
- The Planning & Development Executive Committee had no concerns with this request, as no items pertained to this Committee. Follow-up will be sent to Administration & Finance Executive Committee as they are the lead Committee.

7. New Business
None.

8. Outstanding Items

- 8.1 Letter Dated May 24, 2016 from C. Armstrong - Change to Prohibited Animals By-Law.
- The recommendation from the Planning & Development Executive Committee is to complete the amendments to the Prohibited Animals By-Law as presented.

- 9. **Information**
None.
- 10. **Non-agenda Items**
None.
- 11. **Adjourn / Next Meeting Date - 0819am**
September 6th, 2016, 0800am - Civic Centre - Committee Room.

Executive Committee Chair

P. Briere, Municipal Law Enforcement Officer

August 26, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Manager of Operations and Facilities

RE: Request for amendment to Land Use Agreement – 353 Scott Street – Salvation Army

In January 2016 a report was brought through the Planning and Development Executive Committee to enter into a land use agreement with the Salvation Army for 353 Scott Street for the purposes of being able to construct an accessibility ramp on the Town road right of way. At the time of application, the Architecture firm had submitted drawings of the proposed ramp to be constructed, which showed the ramp to be of a similar style to those other ramps already existing on Scott Street. These plans became part of the agreement and as such dictated the ramp construction. Upon receiving drawings for a building permit on August 27, 2016 it was noted that the design had changed from having an open tubular railing to a cast in place concrete wall. Upon review of these drawings, I informed the contractor and designer that the design does not meet the requirements of the land use agreement and that the design would have to be changed, or the agreement would have to be amended. Please find the original agreement and plans attached to this report.

On August 26, 2016 I received an application From Agar Little Architects requesting an amendment to the land use agreement to allow for the construction of a concrete wall as an alternative to the tubular railing elsewhere on Scott Street. It is the recommendation of administration that the request for amendment be denied and the construction of the ramp be in accordance with the original design submittals and the other similar ramps currently installed on Scott Street.

Respectfully Submitted

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

Travis Rob, EIT

Manager of Operations and Facilities

AGER LITTLE ARCHITECTS NO

Mr. Travis Rob
Operations & Facilities Manager
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

August 26, 2016

Mark Ager, MAA MRAIC LEED®AP
Principal
M (204) 998-4226 cell
E mark@agerlittle.com

Gail Little, MAA MRAIC LEED®AP
Principal
M (204) 451-2924 cell
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330 - 136 Market Ave.
Winnipeg, MB R3B 0P4
T (204) 414-9191
www.agerlittle.com

Dear Travis,

Re: Land Use Agreement for Construction of Accessibility Ramp at 353 Scott Street, Fort Frances, ON

