

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - December 4, 2017 at 8:00 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>Call to Order</u> Session #36	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u> 3.1 Approval of November 20, 2017 meeting minutes.	2 - 3
4. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
5. <u>In-Camera</u> None.	
6. <u>Items Referred from Council</u> 6.1 Request Letter from S&T Hamilton. 6.2 Designate a Handicap Parking Stall - Service Canada (300 BLK Scott Street) 6.3 Designate a Loading Zone - H&R Block - 500 BLK Portage Avenue.	4 - 14 15 - 16 17 - 18
7. <u>New Business</u> 7.1 Provision of Janitorial Services in the Museum, Children's Complex, Library, Public Works, Civic Centre, Sister Kennedy Centre.	19 - 22
8. <u>Outstanding Items</u> None.	
9. <u>Information</u> None.	
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u> Tuesday January 2, 2018.	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #35

November 20, 2017

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre on November 20, 2017 from 8:00 a.m. to 8:37 a.m.

PRESENT: Councillor D. Kitowski, Chair, Councillors J. Caul and J. Albanese, Mayor Avis

ALSO PRESENT: D. Brown, CAO, E. Slomke, Clerk/Acting Secretary, T. Dennis, CBO/Municipal Planner

1. Call to Order at 8:00 a.m.
Session #35

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

3. Approval of Previous Committee Minutes

- 3.1 Approval of October 16, 2017 meeting minutes.
- Approved as presented.

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

5. In-Camera
None.

6. Items Referred from Council

- 6.1 Designate a Loading Zone –H&R Block - 500 BLK Portage Avenue.
A discussion took place. The matter will be forwarded to Committee of the Whole as presented.

7. New Business

- 7.1 Designate a Handicap Parking Stall - Service Canada (300 BLK Scott Street)
A discussion took place. The matter will be forwarded to Committee of the Whole as presented.
- 7.2 Zoning Amendment of 608 Scott Street from C2 Light Commercial to R2 Type Residential.
A discussion took place. The matter will be forwarded to Committee of the Whole as presented.
- 7.3 First Draft of 2018 P&D Operating & Capitol Budgets.
A discussion took place. The figures presented were received.

8. Outstanding Items

- 8.1 Citizen letters with concern to Section 3.31 in the Zoning By-Law 03-14.
A brief discussion took place. The matter will be forwarded to Committee of the Whole as presented.

9. Information
None.

- 10. **Non-agenda Items - None.**
- 11. **Adjourn at 8:37 a.m. / Next Meeting Date**
Monday December 4, 2017.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee



Date: November 30, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Hamilton Letter to Extend Driveway Agreement and Develop Land**

Planning and Development department had a letter submitted and referred from Council regarding property owned by the Hamilton's at 1341 Woodward Street. This property has an agreement which became By-Law 22/85 allowing John Martin Sus, property now owned by the Hamilton's, to be accessed and maintained privately as a driveway to their property.

The Hamilton's have purchase the neighboring property and wish to develop a single detached dwelling. To allow for this, the access agreement must be extended to allow further development. There are services which would need to be extended, moved, and an agreement made by the Hamilton's and the Town of Fort Frances.

There is a railway east of the property which is located within 75m of the proposed development. Zoning By-Law 03/14 states:

"New residential development within 75 m of the railway corridor and within 1000 metres of a rail yard shall be required to submit acceptable Noise and Vibration studies with recommended mitigative measures and such developments will only be permitted if appropriate mitigation measures can be implemented."

This allows for future development of the land if a study is completed during the design of the dwelling by a professional. The study may indicate the design of the dwelling should include noise dampening construction such as masonry, insulation requirements as well as central air, HVAC etc.

Planning and Development would like direction on extending the access agreement along Woodward Avenue, pursuing information on if service upgrades are needed to allow for development and whether action should be taken to pursue development of land in this area.

Respectfully submitted by,

Tyson Dennis Chief Building Official and Municipal Planner.

Dear Mayor and Town Council,



We are writing this letter requesting permission for development of a residential property west of 1341 Woodward Street in Fort Frances. We have recently purchased this property from John Sus and would like to sell a portion of it to our daughter and son-in-law so they can build a private dwelling on the property.

We currently have an agreement with the Town of Fort Frances regarding our private driveway. Our plan is to extend our private gravel driveway to the vacant land to allow for private access.

Attached you will find a rough site plan and space for the extended driveway and a copy of the agreement. We hope to hear from Council and look forward to speaking with the Planning and Development Committee.

