

TOWN OF FORT FRANCES

AGENDA - October 11, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 071) 5:30 PM

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board:
Agency One Negotiations Update
 - 4.2 Labour Relations or Employee Negotiations: CUPE Agreement Summary
 - 4.3 Labour Relations or Employee Negotiations: FFPFFA Update
 - 4.4 Personal matters about an identifiable individual, including municipal or local board employees: Employment Contract Amendment
 - 4.5 Personal matters about an identifiable individual, including municipal or local board employees: Appointment to Boards / Committees
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor R. Avis - Verbal Update
Councillor J. Albanese - Verbal Update
Councillor W. Brunetta - Verbal Update
Councillor J. Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Business Licensing By-law
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amended Business Licensing By-law and further that the Business Licensing By-law be brought forward at the next Council meeting for

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		Page
	Council's consideration.	
7.2	Sister Kennedy Centre Request - Waiving Calendar Parking Restrictions - approval of this report will agree with the recommendation of the Planning & Development Executive Committee to waive Calendar Parking in the 400 & 500 blocks of Nelson Street during the Seniors' Fair being held Tuesday October 4, 2016.	62 - 63
7.3	Development of Revised Boards and Committees by-law (Strategic Plan Initiative #36) - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to endorse the draft by-law presented as amended and further that the By-law be brought forward at the next meeting of Council for enactment.	64 - 78
7.4	800 Scott Street Water Service Repair Invoice - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee and the Operations & Facilities Executive Committee to reduce Mr. Krag's invoice for water service repair at 800 Scott Street in the amount of \$500.00.	79 - 83
7.5	Request for Reconsideration M. O. S. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Minutes of Settlement for properties located on Williams Ave. (RPRR22 Pt Part 8 Parcel 14648) and 1054 Williams Ave in Fort Frances for the 2016 taxation year.	84 - 89
7.6	Renewal of Municipal Insurance 2016-2017 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to renew the Municipal insurance with Frank Cowan Company for the period November 1, 2016 to November 1, 2017 in the amount of \$186,240.00 plus applicable taxes.	90 - 91
7.7	Expanded Ontario Community Infrastructure Funding - Formula Based Component Agreement - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the execution of an agreement with the Minister of Agriculture, Food and Rural Affairs.	92 - 93
7.8	Public Transit Infrastructure Fund (PTIF)	94 - 95

- approval of this report will agree to the recommendation of the Community Services Executive Committee to support an application to the PTIF by the October 18th deadline, for the purchase of a Handivan bus in 2017 based on 50% funding and further endorse the tendering process for the 2016 capital purchase of a Handivan contain the addition of this provisional item pending approval in the 2017 Capital budget process.

**additional supporting documents are attached to the Community Services Executive Committee agenda for October 4, 2016.

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| 7.9 | St Francis Sports Fields Joint Use Agreement | 96 -
100 |
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- approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the proposed revisions to the St Francis Sports Field Joint Use Agreement with the Northwest Catholic District School Board and the Rainy River District School Board, and further that the Mayor and Clerk be authorized to execute the agreement and by-law.

8. Administration and Finance Division:

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| 8.1 | Councillor Ryan - NOMA Regional Conference Travel & Per Diem Claim | 101 |
|-----|--|-----|
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel and Per Diem Claims in the total amount of \$445.00 as submitted by Councillor Ryan for his attendance at the NOMA Regional Conference held in Thunder Bay, ON from September 21-23, 2016.
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| 8.2 | Councillor Perry - NOMA Regional Conference Travel & Per Diem Claim | 102 |
|-----|---|-----|
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel and Per Diem Claims in the total amount of \$555.00 as submitted by Councillor Perry for his attendance at the NOMA Regional Conference held in Thunder Bay, ON from September 21-23, 2016.
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| 8.3 | Councillor Brunetta - NOMA Regional Conference Travel & Per Diem Claim | 103 |
|-----|--|-----|
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel and Per Diem Claims in the total amount of \$555.00 as submitted by Councillor Brunetta for her attendance at the NOMA Regional Conference held in Thunder Bay, ON from September 21-23, 2016.

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8.4 Mayor Avis - NOMA Regional Conference Travel & Per Diem Claims	104 -
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel and Per Diem Claims in the total amount of \$536.60 as submitted by Mayor Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, ON from September 21-23, 2016.	109
8.5 Mayor Avis - Police Services Board Meeting Travel Claim	110 -
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Claim in the total amount of \$53.65 as submitted by Mayor Avis for his attendance at the Police Services Board Meeting held in Atikokan, ON on September 27, 2016.	112
9. <u>Operations and Facilities Division:</u>	
9.1 Verbal Update on Capital Projects	
10. <u>General:</u>	
10.1 Association of Municipalities of Ontario - What's Next Ontario?	113 -
- session scheduled for Wednesday October 19, 2016 in Dryden, ON	114
11. <u>Information:</u>	
11.1 Complaint Register - August 2016	
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	



Report

TOWN OF FORT FRANCES
PLANNING & DEVELOPMENT DIVISION

To: Mayor & Council
From: Elizabeth (Lisa) Slomke, Town Clerk
Date: October 3, 2016
Subject: Business Licensing By-law

BACKGROUND

The Municipal Act, 2001 section 150 provides Municipalities with the authority to license businesses within the boundaries of the municipality. Previous Councils have regulated the licensing of businesses in an effort to promote health and safety, nuisance control and / or consumer protection for the residents of the Town of Fort Frances.

In the summer of 2015, staff met to review the entire Business Licensing process in an effort to find efficiencies and make some positive changes to the process. Subsequent to that a significant amount of research was undertaken to review how other municipalities in Ontario handle business licensing. Regular meetings were held with various staff present as we gathered wording that would ultimately create a 'made in Fort Frances' Business Licensing By-law. The intent was always to make the existing by-law better and easier to use for the public, business owners and the enforcement officers. There are not any significant additions or deletions to the categories as they presently exist in our current business licensing by-law. The majority of our time was spent sourcing clear, concise wording in order to provide clarity and consistency.

After all the compilation and edits were complete, staff scheduled an Open House on Wednesday August 24 from 4-6pm. The hope was that we would have business owners come out to have some discussion and obtain their feedback on the draft by-law. We were lucky enough to have approximately 30 members of the business community attend our open house. Items listed below were discussed and further researched by staff.

DISCUSSION ITEMS

WSIB – Many business owners were concerned that they would not receive a business license because they were not eligible to obtain WSIB coverage. We clarified that if you are unable to obtain the coverage from WSIB (due to small business size) then the town would not withhold your business license. It should be noted that if at any time a business owner's status with WSIB changes and now a business owner does qualify under the guidelines of WSIB, we would expect said business owner to notify us accordingly. We have amended the wording to indicate that WSIB information will be gathered (if applicable). PDEC accepted this amendment.

Insurance – We had the privilege of having a couple of representatives from Gillons on hand at the open house, who provided the clarification to the wording that Business owners were looking for. We have amended the wording under section 2.6 Insurance and have obtained support from Gillons and Frank Cowan (Town's insurer). PDEC accepted this amendment.

Professionals – It is important to note that the Business Licensing by-law does not provide the Town with the authority to tell a professional whether they can practice within their field, instead the intent of the business licensing by-law is to permit the establishment of a business location within the limits of the Town of Fort Frances. When a business location is identified, it must be zoned accordingly and meet other necessary approvals and inspections depending on the type of business. We also spoke with other regional neighbour's to inquire how they handle the professional category and found a variety of responses. From all business license fees collected on a one-time basis, to not being licensed. It is important to note that the City of Kenora is currently reviewing their by-law with the intention of adding a professional category as we have already done in 2005. PDEC considered this matter in more detail and have accepted this explanation and will not be removing this category from the Business Licensing By-law.

Hairstylists – this category has recently been added to the College of Trades and will be handled in the same fashion as other trades. PDEC accepted this amendment.

Committee Composition – the draft by-law establishes a Licence Appeal Committee composed of Council members currently sitting on the Planning & Development Executive Committee. We have been requested to consider the addition of lay people, not business owners as a means to add unbiased opinions to the committee. It is important to note that members of Council are elected by the public and expected to act in the best interests of the Town at all times with regard to all matters. PDEC members felt they would be unbiased if a matter came to them under the guise of the License Appeal Committee requirements outlined in the Business Licensing By-law, thus the composition of the License Appeal Committee will remain as outlined in the Draft previously presented.

Fundraising – clarification was sought in regard to the requirement for business licenses for youth charitable groups. The town currently does not require these groups to be licensed, and would not change the current practice in the future. PDEC accepted this explanation.

PROCESS

Upon receipt of a new application or renewal application, the application is circulated to various Town departments including Planning, Building, Fire and By-law to determine whether the type of business and location are in compliance with Town By-laws.

Fees for business licensing are collected to offset the cost of the related enforcement and inspection programs as the cost of administering and enforcing the associated regulations should be borne by the businesses, not the public at large.

Also, when the public come to the town with a complaint then it is the information gathered through the business licensing process that is used to guide the resident. As with all other Town by-laws, the business licensing by-law is complaint driven, which means that if someone comes to town to sell their service/wares a complaint must be filed with the Town in order for us to begin the process of pursuing this person/business.

RECOMMENDATION

The Planning & Development Executive Committee considered this report, the attached draft business licensing by-law as well as two written submissions from L. Locker and C. Brunetta with their comments about the proposed Business Licensing By-law. PDEC recommended that staff prepare the by-law (with the minor revisions requested by the Committee) and it be brought forward for Council consideration.

Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amended Business Licensing By-law and further that the Business Licensing By-law be brought forward at the next Council meeting for Council's consideration.

TOWN OF FORT FRANCES

DRAFT BY-LAW

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT FRANCES
TO LICENCE, REGULATE AND GOVERN BUSINESSES CARRIED ON
WITHIN THE MUNICIPALITY.

WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising the authority under the Act;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a single tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality even if the business is being carried on from a location outside the municipality;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality may exercise its licensing powers under this section including imposing conditions for the following reasons:

- (i) Health and Safety; and/or
- (ii) Nuisance Control; and/or
- (iii) Consumer Protection

AND WHEREAS pursuant to the provisions of Part IV of the *Municipal Act, 2001*, as amended, a municipality may pass by-laws for licensing, regulating and governing businesses;

AND WHEREAS section 151 of the *Municipal Act, 2001*, as amended, provides that, without limiting sections 9 and 10 of the Act, a municipality may provide for a system of licenses with respect to a business and may,

- (a) Prohibit the carrying on or engaging in the business without a licence;
- (b) Refuse to grant a licence or to revoke or suspend a licence;
- (c) Impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) Impose special conditions on a business in a class that has not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) Impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- (f) Licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and,
- (g) Require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licenses established by the municipality;

AND WHEREAS pursuant to the provisions of Part XII of the *Municipal Act, 2001*, as amended, enable municipalities to pass by-laws for imposing fees or charges for permits and services provided or done by them;

AND WHEREAS on August 10, 2015, Council approved a recommendation from the Planning & Development Executive Committee to update and make legislative changes to the Business Licensing By-Law #57/05;

NOW THEREFORE, the Council of The Corporation of the Town of Fort Frances enacts as follows:

1. Definitions

“adult entertainment parlour” – means any premises or part thereof, which is providing services designed to appeal to erotic or sexual appetites or inclinations;

“adult person” – means a person who has attained the age of 18 years or more;

“amusement device” – means any mechanical or electronic machine or device intended for use as a game or source of entertainment or amusement offered for use by the public by any person for profit or gain (includes but, not limited to a pinball machine, television game, shooting gallery, coin-operated billiard table, or other similar machine or device) and may dispense prizes or more free games;

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

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

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

“attendant” – means any person other than a licensed owner or operator who provides services designed to appeal to erotic or sexual appetites or inclinations at an adult entertainment parlour, and shall include an entertainer;

“auctioneer” - means a person who conducts a sale by auction;

“auction” – means a public sale to persons who bid on goods, articles, merchandise, effects, etc. are received by an auctioneer and where each bid offers more than the last previous bid, the article being put up being sold to the highest bidder;

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

“automobile lease/sales/rental” – means a business or premise that offers lease, sale or rental of any automobile for remuneration and where in the case of sale, the ownership will be transferred to any individual, firm or corporation;

“automobile service” – means a business or premise that mechanically repairs automobiles, including replacement of parts and where oils and other vehicle fluids are drained or replaced, and tires, gas tanks, radiators or other similar items are replaced or repaired;

“beauty salon , hairstylist & esthetician” – means a business or premise offering facial or other skin or body treatments, and dressing of the hair (cutting, trimming, dyeing, bleaching, streaking, frosting, conditioning, shampooing, etc.) also may include tanning, manicures, pedicures and ear piercing;

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

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

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

“bowling alley” – means a building, room or area which provides facilities for the game of bowling;

“carnival & exhibition” – means a business operating amusement rides, exhibits or other devices and authorized games of chance intended to entertain or amuse or provide entertainment to the public;

“car wash” – means a building and lot used for the washing and cleaning of motor vehicles by washing equipment;

“cash security deposit” – means cash or a certified cheque;

“caterer” – means a person who prepares and supplies food or meals for social, professional or other similar events;

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

“chief building official” – means a person who may, from time to time, be appointed by Council pursuant to the Building Code Act;

“circuses and/or similar shows” – means a performance exhibiting animal, acrobatic, clowns and other performances and their equipage and shall include any other similar show;

“clerk” – means the Clerk of the Town of Fort Frances or his/her designate;

“council” – means the Council of the Corporation of the Town of Fort Frances;

“dry cleaner” – means the business of dry cleaning, dry dyeing, cleaning, pressing and spot or stain removal, or other similar application to clothing or fabric;

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

“electrolysis” – means a business or premise which offers the service of body hair removal;

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

“fire chief” – means the Chief of the Town of Fort Frances Fire Rescue/Service as appointed or his/her designate;

“food shop” – means all premises where foodstuffs intended for human consumption are made for sale, offered for sale, stored or sold and includes bakery, delicatessens, snack bar, butcher shops, confectionary, etc;

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

“fuel dealer” – means any person, firm or corporation carrying on the business of dealing in, or selling, or providing for delivery gasoline, propane, coal, oil, wood, or any other fuel by retail.

“general contractor” – means a person who makes an agreement with another to do a piece of work, retaining in themselves control of the means, method and manner of producing the result to be accomplished and includes a person who builds, alters, repairs or renovates existing buildings or structures;

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

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

“hotel / motel” – means a separate building or two or more connected buildings used mainly for the purpose of catering to the needs of the travelling public also by the furnishing of sleeping accommodation of not fewer than six rooms;

“inspection” – includes a physical visit to the premises, where applicable, or a document review or search;

“issuer of licenses” – means a person who issues business licenses, namely the Clerk of the Town of Fort Frances;

“laundromat” – means a business or premise where coin operated washing machines and drying machines are operated for use by the public for the purpose of laundry cleaning;

“licence” – means a Town of Fort Frances Business Licence issued pursuant to this by-law;

“licensing clerk” – means a person designated to provide administrative responsibility for business licensing;

“live performance” – means any performance, exhibition or activity designed to appeal to erotic or sexual appetites or inclinations:

(a) of which a principal feature or characteristic is the nudity or partial nudity of any person: and

(b) in respect of which the word “nude,” “naked,” “topless,” “bottomless,” “sexy” or any other word or picture, symbol or representation having like meaning or implication is used in any sign, advertisement, or advertising device; and without restricting the generality of the foregoing, includes any performance, exhibition or activity involving striptease dancers, go-go dancers, exotic dancers, table dancers, wet clothing contests or best body contests;

“maintain” – means to be in charge of, or have control of the operation of a business, and shall include the operation of a vehicle;

“motor vehicle service station (gas station)” – means a business where fuel and lubricants for vehicles is stored and made available for sale;

“nuisance” – means any activity which disturbs or is likely to disturb any individual;

“operate” – means to manage, work, control or maintain, put or keep in a functional state any business;

“owner” – means the registered owner of the lands and premises or the person or their authorized agent in lawful control of the premises, building or occupancy and who permits the operation or maintenance of any business;

“pawn shop” – means a business or premise which accepts the business of taking a pawn or pledge of any article for the repayment of money lent thereon;

“person” – includes any individual, corporation, partnership, company, association or party and the heirs, executors, administrators, or other legal representative of such person, to whom the context can apply according to law; shall include any group of persons comprising a society or other organization and shall include the plural wherein the context requires. Wherever the word “he”, “him” or “his” is used, it shall mean and include the feminine or neutral gender wherever the context so requires;

“pet groomer” – means a person who grooms, brushes, trims, manicures or otherwise attends to the cosmetic care of animals;

“planner” – means the Municipal Planner for the Town of Fort Frances;

“premise” – means land, including any buildings or other structures thereon and includes any vehicle or conveyance used in the operation of the business;

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

“public hall” – means a business or premise (includes portable building or tent) which is offered for use or used as a place of public assembly;

“recreational vehicle & watercraft sales / lease / rental” – means a business or premise that offers to sell, lease or rent any recreational vehicle or watercraft for remuneration and where in the case of a sale, the ownership will be transferred to any individual, firm or corporation;

“recreational vehicle & watercraft service” – means a business or premise that mechanically repairs recreational vehicles or watercraft, including replacement of parts and where oils and other vehicle or watercraft fluids are drained and replaced, and any other similar items are replaced or repaired;

“recreational vehicle & watercraft body repair” – means a business or premise that restores or does maintenance to the exterior of a recreational vehicle or watercraft to return it to good condition and may include replacement of worn out parts and may include painting, body filling or refinishing of a recreational vehicle or watercraft;

“refreshment vehicles (mobile / stationary)” means any vehicle propelled by muscular power from which limited food or refreshments or frozen confections are sold or offered for sale for consumption by the public (e.g. hot dog cart, ice cream cart);

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

“second hand dealer” – means any business where the majority of revenue received from customers is derived from the retail sale of second hand goods;

“shall” – is mandatory and not directory; words in the singular include the plural; words in the plural include the singular words in the present tense include the future or past tense;

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

“storage facility” – means a separate unit designed to be rented or leased to individuals or businesses for the storage of goods, materials or equipment;

“tattoo parlour” – means a business or premise where the skin of an individual is marked by puncturing it and inserting a pigment or pigments to make permanent marks or designs;

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

“trailer” shall mean any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle even if the vehicle (trailer) is jacked up or has its running gear removed, but does not include any vehicle designed for the living, sleeping or eating accommodation of persons therein.