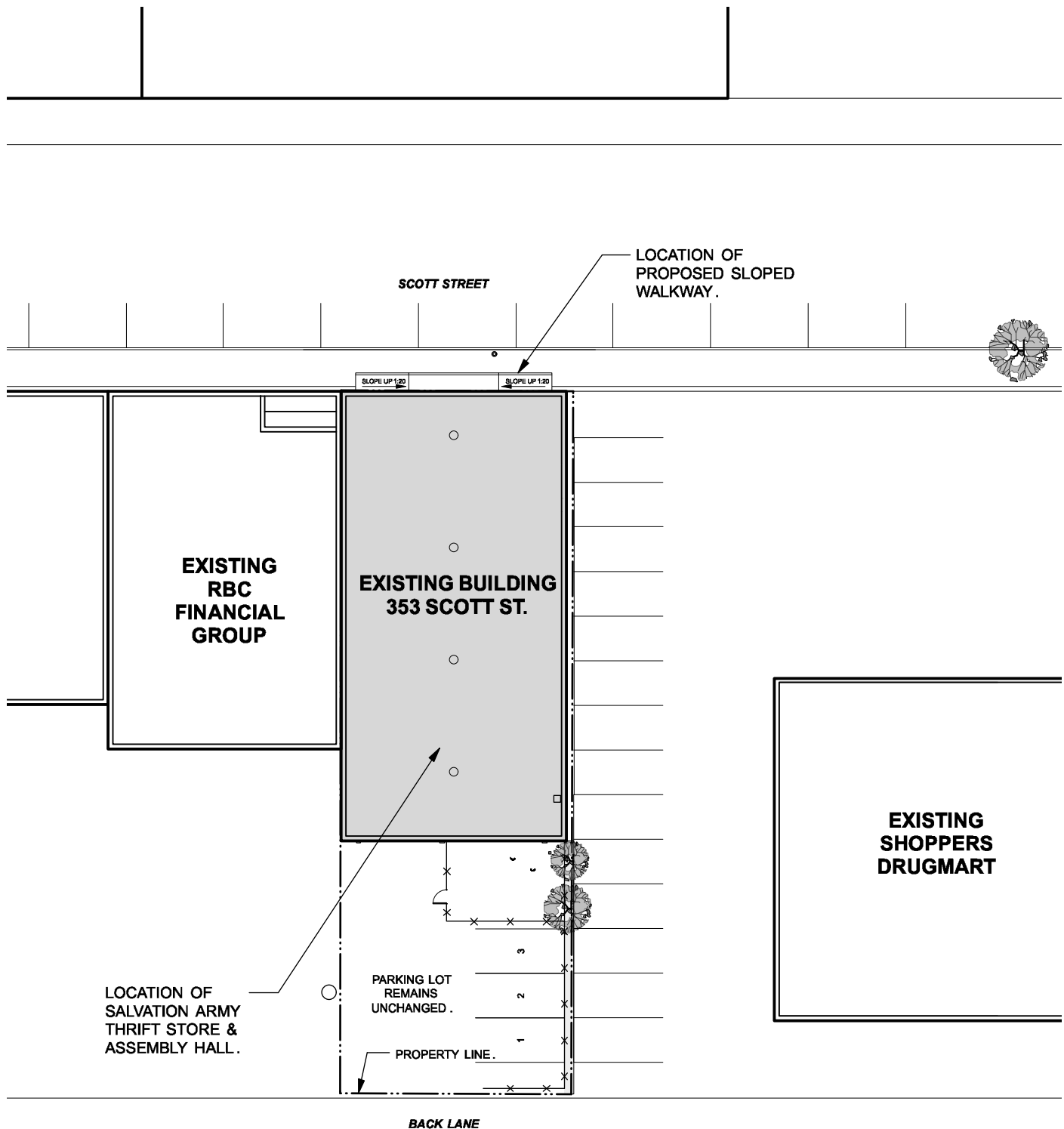
A Land Use Agreement between the Salvation Army and the Town of Fort Frances for the construction of an accessibility ramp at 353 Scott Street was previously approved on February 9, 2016. The proposed design included a handrail, similar to a few other accessibility ramps in the Town of Fort Frances downtown core. We are requesting that the proposed design be re-considered. When the schematic drawings for the accessibility ramp were submitted for the original Land Use Agreement, the intent was to confirm that the area of encroachment was acceptable to the Town. As this was early on in the design stage, the handrail design had not been reviewed in detail. Upon further analysis, it was determined that a hand rail is not required since the exterior "ramp" is classified as an "Exterior Walk" with a 1:20 slope, as per the OBC 3.8.3.2.. We are proposing that a partial concrete wall is provided in lieu of a handrail to separate the sidewalk from the walkway. Our intent is to maintain a similar level of safety to the handrail but provide a more attractive streetscape, as the exterior walk is visually integrated into the sidewalk. All dimensions from the initial proposed encroachment has been maintained. Please find attached revised drawings RD-5 and RD-6.

If the Town of Fort Frances has any questions on the above, please do not hesitate to contact me at (204) 414-9191. We appreciate your time in reconsidering this.