Sincerely,

Scott and Tara Hamilton



*Eustace
Morgan
& Derksen*

LAWRENCE A. EUSTACE, B.A., LL.B.
ROBERT B. MORGAN, B.Sc., LL.B.
WESLEY DERKSEN, LL.B.

Barristers Solicitors Notaries

MAILING ADDRESS
510 Portage Avenue
Fort Frances ON
P9A 2A3
807-274-5361
807-274-3247

BRANCH OFFICES
Main Street
Atikokan ON
807-597-2203
Coral Street
Emo ON
807-482-2322

U.S. MAIL
Box 1167
International Falls MN
56649

TELECOPIER
807-274-6447
All correspondence
to be sent to
Fort Frances office

hamilton.rep/lm pg.6

December 15, 1989

Gillons' Insurance Brokers Ltd.
Box 128
Fort Frances, Ontario
P9A 3M5

Dear Sirs:

RE: Scott Hamilton
1340 1/2 Home Street
Fort Frances, Ontario


Please be advised that Mr. Hamilton has also acquired the right to use a private driveway contained within the road allowance of Bayview Avenue owned by the Town of Fort Frances.

Liability insurance must be placed on this portion in addition to Mr. Hamilton's current coverage. We ask that you please confirm this directly with Mr. Hamilton and please provide our office with confirmation in this regard.

Thank you.

Yours very truly

EUSTACE, MORGAN & DERKSEN
Per:


ROBERT B. MORGAN
RBM/lm

COPY

*Eustace
Morgan
& Derksen*

LAWRENCE A. EUSTACE, B.A., LL.B.
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Liability insurance must be placed on this portion in addition to Mr. Hamilton's current coverage. We ask that you please confirm this directly with Mr. Hamilton and please provide our office with confirmation in this regard.

Thank you.

Yours very truly

EUSTACE, MORGAN & DERKSEN
Per:

ROBERT B. MORGAN
RBM/lm

TOWN OF FORT FRANCES

BY-LAW NO. 22/85



(Being a by-law for the purpose of entering into an agreement with John Martin Sus with respect to a private driveway on municipal property - The Municipal Act, R.S.O. 1980, Chapter 302, Section 310.)

The Council of the Corporation of the Town of Fort Frances
HEREBY ENACTS as follows:-

1. That the agreement dated July 8th, 1985 between the Corporation of the Town of Fort Frances and John Martin Sus with respect to a private driveway on municipal property, being Schedule "A" attached to and forming part of this by-law, be and the same is hereby approved.
2. That the Mayor and Clerk be and they are hereby authorized to sign and affix thereto the Seal of the Corporation in token of this approval.

This by-law shall come into full force and effect upon the final passing thereof.

READ THREE TIMES and finally passed in open Council this 8th day of July, 1985.

	_____ MAYOR
	_____ DEPUTY- CLERK

A G R E E M E N T made this 8th day of July, 1985
BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
hereinafter called the "TOWN",

of the first part

-and-

JOHN MARTIN SUS, of the Town of Fort Frances,
in the District of Rainy River, hereinafter
called the "OWNER",

of the second part.

WHEREAS John Martin Sus is the registered owner of Parcel
23069 filed in the Land Registry Office at Fort Frances,
being lands known as Block G, SM-123;

AND WHEREAS John Martin Sus has made application for a new
private driveway on municipal property to be at his expense;

AND WHEREAS, therefore, the Town has agreed to install a culvert,
at its expense;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties
hereto covenant and agree as follows:

1. The Town hereby consents for John Martin Sus to install
at his expense, a private driveway between the easterly pro-
perty line of Block G, SM-123 and the existing developed
road surface of Bayview Avenue which terminates at the lane
allowance (but is commonly referred to as Home Street) between
lots 27 and 28 SM-27, provided that:

- a) the private driveway is contained within the road allow-
ance of Bayview Avenue;
- b) the private driveway is totally maintained by or at the
expense of John Martin Sus;
- c) the private driveway, in addition to such uses which are
expressly provided for in this agreement, is used
exclusively and solely for the express purposes of access
and egress between 1340-1/2 Home Street and Bayview
Avenue as is developed and maintained by the Town;
- d) the Town is not held liable whatsoever for any damages
or actions which may arise as a result of its inability
to provide any service as a result of the private drive-
way being constructed or maintained so as to inhibit,
hamper or prevent the provision of services;
- e) any private crossing, that may be required as determined
by the Town Engineer, to enter Block G, SM-123 at its
property line shall be at the expense of John Martin Sus.
Any private crossing, that may be required as determined
by the Town's Engineer, to join the private driveway with
the municipally-maintained portion of Bayview Avenue at
the lane allowance (commonly referred to as Home Street)
between lots 27 and 28, SM-27, shall be in accordance
with private crossing By-Law No. 32/82, as amended.