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

“town” – means the Corporation of the Town of Fort Frances;

“trades (not specifically listed elsewhere in this by-law)” – means those that are practicing the trades and have met the qualifications to perform the work to the industry standards, which is defined by the Ontario College of Trades and its regulations and/or any code prescribed by the Province or Municipality as amended from time to time (eg. Plumbing, Carpenter, etc.);

“zoning by-law” – means a by-law enacted under section 34 of the Planning Act that regulates the use of land;

2. GENERAL PROVISIONS

2.1 REQUIREMENT TO OBTAIN A BUSINESS LICENCE

2.1.1 Every person carrying on, conducting, operating, maintaining, keeping, advertising or engaging in any business specifically identified in Section 3 to this by-law, is required to obtain a Municipal Business Licence from the Town of Fort Frances.

2.2 APPLICATION FOR NEW LICENCE

2.2.1 Every person required to obtain a licence pursuant to this by-law shall apply in writing on the appropriate application form ("Schedule A") as provided by the Town of Fort Frances.

2.2.2 The applicant shall deposit, at the time of application:

- a) all required Business Licence Fees as set out in the User Fee By-Law (as amended).
- b) all required approvals and inspections.
- c) all required documentation.
- d) any additional information deemed necessary by the Town of Fort Frances.
- e) Outstanding tax arrears may be a requirement that is considered during the licensing process.

2.2.3 There shall be a separate application for each premise to be used or person to be licensed.

2.2.4 Each classification or category shall be checked off on the appropriate form ("Schedule A") as provided by the Town of Fort Frances and necessary fees paid in full.

2.2.5 The applicant shall comply with any and all requirements as set out in this by-law as well as any other provisions which may govern the business, place or premise used in the carrying on of the business and/or the persons carrying on the business or engaged in it and to which the application pertains.

2.2.6 The Town of Fort Frances, upon receipt of the application for a licence may make, cause to be made, or request any additional documents, investigations or inspections to be made in respect of such application for a licence as the Issuer of Licenses deems appropriate or in the interest of the general public, and any costs incurred for such inspection or documents shall be at the applicant's expense.

2.2.7 The applicant shall be responsible for obtaining all necessary inspections, documents and approvals as set out in section 3.1 (Table of Contents) to this by-law, as set out on the application and as deemed necessary by the Town of Fort Frances.

2.2.8 Upon receipt of a completed application for a licence and the appropriate fees for a licence have been paid; the Town of Fort Frances may, before the issuance of any such licence:

- (a) make any inquiries to any municipal official or employee, who has carried out inspections relative to the business under application,
- (b) receive reports from such municipal officials or employees as may be deemed necessary; and,
- (c) inquire into all relevant matters in order to ascertain if the applicant is entitled to a licence under the provisions of this by-law.

2.2.9 Upon being satisfied that the applicant is entitled to obtain a licence under the provisions of this by-law, the Town of Fort Frances shall prepare and issue a licence to the said applicant.

2.2.10 The applicant may be required to provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.

2.3 APPLICATION FOR RENEWAL LICENCE

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

2.3.2 The Town of Fort Frances shall not issue a licence until all required approvals and inspections have been obtained by the applicant, all required documentation has been provided and business licence fees have been paid in full.

2.3.3 Where the Town of Fort Frances receives an application for a renewal of a licence previously granted under this by-law and the appropriate fees have been paid, they shall, before the issuance of any such licence:

- (a) ensure that all inspections, approvals and documents as may be required have been obtained,
- (b) make inquiries into all relevant matters in order to ascertain if the applicant is entitled to obtain a renewed licence under the provisions of this by-law,
- (c) inquire into any relevant changes in circumstances since the previous licence was issued to the applicant,
- (d) make any inquiries and receive reports as may be deemed necessary from any municipal official or employee, who has carried out inspections or investigations relative to the business under application,

2.3.4 The applicant may be required to provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.

2.4 FORM OF LICENCE

2.4.1 Every licence shall show therein:

- (a) the operating name of the business or person to whom the licence is issued;
- (b) the operating address of the premise or location for which the licence is issued;
- (c) the mailing address, phone number, contact name and email address for the business or person to whom the licence is issued;
- (d) the type of licence granted;
- (e) the date of issue;
- (f) the effective date of the licence;
- (g) the date of expiration; and
- (h) shall be signed by the Issuer of Licenses or their designate.

2.5 ADMINISTRATION FEE

An administration fee as set out in the User Fee By-Law (as amended) shall apply to the following:

Duplicate Licence:

2.5.1 In the event that a licence issued under this by-law is lost or destroyed, the Town of Fort Frances upon satisfactory proof of such loss or destruction, and upon payment of the administration fee, the Town of Fort Frances shall issue a duplicate of the original licence, upon which shall be stamped or marked the word “DUPLICATE”.

Change of Ownership:

2.5.2 Every licensee shall, upon change of ownership of the licensed business return and surrender their current licence to the Town of Fort Frances within ten (10) business days. The new owner shall make application for a new licence as set out in this by-law and make payment of the appropriate administration fee.

Change of Premise or Location:

2.5.3 Where a currently licensed business changes location or premise, such new location or premise shall not be deemed to be licensed. The applicant shall make application for a new licence under the provisions of this by-law and shall surrender the original licence issued to the Town of Fort Frances within ten (10) business days. The applicant will also pay the appropriate administration fee.

Change of Name:

2.5.4 Where ownership of a business is not changed or affected, but such the operating name of the business changes, the licensee shall notify the Town of Fort Frances within ten (10) business days and upon making application, payment of the administration fee and the Issuer of Licenses being satisfied that there have been no changes in the circumstances of the licensed business, may issue a replacement of the original licence. The licensee shall return and surrender their licence in order to affect such a change.

2.6 INSURANCE

2.6.1 The applicant shall maintain liability insurance consisting of a Commercial General Liability policy covering public liability, property damage and business operations in an amount not less than \$2,000,000.00 per occurrence, unless otherwise specified in Section 3.

2.6.2 The applicant may be requested to obtain liability insurance naming the Town of Fort Frances as additional insured, based on the type of business being operated.

2.7 INSPECTION

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

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

2.8 NUISANCE ABATEMENT

2.8.1 Every person required to be licensed under this by-law, in addition to any other provisions or requirements expressed elsewhere in the by-law, shall:

- (a) at all times maintain and keep safe and clean and in good condition and repair any object, amusement, vehicle, place or premise for which the licence is issued;
- (b) not cause, suffer, or permit any obstruction on any highway, lane or public place in front of or adjoining the place or premise for which the licence was issued;
- (c) not breach or violate or cause, suffer, or permit any breach or violation of any by-law of the Town of Fort Frances or of any local board, thereof, or any statute, Order-in-Council, or Regulation of the Province of Ontario or Parliament of Canada thereof, in,

upon, or in connection with the place or premise for, or in relation to which such licence was issued.

2.9 REGISTRY

2.9.1 The Issuer of Licenses shall keep a licence register in which the following shall be recorded:

- (a) the full operating name and address of each licensee;
- (b) the address of the place or premise in which the licensee carries on, conducts or operates, maintains, keeps, or engages in the business, trade, occupation or calling, object or amusement for which the licence was issued;
- (c) the number of the licence;
- (d) the date of issue;
- (e) the amount of the licence fee paid;
- (f) the date of expiry of the licence
- (g) the type of licence issued;
- (h) and any other particulars or observations pertaining to the same that are useful or necessary.

2.9.2 Applicants have the option of having their business name and address listed as part of the Town of Fort Frances Business Directory which is located on the Town Website (www.fortfrances.ca).

2.10 CHARITABLE ORGANIZATIONS

2.10.1 Notwithstanding Section 2.1.1, no charitable or non-profit organization conducting tag days or approved by the Clerk to sell items, for raising funds for such charitable organization shall be required to obtain a licence under the provisions of this by-law as long as the charitable organization provides the Town of Fort Frances with their valid charitable organization number or other acceptable verification.

2.11 POSTING OF LICENCE

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

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

2.12 EXPIRY OF LICENCE

2.12.1 The date of expiry for all licenses, except those that may be otherwise specified within this by-law or specified as a Special Condition as authorized by the Issuer of Licenses, shall expire annually on December 31st, at 11:59 p.m.

2.12.2 All licenses issued by the Issuer of Licenses will remain the property of the Town of Fort Frances and shall be returned or surrendered when a business closes or as required by the provisions of this by-law.

2.13 **REFUSAL TO GRANT OR RENEW A LICENCE**

2.13.1 The Issuer of Licenses may refuse to grant or issue a licence to any applicant who:

- (a) there are reasonable grounds to believe that any application or other document provided contains a false statement or provides false information;
- (b) the past or present conduct of the applicant, or any partner, or any director, or officer of a Corporation, affords reasonable cause to believe that the applicant, partner, or officer will carry on the activity for which the licence is to be issued, or to continue to be licensed in accordance with the law, or with honesty and integrity;
- (c) the applicant has been advised that a condition has been applied to their licence application in regards to outstanding taxes owing and no agreement has been made with the Town of Fort Frances;
- (d) the issuance of the licence or renewal of the licence would be contrary to the public interest;
- (e) has past or present breaches of this by-law or its predecessor;
- (f) the fee payable in respect of the licence applied for has not been paid;
- (g) a complaint which, in the opinion of the Issuer of Licenses, is not frivolous or vexatious, has been received about the holder of a licence relating to the operation of their business;
- (h) the applicant for a licence renewal was issued with condition(s) and the applicant has failed to comply with the condition(s).
- (i) has failed to comply with the requirements of this by-law or other applicable by-laws of the Town of Fort Frances or of any Local Board thereof, or of any Statute, Order-in-Council, or Regulation of the Province of Ontario or the Parliament of Canada, or any Agency, Board or Commission thereof, in, upon or in connection with the applied for licensed activity of the business or premise, facilities, equipment, vehicles and other property used or kept for hire in connection with the licence activity.

2.14 **SUSPENSION/REVOCATION**

2.14.1 The administrative power and authority to refuse to issue a licence, to cancel, revoke or suspend a licence, or to impose conditions on a licence, are hereby delegated to the Issuer of Licenses and their delegates, pursuant to Section 23.2 of the Municipal Act, 2001, as amended.

2.14.2 The Issuer of Licenses may suspend or revoke a licence issued to any licensee who:

- (a) has breached this by-law or its predecessor;
- (b) has failed to comply with the requirements of this by-law or other applicable by-laws of the Town of Fort Frances or of any Local Board thereof, or of any Statute, Order-in-Council, or Regulation of the Province of Ontario or the Parliament of Canada, or any Agency, Board or Commission thereof, in, upon or in connection with the applied for licensed activity of the business or premise,

facilities, equipment, vehicles and other property used or kept for hire in connection with the licence activity;

2.15 WRITTEN DECISION OF THE ISSUER OF LICENSES

2.15.1 The Issuer of Licenses shall provide written notice to the applicant or licensee of the decision with respect to the licence application, renewal, or its status.

2.15.2 The written notice under Subsection 2.15.1 shall:

- (a) set out the grounds for the decision;
- (b) give reasonable particulars of the grounds;
- (c) be signed by the Issuer of Licenses;
- (d) state that the applicant or licensee is entitled to request a hearing to be conducted by the Planning & Development Executive Committee;
- (e) be mailed to the applicant or licensee by regular mail, personal delivery, registered mail or such other method that the Issuer of Licenses specifies.

2.16 APPEAL OF A DECISION OF THE ISSUER OF LICENCES

2.16.1 An applicant or licensee who is not satisfied with the decision, or any term or condition that has been imposed, may apply for an appeal to the Planning & Development Executive Committee by sending by regular mail, email or in person to the Secretary of the Planning & Development Executive Committee or Office of the Clerk, within ten (10) days of receipt of the decision. Along with the appeal application a non-refundable appeal fee as set out in the User Fee By-Law (as amended annually) shall be paid in full to the Town of Fort Frances.

2.17 APPEAL DOES NOT ACT AS A STAY OF DECISION

2.17.1 An appeal, under Section 2.16.1, of a decision does not act as a stay of that decision.

2.18 REASONS FOR APPEAL

2.18.1 An applicant or licensee may appeal the decision of the Issuer of Licenses if they believe that any of the following circumstances apply:

- (a) the decision of the Issuer of Licenses was wrong in law, fact, or both law and fact: or
- (b) there was a failure to observe a principle of natural justice.

2.19 CONFIRMATION OF A DECISION

2.19.1 A decision of the Issuer of Licenses that is not appealed within the time frame referred to in Section 2.16.1 shall be deemed to be confirmed.

2.20 LICENCE APPEAL COMMITTEE

2.20.1 A committee is hereby established pursuant to Section 23.5 of the *Municipal Act, 2001, as amended*, under the name “Planning & Development Executive Committee”, which shall be composed of not more than three (3) members of Council.

2.20.2 The Licence Appeal Committee has the powers and authority to conduct appeals of decisions made by the Issuer of Licenses.

2.20.3 The Licence Appeal Committee shall designate one of the members as chair and may designate one or more other members as vice-chairs of the Planning & Development Executive Committee.

2.20.4 The Chair shall have general supervision and direction over the conduct of the affairs of the Committee. Two (2) members of the Licence Appeal Committee constitutes a quorum.

2.20.5 In place of the Council, the Licence Appeal Committee shall afford the parties an opportunity to be heard, and make decisions and recommendations from hearings so held.

2.20.6 The Licence Appeal Committee shall apply By-Laws of the Council and have the powers, duties and rights as applicable under the *Statutory Powers Procedures Act, R.S.O. 1990, c. S.22*.

2.20.7 There shall be a secretary to the Licence Appeal Committee, who shall attend all meetings of the Committee and shall keep all necessary records and perform such duties required by the Licence Appeal Committee.

2.20.8 The secretary shall arrange the sittings of the Licence Appeal Committee.

2.20.9 Where a hearing is conducted, an appellant must “show-cause” why the licence should be granted, or why it should not be cancelled, refused, revoked or suspended, with or without conditions.

2.20.10 Where the Licence Appeal Committee is satisfied that the application for the hearing is frivolous or vexatious, the Committee may refuse to grant a hearing to the appellant.

2.20.11 The provisions of Sections 5 to 15 and 21 to 24 of the *Statutory Powers Procedure Act R.S.O. 1990, c.S.22, as amended*, shall apply to all hearings conducted by the Licence Appeal Committee under this by-law.

2.21 DISCLOSURE OF DOCUMENTS AND THINGS

2.21.1 Each party to a hearing shall disclose to all other parties not less than ten (10) days before the hearing or, as otherwise ordered by the Licence Appeal Committee, the existence of every document or thing that it will refer to, or give in evidence at the hearing.

2.22 FAILURE TO ATTEND HEARING

2.22.1 When the appellant who has been given written notice of the hearing does not attend at the appointed time and place, the Licence Appeal Committee may proceed with the hearing in the appellant’s absence and the appellant shall not be entitled to any further notice of the proceedings.

2.23 DISMISSAL OF HEARING

2.23.1 After confirming the appellant received notice of the hearing, the Licence Appeal Committee may:

(a) where the appellant fails to appear, or fails to submit material(s), dismiss the appeal; or

(b) where the appellant appears and the hearing proceeds, dismiss the appeal at any time during the hearing if the Committee finds it without merit.

2.24 **COSTS**

2.24.1 The Licence Appeal Committee may not make any order as to costs.

2.25 **WRITTEN DECISION**

2.25.1 At the conclusion of a hearing, the Licence Appeal Committee may give its decision orally or reserve its decision, but in any case shall provide its decision in writing, with reasons, within fourteen (14) days of the hearing to the Appellant and the Issuer of Licenses.

2.26 **POWERS OF THE COMMITTEE**

2.26.1 On an appeal, the Licence Appeal Committee has all the powers and functions of the Issuer of Licenses who made the decision and may make any decision that the Issuer of Licenses was entitled to make in the first instance, and the Licence Appeal Committee may do any of the following things if, in its opinion, doing so would maintain the general intent and purpose of the By-Law:

- (a) modify or rescind the decision or any condition;
- (b) extend any time for complying with a decision or any condition.