Sincerely yours,



Gail Little

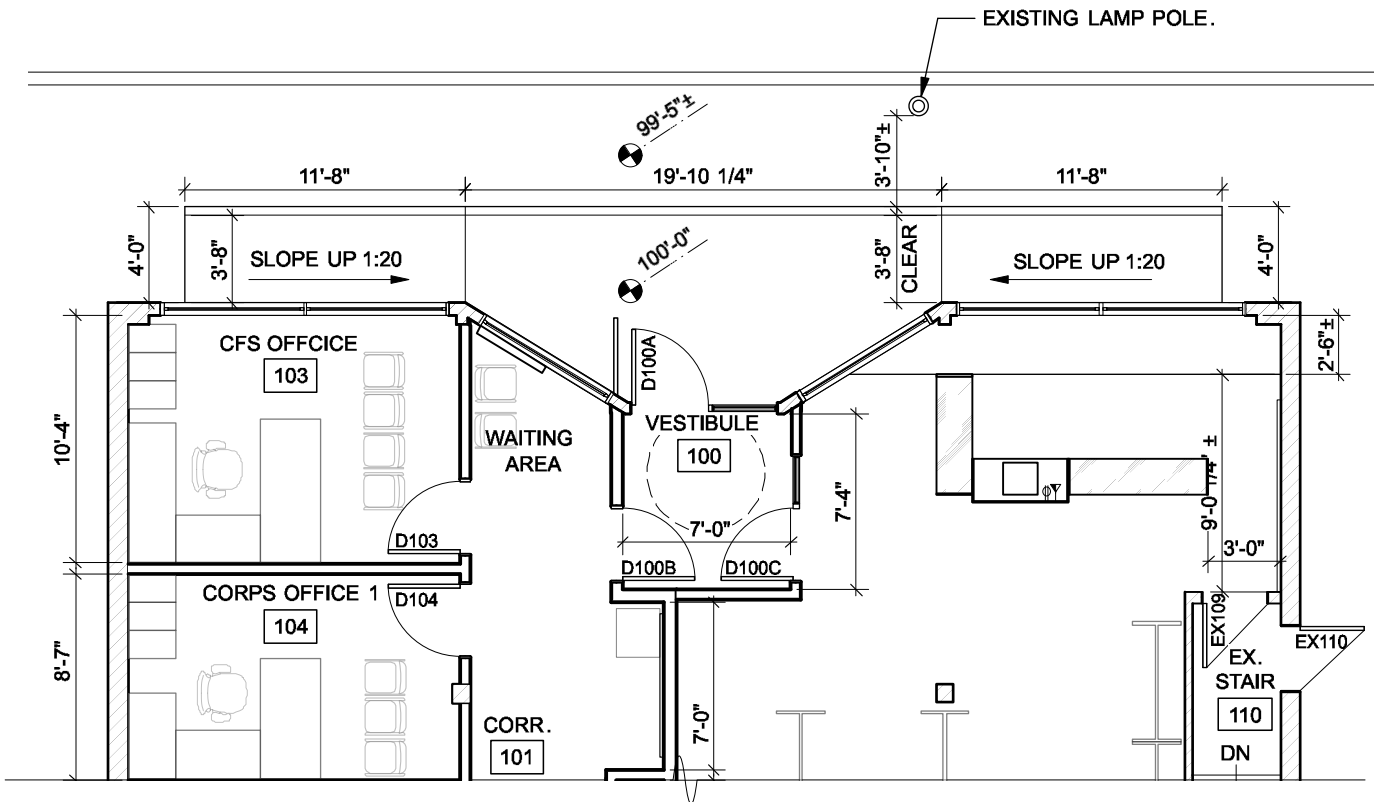


N
1
RD-5
SITE PLAN
3/32" = 1'-0"



1 NORTH ELEVATION
RD-6 1/8" = 1'-0"

NEW DESIGN BUILT SLOPED
EXTERIOR WALK c/w CONCRETE
WALL.



2 PARTIAL MAIN FLOOR PLAN
RD-6 1/8" = 1'-0"

SPUTNIK
ARCHITECTURE

UNIT C - 107 OSBORNE ST. WINNIPEG, MB R3L 0C3

AGER LITTLE ARCHITECTS INC
330-136 Market Avenue • Winnipeg, MB R3B 0P4 • (204) 414-9191

Project Title
**SALVATION ARMY THRIFT
STORE RENOVATION**
353 Scott Street, Fort Frances, ON

p. 204 415 3906

email: admin@sputnikarchitecture.com

Sheet Title
MAIN FLOOR PLAN & ELEVATION

Revision:

ASK Number

RD-6

Print Date (yyyy-mm-dd)

2016/08/26
Page 7 of 15

THE CORPORATION OF THE TOWN OF FORT FRANCES

BY-LAW No. 07/16

(Being a by-law to approve a land use agreement with the Governing Council of the Salvation Army in Canada for the construction of an accessibility ramp at 353 Scott Street - the Municipal Act, 2001, S.O. 2001, c.25, section 8.)

WHEREAS on February 8, 2016, Council, as recommended by the Planning & Development Executive Committee, approved a report from the Chief Building Official recommending Council execute a land use agreement to permit the Salvation Army to construct an accessibility ramp at their premises located at 353 Scott Street,

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the land use agreement in the form attached hereto as Schedule "A" with the Salvation Army be approved for the Mayor & Clerk to sign and affix the Corporate Seal thereto.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 8th day of February 2016.

Original signed by R. Avis

R. Avis, Mayor

Original signed by E. Slomke

E. Slomke, Clerk

THIS AGREEMENT made this _____ day of _____, 2015.

B E T W E E N:

The Governing Council of the Salvation Army in Canada

(“The Salvation Army”)

- a n d -

The Corporation of the Town of Fort Frances

(collectively, the “The Town”)

WHEREAS Section 11 (3) 1. Of the Municipal Act, 2001, S.O. 2001 as amended, grants authority to the Municipality to pass by-laws respecting matters regarding Highways under its control;

AND WHEREAS Section 391 (1) (c) of the Municipal Act, 2001, S.O. 2001 as amended, grants authority to the Municipality to pass by-laws imposing fees for the use of its property including property under its control;

AND WHEREAS The Salvation Army is the registered owner of the lands and premises municipally known as 353 Scott Street, Fort Frances, Ontario (“353 Scott Street”).