Agreement with John Martin Sus

2. The Town hereby agrees to install a culvert, within Bayview Avenue, to permit continued drainage of the existing large ditch at the rear of lot 28, SM-27, across Bayview Avenue and into the existing drainage basin on the east side of Bayview Avenue, at its expense.

3. The Town shall not proceed to do the work as specified in the preceding sections numbered 2. until John Martin Sus has provided written assurance that the works to be done as specified in the preceding section numbered 1. will proceed or have been completed. All works shall be totally completed on or before December 31st, 1985.

4. If John Martin Sus fails to complete those works as specified in the preceding section numbered 1., the Town's costs for those works as specified in the preceding section numbered 2. shall be payable in full by John Martin Sus and may be added to the Collector's Roll and collected in the same manner as taxes.

5. ~~This agreement shall be registered on title to the lands, namely Block G, SM-123 at the expense of John Martin Sus. No works shall commence until such registration has been completed.~~

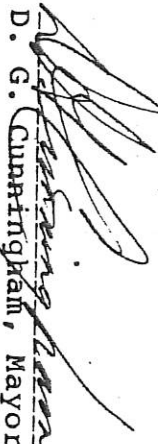
6. Time is of the essence.

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

IN WITNESS WHEREOF the said parties have hereunto set their hands and seals.


SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE TOWN
OF FORT FRANCES


D. G. Cunningham, Mayor


N. S. Kingerski, Clerk


Witness

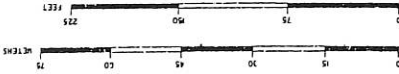

John Martin Sus

MINISTRY OF
CONSUMER AND
BUSINESS
SERVICES
ONTARIO



THIS INDEX MAP SHOWS ALL
PROPERTIES EXISTING IN
BLOCK 56017 - SHEET 4
ON APRIL 1, 2004

SCALE



PROPERTY INDEX MAP

BLOCK 56017
THE TOWN OF
FORT FRANCES
DISTRICT OF
RAINY RIVER
(OFFICE 48)