2.26.2 The Licence Appeal Committee, after a hearing, may consider:

- (a) a breach of the provisions of this By-Law;
- (b) anything which may be in any way adverse to the public interest;
- (c) the belief that the person will not carry on, or engage in the business in accordance with the applicable law(s), or with honesty or integrity;
- (d) if any person has made a false statement in the application for the licence or renewal thereof; and
- (e) any other matter which the Licence Appeal Committee is authorized by law to consider.

2.26.3 The Licence Appeal Committee shall send a copy of its final decision or order, including any reasons, to each party to a hearing, or to the person who represented the party by:

- (a) regular mail;
- (b) registered mail;
- (b) electronic mail; or
- (d) such other method that the Committee specifies.

2.27 **EFFECT OF DECISION**

2.27.1 A decision that has been confirmed, modified or rescinded by the Licence Appeal Committee, as the case may be, shall be final and binding upon the appellant who shall comply with the decision within the time specified and in the manner specified in the decision where applicable.

2.28 **RETURN OF THE LICENCE AFTER REVOCATION OR SUSPENSION**

2.28.1 When a licence has been revoked, cancelled or suspended, the holder of the licence shall return the licence to the Town of Fort Frances within twenty-four (24) hours

of service of the “written notice” of the decision of the Issuer of Licenses or, where an appeal had been filed, the decision of the Licence Appeal Committee, and the Issuer of Licenses or their designate may enter the business premises belonging to the licensee for the purpose of receiving, taking, or removing the said licence.

2.28.2 When a person has their licence revoked or suspended under this By-Law, he or she shall deliver the licence to the Issuer of Licenses and in no way shall obstruct or prevent the Issuer of Licenses or their designate from obtaining the licence.

2.29 SERVICE OF NOTICE OR ORDER

2.29.1 Any notice or order required to be given or served under this By-Law is sufficiently served if delivered personally or sent registered mail or by electronic mail, addressed to the person to whom delivery or service is required to be made, at the last address for service appearing in the records of the licensing registry.

2.29.2 When service is made by registered mail, the service shall be deemed to be made on the seventh day (7) after the date of mailing, unless the person on whom service is being made establishes he did not, through absence, accident, illness, or other cause beyond their control, receive the notice or order until a later date.

2.30 ENFORCEMENT

2.30.1 A Municipal Law Enforcement Officer, Police Officer, or other duly appointed individual may enforce the provisions of this by-law.

2.30.2 No person shall obstruct, hinder, or otherwise interfere with an enforcement officer in the lawful carrying out of their duties and responsibilities under the provisions of this by-law.

2.31 SCOPE AND AUTHORITY

2.31.1 Where a matter is subject to provincial regulation, any provision of this by-law is without effect to the extent that it prohibits or regulates the matter in substantially the same way as or in a more restrictive way than the provincial regulation.

2.32 SEVERABILITY

2.32.1 Should any section of this by-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

2.33 EXEMPTIONS

2.33.1 The Issuer of Licenses may grant an exemption to any person from any provision of this by-law and impose conditions for such exemption(s) as may be considered reasonable and necessary, provided such exemption does not interfere with the general integrity of this by-law.

2.34 PENALTIES

2.34.1 Every person or director or officer of a corporation who contravenes or knowingly concurs in the contravention of any of the provisions of this by-law, including an order

issued under this by-law, is guilty of an offence and shall, upon conviction thereof, forfeit and pay a minimum penalty of three hundred (\$300.00) or a maximum penalty of five thousand dollars (\$5,000.00), exclusive of costs and every such fine is recoverable under the Provincial Offences Act, R.S.O. 1990, Chapter P33, as amended.

2.34.2 Should this by-law be contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the By-Law, the court may impose an order prohibiting the continuation or repetition of the offence by the person convicted.

2.35 **TRAILERS**

2.35.1 Except as specifically exempted and provided for in section 2.35.2 of this section, no business or persons carrying on or engaged in a business shall:

- (a) store or warehouse anything in or on a trailer; nor
- (b) have a trailer in or which to store or warehouse anything.

2.35.2 A business which, as an integral part of its operations:

- (a) stores or parks trailers, buses, or semi-trucks/tractors, for commercial purposes; or
- (b) leases or rents trailers, buses or semi-trucks/tractors, for hire for commercial purposes, and to which a license has been granted by the Municipality permitting the business to do the things provided for in this section, is exempted from section 2.35.1 of this Part.

2.35.3 Notwithstanding that a business may have been exempted by section 2.35.2 of this Part, the persons carrying on or engaged in such exempted business shall nonetheless:

- (a) keep all trailers and surrounding area clean and clear of waste, mess and unsightly clutter and litter; and
- (b) ensure that all trailers and the things so stored or warehoused in or on the trailers are maintained, parked, and otherwise kept in a manner that is:

- (i) safe; and
- (ii) not a danger to the health and safety of the inhabitants of the Town; and;

- (c) not permit the trailers or things stored in them to be, or become a public nuisance.

2.35.4 It shall be a condition of the obtaining, continuing to hold or renewing a license by the Municipality under this by-law (permitting the business to do the things provided in

2.35.2 (a) and (b) of this Part) that the persons carrying on or engaged in a business exempted from section 2.35.1 of this Part shall allow the Municipality at any reasonable times to inspect places and premises used in the carrying on of the business and the trailers, vehicles, and other personal property used or kept for hire in connection with the carrying on of the business.

3 **OPERATING CRITERIA FOR ALL BUSINESSES**

3.1 **Table of Contents**

Please be advised that the listing of required approvals or inspections may not include all information required. Such other civic departments, boards, commissions, authorities or other agencies that the Issuer of Licenses considers may have an interest in the application, may be requested to submit comments or recommendations to the Town of Fort Frances within such time as specified by the Issuer of Licenses.

LICENCE CATEGORY	REQUIRED APPROVALS, INSPECTIONS OR DOCUMENTATION
Adult Entertainment Parlour Sec 3.2	Zoning, Building, Fire, OPP, Liability Insurance \$2,000,000.00, By-Law, Council Location Approval, NWHU, WSIB (if applicable).
Arcade – Class A Sec 3.3	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, Consent Forms for people under 16 years of age, WSIB (if applicable).
Arcade – Class B Sec 3.3	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law.
Auctioneer Sec 3.4	Zoning, Building, Liability Insurance \$2,000,000.00, By-Law.
Automobile Lease/Sales/Rental Sec 3.5	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Automobile Body Repair Sec 3.6	Zoning, Building, Fire, By-Law, List of Current Employees and Certificate of Qualification for each, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Automobile Service Sec 3.7	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, Certificate of Qualification for each, WSIB (if applicable).
Beauty Salon / Hairstylist / Esthetician Sec 3.8	Zoning, Building, Health Unit Inspection, List of Current Employees and Certificate of Qualification for each, Liability Insurance \$2,000,000.00, By-Law, Water Meter, WSIB (if applicable).
Bed & Breakfast / Lodging House Sec 3.9	Zoning, Building, Fire, Health Unit Inspection, Liability Insurance \$2,000,000.00 ESA, WSIB (if applicable).
Billiard Hall	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, Criminal Reference

Sec 3.10	Check (if required), WSIB (if applicable), Consent Forms for people under 16 years of age.
Bowling Alley Sec 3.11	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, Criminal Reference Check (if required), WSIB (if applicable), By-Law, Consent Forms for people under 16 years of age (if required).
Carnival / Exhibition Sec 3.12	Zoning, Building, Fire, Ontario Amusement Device Permit, TSSA Certificate, Liability Insurance \$5,000,000.00 with Town named as additional insured if held on municipal property, By-Law, FFPC, ESA, WSIB (if applicable).
Car Wash Sec 3.13	Zoning, Building, Liability Insurance \$2,000,000.00, By-Law, Water Meter, WSIB (if applicable).
Charitable Organization Sec 2.10	Zoning, Building, By-Law, List of all Employees working in Town and copy of Charitable Organization Number.
Circuses / Similar Shows Sec 3.14	Zoning, Building, Fire, Liability Insurance \$5,000,000.00 with Town named as additional insured if held on municipal property, Criminal Reference Check (if required), WSIB (if applicable).
Eating Establishment / Food Shop / Caterer Sec 3.15	Zoning, Building, Fire, Health Unit Inspection, By-Law, Liability Insurance \$2,000,000.00, Water Meter, Liquor License (if applicable), WSIB (if applicable), ESA.
Food Truck / Trailer Sec 3.16	Zoning, Building, Fire, Health Unit Inspection, By-Law, TSSA Certificate, Liability Insurance \$2,000,000.00, Location(s) list with owner approvals of business operating, Safety Standards Certificate, WSIB (if applicable).
Fuel Dealer Sec 3.17	Zoning, Building, Fire, By-Law, Liability Insurance \$5,000,000.00, WSIB (if applicable).
General Contractor Sec 3.18	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).

Grocery Sec 3.19	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Home Occupation Sec 3.20	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, Water Meter (if applicable), WSIB (if applicable).
Hotel / Motel Sec 3.21	Zoning, Building, Fire, Health Unit Inspection, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Laundromat / Dry Cleaner Sec 3.22	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Motor Vehicle Service Station (Gas Station) Sec 3.23	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Pawn Shop Sec 3.24	Zoning, Building, By-Law, OPP, Liability Insurance \$2,000,000.00, Security Deposit \$2,000.00, Signage Requirements, Security System Installation, Record Keeping System, Redemption Requirements WSIB (if applicable).
Pet Groomer Sec 3.25	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, Water Meter, WSIB (if applicable).
Professionals Sec 3.26	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Public Hall Sec 3.27	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00 ESA, WSIB (if applicable).
Recreational Vehicle & Watercraft Sales/Lease/Rental Sec 3.28	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Recreational Vehicle & Watercraft Service Sec 3.29	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Recreational Vehicle & Watercraft Body Repair Sec 3.29	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).

Refreshment Vehicle (Mobile / Stationary) Sec 3.30	Zoning, Building, Fire, Vehicle Safety Certificate, Health Unit Inspection, Liability Insurance \$2,000,000.00 and Written Permission of Property Owner(s), TSSA, WSIB (if applicable).
Retail Sales Sec 3.31	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Second Hand Dealer Sec 3.32	Zoning, Building, Fire, By-Law, Record Keeping System, Liability Insurance \$2,000,000.00 WSIB (if applicable).
Small Engine Repair Sec 3.33	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00 WSIB (if applicable).
Tattoo Parlour / Body Piercing / Electrolysis Sec 3.34	Zoning, Building, Fire, Health Unit Inspection, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Temporary Vendor (Door to Door Sales) Sec 3.35	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, Written Permission from Property Owner(s), WSIB (if applicable).
Tobacco Sales Sec 3.36	Provincial Tobacco License, Liability Insurance \$2,000,000.00, Health Unit Inspection, Zoning, WSIB (if applicable).
Trades Sec 3.37	List of Current Employees College of Trades Certificates for each, Vehicle Information, Zoning, Building, By-Law, Liability Insurance, WSIB (if applicable).

3.2 **Adult Entertainment Parlour**

Authority: Municipal Act, S.O. 2001, c.25

3.2.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Adult Entertainment Parlours within Municipal boundaries to:

- (a) Ensure that consumers are protected;
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an Adult Entertainment Parlour.

3.2.2 **Location Designations**

- (a) No person shall operate an adult entertainment parlour within Municipal boundaries except:
 - (i) in defined areas or locations designated by Council for the Town of Fort Frances.

(ii) under the authority of a current licence or renewed license pursuant to this by-law and that is not suspended or revoked.

(b) The number of licenses authorized for the operation of adult entertainment parlours within the municipality may be limited at any time by the Council of the Town of Fort Frances and not more than one licence shall be issued with respect to each Area designated.

3.2.3 Operating Requirements – New/Renewal Licenses

(a) No person shall operate or maintain an Adult Entertainment Parlour with the Town of Fort Frances without first having obtained a business licence to do so.

(b) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$2,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.

(c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the adult entertainment parlour is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.

(d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.

(e) The applicant shall provide the class of any licence issued in respect of the premises under the Liquor Licence Act and the particulars of the licence along with any special terms and conditions that are attached thereto.

(f) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall permit any person under the age of 19 years to enter and remain in the adult entertainment parlour during the hours of operation where the premises is licensed under the Liquor Licence Act, and it is a term and condition of that licence that neither the holder of that licence nor the operator of an adult entertainment parlour shall not permit any person under or apparently under the age of 19 years to enter or remain upon the licensed premises.

(g) No holder of an adult entertainment parlour licence or operator of an adult entertainment parlour shall employ a person under the age of 18 years to entertain in an adult entertainment parlour.

(h) No holder of a licence nor operator of an adult entertainment parlour shall, in respect of any adult entertainment parlour operated by such persons, knowingly permit any attendant, while providing services as an attendant, to touch, or be touched by, or have physical contact with, any other person in any manner whatsoever involving any part of that person's body.

(i) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall fail to ensure that all services provided by an attendant are within view of the main stage without obstruction by any wall, curtain or other enclosure.

(j) No attendant shall while providing services as an attendant at an adult entertainment parlour, touch or have physical contact with any other person in any manner whatsoever involving any part of that person's body.

(k) No holder of an adult entertainment parlour licence nor operator shall use or permit to be used a public address system, sound equipment, loud speaker or any similar device outside the premises in which an adult entertainment parlour is located.

(l) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall permit any person to carry on the activity outside the premises of shouting or speaking to or distributing handbills to persons passing by for the purpose of promoting the adult entertainment parlour or soliciting persons passing by to patronize or enter the adult entertainment parlour.

(m) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall use any sign, advertising or advertising device, including any printed matter, posted or used outside the premises for the purpose of promoting the adult entertainment parlour, or any photograph, drawing or other artistic rendering appealing to, or designed to appeal to, erotic or sexual appetites or inclinations that shows:

(i) the nipples or areolae uncovered of a female person or the public, perineal or perineal areas uncovered of a male or female person; or

(ii) the act, whether actual or simulation, of sexual intercourse, cunnilingus, fellatio, bestiality, masturbation, urination or defecation, or the bonding, flagellation, mutilation, maiming or murder of one or more human beings.

3.3 Arcade Classes A & B

3.3.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to license, regulate and govern Arcades within Municipal boundaries to:

(a) Ensure that consumers are protected;

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an Arcade.

(d) Ensure the safety of children under the age of 16 years in Arcades – Class A.

3.3.2 Operating Requirements – New/Renewal Licenses

3.3.2.1 Arcade – Class A

(a) No person shall operate an Arcade – Class A within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) An Arcade – Class A must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the Arcade – Class A is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.

(d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.

(e) No person who is a holder of an Arcade – Class A licence shall fail to have every part of the Arcade – Class A sufficiently lighted so as to permit the safe use of the facility by the public.

(f) No person who is a holder of an Arcade – Class A licence shall fail to locate within the Arcade – Class A electrical receptacles accessible to users of the premises.

(g) No person who is a holder of an Arcade – Class A licence shall fail to have the Arcade – Class A supervised by an adult person who shall remain on the premises at all times when the premises is open in accordance to this by-law.

(h) The holder of an Arcade – Class A licence or the operator or supervisor of an Arcade – Class A shall not permit any person under the age of 16 years to play or operate any amusement machines or amusement devices unless said person's parent or guardian has submitted written consent with respect to said person in the form of Schedule "C", attached hereto and forming part of this by-law.

3.3.2.2 Arcade - Class A Hours of Operation

No person who is a holder of an Arcade – Class A license shall operate:

(a) on any day which is defined as a "Holiday" under the Retail Business Holidays Act, as amended.

(b) between the hours of 11:00 pm (of said day) to 9:00am (following day).

3.3.2.3 Arcade – Class B

(a) No person shall operate an Arcade – Class B within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) No person who is a holder of an Arcade – Class B licence shall fail to have every part of the Arcade – Class B sufficiently lighted so as to permit the safe use of the facility by the public.

(c) No person who is a holder of an Arcade – Class B licence shall fail to locate within the Arcade – Class B electrical receptacles accessible to users of the premises.

(d) No person who is a holder of an Arcade – Class B licence shall fail to have the Arcade – Class B supervised by an adult person who shall remain on the premises at all times when the premises is open in accordance to this by-law.

3.3.2.4 Arcade – Class B Hours of Operation

(a) An Arcade – Class B shall only be permitted to operate during the regular hours of operation of the principal business.

3.4 Auctioneer

3.4.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Auctioneers within the Municipal boundaries to:

(a) Ensure that consumers are protected by having auction items sold by an individual with no criminal record;

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an Auctioneer;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.4.2 **Operating Criteria**

(a) No person shall sell or put up for sale goods, wares, merchandise or effects by public auction within the Town without first having obtained a licence to do so.

(b) The auctioneer shall, prominently display at each auction, their licence issued and shall in all public advertisements of any nature used by them in the course of their business, include their municipal licence number.

(c) No auctioneer shall permit any disorder in their auction room or offices.