AND WHEREAS The Town are the registered owners of the lands and premises immediately fronting 353 Scott Street (“the frontage”).

AND WHEREAS a site plan (the “plan”) prepared by Sputnik Architecture, architectural consultant dated October 5, 2015 (a copy of which plan is attached to and forms part of this agreement as **Schedule 1**), indicates that an accessibility ramp (the “structure”, which structure is outlined in yellow on the plan) is to be constructed and owned by The Salvation Army encroaches onto the frontage to the extent indicated on the plan (hereinafter such encroachment is referred to as the “Encroachment”).

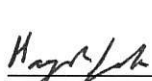
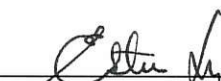
NOW THEREFORE in consideration of the sum of \$1.00 and other good and valuable consideration, the receipt of which is hereby acknowledged, and the mutual covenants contained herein, The Salvation Army and The Town of Fort Frances (collectively, the “parties”) agree as follows:

1. The parties acknowledge the Encroachment.
2. The Town agrees to permit the structure owned by The Salvation Army to encroach onto the boulevard as depicted on Schedule 1, on the following terms and conditions:
 - a. The Salvation Army shall maintain the structure in a good state of repair, but shall not do or cause anything to be done which would increase the amount of the Encroachment onto the boulevard. Maintenance of the ramp shall follow O.Reg. 239/02, Minimum Maintenance Standards for Municipal Highways, as amended from time to time;
 - b. The Salvation Army shall construct the ramp structure such that the building water shut off valve remains accessible. The valve box lid shall be set level with the finished surface and it will be the responsibility of the Salvation Army to arrange and pay for any alterations required to the valve box to facilitate same.
 - c. Should the Town, during maintenance activities or infrastructure renewal, be required to excavate all or a portion of the noted accessibility ramp for the purpose of repair of water, sanitary or storm sewer piping. It shall be the sole responsibility of the Salvation Army to reinstate any portion of the accessibility ramp removed to complete the works.


- d. The construction of the accessibility shall be in accordance with the Ontario Building Code and the width of the ramp shall be the minimum acceptable width to maximize the width of the remaining sidewalk.
 - e. The Salvation Army, their heirs, successors, and assigns, or whoever shall come to have an interest in 353 Scott Street, shall forever and always save the Town harmless from any and all claims and actions for liability and/or damages which may be occasioned by the existence of the Encroachment;
 - f. If reconstruction of the structure creating the Encroachment is required as a result of having been destroyed by fire, demolition or otherwise, said reconstruction is to be effected in such a manner as to ensure that the Encroachment is removed and thereafter no longer occurs.
 - g. The owner shall, at their own expense, have prepared and submit to the Municipality a detailed plan of survey delineating the exact area of encroachment on the municipal roadway. That survey shall be attached to and form part of this agreement.
3. This agreement may be registered on/against title to 353 Scott Street and shall serve as perpetual notice to successors in title and otherwise.
 4. This agreement shall be effective to create an interest in property only if the applicable provisions of the Planning Act are complied with, failing which this agreement shall be effective for a period of twenty one years less a day from the date first above written.
 5. This Agreement shall enure to the benefit of, and be binding upon, the parties and their respective heirs, executors, administrators, successors, and assigns.


IN WITNESS WHEREOF the parties have executed this Agreement.

SIGNED, SEALED & DELIVERED)
In the presence of:)

Witness)

 Bryan Campbell

Authorized Signing)
 The Salvation Army) **Lee Graves** (seal)

Treasurer)

SIGNED, SEALED & DELIVERED)
In the presence of:)

Witness)

 (seal)

Mayor, Town of Fort Frances)

Witness)

 (seal)

Clerk, Town of Fort Frances)



SALVATION ARMY
353 Scott Street
Fort Frances, ON, P9A 1H1

1	FOR REVIEW 66%	2015.10.05	By
No	Revision	Date	

This drawing shall not be scaled. Follow given dimensions only.

The contractor shall satisfy himself that all dimensions and information shown are correct.

Prior to commencement of work report any discrepancies to the consultant.

Variations and modifications to work will not be allowed without written permission from Owner.

This drawing shall not be used for construction purposes until approved by an authorized agent of Owner.