LEGEND

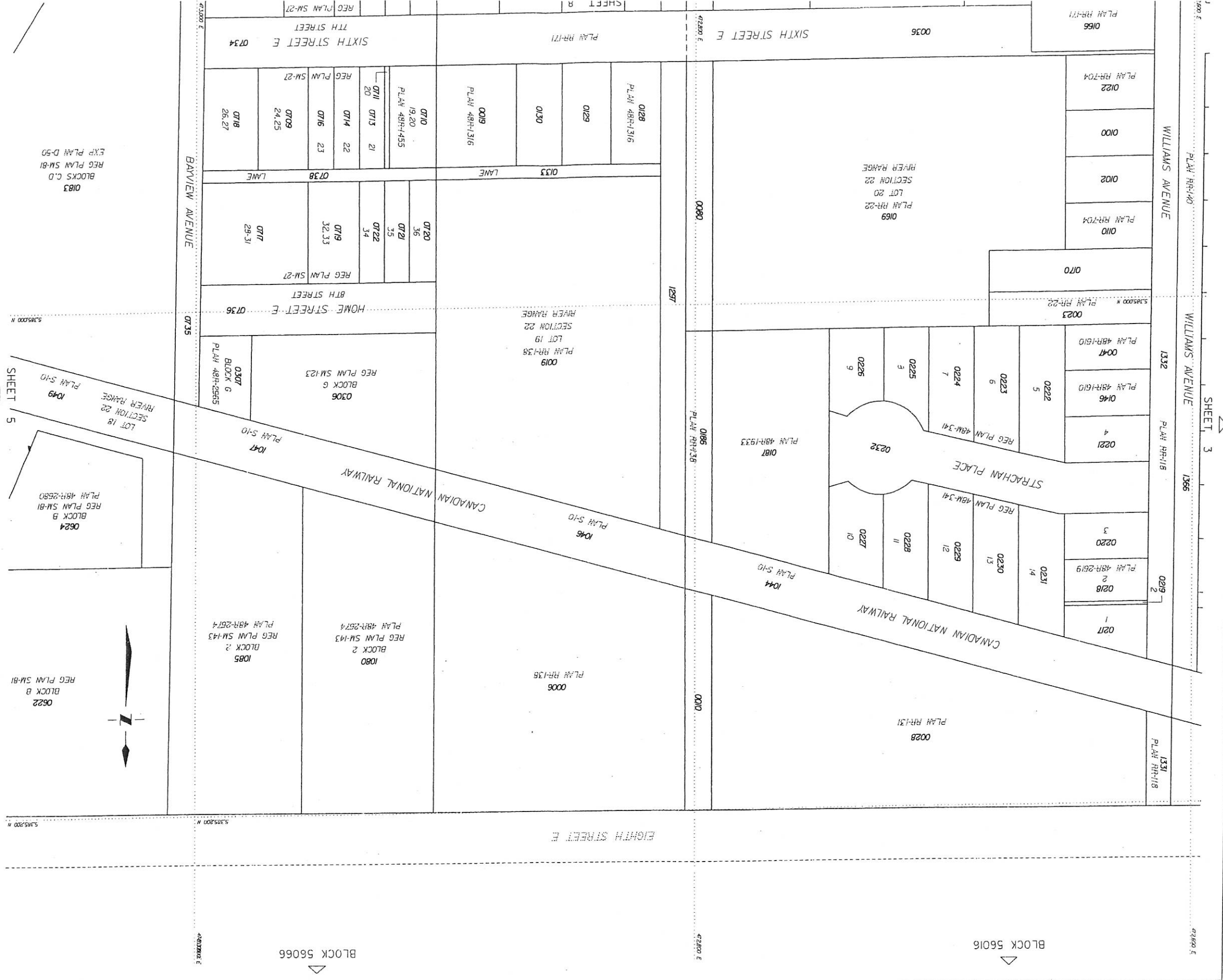
- FREEHOLD PROPERTY BOUNDARY
- LEASEHOLD PROPERTY BOUNDARY
- NATURAL RESOURCE PROPERTY BOUNDARY
- FREEHOLD PROPERTY NUMBER 0147
- LEASEHOLD PROPERTY NUMBER 0147
- NATURAL RESOURCE PROPERTY NUMBER 0147
- TOWNSHIP FABRIC
- STREAMS, RIVERS
- EASEMENT
- UTM GRID
- ADJOINING MAP NUMBER

THE UNIQUE IDENTIFIER FOR ANY PROPERTY (E.G. 00218 - 0147) IS COMPOSED OF THE MAP BLOCK NUMBER (00218) AND THE FOUR

DIGIT NUMBER (0147) WHICH APPEARS IN EACH ACTIVATED PROPERTY

NOTES
NORTH AMERICAN DATUM 1983
UNIVERSAL TRANSVERSE MERCATOR PROJECTION
ZONE 18 CENTRAL MERIDIAN 93 00' W

THIS MAP WAS COMPILED FROM PLANS AND
DOCUMENTS RECORDED IN THE LAND REGISTRY
SYSTEM AND HAS BEEN PREPARED FOR PROPERTY
MARKING PURPOSES ONLY.
FOR DIMENSIONS OF PROPERTY BOUNDARIES
SEE RECORDED PLANS AND DOCUMENTS
ONLY. MAJOR EASEMENTS
ARE SHOWN



METRIC - DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

PLAN OF BUILDING LOCATION SURVEY OF

PART OF BLOCK G, PLAN SM-123

TOWN OF FORT FRANCES DISTRICT OF RAINY RIVER

SCALE: 1:250
B. MASKELL LTD.
1989

LEGEND

BEARINGS are astronomic and are referred to the north limit of Home Street as shown on Plan 48R-2965 having a bearing of N89°58'W.

denotes survey monument found

SURVEYOR'S CERTIFICATE

I CERTIFY THAT
the field survey represented on this plan was completed on the 30th day of
October, 1989.

FORT FRANCES, ONT.
1989-11-10

ROSS H BALMER
ONTARIO LAND SURVEYOR

Ross H. Balmer

B. MASKELL LIMITED
ONTARIO LAND SURVEYORS
FORT FRANCES, O
THUNDER BAY, ONT.
COPYRIGHT © B. MASKELL LTD 1989
CLIENT: S. HAMILTON
FILE No. FF 8985



BAYVIEW AVENUE



Date: November 10th, 2017

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Designate a Handicap Parking Stall in front of Service Canada.