(d) No auctioneer shall knowingly make or permit to be made any misrepresentation as to the nature, content, quantity or value of any goods, wares, merchandise or effects which may be offered for sale.

(e) No auctioneer shall do any act that is calculated to or which may reasonably have the effect of confusing a purchaser as to the amount he pays for any article(s) or give away articles or sell them for nominal amounts to stimulate bidding.

(f) No auctioneer shall by deceit, falsehood, or other fraudulent means stimulate or raise bids or cause to stimulate or raise bids affecting the selling price of any item offered for sale to the public by public auction.

(g) No auctioneer shall sell or put up for sale by auction any goods, wares, merchandise or effects on a reserve bid basis without first having announced to those in attendance at the auction the fact that such item is held on reserve bid.

(h) Every auctioneer shall advise the Issuer of Licenses a minimum of seven (7) days in advance, the time, date and location of every auction scheduled.

(i) Nothing herein contained shall apply to a Sheriff or Bailiff Sale.

(j) Nothing in this section shall in anyway affect or invalidate the claim of any auctioneer for goods warehoused with them, and on which have made advances.

(k) Service clubs and registered charitable organizations conducting Silent Auctions or Chinese Auctions, and as approved by the Issuer of Licenses shall be exempt from the provisions of this by-law.

(l) Every auctioneer shall keep proper books of account of the business transacted by them as an auctioneer. Such books shall give the names and addresses of the owners of the goods, wares, merchandise or effects to be sold. The description of the same, the price for which the same may be sold, the names and addresses of the persons purchasing such goods, wares, merchandise or effects or any portion thereof. The price for which the same was sold and the auctioneers shall forthwith, after the sale of same, or any portion thereof, account for the proceeds and pay the same to the person(s) entitled to such proceeds, less the auctioneer's legal and proper commissions and charges. They shall, in case of no sale is made of such goods, on payment of their proper costs and charges, return such goods to the person(s) entitled to receive such goods on proper demand being made for such goods.

3.5 Automobile Lease/Sales/Rental

3.5.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to license, regulate and govern Automobile Lease/Sales/Rental Services within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.5.2 Operating Criteria

- (a) No person shall operate or maintain the business of Automobile Leasing or Automobile Rental or Automobile Sales within Municipal boundaries without first having obtained a licence to do so.
- (b) The licensee shall provide to the Issuer of License at the time of application, a valid Motor Vehicle Dealers Certificate issued by the Ministry of Transportation (MTO) and a registered member in good standing with the Ontario Motor Vehicle Industry Council (OMVIC).
- (c) The licensee shall ensure that the make, model, vehicle identification number and licence plate number is recorded for each automobile leased or rented.
- (d) No person shall permit the licensed premises to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (e) No person shall park or store any motor vehicle on any sidewalk, boulevard, highway or roadway.
- (f) No person shall permit the engine of any motor vehicle to run in any building whether on a frame or in a motor vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (g) No person shall remove or cause to be removed any snow from the premises to any public sidewalk, street or roadway.
- (h) Every person shall keep the premises free from rubbish and in a clean and neat condition.
- (i) Every person shall keep any sidewalk or street upon which the premises abuts free from any dirt or other foreign substance derived from or resulting from the use thereof.

3.6 Automobile Body Repair

3.6.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Automobile Body Repair within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.6.2 Operating Criteria

(a) No person shall operate or maintain the business of Automobile Body Repair within Municipal boundaries without first having obtained a licence to do so.

(b) The licensee shall provide to the Issuer of License at the time of application, a valid Certificate of Qualification from the Ontario College of Trades.

(c) The licensee shall ensure that the make, model, vehicle identification number and licence plate number is recorded for each automobile leased or rented.

(d) No person shall permit the licensed premises to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.

(e) No person shall park or store any motor vehicle on any sidewalk, boulevard, highway or roadway.

(f) No person shall permit the engine of any motor vehicle to run in any building whether on a frame or in a motor vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.

(g) No person shall remove or cause to be removed any snow from the premises to any public sidewalk, street or roadway.

(h) Every person shall keep the premises free from rubbish and in a clean and neat condition.

(i) Every person shall keep any sidewalk or street upon which the premises abuts free from any dirt or other foreign substance derived from or resulting from the use thereof.

3.7 Automobile Service

3.7.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Automobile Service within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.7.2 Operating Criteria

(a) No person shall operate or maintain the business of Automobile Service within Municipal boundaries without first having obtained a licence to do so.

- (b) The licensee shall provide to the Issuer of Licenses at the time of application, a valid Certificate of Qualification from the Ontario College of Trades and provide a copy of their Motor Vehicle Inspection Station Certificate and Drive Clean Program License (if applicable) issued in the name of the applicant.
- (c) The licensee shall ensure that the make, model, vehicle identification number and licence plate number is recorded for each automobile leased or rented.
- (d) No person shall permit the licensed premises to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (e) No person shall park or store any motor vehicle on any sidewalk, boulevard, highway or roadway.
- (f) No person shall permit the engine of any motor vehicle to run in any building whether on a frame or in a motor vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (g) No person shall remove or cause to be removed any snow from the premises to any public sidewalk, street or roadway.
- (h) Every person shall keep the premises free from rubbish and in a clean and neat condition.
- (i) Every person shall keep any sidewalk or street upon which the premises abuts free from any dirt or other foreign substance derived from or resulting from the use thereof.

3.8 Beauty Salon/Hairstylist/Esthetician

3.8.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Beauty Salon/Hairstylist/Esthetician within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.8.2 Operating Criteria

- (a) No person shall operate or maintain the business of Beauty Salon/Hairstylist/Esthetician within Municipal boundaries without first having obtained a licence to do so.
- (b) The licensee shall provide to the Issuer of Licenses at the time of application, or as otherwise requested, an annual Certificate of Inspection letter from the Northwestern Health Unit.
- (c) The licensee shall provide to the Issuer of Licenses at the time of application and maintain with the Issuer of Licenses at all times, a current list of employees providing service as an esthetician and/or hairstylist (including trade numbers).
- (d) No licensee shall employ as a hairstylist in any establishment or permit any person to engage in the trade of hairstyling therein, unless such person is employed or engaged in such trade is:

- (i) a holder of a current Certificate of Qualifications as a hairstylist as issued pursuant to the Ontario College of Trades.
- (ii) registered as an apprentice hairstylist under the Ontario College of Trades.

(e) The licensee shall ensure that no room in any premises licensed hereunder is used as a living, eating, food preparing, bathing or sleeping quarters.

(g) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.9 Bed & Breakfast/Lodging House

3.9.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Bed & Breakfast/Lodging House within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.9.2 Operating Criteria

- (a) No person shall operate or maintain the business of Bed & Breakfast or Lodging House within Municipal boundaries without first having obtained a licence to do so.
- (b) The applicant shall provide at the time of application the name, address and telephone number of the registered owner of the property. If the registered owner of the property is a corporation, the name, address and telephone number of the Chief Officer and the secretary. As well as the name, address and telephone number of the keeper, manager, superintendent or custodian of the building, if not the same as the owner.
- (c) Every person shall keep a register of all patrons showing their name, address, the vehicle make and license plate number including Province or State from which such plate was issued. The date of admission and departure and shall provide such register upon the request of any enforcement officer in the course of their duties as authorized by this by-law.
- (d) The licensee shall at all times maintain a list detailing the number of guestrooms and facilities offered by the establishment.
- (e) Every person shall ensure that each guestroom is provided with clean linens, including towels, and any other customary toiletry for each registered individual on a daily basis.
- (f) Every person shall ensure that the use and intended use of the property is in compliance with the Town of Fort Frances Zoning By-Law, as amended.
- (g) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business.
- (h) An electrical inspection certificate is required at the time of application, or as otherwise requested, by the Issuer of Licences, verifying the building is in compliance with the Electrical Safety Authority.

(i) An inspection certificate may be required at the time of application, by the Issuer of Licences, from a certified technician that the heating system is in safe working order.

3.10 Billiard Hall

3.10.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Billiard Halls within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.10.2 Operating Criteria

- (a) No person shall operate a Billiard Hall within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Billiard Hall must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the billiard hall is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.
- (d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.
- (e) No person who is a holder of a billiard hall licence shall fail to have every part of the billiard hall sufficiently lighted so as to permit the safe use of the facility by the public.
- (f) No person who is a holder of a billiard hall license shall fail to locate within the billiard hall electrical receptacles accessible to users of the premises.
- (g) No person who is a holder of a billiard hall licence shall fail to have the billiard hall supervised by an adult person who shall remain on the premise at all times when the premise is open in accordance to this by-law.
- (h) The holder of a billiard hall license or the operator or supervisor of a billiard hall shall not permit any person under the age of 16 years to play or operate any pool table unless said person's parent or guardian has submitted written consent with respect to said person in the form of Schedule "C", attached hereto and forming part of this by-law.

3.10.3 Billiard Hall Hours of Operation

No person who is a holder of a billiard hall licence shall operate:

(a) on any day which is defined as a “Holiday” under the Retail Business Holidays Act, as amended.

(b) between the hours of 11:00 pm (of said day) to 9:00am (following day).

3.11 **Bowling Alley**

3.11.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Bowling Alleys within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.11.2 **Operating Criteria**

(a) No person shall operate a Bowling Alley within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Bowling Alley must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the billiard hall is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.

(d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.

(e) No person who is a holder of a bowling alley licence shall fail to have every part of the bowling alley sufficiently lighted so as to permit the safe use of the facility by the public.

(f) No person who is a holder of a bowling alley licence shall fail to locate within the bowling alley electrical receptacles accessible to users of the premises.

(g) No person who is a holder of a bowling alley licence shall fail to have the bowling alley supervised by an adult person who shall remain on the premise at all times when the premise is open in accordance to this by-law.

3.12 **Carnival/Exhibition**

3.12.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Carnivals/Exhibitions within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.12.2 Operating Criteria

(a) No person shall operate a Carnival/Exhibition within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Carnival/Exhibition must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide the Issuer of Licenses at the time of application. Proof of liability insurance in the minimum amount of \$5,000,000.00 and where the carnival is to take place on municipal property, such insurance shall name the Town of Fort Frances as an additional insured and proof of WSIB Insurance by providing a certificate of clearance.

(d) The applicant shall provide the Issuer of Licenses at the time of application, or as otherwise requested, an Ontario Amusement Device Permit and TSSA Certificate issued within 12 months of the date of application.

(e) The applicant shall provide to the Issuer of Licenses at the time of application, the name and address of the person having control and charge of the operation of the carnival/exhibition.

(f) No person having control or charge of such an operation shall commence to assemble or erect any tent, shelter, cage, pole, stand, platform, seating accommodation, machinery, plant, apparatus, or mechanical device or ride or any other structure or erection until a licence has been obtained.

(g) The licensee shall ensure that the electrical system, equipment, fuses and switches are inaccessible to the public and cables in the ground in areas used by the public are placed in trenches or suitably protected as required by the Electrical Safety Authority.

(h) The licensee shall ensure that all electrical systems are operated and maintained in a safe manner as per Electrical Safety Authority Regulations.

(i) The licensee may be requested by the Issuer of Licenses to provide a Criminal Reference Check at the time of application.

3.13 Car Wash

3.13.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Car Washes within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.13.2 **Operating Criteria**

(a) No person shall operate a Car Wash within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Car Wash must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) This section shall not apply to a bay(s) contained within any premises where car washing is performed as a provided operation to any other primary purpose of such premises.

(d) No person shall permit the engine of a motor vehicle to run in any building, unless adequate ventilation is provided to ensure dilution of any carbon monoxide fumes.

(e) No person shall use or permit to be used, any portion of the premises for washing of motor vehicles unless during hours of business, adequate illumination is provided to the service bay(s), such lighting is to be arranged as to deflect light into the service bay(s) and away from adjoining properties or streets.

(f) No person shall use or permit to be used, any portion of the premises for washing of motor vehicles unless one-way driveways are clearly designated by a sign at the street line.

(g) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.14 **Circuses & Similar Shows**

3.14.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Car Washes within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.14.2 **Operating Criteria**

(a) No person shall operate a Circus & Similar Show within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Circus & Similar Show must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$5,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, such insurance shall name the Town of Fort Frances as an additional insured and proof of WSIB Insurance by providing a certificate of clearance.

(d) No person owning, operating or having control or charge of a circus, travelling show or similar show shall locate within the Town or commence to assemble or erect within the Town, any tent, shelter, cage, pole, stand, platform, seating accommodation, machinery, plant, apparatus or mechanical device or ride or other structure or erection.

(e) No licensee of a public hall within the Town who has rented or leased such public hall or authorized the same to be used by a circus or similar show, shall permit or allow such circus or show to assemble or erect in such assembly hall, any tent, shelter, cage, pole, stand, platform, seating accommodation, machinery, plant, apparatus or mechanical device, ride or any other structure or erection until a licence has been obtained for the operation and conduct of such circus, travelling or similar show.

(f) The licensee shall ensure that the electrical system, equipment, fuses and switches are inaccessible to the public and cables in the ground in areas used by the public are placed in trenches or suitably protected as required by the Electrical Safety Authority.

(g) The licensee shall ensure that all electrical systems are operated and maintained in a safe manner as per Electrical Safety Authority Regulations.

(h) The licensee may be requested by the Issuer of Licenses to provide a Criminal Reference Check at the time of application.

3.15 Eating Establishment/Food Shop/Caterer

3.15.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Eating Establishments/Food Shops/Caterers within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.15.2 Operating Criteria

(a) No person shall operate an Eating Establishment/Food Shop/Caterer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) An Eating Establishment/FoodShop/Caterer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners and the licensee shall ensure that all premises comply with the Building Code Act, S.O. 1992, c.23, as amended

(c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested an annual Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

(d) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested the occupant load for the premise as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.

- (e) The licensee shall ensure that the operation (if alcohol is served) is in compliance with the Liquor License Act R.S.O. 1990, c.L19, as amended.
- (f) The licensee shall ensure that no dogs, cats or other animals are allowed in any premise or place where food is kept, stored, cooked, prepared or served, unless it is in respect of any person who is visually impaired and being guided or led by a service animal.
- (g) The applicant shall provide to the Issuer of Licenses at the time of application, a copy of the Liquor Licence as issued by the Alcohol and Gaming Commission of Ontario, if alcohol is served within the premise.
- (h) No person shall operate an outdoor patio as an extension to an eating establishment without proper licensing.
- (i) No person shall operate a refreshment vehicle of any class as an extension of an eating establishment without proper licensing.
- (j) Every person employed in such premise shall keep themselves and their wearing apparel in a clean and sanitary condition.
- (k) No person licensed hereunder shall purchase, use, sell, offer for sale or have in their possession any meat unless such meat has been inspected and displays on the carcass, the inspection legend of the Ontario Ministry of Agriculture, Food and Rural Affairs or of the Department of Agriculture or Agriculture Canada.
- (l) The licensee shall ensure that all fresh meat and fish offered for sale shall be clearly identified.
- (m) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.16 Food Truck/Trailer

3.16.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Eating Establishments/Food Shops/Caterers within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.16.2 Operating Criteria

- (a) No person shall operate a Food Truck/Trailer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Food Truck/Trailer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners and the licensee shall ensure that all premises comply with the Building Code Act, S.O. 1992, c.23, as amended

- (c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested an annual Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.
- (d) The applicant shall provide to the Issuer of Licenses at the time of application the vehicle identification number and license plate number as issued by the Ministry of transportation for each vehicle owned by the company and a valid and current Safety Standards Certificate issued pursuant to the Highway Traffic Act R.S.O. 1990, c. H.8, as amended.
- (e) The applicant shall provide to the Issuer of Licenses at the time of application a valid and current Mobile Food Service Equipment Approval from the TSSA (Technical Standards & Safety Authority).
- (f) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.
- (g) Every licensee shall ensure that every refreshment vehicle is equipped with adequate refuse containers with lids, and such containers shall be kept in a clean and sanitary condition and emptied as necessary and are located to be easily accessible by the public making purchases while the vehicle is stopped.
- (h) No licensee shall permit any individual other than a bona fide employee to operate the food truck/trailer.
- (i) The licensee shall ensure that every vehicle displays in a contrasting colour and in clearly visible letters on both side panels, the operating name of the business as it appears on their business license.
- (j) Every owner shall take out a separate licence for each refreshment vehicle owned and operated by them and the plate issued in respect of such licence shall be securely affixed to the rear of the vehicle and be visible at all times.
- (k) Every licensee shall at their own expense, whenever required to do so by the Issuer of Licenses or any enforcement officer in the course of their duties request such vehicle to be brought for an inspection.
- (l) No person shall operate a food truck/trailer on adequately zoned private property without the express written permission of the owner or their authorized agent.
- (m) No person shall operate a food truck/trailer within any park, boulevard, sidewalk or any other municipal property unless authorized to do so by the Town.
- (n) No person shall stop, park or otherwise carry on business from a food truck/trailer for the purpose of selling or offering for sale any refreshments or product at a distance of less than 50 feet from any intersection, within 100 feet of any school grounds or within 100 feet of any public park, unless authorized by the Town to do so.
- (o) No person shall stand, stop or park or permit to stand, stop or be parked, any vehicle contrary to any Municipal By-Law, the Highway Traffic Act or other statute or by-law that may be applicable.
- (p) No person shall operate a food truck/trailer between the hours of 12:00am (midnight) to 7:00am on any day.