PRELIMINARY
NOT FOR CONSTRUCTION

Project Manager	Project Leader
Ager Little Architects Inc.	
Designed by	Reviewed by
EJ	yyyy/mm/dd
Drawn by	Date (yyyy-mm-dd)

North



Consultants

SPUTNIK
ARCHITECTURE

UNIT 9 - 107 OSBORNE STREET WINNIPEG, MB R3L 1Y4

(204)415-3906
admin@sputnikarchitecture.com

AGER LITTLE ARCHITECTS INC
330 - 138 Market Ave - Winnipeg, MB R3B 0P4 - (204) 414-8191

Project Title

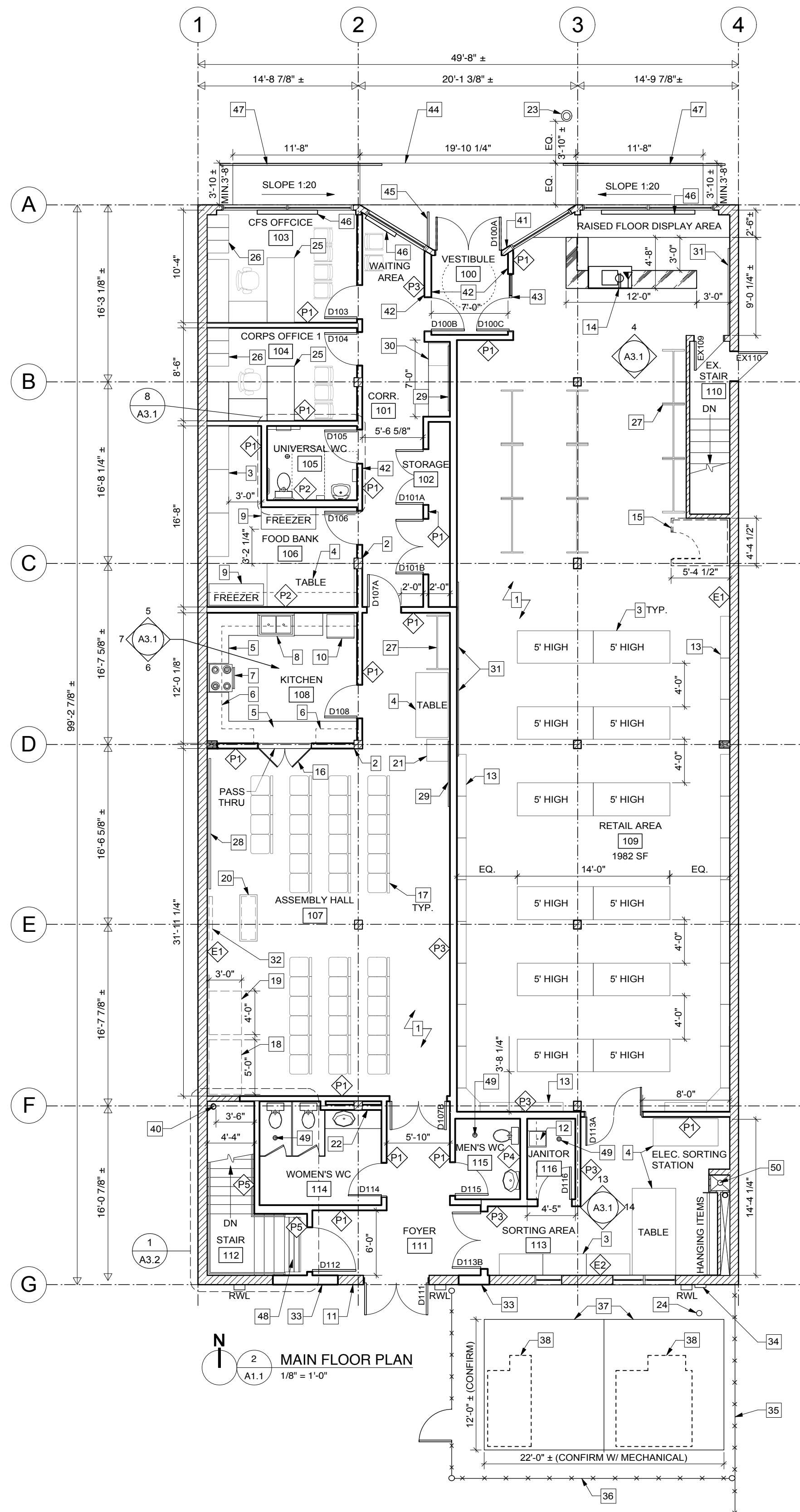
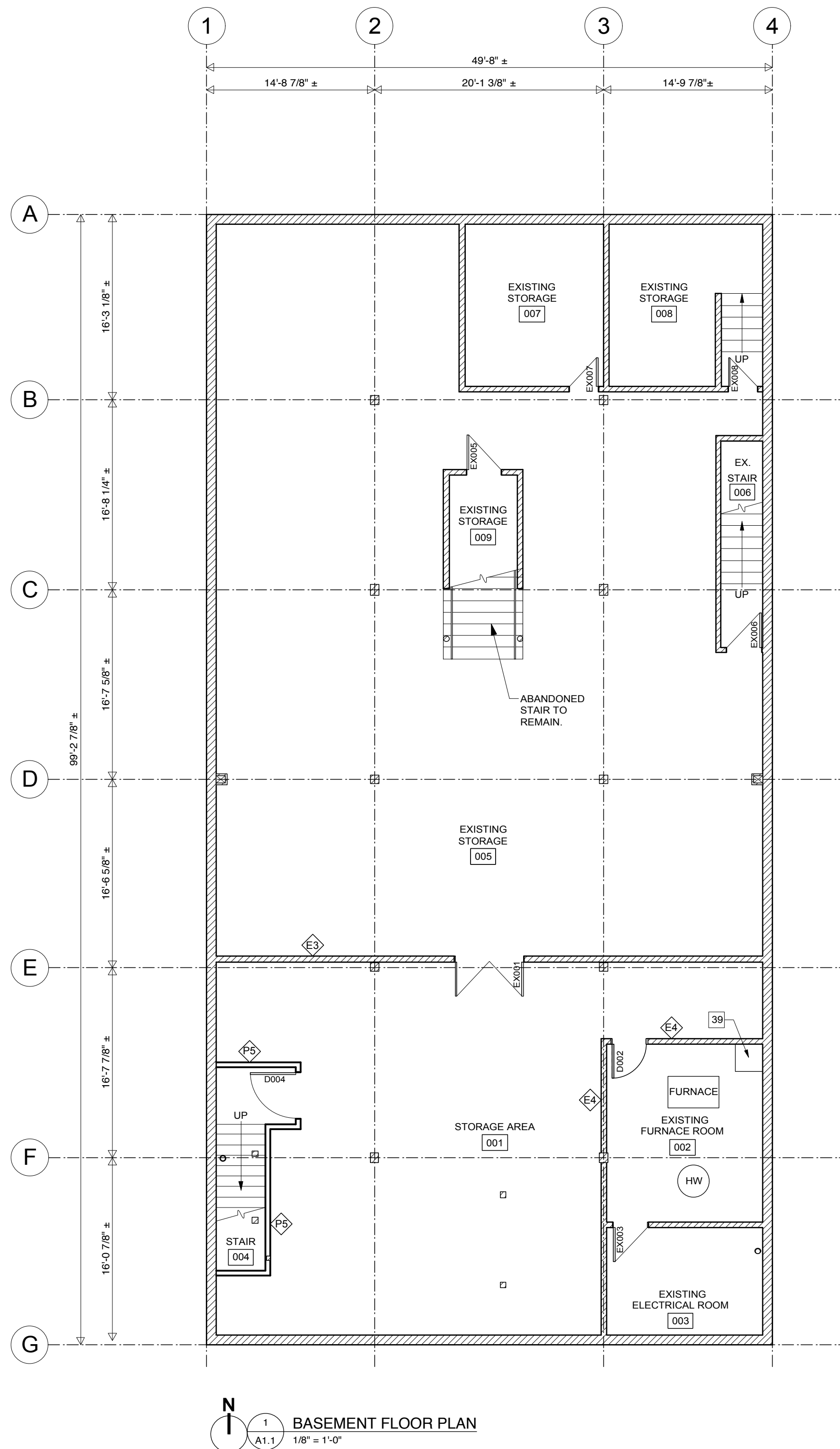
**SALVATION ARMY
THRIFT STORE RENOVATION
FORT FRANCES, ON**

Sheet Title

BASEMENT & MAIN FLOOR PLAN

Scale As Noted

Building Name / Number	Consultant Project Number
	1451
Owner Project Number	Sheet Number
	A1.1
	Revision



NEW CONSTRUCTION GENERAL NOTES

- PATCH AND MAKE GOOD FINISHES AT MECHANICAL & ELECTRICAL PENETRATIONS INCLUDING THOSE REQUIRED TO CONNECT TO EXISTING CENTRAL SERVICES. REFER TO MECHANICAL & ELECTRICAL PROVIDE APPROPRIATE SAFETY DECALS AFFIXED TO ALL DOORS WITH AUTOMATIC DOOR OPERATORS.
- PATCH AND MAKE GOOD EXISTING THROUGH FLOOR PENETRATIONS CREATED BY DEMOLITION OF MECHANICAL FLOOR GRILLES. (REFER TO MECHANICAL)

NEW CONSTRUCTION KEYNOTES

- NEW FLOORING THROUGHOUT.
- ALIGN FACE OF NEW WALL WITH FACE OF EXISTING COLUMNS.
- METAL SHELVING. (N.I.C.)
- RELOCATED TABLE. (N.I.C.)
- LOWER CABINETS w/ COUNTER TOP.
- UPPER CABINETS.
- NEW STOVE. (N.I.C.) (REFER TO ELECTRICAL)
- NEW DOUBLE COMPARTMENT SINK. (REFER TO MECHANICAL)
- RELOCATED FREEZER. (N.I.C.)
- NEW REFRIGERATOR. (N.I.C.)
- DOORBELL FOR DONATION DELIVERIES. (REFER TO ELECTRICAL)
- NEW JANITOR SINK c/w SHELVING OVER. (REFER TO MECHANICAL)
- RELOCATED SHELVE UNITS. TYP.
- CASH COUNTER. CUSTOM MILWORK c/w GLASS DISPLAY CASE. (REFER TO ELECTRICAL)
- PRE-FABRICATED PORTABLE CHANGE ROOM. (N.I.C.)
- PASS THRU DOORS. (REFER TO ELEVATIONS)
- RELOCATED CHAIRS. TYP. (N.I.C.)
- DASHED AREA IS MINIMUM SPACE REQUIRED FOR EXISTING DRUM SET. (N.I.C.)
- DASHED LINE IS MINIMUM SPACE REQUIRED FOR EXISTING KEYBOARD. (N.I.C.)
- PULPIT PROVIDED BY OWNER. (N.I.C.)
- RELOCATED COMPUTER TABLE. (N.I.C.)
- BUILD OUT WALL TO BE FLUSH WITH FACE OF COLUMN.
- EXISTING STREET LIGHT.
- EXISTING BOLLARD. PAINT.
- OFFICE FURNITURE. (N.I.C.)
- RELOCATED FILE CABINET. (N.I.C.) SIZE TO BE CONFIRMED.
- CLOTHING RACKS. (N.I.C.)
- RELOCATED OVERHEAD SCREEN. (N.I.C.)
- RELOCATED BULLETIN BOARD. (N.I.C.)
- RELOCATED PHOTOCOPIER. (N.I.C.)
- RELOCATED SLAT WALL.
- RELOCATED WOODEN CROSS. (N.I.C.) SIZE TO BE CONFIRMED.
- INFILL EXISTING WINDOW OPENING WITH E2 WALL TYPE.
- EXISTING GAS METER.
- EXISTING CHAIN LINK FENCE TO REMAIN.
- NEW CHAIN LINK FENCE.
- NEW CONCRETE PAD.
- DASHED LINE IS LOCATION OF NEW MECHANICAL AIR HANDLING UNIT. (REFER TO MECHANICAL)
- EXISTING SLUMP PUMP TO REMAIN.
- EXISTING DRAIN PIPE TO REMAIN. PAINT.
- FILL EXISTING WALL PENETRATION w/ MINERAL WOOL INSULATION AND PATCH AND MAKE GOOD INTERIOR & EXTERIOR WALL.
- AUTOMATIC DOOR OPERATOR CONTROLS. MOUNT ADJACENT TO LATCH SIDE OF DOOR AT 3'-8" O.C. MAXIMUM A.F.F. (REFER TO ELECTRICAL)
- FLUSH MOUNTED STAINLESS STEEL DOOR CONTROL IN HOLLOW METAL DOOR FRAME. (REFER TO ELECTRICAL)
- EXTERIOR WALK. PROVIDE FIRM AND SLIP-RESISTANT SURFACE. (REFER TO ELEVATIONS)
- AUTOMATIC DOOR OPERATOR c/w JAMB AND FLOOR-MOUNTED GUIDE RAIL WITH ACTIVATOR BUTTON.
- BASEBOARD HEATER. (REFER TO ELECTRICAL)
- GUARD AND HANDRAIL. (REFER TO ELEVATIONS)
- TACTILE ATTENTION INDICATOR AT TOP OF STAIRS. PROVIDE COLOUR CONTRAST STRIP AT TREAD AND LANDING. (REFER TO MATERIALS LEGEND)
- FLOOR DRAIN. (REFER TO MECHANICAL)
- EXISTING FURNACE FLUE IN MASONRY CHIMNEY TO BE ABANDONED. (REFER TO MECHANICAL)

Date: August 30, 2016

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Update on Activities for by-Law Enforcement Department.