3.17 **Fuel Dealer**

3.17.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Fuel Dealers within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.17.2 **Operating Criteria**

- (a) No person shall operate a Fuel Dealer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Fuel Dealer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners and the licensee shall ensure that all premises comply with the Building Code Act, S.O. 1992, c.23, as amended
- (c) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$5,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.
- (d) Every person shall ensure that each delivery person employed to deliver fuel within the municipal limits of the Town holds a valid Province of Ontario Driver's Licence with the appropriate classes designated to operate a fuel delivery truck.
- (e) Every person shall ensure that all fuel products are adequately stored and maintained in a safe manner.
- (f) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.

3.18 **General Contractor**

3.18.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern General Contractors within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.18.2 **Operating Criteria**

- (a) No person shall operate as a General Contractor within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A General Contractor must meet the Town of Fort Frances Zoning By-Law requirements, as amended and shall not be a nuisance to surrounding landowners.
- (c) Every general contractor shall ensure that all necessary permits are obtained prior to commencement of any work and shall ensure that any and all inspections of completed work are obtained, as may be necessary.
- (d) No building permit shall be issued unless such general contractor has obtained a municipal licence to carry on the business as a general contractor.

3.19 **Grocery**

3.19.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Grocery Stores within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.19.2 **Operating Criteria**

- (a) No person shall operate as a Grocery Store within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Grocery Store must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.

3.20 **Home Occupation**

3.20.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Home Occupation within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.20.2 Operating Criteria

(a) No person shall operate as a Home Occupation within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Home Occupation must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.

(d) The applicant shall ensure that they have advised Operations & Facilities of the business being conducted and fulfilled the requirement(s) for a water meter as determined by the Operations & Facilities Manager.

3.21 Hotel/Motel

3.21.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Hotel/Motels within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.21.2 Operating Criteria

(a) No person shall operate as a Hotel/Motel within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Hotel/Motel must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.

(d) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

3.22 Laundromat/Dry Cleaner

3.22.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Laundromat/Dry Cleaner within Municipal boundaries to:

(a) Ensure that consumers are protected.

- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.22.2 Operating Criteria

- (a) No person shall operate a Laundromat/Dry Cleaner within Municipal boundaries without holding a current valid license for such premises or business issued under the provisions of this by-law.
- (b) A Laundromat/Dry Cleaner must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licenses a Certificate of Inspection Letter from the Fort Frances Fire/Rescue Service, ensuring compliance with the Fire Prevention & Protection Act S.O. 1997, c.4, as amended.
- (d) Every person who holds a licence as a laundromat/dry cleaner shall keep their premise and any appurtenances or equipment thereto in a clean and sanitary condition as required by the Northwestern Health Unit and shall not allow any of the rooms used in connection with the said licence to be used for sleeping quarters.
- (e) Every person employed in such premises licensed under this section shall keep themselves and his wearing apparel in a clean and sanitary condition.
- (f) Every licensee shall cause the premises, in respect of such licence, together with any offices, appurtenances and any vehicles, wagons or trucks used by them in their business, to be kept in a clean and sanitary condition.

3.23 Motor Vehicle Service Station (Gas Station)

3.23.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Motor Vehicle Service Station (Gas Station) within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.23.2 Operating Criteria

- (a) No person shall operate a Motor Vehicle Service Station within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Motor Vehicle Service Station must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

- (c) No person shall permit the licensed premise to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (d) No person shall park or store any motor vehicle on any sidewalk, boulevard, highway or road.
- (e) Every person shall keep the premise free from rubbish and in a clean and neat condition.
- (f) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from snow, dirt or other foreign substances resulting from the use thereof.
- (g) Every person shall display in a conspicuous place at or upon the licensed premise a sign or signs bearing, in readily legible letters, the hours during which the licensed premise are open for business and clearly identifying the business name and address.

3.24 **Pawn Shop**

3.24.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Pawn Shops within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.24.2 **Operating Criteria**

- (a) No person shall operate as a Pawn Shop within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Pawn Shop must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$2,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.
- (d) The applicant shall comply with all of the requirements as set out in the Pawnbrokers Act R.S.O. 1990, c P.6, as amended. (i.e.: record keeping, security deposit, signage, etc).
- (e) The licensee shall ensure that every vehicle displays in a contrasting colour and in clearly visible letters on both side panels, the operating name of the business as it appears on their business licence and shall provide the vehicle identification, description of vehicle and plate number with Province or State issued to the Issuer of Licenses at the time of application.

3.25 **Pet Groomer**

3.25.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Pet Groomer within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.25.2 Operating Criteria

- (a) No person shall operate as a Pet Groomer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Pet Groomer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall allow any pet being accommodated in respect of the pet grooming services, to be kept in any outdoor run, compound or other area.
- (d) Every person shall ensure that while such pet is in their possession, the pet is kept in a sanitary, well ventilated and clean, safe and healthy location.
- (e) Every person shall ensure that while such pet is in their possession, the pet is kept in accordance with all Municipal By-Laws and the Dog Owner's Liability Act R.S.O. 1990, C D16., as amended.
- (f) Every person shall ensure that any cage in which a pet is to be kept is appropriate for the safe harbouring of such animal and that in no case shall such cage be kept at a height greater than five feet from the floor level when a pet is being kept in or harboured in such cage.
- (g) The applicant shall ensure that they have advised Operations & Facilities of the business being conducted and fulfilled the requirement(s) for a water meter as determined by the Operations & Facilities Manager.

3.26 Professionals

3.26.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Professionals within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.26.2 Operating Criteria

- (a) No person shall operate as a Professional within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Professional must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.

3.27 Public Hall

3.27.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Public Hall within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.27.2 Operating Criteria

(a) No person shall operate as a Professional within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Professional must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licences at the time of application, or when otherwise requested the occupant load for the premise as set by the Fire Chief of the Fort Frances Fire/Rescue Service and shall be in compliance with all requirements under the Fire Prevention and Protection Act S.O. 1997, c. 4, as amended.

(d) No licence shall be required by any religious organization in respect of a hall used for entertainment given or held by it, however, every such hall shall in all other aspects comply with this by-law.

(e) The licensee of a Public Hall shall ensure that all obstructions, including accumulations of ice and snow are removed from all entry/exit ways and fire escapes prior to admitting members of the public.

(f) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

(g) No person shall smoke in a public hall contrary to any Municipal By-Law or Provincial Legislation.

(h) The licensee shall ensure that the public hall is kept in a clean and well maintained state and clear of any rubbish or debris.

(i) The licensee shall ensure that the heating equipment is cleaned and maintained in a good state of repair.

(j) The licensee shall ensure that the electrical system and any portable electrical systems are inspected by the Electrical Safety Authority, and any defects found are corrected before the premise is occupied by the public.

3.28 Recreational Vehicle & Watercraft Sales/Lease/Rental

3.28.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Recreational Vehicle & Watercraft Sales/Lease/Rental within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.28.2 Operating Criteria

- (a) No person shall operate as a Recreational Vehicle & Watercraft Sales/Lease/Rental within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Recreational Vehicle & Watercraft Sales/Lease/Rental must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall permit the licensed premise to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (d) No person shall park or store any recreational or watercraft vehicle on any sidewalk, boulevard, highway or road.
- (e) No person shall permit the engine of any recreational or watercraft vehicle to run in any building whether on a frame or in a recreational or watercraft vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (f) Every person shall keep the premise free from rubbish or debris and in a clean and neat condition.
- (g) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

3.29 Recreational Vehicle & Watercraft Service/Body Repair

3.29.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Recreational Vehicle & Watercraft Service/Body Repair within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.29.2 Operating Criteria

(a) No person shall operate as a Recreational Vehicle & Watercraft Sales/Lease/Rental within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Recreational Vehicle & Watercraft Sales/Lease/Rental must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) No person shall park or store any recreational or watercraft vehicle on any sidewalk, boulevard, highway or road.

(d) No person shall permit the engine of any recreational or watercraft vehicle to run in any building whether on a frame or in a recreational or watercraft vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.

(e) Every person shall keep the premise free from rubbish or debris and in a clean and neat condition.

(f) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

3.30 Refreshment Vehicle (Mobile/Stationary)

3.30.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Refreshment Vehicles (Mobile/Stationary) within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.30.2 Operating Criteria

(a) No person shall operate a Refreshment Vehicle (Mobile/Stationary) within the Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Refreshment Vehicle (Mobile/Stationary) must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

- (d) The applicant shall provide to the Issuer of Licenses at the time of application a valid and current Mobile Food Service Equipment Approval from the TSSA (Technical Standards & Safety Authority).
- (e) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.
- (f) Every licensee shall ensure that every refreshment vehicle is equipped with adequate refuse containers with lids, and such containers shall be kept in a clean and sanitary condition and emptied as necessary and are located to be easily accessible by the public making purchases while the vehicle is stopped.
- (g) No licensee shall permit any individual other than a bona fide employee to operate the food truck/trailer.
- (h) The licensee shall ensure that every vehicle displays in a contrasting colour and in clearly visible letters on both side panels, the operating name of the business as it appears on their business licence.
- (i) Every owner shall take out a separate licence for each refreshment vehicle owned and operated by them and the licence issued in respect of such business shall be securely affixed to the vehicle and be visible at all times.
- (j) Every licensee shall at their own expense, whenever required to do so by the Issuer of License or any enforcement officer in the course of their duties request such vehicle to be brought for an inspection.
- (k) No person shall operate a refreshment vehicle on adequately zoned private property without the express written permission of the owner or their authorized agent.
- (l) No person shall operate a refreshment vehicle within any park, boulevard, sidewalk or any other municipal property unless authorized to do so by the Town.
- (m) No person shall stop, park or otherwise carry on business from a refreshment vehicle for the purpose of selling or offering for sale any refreshments or product at a distance of less than 50 feet from any intersection, within 100 feet of any school grounds or within 100 feet of any public park, unless authorized by the Town to do so.
- (n) No person shall stand, stop or park or permit to stand, stop or be parked, any vehicle contrary to any Municipal By-Law, the Highway Traffic Act or other statute or by-law that may be applicable.
- (o) No person shall operate a refreshment vehicle between the hours of 12:00am (midnight) to 7:00am on any day.
- (p) Every person selling or handling refreshments and foodstuffs shall be clean and neat in appearance and shall maintain clean hands at all times.
- (q) Every licensee shall ensure that the vehicle and all parts and equipment for use in the dispensing of refreshments are maintained in a clean and sanitary condition and at all times in good repair.

3.31 **Retail Sales**

3.31.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Retail Sales Stores within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.31.2 **Operating Criteria**

- (a) No person shall operate a Retail Sales Store within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Retail Sales Store must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

3.32 **Second Hand Dealer**

3.32.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Second Hand Dealers within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.32.2 **Operating Criteria**

- (a) No person shall operate as a Second Hand Dealer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Second Hand Dealer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.
- (d) The applicant shall ensure that a sound record keeping system is kept of all transactions. The record system shall be made available to an enforcement officer in the performance of their duties.

3.33 **Small Engine Repair**

3.33.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Small Engine Repair within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.33.2 **Operating Criteria**

- (a) No person shall operate a Small Engine Repair within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Small Engine Repair must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall park or store any piece of machinery on any sidewalk, boulevard, highway or road.
- (d) No person shall permit the engine of any piece of machinery to run in any building whether on a frame or on a machine, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (e) Every person shall keep the premise free from rubbish or debris and in a clean and neat condition.
- (f) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

3.34 **Tattoo parlour/Body Piercing/Electrolysis**

3.34.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Tattoo Parlour/Body Piercing/Electrolysis Shop within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.34.2 **Operating Criteria**

- (a) No person shall operate a Tattoo Parlour/Body Piercing/Electrolysis Shop within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Tattoo Parlour/Body Piercing/Electrolysis Shop must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

(d) The licensee shall ensure that no food or beverages are offered for sale or sold on the premises.

(e) The licensee shall ensure that no room in the premises is being used as a living, eating, food preparing, bathing or sleeping quarters.

(f) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.

3.35 Temporary Vendor (Door to Door Sales)

3.35.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Temporary Vendors within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.35.2 Operating Criteria

(a) No person shall operate as a Temporary Vendor within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) No person shall operate or maintain a temporary sales booth or location on any private property within Municipal boundaries without the express written permission of the property owner including specific time for which the applicant, is permitted to operate at such location.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested, such written permission and statement of time frame from the property owner.

(d) No person shall operate or maintain a temporary sales booth or location on any Town property without first having obtained permission from the Town to do so.

(e) No person shall operate a temporary sales location for a period not exceeding 30 consecutive days on any one occasion.

(f) Every person acting as a temporary vendor shall produce at the time of application to the Issuer of Licenses two (2) pieces of identification, one of which shall be photographic identification. Such identification shall clearly state the applicant's name and current address.

(g) No person shall engage in, or carry on their business by passing door to door within the Town before 9:00am any day and after 9:00pm any day.

3.36 **Tobacco Sales**

3.36.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Tobacco Sales within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.36.2 **Operating Criteria**

- (a) No person shall operate as a Tobacco Sales within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Tobacco Sales must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licences at the time of application, or as otherwise requested a copy of their Tobacco Retail Dealer's Permit/Licence as issued by the Ontario Ministry of Finance.
- (d) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

3.37 **Trades**

3.37.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Tradesmen within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.37.2 **Operating Criteria**

- (a) No person shall operate as a Tradesmen within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Tradesmen must meet the Town of Fort Frances Zoning By-Law requirements, as amended and shall not be a nuisance to surrounding landowners.

- (c) Every tradesperson shall ensure that all necessary permits are obtained prior to commencement of any work and shall ensure that any and all inspections of completed work are obtained, as may be necessary.
- (d) No building permit shall be issued unless such tradesperson has obtained a municipal licence to carry on the business as a general contractor.
- (e) The applicant shall provide to the Issuer of Licences at the time of application, or as otherwise requested a list of all employees along with a copy of their Trade Certificate(s) as issued by the Ontario College of Trades.

4 **TRANSITION**

4.1 For the purpose of business licenses issued under the provisions of By-Law #57/05, the date of expiry shall be December 31st, 2016 at 11:59 p.m.

5 **REPEAL**

5.1 By-Law 57/05 and By-Law 12/82 and all amendments are hereby repealed effective January 1st, 2017.

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 _____ day of _____ 2016.

R. Avis, Mayor

E. Slomke, Clerk



SCHEDULE “A”

APPLICATION FOR A BUSINESS LICENCE

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 #: _____

Amount of Insurance Coverage: _____

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

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

☐ Please include my business name and address in the Town of Fort Frances Business Directory.

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 Licenses.

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					

Fee \$ _____ Receipt# _____ Date Paid _____ Initials _____



RENEWAL OF A BUSINESS LICENCE

SCHEDULE “B”

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 #: _____

Amount of Insurance Coverage: _____

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:

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

☐ Please include my business name and address in the Town of Fort Frances Business Directory.

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 Licenses.

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					

Fee \$ _____ Receipt# _____ Date Paid _____ Initials _____

SCHEDULE “C”



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 16 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 16 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)

Date: October 3rd, 2016

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Sister Kennedy Centre Request to Waive Calendar Parking on Nelson Street.

The By-Law Enforcement Department received a letter dated September 28th, 2016 from the Sister Kennedy Centre's, Acting Manager, Cindy Noble in regards to waiving Calendar Parking in the 400 & 500 Blocks of Nelson Street on Tuesday October 4th, 2016 for the facilitation of parking for patrons attending the Senior's Fair.

This office supports the waiving of Calendar Parking in the 400 & 500 Blocks of Nelson Street for the Senior's Fair event that will be taking place on Tuesday October 4th, 2016 as similar requests by the Sister Kennedy Centre have been supported to assist with parking and access to the Centre. This office understands that the request is being approved after the event, but this was due to the timing of the request being submitted.

The Planning & Development Executive Committee is recommending that Council authorize Calendar Parking be waived in the 400 & 500 blocks of Nelson Street to accommodate the Senior's Fair being held Tuesday October 4th, 2016.

Respectfully submitted,

Original Signed by

Patrick Briere
By-Law Enforcement Officer

<p>Council approval of this report will: authorize Calendar Parking be waived in the 400 & 500 Blocks of Nelson Street during the Seniors' Fair being held Tuesday October 4th, 2016.</p>

Mr. Patrick Briere
By-Law Enforcement
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

September 28, 2016

Dear Mr. Briere:

The Sister Kennedy Centre will be hosting a Seniors' Fair on Tuesday October 4 at the Centre. The event will run from 10a.m. to 2p.m. As we anticipate attendance of 100 people parking will be a problem, especially since the Centre's parking lot will only hold a dozen or so cars.

Would it be possible to waive the calendar parking restriction on the 400 and 500 blocks of Nelson Street on that day in order to facilitate parking for Fair participants?

Your cooperation on this matter would be greatly appreciated. Thanks for your assistance.

Sincerely

A handwritten signature in cursive script that reads "Cindy Noble".

Cindy Noble

Acting Manager

Sister Kennedy Centre



TO: Mayor & Council

FROM: E. (Lisa) Slomke, Clerk

DATE: October 4, 2016

RE: Development of Revised Boards and Committees By-law
(Strategic Plan Initiative #36)

BACKGROUND

The draft version of the revised by-law to establish specific Boards / Committees of Council was reviewed at the July 5th, 2016 Administration & Finance Executive Committee. At that time, some additional research had to be completed prior to a final draft being presented. I reviewed By-law 36/81 regarding qualification for appointment of members to local boards, committee and commissions and the wording in this new draft version will address and replace that requirement.

It is important to note that several by-laws will be unaffected by the enactment of the attached draft, including BIA (32/78), SKC (38/83), CofA (17/07), Library (38/85) and Non-Profit Housing (418), listed as Item#2 in the new draft by-law, as they have their own independent by-law that authorizes their existence and purpose.

Additionally, I have attached the draft Application form with the end goal of making this application form fillable online (should that be the applicant's choice) for submission to the Clerk's Office.

NEXT STEPS

The final version of the draft by-law attached to this report, will be brought forward for Council to endorse, and subsequently the Clerk will update the website. The practices and process outlined in the new by-law will take effect upon enactment of the by-law. Upon enactment of a new Boards & Committees By-law, Strategic Plan Initiative #36 will be deemed complete.

Approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to endorse the draft by-law presented as amended and further that the By-law be brought forward at the next meeting of Council for enactment.

TOWN OF FORT FRANCES

By-law xx/16

Being a by-law to establish specific Boards / Committees of Council, the Municipal Act,
xxxx

WHEREAS Council recognizes that the use of Boards / Committees is an effective means of public participation, public consultation and a source of input on Town policies and procedures;

AND WHEREAS Boards / Committees play an integral role in the corporate decision making, by providing a means for staff and Council to receive the views and advice from citizen members on a variety of matters;

AND WHEREAS on xx Date, 2016, Council approved a report from the Clerk recommending amendments to the establishment of Boards / Committees and a defined process for handling appointment to Council established Boards / Committees;

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

1. With the exception of those by-laws identified in section 2. of this By-law, that each and every by-law and resolution previously enacted by Council for the Corporation of the Town of Fort Frances to establish or create a Board / Committee, the members of which are appointed by Council, be and the same are hereby repealed.
2. The following by-laws and resolutions pertaining to the establishment and structure of certain Boards / Committees are not affected by section 1. of this By-law and shall remain in force and effect:
 - a. Town of Fort Frances By-law 32/78, as amended, to establish a Business Improvement Area Board of Management;
 - b. Town of Fort Frances By-law 38/83, as amended, to establish an Elderly Persons Centre Board of Management (Sister Betty Kennedy Centre);
 - c. Town of Fort Frances By-law 17/07, as amended, to establish a Committee of Adjustment;
 - d. Town of Fort Frances By-law 38/85, as amended, and By-law No. 386, to establish the Fort Frances Public Library;
 - e. Resolution No. 418, passed by Council March 26, 1990 wherein is established the Fort Frances Municipal Non-Profit Housing Corporation.
3. Council hereby establishes an Executive Committee for each of the four Corporate Divisions (Administration & Finance, Planning & Development, Operations & Facilities and Community Services) for a term and with structure and mandate as outlined in Schedule 'A' attached hereto.

4. Council hereby establishes General Provisions that pertain to all Boards / Committees as set out in Schedule 'B' attached hereto.
5. Council will adhere to the Policy respecting the appointment of Board / Committee members, which includes criteria for eligibility and term of appointment as outlined in Schedule 'C' attached hereto.
6. Council may from time to time establish and make appointments to Boards / Committees as deemed necessary by Council resolution, with mandates, structure and Terms of Reference clearly outlined and forming part of the resolution.
7. Council hereby establishes the Committee of the Whole of Council with membership consisting of those members of Council of the day. The term of members shall coincide with the term of Council i.e. from Inaugural Meeting to November 30 for a four (4) year term.

The position of Chairperson and Vice-Chairperson of Committee of the Whole of Council shall be on a rotation basis throughout the duration of the four year term of Council among the six Councillors whereby each Councillor shall be four months as Chairperson. The rotation shall repeat once during the four year term of Council such that each member, following the completion of the terms of all member as Vice-Chairperson and Chairperson, shall repeat a four month term as Vice-Chairperson followed by a four month term as Chairperson. The order of selection shall be determined by the Mayor and approved by resolution of Council at the Inaugural Meeting of the newly elected Council.

The committee shall consider all matters brought before it that are appropriate and within its power to consider. Meetings of the Committee of the Whole are to be held as from time to time are regularly scheduled or otherwise as determined necessary by Council.

Meetings of the Committee of the Whole shall be open to the public. However, if matters being considered are of such a nature that they may legally be considered in camera, the meeting, or portions thereof, may be conducted in the absence of the public.

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

READ THREE TIMES and finally passed in open Council this XX day of Month, 2016.

Schedule 'A' to By-law xx/16

EXECUTIVE COMMITTEES

A. Administration & Finance Executive Committee

Membership shall consist of the Chief Administrative Officer, the Treasurer or Deputy-Treasurer, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will work closely with and assist the CAO and Treasurer on Corporate Administration and Finance matters as appropriate.

The Committee will also be delegated Corporate Administration & Finance matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

B. Planning & Development Executive Committee

Membership shall consist of the Chief Administration Officer (or designate), three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Planning & Development Division.

The Committee will work closely with and assist the CAO (or designate) on Corporate Planning and Development matters as appropriate, including but not limited to: Building Services, By-law Enforcement, Animal Control, Planning, Committee of Adjustment and Property Standards.

The Committee will also be delegated Corporate Planning & Development matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

C. Operations & Facilities Executive Committee

Membership shall consist of the Manager of Operations & Facilities, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson

will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Operations & Facilities Division.

The Committee will work closely with and assist the Division Manager on Corporate Operations & Facilities matters as appropriate, including but not limited to: Airport, Cemeteries, Parks, Public Works, Streetlights, Water, Sewer & Storm Sewer Systems and Traffic Safety.

The Committee will also be delegated Corporate Operations & Facilities matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

D. Community Services Executive Committee

Membership shall consist of the Manager of Community Services, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Community Services Division.

The Committee will work closely with and assist the Division Manager on Corporate Community Services matters as appropriate, including but not limited to: Day Care, Elderly Persons Centre, Library, Museum, Recreation and Transit Services.

The Committee will also be delegated Corporate Community Services matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

Schedule 'C' to By-law xx-16

BOARD & COMMITTEE APPOINTMENT POLICY

Purpose:

To establish guidelines and best practices for the recruitment and appointment of citizen members to the Town of Fort Frances' Boards / Committees. This policy will ensure a fair and equitable appointment process where the most qualified applicants are appointed, who are representative of the Town of Fort Frances.

Scope of Policy:

This policy applies to appointments to Town of Fort Frances Boards / Committees. This policy does not apply to Town of Fort Frances' Boards / Committees which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding Board / Committee appointments.

Definitions:

Board / Committee – means any Board or Committee of the Town of Fort Frances as named in this Policy or as established by resolution of Council, which consists of citizen members, established to provide advice, make recommendations, fulfill a statutory role, organize events or provide program support.

Clerk – means the Clerk of the Town of Fort Frances, or his/her designate.

Council – means the Council of the Town of Fort Frances.

Eligibility – means the qualifications established by Council that an applicant must possess in order to serve on Boards and Committees.

Length of Service – means the period of time for which a member is appointed to a specific Board or Committee.

Mandate – means the statement that describes the Board / Committee purpose or authority to address matters. The Mandate shall align with Council's strategic goals and objectives.

Member – means a person appointed by Council to serve on a Board or Committee.

Public – means a member of the public who is a resident or property owner in the Town of Fort Frances

Resident – means a member of the public whose current and primary residence is within the Town of Fort Frances.

Statutory Committee – means a committee required by Provincial legislation which addresses matters or performs functions as specified in the relevant legislation.

Terms of Reference – a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

Town – means the Town of Fort Frances.

Eligibility & General Qualifications of Board / Committee Members:

A member must be 18 years of age, unless otherwise specified in the Terms of Reference for the specific Board / Committee, i.e. where youth representation is required.

A member must be an eligible elector of the Town of Fort Frances.

Members are required to maintain their eligibility status for the duration of their term, and are responsible for advising the Clerk of any change to their status.

Town of Fort Frances full time staff are not eligible for positions as citizen members on any Board / Committee. Citizen members who subsequently receive a full time position with the Town, shall immediately resign from the Committee. Staff may be given the opportunity to attend and participate in discussions at Board/Committee meetings based on previous expertise.

Term and Length of Service on a Board/Committee:

Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall generally coincide with the Term of Council. The appointment will commence upon passing of the appointment resolution and will expire no later than November 30 in an election year, unless otherwise specified.

Members will not be appointed for more than two consecutive terms on the same Board / Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit to the Clerk. Members that have served two consecutive terms on one Board/Committee, may apply to serve

on another Board / Committee. If a member is appointed to fill a vacancy mid-term, then he/she completes that term and then may serve an additional two terms.

Recruitment & Appointment Process:

The recruitment of members will begin where vacancies are required to be filled and if applicable, following any changes to the terms of reference for the Board / Committee or after the establishment of any new Boards / Committees.

An advertisement for vacancy, which includes details on eligibility, meeting frequency and time, information on how to obtain an application form (Appendix 'B'), terms of reference, deadline and location for submitting an application. Vacancies will be advertised in appropriate locations as determined by the Clerk.

The Clerk may extend the application submission deadline when there are an insufficient number of applications deemed appropriate. Applicants may be required to complete supplementary screening requirements such as a criminal reference check (i.e. committee exposed to children). Any additional requirements will be noted in the recruitment advertisement.

All personal information collected in the application process is collected in accordance with MFIPPA and will be used to determine eligibility for appointment.

Collected applications will be reviewed in-camera, by the appropriate Executive Committee, after which a recommendation will be brought forward to a Committee of the Whole in-camera session. If an established Board / Committee does not pertain to a specific Executive Committee, then the applications will be reviewed by the Committee of the Whole. A resolution to formally appoint members to Board / Committees will be brought forward to a subsequent Council meeting. Current members who are eligible for reappointment, will be evaluated in the same way as all new applicants.

The Clerk's department will subsequently send letters to all successful applicants confirming their appointment, as well as sending letters to all unsuccessful applicants advising that they have not been selected but thanking them for their application. The Clerk's department will provide notification to the appropriate Board / Committee, recording secretary with contact information for the new citizen member. All newly appointment members will review/sign two copies of the Code of Conduct, one for their reference and one copy to be returned to the Clerk's department. The Clerk will maintain a confidential database containing all appointments to Boards and Committees.

Vacancies:

Vacancies on Boards / Committees are created when a member resigns or vacates the position, effective:

- The date of resignation
- The date that the member is removed by Council resolution
- The date that the member no longer qualifies for the position
- The date of the death of the member.

Boards / Committees may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.

A member who is resigning from their appointed position, will submit a written letter of resignation to the Clerk.

Vacancies will be filled as per the Recruitment & Appointment Process outlined above.

Conduct of Members:

Boards and Committees are governed by and subject to the provisions of the Town's Procedural By-law, the Municipal Conflict of Interest Act and the Code of Conduct and shall adhere to all Town policies and procedures.

Exceptions to this Policy:

Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legal requirement shall prevail.

Interpretation & Administration:

The Clerk is responsible for interpreting and administering this policy, and such interpretations will be final.

Policy Review and Procedure

This policy will be reviewed as required, but in any case, no less than once per four (4) year term of Council. The Clerk will be responsible for initiating the review of this Policy.

Appendix 'A'

List of Committees & Citizen Complement

Administration & Finance Executive Committee

Planning & Development Executive Committee

Operations & Facilities Executive Committee including:

- Traffic Safety Committee – one citizen

Community Services Executive Committee including:

- Museum and Cultural Centre Advisory Committee – 5 citizens
- Sunny Cove Advisory Committee – 2 citizens
- Townshend Theatre Advisory Committee – 1 citizen
- Sister Betty Kennedy Board of Management – 5 citizens

Statutory Committees:

- Town of Fort Frances Police Services Board – 1 citizen
- Fort Frances Public Library Board – 5 citizens
- Committee of Adjustment – 7 citizens

Other Boards / Committees not specifically affiliated with a Division including:

- Citizen of the Year Committee – two citizens
- Economic Development Advisory Committee – 9 citizens
- Salary Structure and Administrative Practices Committee
- Business Improvement Area (BIA) – 11 citizens (specific criteria)

Schedule 'B' to By-law xx/16

General Provisions Pertaining to All Boards / Committees

- The Board / Committee shall meet as often as necessary to fulfill its mandate.
- A majority of the members of the Board / Committee shall constitute a quorum. In the absence of a quorum, the only actions admissible are: 1. Take action to obtain a quorum; 2. Recess until a quorum is attained; and 3. Adjourn in the event a quorum cannot be attained.
- The Mayor is an ex-officio member of each committee. As such, if the appointment member of Council to said Board / Committee is absent, the Mayor assumes voting responsibilities.
- Members of the Board / Committee shall serve without remuneration.
- At the first meeting of the appointed Board / Committee, the members shall elect one of their members as chair, another as vice-chair.
- The Board / Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda, shall be provided in a timely fashion to the Board / Committee secretary.
- The Board / Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk's department for inclusion as information on the next Council agenda.

APPLICATION TO SERVE ON A

TOWN OF FORT FRANCES

Board / Committee

Please complete this form in its entirety (please print); failure to do so will result in the rejection of your application. All applicants will receive a written response to your application.

Collection of personal information on this form is in accordance with the Municipal Act, 2001.

Questions about the collection of this information or the completion of this application may be directed to the Town Clerk / FOI Coordinator, Town of Fort Frances, 320 Portage Avenue, Fort Frances, ON P9A 3P9 or phone 1-807-274-5323 ext. 1215 or e-mail slomke@fortfrances.ca

BOARD / COMMITTEE OF INTEREST

Please specify which Board / Committee (B/C) on which you wish to serve. If you wish to serve on more than one B/C, please complete a separate application for each Board / Committee you wish to serve.

CONTACT INFORMATION

Name: _____

Mailing Address: _____

Telephone (home): _____ Telephone (work): _____

E-mail Address: _____

ELIGIBILITY

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I am a Canadian Citizen (or landed immigrant) |
| <input type="checkbox"/> | <input type="checkbox"/> | I am a resident of Fort Frances |
| <input type="checkbox"/> | <input type="checkbox"/> | I am at least 18 years of age |
| <input type="checkbox"/> | <input type="checkbox"/> | I presently serve on other Council appointed Boards / Committees |

If yes, please specify: _____

QUALIFICATIONS

Interest in Position: Please provide details with respect to your interest in serving on this B/C. If you require additional space, please attach a separate piece of paper.

Education and Training: Please provide details with respect to any relevant education or training you possess which may be relevant to your role on the B/C.

Employment and Experience: Please describe any current or past work or volunteer experiences and skills that may be relevant to your role on the B/C.

Additional Information: Please share any other information, including other volunteer work, which you believe will support your application.

APPLICANTS UNDERSTANDING OF COMMITMENT AND EXPECTATIONS

As a B/C applicant, I understand that Appointed Citizens are expected to attend meetings (1-3 hours each) on a monthly or bi-monthly basis, and I commit to making myself available to attend such meetings.

I understand that my involvement on the B/C is advisory in nature, and that under no circumstances shall I act on behalf of or for the Town of Fort Frances or purport to have the authority to bind the Corporation.

I have reviewed the Terms of Reference for the B/C for which I am applying or the appropriate By-law, and I agree that, if appointed, I will carry out the mandate of that B/C in accordance with those Terms of Reference or appropriate By-law and any other direction from Council.

I understand that all B/Cs and their members follow Council Meeting Procedures, Code of Conduct and other guiding documents, and I agree to adhere to and conduct myself in accordance with those rules and regulations.

☐ I agree to the Commitment and Expectations stated above for the B/C for which I am applying.

Signature

Date

APPLICATION FORM SUBMISSION INSTRUCTIONS

Please submit this Application Form (fully completed) to:

Town of Fort Frances

Attn: Elizabeth (Lisa) Slomke, Town Clerk

320 Portage Avenue, Fort Frances, ON P9A 3P9

lslomke@fortfrances.ca



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/91**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 4, 2016
SUBJECT: 800 Scott Street Water Service Repair Invoice

BACKGROUND

At the August 8, 2016 Council Meeting, the letter received from Wm Krag, 800 Scott Street property owner, with regarding dispute of his water service repair Invoice was referred to the Administration & Finance Executive Committee for recommendation with input from Operations & Facilities Executive Committee.

Based on the record of events report as attached, the extent and type of damage to both waster services and the information provided by Mr. Wm Krag and Mr. D. Herr at the September 21, 2016 Operations and Facilities Executive Committee meeting, it is the recommendation of the Operations & Facilities Executive Committee that Mr. Krag's invoice be reduced by \$500.00.

RECOMMENDATION

The Administration and Finance Executive Committee to agree with the recommendation of the Operations & Facilities Executive Committee that Mr. Krag's invoice for water service repair be reduced by \$500.00.