As per direction from D. Brown, CAO, to ensure that the Planning & Development Executive Committee is aware of the activities of the By-Law Enforcement Department on a quarterly basis, please see the below information for the months July & August's activities thus far for this department.

July 2016

Shelter Statistics

Impounded Dogs	0
Impounded Cats	2
After Hours Visits	1
Total Shelter Visits for Month	10

Parking Statistics

Downtown Core Total Tickets Issued	39
Breakdown of Tickets Issued Per Day	July 14 – 12 tickets
	July 15 – 5 tickets
	July 18 – 7 tickets
	July 19 – 5 tickets
	July 21 – 0 tickets
	July 22 – 6 tickets
	July 25 – 1 ticket
	July 26 – 0 tickets
	July 28 – 3 tickets

Rest of Month Statistics Attached to Report.

Other Activities for Month

- Property Standards – 1214 3rd St. E.
- Property Standards – 335 3rd St. W.
- #66 Faith Housing (RRDSSAB Property) – Tenant feeding deer.
- Resident Complaint Overgrown trees obstruct laneway.

- Resident Complaint excess garbage in laneway.
- Downtown Parking Enforcement
- Complaint in regards to illegal water/sewer connections.
- Nugget Pawn Daily Inspections.
- Handicap Stalls & Fire Lane implementation at FFPLTC.
- P. Briere, received OMMI Certifications & Designations.
- Resident complaint about dead animal in yard.
- Business Licensing By-Law Review Process.
- Property Standards - 137 4th St. W.
- Property Standards - 1504 Col. Rd. W.
- Property Standards - 700 Stewart St.
- Resident complaint dog running at large.
- Resident complaint - Resolute FP Tree at wood yard.
- Annual Trees/Hedge Trimming Letters.
- Property Standards – 1030 2nd St. E.
- Resident complaint- Dog Excessive barking.
- Resident complaint – Vehicle’s blocking laneway.
- OPP Summer Students assisting By-Law.
- PDEC Secretary Duties.
- Resident complaint – Camper parked on roadway.
- Resident complaint – illegally parked vehicle Emo Rd.
- Taxi Inspections/Meter Seals.
- Property Standards – 224 3rd St. W.

August 2016

Shelter Statistics

Impounded Dogs	3
Impounded Cats	7
After Hours Visits	9
Total Shelter Visits for Month	36

Parking Statistics

Downtown Core Total Tickets Issued	25
Breakdown of Tickets Issued Per Day	August 2 – 3 tickets
	August 3 – 1 ticket
	August 4 – 1 ticket
	August 5 – 1 ticket
	August 8 – 1 ticket
	August 9 – 0 tickets
	August 10 – 0 tickets
	August 11 – 1 ticket
	August 12 – 1 ticket

August 15 – 1 ticket
August 16 – 12 tickets
August 17 – 3 tickets

Rest of Month Statistics Attached to Report.

Other Activities for Month

- 990 Scott Street - Garbage Collection Issues.
- Nugget Pawn Daily Inspections.
- Property Standards – 228 3rd St. E.
- Resident concerns - Injured Goose at Point Park.
- Resident complaint – Dead beaver at 7 Oaks.
- Business Licensing Review Process.
- Resident Complaint – Fence obstruction.
- Property Standards – 403 Mosher Ave.
- Resident Info request – Constructing a Fence.
- Business License Application Processing.
- Property Standards – 814 Scott St.
- PDEC Secretary Duties.
- Downtown Parking Enforcement.
- Taxi Meter Inspection/Meter Sealing.
- Preparing for OAPSO Chapter meeting.
- Bike pick-up for OPP.
- Animal complaint – 532 3rd St. W.
- Resident complaint – Dog at large.
- Resident complaint – Noise Violation.
- Resident complaint – Over height fence.
- Missing Dog concern 239 4th St. W.
- Sign Permits Issued
- Moving Permits Issued.
- OPP vicious dog call for assistance.
- Abandoned vehicle 300 BLK 3rd St. E.
- Resident complaint – Vehicle’s obstructing laneway.
- Resident complaint – Fence construction issues.
- Property Standards – 408 Crowe Ave.
- Property Standards – Wahnkaihanun Eighth Street Property.
- Resident complaint – Cat at large.
- Resident complaint – 228 3rd St. W.
- Kiss N Ride & School Zone Parking Enforcement.

The month of September will be added into the 4th quarter report. We wanted to ensure that the Planning & development Executive Committee was made aware of the activities of the department specifically the downtown parking statistics.

Respectfully submitted,

Original Signed By

Patrick Briere, CMM I, Property Standards Professional
MLEO/Public Information Officer, Planning & Development Division
PH: 1-807-274-5323 ext. 1218
pbriere@fort-frances.com