Council Approval of This Report Will approve the Administration & Finance Executive Committee to agree with the recommendation of the Operations & Facilities Executive Committee to reduce Mr. Krag's invoice for water service repair at 800 Scott Street in the amount of \$500.00.

September 21, 2016

Report To: Administration and Finance Executive Committee

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated July 7, 2016 from Mr. William Krag, owner of 800 Scott Street Fort Frances, Water Service Repair Invoice.

Please find attached the report dated August 24, 2016 from Mr. Doug Herr, Environmental and Facilities Superintendent outlining the events surrounding the repairs to the water services at 800 Scott Street and charges stemming from these works, which are being disputed.

As is the situation with any damages to Town infrastructure during private works, the property owner is responsible for cost to complete the repairs. The repairs of the damages completed during the works by Mr. Krag were completed by Town forces in accordance with all applicable regulations and standards and in a manner to not delay Mr. Krag's work. According to the TSSA Guideline for Excavation in the vicinity of Utility Lines, when digging within 1m on either side of a known piece of underground infrastructure you are required to dig by hand not by mechanical means to protect the infrastructure. Given that Mr. Krag notes in his letter that he pulled the water lines off of the respective curb stops, it is apparent that he was not digging in this area by hand which was likely the primary causal factor in the damage to the water services.

Based on the record of events report and the extent and type of damage to both water services and the information provided by Mr. Krag and Mr. Herr at the September 21, 2016 meeting of the Operations and Facilities Executive Committee, It is the recommendation of the Operations and Facilities Executive Committee that Mr. Krag's invoice be reduced by \$500.00.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations & Facilities

2016Augustbillkragletter

August 24, 2016

Report To: Travis Rob, Manager of Operations & Facilities

From: Douglas Herr, Environmental & Facilities Superintendent

SUBJECT: Water Service Damage Repairs
800 Scott Street (White Pine Hotel)
Letter Dated: July 7, 2016 - Received July 15, 2016

Find attached a letter from Bill Krag disputing the invoice in the amount of \$6,158.73 for repair costs as a result of the damage he caused to the existing water service into the above property.

I have outlined the chain of events that took place, see below:

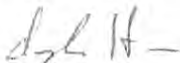
- November 9, 2015 – Town received an email from Ontario One Call for a locate request at 800 Scott Street. Bill Krag made the request as he was arranging to complete some sewer work within his property.
- November 9, 2015 – Locate was completed by Trish Law. No one was on site to sign the locate form so she emailed a copy to him. (Email attached). The locate states that the water/sewer services are only marked to the property line, not mark on private property. In her email she specifically requests that the form be signed and a copy returned to the Public Works Office prior to work taking place. Failure to do so will invalidate the service locate. No signed copy has been received to date.
- In the mid to later part of November 2015 Mr. Krag came to the Public Works Office looking to purchase materials for his sanitary sewer installation. The Town sold him what he required. When he was here I talked with him. He wanted to know if the Town would install the sewer service for him. I told him that the Town does not do work on private property as there are a number of contractors that do this type of work.
- Another time Mr. Krag came in looking to know the depth of the sewer at the property line as he was going to tie into it. He was installing the sewer pipe from the building back to the sewer pipe at the property line. I told him I could only give him an estimated depth. I also told him that the general practice for installing sewers is to start at the low end, at the cleanout at the property line and work your way back to the building. This way you can maintain proper grade on the sewer pipe and adjust accordingly. If you were to go backwards there is a chance that your newly installed pipe may end up below where you want to tie in. I drew a sketch of what I meant by this, which if I recall he took with him. At no time do I recall discussing the service locates with Mr. Krag.
- November 30, 2015 – Mr. Krag had telephoned the Public Works Office sometime in the middle of the afternoon requesting an emergency turn off as he caught the existing water service on his property. A crew was dispatched to the site. Upon exposing the water service at the property line they found that the curb stop had been pulled off the service pipe. The service line was crimped and left for repair the next day.
- December 01, 2015 – Town crew arrived on site to repair the water service. In order to facilitate a safe repair the existing concrete sidewalk was removed. The existing service,

Town side had to be froze in order to complete the repair and to avoid shutting down the water main itself. A new curb stop, box and spindle were installed at the property line and a short piece of service pipe was installed on the Owner's side to keep the curb stop threads clean. The excavation was then backfilled. It was found that there were two water services going into this property, both were in the off position.

- December 2, 2015 – Mr. Krag telephoned the Public Works office a second time stating that he again needed an emergency water turn off as he snagged his water service. A crew was dispatched to the site and completed a temporary repair, similar to that done on December 01, 2015. The curb stop on this water service (second service) was also pulled off the service pipe.
- December 3, 2015 – Town crew arrived on site to repair the water service. The existing water service was repaired similar to the repair done to the service on December 01, 2015. The excavation was not backfilled as requested by the Owner, Mr. Krag as he had to connect to the services.
- An invoice for the work completed by the Public Works crew was sent to Mr. Krag in December 2015. It wasn't until May 9, 2016 that I received an email from Mr. Krag stating that he was in dispute of the invoice. I tried several times to get ahold of Mr. Krag and finally got a hold of him by telephone. I asked him why it took so long to come forward with the dispute and explained that he would have to write a letter to Council explaining his reasons why he is disputing the invoice. His response was he was very busy and time flew by and that he would write Council a letter. A letter was received Friday July 15, 2016.

In regards to Mr. Krag's letter he mentions that his property only requires one water service and that he should not be made to pay for something he neither asked for nor needs. The two water services were already in place when Mr. Krag purchased the property. Nothing was added since. If Mr. Krag wishes to have one of the service lines permanently terminated then he would have to make application to do so. I would go on to say why would Mr. Krag reconnect both services back up to his building? From what was observed within the building only one service was being used. The other one had been disconnected and capped inside. (This would depend on the present and future use of the property).

Respectfully Submitted,



Douglas Herr, Environmental & Facilities Supt.

Enclosed: Letter – Bill Krag
Locate (Email)
Pictures

Fort Frances Mayor and Council
 Fort Frances Civic Center
 Fort Frances ON

July 7 2016

William Krag
 Owner of Property 800 Scott St
 Fort Frances ON



Mayor and Council:

This letter is concerning invoice 0024472 in the amount of \$6,158.73.
 I feel this invoice unwarranted and do not feel we should be responsible for the entire amount.

On Nov 30 2015 I was to begin digging a new sewer line into my property located at 800 Scott St. I had obtained the appropriate line locates required for this job. The sewer and water locate was quite vague, so I called the public works department for assistance but was not able to get anyone to come to the property. I went to the public works office and Doug Herr said they wouldn't be able to assist in this process but did provide me with a rudimentary drawing as to where dig to try and find the water line. I dug as best I could and found one water line that was leaking slightly. I called again and asked for someone to come and look at it. No one showed so I continued to dig and hooked the water line and pulled it out of the curb stop and water began to flow and fill the hole, I then called again there was no answer so I left a message about what happened. A crew showed up shortly and was able to stop the leak. Upon the finish of the clean up another old bent curb stop rod was noticed close to the one I was digging by. When asked about it I was told that that would be a dead line and not to worry about it. On Wednesday December 2 2015 I continued digging avoiding the "dead line" but it turned out that line looped around and under where I was digging and that one was also pulled off the curb stop and began filling hole with water I again called public works and was told a crew would be dispatched. I am not sure how long it was but it was quite a while before anyone showed up thus allowing the water to undermine the side walk.

The line was repaired and I was able to finish with my work. There are other factors that created a lot of difficulty in finishing this project and cost me expenses and time to remedy. I do not believe I should be held responsible for any of the repairs as with assistance of town personnel these events would have been avoided. My property only requires one service and I should not be made to pay for something I neither asked for nor need.

I am responsible for the \$263.50 for Sewer Service Materials.

I would be happy to explain this further in person if you like. But this bill is not an unpaid bill it is a bill in dispute and should not be transferred to land taxes.

Sincerely ;
 Bill Krag 807 275 9297 fssr@nwonet.net



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/90**

TO: Mayor Avis & Members of Council

FROM: Laurie Lindberg, Treasurer

DATE: October 4, 2016

SUBJECT: Request for Reconsideration M.O.S.
RE: Williams Ave. (2016) Roll # 5912-030-007-23300-0000
 1054 Williams Ave (2016) # 5912-030-007-23650-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2016 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. Williams Ave – Residential (RT) CVA of 47,000 reduced to CVA of 23,500 for 2016 taxation year resulting from restricted or limited access to lot.
2. 1054 Williams Ave – Residential (RT) CVA of 252,000 reduced to CVA of 242,000 for 2016 taxation year resulting from updated structure value.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is December 27, 2016.

That total financial impact of the Minutes of Settlement is \$617.16 consisting of a reduction of municipal revenue of \$554.18 and education revenue of \$62.98 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

The Chief Building Official has no concerns with the assessment reduction.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at Williams Ave (RPRR22 Pt Part 8 Parcel 14648) and 1054 Williams Ave for the 2016 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located Williams Ave (RPRR22 Pt Part 8 Parcel 14648) and 1054 Williams Ave at in Fort Frances for the 2016 taxation year.

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	B/A	TOTAL
	2016	3.7.233	-23,500	RTEP	0.01654275	0.00188	-388.75	-44.18								-432.93
	2016	3.7.23650	-10,000	RTEP	0.01654275	0.00188	-165.43	-18.80								-184.23
Minutes of Settlement							-554.18	-62.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-617.16



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MOS 2016-00006

AGENDA ITEM #7.5

**Request for Reconsideration
Property Assessment Notice
Minutes of Settlement 2016 Tax Year**

ERIC ROSS PEARSON
1167 RIVER RD W
FORT FRANCES ON P9A 2V3

Questions?

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below

Roll number 59-12-030-007-23300-0000
Property location and description WILLIAMS AVE
RPRR22 PT PART 8 PCL 14648
Municipality Town of Fort Frances

Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Residential (RT)	January 01, 2016	\$46,500	\$47,000	\$47,000
Total		\$46,500	\$47,000	\$47,000

Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Residential (RT)	January 01, 2016	\$46,500	\$23,500	\$23,500
Total		\$46,500	\$23,500	\$23,500

Reason(s) why your property assessment changed

- Restricted or limited access to lot

Please see reverse

Please check the appropriate box and sign below

I ☒ accept my revised assessment

or

I ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by August 17, 2016.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>[Signature]</i>	Print Name X <i>ROSS PARGAS</i>	Date (yyyy/mm/dd) <i>July 22/16</i>
Signature of MPAC representative X <i>[Signature]</i>	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/05/09
Objection by Municipality		
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: December 27, 2016

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2016 Roll Number: 59-12-030-007-23300-0000



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

**Request for Reconsideration
Property Assessment Notice
Minutes of Settlement 2016 Tax Year**

AGENDA ITEM #7.5

DAVID RICHARD BEACH
DOLORES SUSAN BEACH
AVENUE
1054 WILLIAMS AVE
FORT FRANCES ON P9A 3T3

Questions?

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

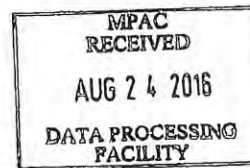
Roll number 59-12-030-007-23650-0000

Property location and description 1054 WILLIAMS AVE
PLAN 48M341 LOT 2 PCL 2-1 SEC 48M341 & PT 2 48R2619

Municipality Town of Fort Frances

Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
Residential (RT)	January 01, 2016	\$214,000	\$252,000	\$252,000
Total		\$214,000	\$252,000	\$252,000



Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
Residential (RT)	January 01, 2016	\$214,000	\$242,000	\$242,000
Total		\$214,000	\$242,000	\$242,000

Reason(s) why your property assessment changed

- Updated structure data

Please see reverse

Please check the appropriate box and sign below

☒ accept my revised assessment

or

☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by November 09, 2016.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>Dave Beach</i>	Print Name DAVE BEACH	Date (yyyy/mm/dd) 2016/08/16
---	--------------------------	---------------------------------

Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/08/01
---	--	---------------------------------

Objection by Municipality		
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: December 27, 2016

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2016 Roll Number: 59-12-030-007-23650-0000



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2016/95

TO: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: October 5, 2016

SUBJECT: Renewal of Municipal Insurance 2016-2017

BACKGROUND

Attached please find the renewal premium from Frank Cowan Company for the period November 1, 2016 to November 1, 2017. The renewal offer of September 13, 2016 is \$186,240 plus applicable taxes, reflecting an increase in premium of 2.4% over the expiring premium.

Since the 2015-2016 coverage term was the first one with Frank Cowan Company for several years, a representative from their Risk Management Department undertook inspections of several of the Town properties. These inspections resulted in changes to the coverage on most properties to properly reflect replacement value. The result was a 4.2% overall increase in the property limit. In addition, Frank Cowan Company placed a 2% inflationary increase on the previously presented valuation on buildings that were not inspected, based on StatsCan inflation. In summary, the building limits increase by \$5,071,698 after inspection and the property premium increased by \$2,138 due to increase property values. Also, the equipment breakdown premium increased by \$223 due to increased property values. The General Liability is up \$1,893 due to trends. This increase is below average across Cowan municipal book of business. The change in auto is \$58 due to inflation.

Another consideration which administration is reviewing is coverage of street lighting and poles. In the renewal offer, Frank Cowan Company has proposed an additional premium of \$2,039 for a valuation of \$1,058,500. This is currently being reviewed by Gillon's Insurance as it does not cover the poles.

Administration is seeking Council's acceptance of the renewal offer.

Council Approval of This Report Will approve the Administration & Finance Executive Committee's recommendation to renew the Municipal Insurance with Frank Cowan Company for the period November 1, 2016 to November 1, 2017 in the amount of \$186,240 plus applicable taxes.

Cost Analysis

	<u>Expiring Program Term</u>	<u>Renewal Program Term</u>
Casualty		
General Liability	\$ 54,096	\$ 55,989
Errors and Omissions Liability	6,820	6,820
Non-Owned Automobile Liability	189	189
Environmental Liability	9,065	9,065
Crime	1,250	1,250
Board Members Accident	434	434
Conflict of Interest	420	420
Legal Expense	1,500	1,500
Property		
Property / Data Processing	73,537	75,675
Equipment Breakdown	7,722	7,945
Automobile		
Owned Automobile	21,845	22,653
Garage Automobile	800	800
Excess		
Excess Automobile	750	N/A
Follow Form	3,500	3,500
Total Annual Premium	\$ 181,928	\$ 186,240
(Excluding Taxes Payable)		

Report

September 27, 2016

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Execution of Expanded Ontario Community Infrastructure Funding- Formula-Based Component Agreement

Back in December of 2014 the Town executed the Ontario Community Infrastructure Fund (OCIF) – formula based component agreement with the Provincial Government. Under this agreement the Town received funding to address it's tangible core infrastructure assets and/or to update and maintain its Asset Management Plan. In both 2015 & 2016 the Town received \$ 165,606 under this funding arrangement and was scheduled to receive the same amount in 2017.

However in July of 2016 the Town was notified by the Ministry of Agriculture, Food and Rural Affairs that OCIF – Formula based component was going to expanded starting in 2017. As a result over the next three years the Town will receive the following annual funding;

2017 - \$ 219,229

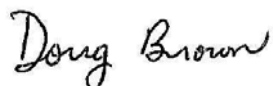
2018 - \$ 422,277

2019 - \$ 634,617

At this time the new expanded OCIF- Formula based component agreement must be executed by the Town. The deadline to submit the executed agreements along with the authorizing by-law to the Province is Wednesday November 2nd, 2016.

The Administration & Finance Executive Committee recommends that Mayor and Clerk be authorized to execute the new expanded OCIF- Formula based component agreements with the Minister of Agriculture, Food and Rural Affairs by the November 2nd deadline.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That Mayor and Clerk be authorized to execute the new expanded OCIF- Formula based component agreements with the Minister of Agriculture, Food and Rural Affairs.

2016SeptOCIFexpendedagreement.doc



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: September 30, 2016

RE: **Public Transit Infrastructure Fund (PTIF)**

PREAMBLE

The 2016 Federal Budget announced the establishment of an application based Public Transit Infrastructure Fund (PTIF) that proposes to invest up to \$3.4 billion in public transit for Phase One of the program, starting in 2016-17. The funding will be distributed provincially on the basis of transit ridership. With Ontario's share of national public transit ridership totalling 44%, the Province will receive approximately \$1.48 billion to be allocated to potential recipients.

Allocations have been calculated based on the number of potential Recipients who are eligible to receive PTIF funding. As such, the Town of Fort Frances will be eligible to receive an allocation of \$80,288.

The application consists of three basic components that need to be completed in full and submitted electronically through the Grants Ontario web portal by October 18, 2016 (attached).

The funding will support 50% of capital purchases with the following criteria:

Canada requires that all Projects are incremental. The intake process will require each Applicant to attest that:

- 1. Federal funding will support only Eligible Expenditures and that the Projects on the Project List meet the provisions as specified in the Bilateral Agreement.*
 - 2. Project Incrementality has been met when one of the following conditions has been met:*
 - I) The Project would not otherwise have taken place in 2016-17 or 2017-18; and/or*
 - II) The Project would not have been undertaken without federal funding.*
- This would include Projects included in Ontario's 2016 Budget or 2016 municipal budgets where Projects require additional funding to proceed and/or accelerate.*

The Community Services Division had approval from Council through the 2016 budget process to purchase a Handivan bus in the amount of \$85,000.

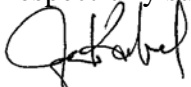
Recommendation

The Community Services Executive Committee recommends to Mayor & Council to:

- a) support an application to the Public Transit Infrastructure Fund (PTIF) for the purchase of a Handivan bus in 2017 based on 50% funding by the October 18th deadline.

- b) endorse proceeding with the 2016 tendering process for a Handivan bus as per the 2016 Capital Budget (\$85,000), and include the possibility of the 2017 Handivan purchase (50% PTIF funded) as a provisional item of the tender, pending approval by Council through the 2017 budget process.

Respectfully submitted,



Jason Kabel

Council approval of this report will:

- a) support an application to the Public Transit Infrastructure Fund (PTIF) for the purchase of a Handivan bus in 2017 based on 50% funding by the October 18th deadline.
- b) endorse proceeding with the 2016 tendering process for a Handivan bus as per the 2016 Capital Budget, and include the possibility of the 2017 Handivan purchase as a provisional item of the tender, pending approval by Council through the 2017 budget process.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: September 30, 2016

RE: St. Francis Sports Fields Joint Use Agreement

BACKGROUND

On March 28, 2016 Council approved the proposed St. Francis Sports Fields Joint Use Agreement (attached) between the Norwest Catholic District School Board (TNCDSB), Rainy River District School Board (RRDSB), and Town of Fort Frances (TOFF). Although all 3 parties had reviewed the document at the time to ensure all interests were considered, the Norwest Catholic District School Board senior administration had not been presented the document for evaluation. In July of 2016, the TOFF & RRDSB were contacted by TNCDSB for notification that they would like some changes to the document prior to signing. The three parties were able to meet this September to consider the modifications proposed by TNCDSB, attached is the revised document proposed.

The attached revised version has been approved by each parties senior administrative group and RRDSB will review the revised document at their meeting on October 4, 2016 and TNCDSB on October 18, 2016 for execution authorization.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to endorse the proposed revision to the St. Francis Sports Fields Joint Use Agreement and authorize the Mayor and Clerk to execute the agreement once received from the Rainy River District School Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

Council approval of this report will endorse the proposed revision to the St. Francis Sports Fields Joint Use Agreement with The Northwest Catholic District School Board and Rainy River District School Board, Mayor and Clerk to execute the agreement, and forthcoming by-law.

JOINT USE AGREEMENT

This agreement made this 4th day of October 2016.

BETWEEN:

The Northwest Catholic District School Board
(Hereinafter called the "Catholic Board")

And

The Corporation of the Town of Fort Frances
(Hereinafter called the "Town")

And

The Rainy River District School Board
(Hereinafter called the "Public Board")

Where necessary, the term School Boards, may be substituted for the terms Catholic Board and Public Board.

WHEREAS the three parties are desirous of entering into an agreement for the joint use of the outdoor facilities located at St. Francis School which shall be referred to as the St. Francis Sports Fields consisting of the St. Francis playing fields including the Multi-use Courts (Appendix A).

Now, therefore, it is agreed by and between the parties hereto as follows:

1. Management

That a Management Committee, consisting of two individuals from each party, be struck to oversee the operation of the facilities and that the Committee be empowered to develop and maintain its own procedures relative to the committee's assigned responsibilities.

2. Terms and Access

a. School Boards

The School Boards shall have use of the St. Francis Sports Fields facility between the hours of 8:00 a.m. and 5:00 p.m. during days that school is in session as required by the Ministry of Education, and any other statutes of the Province of Ontario and at other times for activities sponsored by the School Boards.

The School Boards shall have first right of access to the St. Francis Sports Fields while the Town shall have second right of access.

b. Municipal Use

The Town shall have use of the St. Francis Sports Fields between the hours of 5:00 p.m. and 11:00 p.m. during the months of September to the end of June and between the hours of 7:00 a.m. and 11:00 p.m. during the months of July and August except on those days as provided in section 2a.

In order to maximize usage and eliminate scheduling conflicts the Town will assume responsibility for scheduling and issuing of permits to all users. All schedules will be completed at the Memorial Sports Centre by completing a Facility Use Application form. If the application is approved, a permit will be issued by the Town affirming dates, times and facility(s) that have been authorized.

c. This agreement may be terminated at any time the three parties agree the St. Francis Sports Fields facilities are no longer used, or upon written notice by any party at any time after the year 2036.

d. It is understood and agreed that the parties for the purposes of using the St. Francis Sports Fields facilities shall have right and direct access to the lands on which the St. Francis Sports Fields facilities are located.

3. Operating Regulations

- a. When a program, activity and/or event is scheduled which involves the use of the St. Francis Sport Fields facilities, each party shall be fully responsible for the provision of all supervisory or other staff required during its respective program, activity and/or event.
- b. Each party shall carry liability and property damage insurance of at least \$6,000,000.00 to protect itself from claims arising out of its use of the St. Francis Sports Fields facilities.
- c. Each party shall arrange to have the other parties to this Agreement named as Additional Insureds with respect to claims that arise of their use of the property and responsibilities under this Joint Use Agreement. Certificates of Insurance shall be exchanged by the parties to this Agreement upon signing and renewal of their respective policies.
- d. Each party shall occupy the premises in a careful, safe, lawful and proper manner, and shall so conduct its activities in or about the Premises as not to endanger any property and any person thereon; and with the sole exception of claims arising entirely by reason of an Act of God, shall indemnify and save harmless the other parties to this Agreement, against any and all claims and costs arising in any way of their responsibilities under this Joint Use Agreement, or out of their occupation of the premises, unless caused by the negligence of one of the other Parties of this Agreement.

4. Site Development

The location, type and installation of any playground facility and/or building are subject to final approval of the respective school board in whose name ownership of the property is held.

5. Alcohol and Drug Consumption

No alcohol or drug consumption is permitted on these fields at any time.

6. Maintenance Costs

The Town shall be responsible for the maintenance and operating costs of the St. Francis Sports Fields facility.

7. Review Process

All parties agree to conduct a review of the St. Francis Sports Fields facility, through the Management Committee, to determine the adequacy of the facility in meeting the needs of the school and community programs.

This review is to be held annually by March 31st or as necessary, commencing in 2016, with a written report submitted by the Committee to each party.

8. Dispute Resolution

- a. Where the Management Committee is unable to reach an agreement on those matters requiring an immediate resolution, the dispute shall be submitted to a Tripartite Committee consisting of the Chief Executive Officers of each party.
- b. If there are matters remaining in dispute, then the parties shall jointly appoint a mediator, to confer with the parties and to endeavor to effect an agreement. After the parties determine that mediation has been exhausted, the mediator shall have the authority to make a final binding decision.

9. Use

- a. The parties may consult each other in relation to the use of present and future school buildings, recreation centres and park lands that may be available for recreational purposes.
- b. The school board reserves the right to withhold future development of any lands configured within the designated property during the term of this agreement if the building requirements of the school boards requires use of the lands. Consideration of community based facilities will be incorporated into any planning requirements.

10. Any notice required or permitted to be given hereunder, shall be sufficiently given if served personally, or may be given by registered mail postage prepaid addressed to:

The Directors of Education at:

The Northwest Catholic District School
Board 555 Flinders Avenue
Fort Frances, ON
P9A 3L2

Rainy River District School Board
522 Second Street East
Fort Frances, ON
P9A 1N4

And the Clerk at:

Town of Fort Frances
P.O. Box 38
Fort Frances, ON
P9A 3M5

And if mailed as aforesaid, the notice shall be deemed to have been received and be effective on the first business day after mailing. Either party may change its address for service at any time by notice given to the other in the manner aforesaid.

11. This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

**THE NORTHWEST CATHOLIC
DISTRICT SCHOOL BOARD**

Chairman

Director of Education

TOWN OF FORT FRANCES

Mayor

Clerk

**RAINY RIVER
DISTRICT SCHOOL BOARD**


Chairman


Director of Education

Appendix A

Multi-Use Courts Terms and Conditions

Terms of Access

As per Article 2, the School Boards shall have first right of access to the Multi-Use Courts while the Town shall have second right of access to the Multi-Use Courts between the hours of 8:00 a.m. and 5:00 p.m. during days that school is in session as required by the Ministry of Education, and any other statutes of the Province of Ontario and at other times for activities sponsored by the School Boards.

The Town shall have use of the Multi-Use Courts between the hours of 5:00 p.m. and 11:00 p.m. during the months of September to the end of June and between the hours of 7:00 a.m. and 11:00 p.m. during the months of July and August, except on those days as provided above.

Scheduling

In order to maximize usage and eliminate scheduling conflicts, the Town will assume responsibility for scheduling and issuing of permits to all users of the Multi-Use Courts. All schedules will be completed at the Memorial Sports Centre by completing a Facility Use Application form. If the application is approved, a permit will be issued by the Town affirming dates and times that the Multi-Use Courts have been authorized for use.

Maintenance and Capital

The School Boards shall be responsible for the upkeep (i.e. sweeping) of Multi-Use Courts during daytime hours for school board use.

The Town shall be responsible for the upkeep (i.e. sweeping) of the Multi-Use Courts during evening hours and days when school is not in session.

It is agreed that each party shall contribute equally, as budgeted from time to time by the Management Committee towards the costs of maintaining the court surfaces and net systems. This is limited to the painting of new lines and repairs and replacement of nets.

It is agreed that the Town shall be responsible for all other capital and maintenance costs for the Multi-Use Courts.

The Town shall be responsible for all utility costs associated with the Multi-Use Courts.

The Multi-Use Courts area will not be subject to Section 9 (b) of the Joint Use Agreement and shall remain in place for the duration of this agreement.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/92**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 4, 2016
SUBJECT: Councillor Paul Ryan – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Schedule “B” Travel Expenses of \$70.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 70.00
2. Per Diem (2 ½ days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$445.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$954.90 to attend NOMA Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$445.00 as submitted by Councillor Paul Ryan for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$445.00 as submitted by Councillor Paul Ryan for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/93**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 4, 2016
SUBJECT: Councillor Ken Perry – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$105.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$105.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$555.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,064.90 to attend NOMA Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$555.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$555.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/94**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 4, 2016
SUBJECT: Councillor Wendy Brunetta – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$105.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Councillor Wendy Brunetta.

Conference Expenses

1. Meals	\$105.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$555.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,064.90 to attend NOMA Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$555.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$555.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23,



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/96**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 5, 2016
SUBJECT: Mayor Roy Avis – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Schedule “B” Travel Expenses of \$161.60 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 70.00
2. Own Vehicle Fuel	91.60
3. Per Diem (2 ½ days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$ 536.60</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,046.50 to attend the AMO Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$536.00 as submitted by Mayor Roy Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$536.60 as submitted by Mayor Roy Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016.

TOWN OF FORT FRANCES - SCHEDULE "B" **TRAVEL EXPENSE STATEMENT**

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	THUNDER BAY ONT.							
Dates	SEPT 21, 22, 23							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch				35.00	35.00			70.00
Dinner				40.00	40.00			80.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =			FUEL COST				91.60
6. Approved				Total Expenses				161.60
				Advance Received				
				Balance Claimed				
				Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

SEPT 26 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



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Fort Frances ON P9A 3P8
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VISA #4707390 Merchant ID:4976296
Receipt# 71303140
Cash SALE

Qty	Name	Price	Total
87	GAS	\$ 1.049	\$ 47.15
	Pump#	3	
	Litres	44.946	
	Price / Litre	\$ 1.049	
Subtotal			\$ 47.15
ENV HSI Fuel			\$ 5.42
Total			\$ 47.15
Purchase		\$	47.15
#*****2400		Exp **/ ** S	
VISA		C9/26/2016	13:50:00
71 0718 71		RESP:001	180:00
R 103700100100		Auth:067771	
Approved			

9/26/16 13:50:02 PM

rs:71 Cashier:01 Store:7320

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ESSO EXPRESS PAY

WEST ARTHUR ESSO
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645 ARTHUR ST. W.
THUNDER BAY, ON P7E
URN:R120985767
09/23/2016 560141816
12:55:30 PM

PUMP# 4
REGLR 40.447L
PRICE/L \$1.099
FUEL TOTAL \$ 44.45

HST in fuel \$ 5.11
CREDIT \$ 44.45

TYPE: PURCHASE
ACCOUNT: VISA \$44.45
AUTH: 098771-F INVOICE: PAD75521
CARD NUMBER: C **** * 8498
VERIFIED BY PIN
A- VISA CREDIT
B- A000000031010
01 Approved - Thank You 027
LOYALTY: NO
IMPORTANT - retain this copy for your
records

Thank You



VICTORIA INN

AGENDA ITEM #8.4

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Roy Avis
320 Portage Avenue
Fort Frances, Ontario

P9A 3P9

Page # 1
Res. # 502768 Ref: 30995SB00162
Checked in Wed Sep 21/16 - 6:12pm
Checked out Fri Sep 23/16 - 12:10pm
Nights 2
Room Rate 115.00
Room 253

Group: NOMA* Conference

Date	Description	Reference	Charges	Credits
Sep21	PAID BY VISA - Th auth #060526	*****8250		259.90
Sep21	Room - Government Rate		115.00	
Sep21	HST		14.95	
Sep22	Room - Government Rate		115.00	
Sep22	HST		14.95	
			0.00	259.90

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Our H.S.T. # is 835058603

Charge Summary:
HST

29.90

KATHY'S CREDIT CARD

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	NOMA
Location	THUNDER BAY
Dates	SEPT 21, 22, 23

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			SEPT 21	SEPT 22	SEPT 23			
Amount			75.00	150.00	150.00			375.00

Name (Please Print)	Signature
<i>Roy Avis</i>	<i>[Signature]</i>
Approved	Date
	SEPT 26 2016

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/97**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 5, 2016
SUBJECT: Mayor Roy Avis – Police Services Board Meeting Travel Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expense Statement of \$53.65 to attend the Police Services Board Meeting held in Atikokan, Ontario on September 27, 2016 as submitted by Mayor Roy Avis.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$53.65 as submitted by Mayor Roy Avis for his attendance at the Police Services Board Meeting held in Atikokan, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$53.65 as submitted by Mayor Roy Avis for his attendance at the Police Services Board Meeting held in Atikokan, Ontario on September 27, 2016.


**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	POLICE SERVICE BOARD MEETING							
Location (Facility and City)	ATIYOKAN CMT.							
Dates	SEPT 27 2016							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner								
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.47 =			FUEL				53.65
6. Approved				Total Expenses				
				Advance Received				
				Balance Claimed				
				Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

SEPT 28 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3

STORE NO: 4809
GST/HST: 831536503

Inv#: 9017510
Trans: Pre-Auth
Completion
*****8498
/ C
VISA CREDIT
AID: A0000000031010
Seq#: 408001001005
Terminal ID: S4809C04
Auth No: 094381
ACI/ISO: 001/00
Date: 09/28/2016
Time: 16:53:16
TVR 0080008000
TSI F800
APPROVED

Pump # : 4-Regular
Vol : 56.535 L
Price/L: \$0.949
Total: \$53.65

Fuel Includes:
GST/HST(13%): \$6.17

You Saved
10 Cents/L
Total Savings: \$5.65

GROCERY COUPON

Save \$1.98 on your
next grocery purchase
at Safeway!
Offer valid until
11/27/2016.

Coupon cannot be
exchanged for cash.

Some exclusions
apply.

See Customer Service
for full details.

MORE PARTICIPATION OPPORTUNITIES IN *WHAT'S NEXT ONTARIO?*

Since Labour Day, AMO has hosted over a dozen small, face-to-face sessions with municipal elected officials across the Province to discuss the *What's Next Ontario?* project. *What's Next Ontario?* presents the looming fiscal gap facing Ontario's municipalities for the next ten years, and explores the sector-wide solutions that could possibly narrow that gap.

We are working make sure that all AMO members have the opportunity to participate and provide feedback directly into the *What's Next Ontario?* project. We have appreciated the feedback to date, and would like to highlight the two additional ways you can participate.

Upcoming Sessions in Northern Ontario

We are hosting two in-person sessions in October and we encourage everyone to attend and provide feedback. The dates and locations include:

- **Timmins, Ontario – Tuesday, October 11, 2016 from 1-3pm**
- **Dryden, Ontario – Wednesday, October 19, 2016 from 1-3pm**

If you wish to participate in these sessions, please send a request to Evelyn Armogan by email at EArmogan@amo.on.ca, or by phone at 416-971-9856 Ext. 326.

Missed a Session? Participate by Webinar!

AMO will also be hosting nine webinars between Monday, September 26th and Wednesday, October 12th to provide AMO members with the opportunity to participate from the comfort of your own offices. Please sign up today! The full schedule and sign up details can be found [here](#).

Additional background material regarding What's Next Ontario? can be found [here](#).

This is an opportunity for us to work together to determine the direction for our own fiscal future. Please take the time to add your voice to this important conversation.



Lynn Dollin
AMO President

LINK



What's Next Ontario?



CONTACT

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