The By-Law Enforcement Department received a letter requesting a loading zone in front Service Canada for use by their clients.

This office fully supports this type of request, as similar requests have been approved in past years at other locations on Scott Street and the side streets within the downtown core. There is a parking stall currently located directly in front of Service Canada that can easily be designated and not interfere with any other business. This stall will also assist those with disabilities better access to Service Canada and the CBSA Office. I have attached a map to show location of the stall.

We are asking that The Planning & Development Executive Committee recommend that Council approve a Handicap Parking Zone for Service Canada commencing from a point 8m East of Scott Street, continuing Easterly on Scott Street for a distance of 6.75m and that the Traffic Control By-Law be amended as well.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Tyson Dennis

From: Mitch St Onge <Mitch.StOnge@bgis.com>
Sent: Tuesday, October 31, 2017 8:29 AM
To: Tyson Dennis
Subject: 301 Scott Street Fort Frances

Good morning,

I would like to request that a Mobility Impaired parking spot be provided in front of the 301 Scott Street building. Currently there are MI spaces at the rear of the building but this yields a great distance for MI clientele to access the Service Canada office. We have received multiple complaints from the community and would ask that the city of Fort Frances aid us in providing proper parking to access this community service.

If you are not the right person to contact in regards to this request, could you kindly forward this email the proper authority.

Thank you for your time.

Mitch St-Onge
Property Manager
RP-1 Account - NW Ontario

BGIS
221 Archibald Street North, Suite 112
Thunder Bay, ON P7C 3Y3
C: 807-707-2582
O: 807-623-5763
mitch.stonge@bgis.com
www.bgis.com



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Date: October 25, 2017

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Designate a Loading Zone in front of H&R Block.

The By-Law Enforcement Department received a letter requesting a loading zone in front H&R Block for use by their clients.

This office fully supports this type of request, as similar requests have been approved in past years at other locations on Scott Street and the side streets within the downtown core. There is a parking stall currently located directly in front of H&R Block that can easily be designated and not interfere with any other business. I have attached a map to show location of the stall.

We are asking that The Planning & Development Executive Committee recommend that Council approve a Loading Zone for H&R Block commencing from a point 8m North of Scott Street, continuing Northerly on Portage Avenue for a distance of 6.75m with the appropriate fee being paid in accordance with the Fee Schedule By-Law #55/16 as amended and that the Traffic Control By-Law be amended to as well. The prorated fee for 2017 will be \$37.45 and then the full fee will be applied in 2018 when regular billing is mailed.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer



H&R BLOCK

H&R Block Fort Frances
Box 211, 302-C Scott Street
Fort Frances, ON P9A 3M6

October 19, 2017

Mayor and Council
The Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Mayor and Council:

Re: Private parking space

This letter is regarding the on-street public parking space on Portage Avenue at Scott Street, directly in front of the entrance to H&R Block Fort Frances.

I am requesting that this parking space be changed from on-street parking to a privately-rented parking space, in order to provide an easily accessible on-site parking space for our clients.

Best regards,

Aaron Petrin
Franchise Owner



Date: November 30, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **PROVISION OF JANITORIAL SERVICES IN THE MUSEUM, CHILDREN'S COMPLEX, LIBRARY, PUBLIC WORKS, CIVIC CENTRE AND SISTER KENNEDY CENTRE**

Tender 13-PD-17 was advertised in October 2017 for a potential three-year provision of janitorial services in the Fort Frances Museum, Children's Complex, Library, Public Works Sister Kennedy Centre and Civic Centre/OPP with one addendum issued on November 8, 2017. A total of 6 janitorial contractors picked up tender packages, while 5 contractors submitted bids, which were opened publicly at 2:00pm on November 14, 2017. Bids were received from RAS Maintenance Services, Bee-Clean, Nicolson Janitorial Services, S and A Cleaners, Marianne Hellesoe.

The bids for tender 13-PD-17 are shown in a spread sheet attached to this report. There have been two scenarios prepared based on the low bids and three-year contract bids. The tender allowed for option to bid one, two or three years for outlined facilities. This has been an option in past tender schedules. The Civic Center was the only facility which had lowest bidding contractor tender a one-year contract. The difference between the next lowest contractor bid was \$1729.66 for 2018. The other facilities and contractors placed bids with three-year pricing for the tender.

The attached spread sheet outlines the bids as tendered for the services required. All prices are separate of HST.

The Planning and Development department has prepared two scenarios. Scenario one has all facilities being awarded for three years other than the Civic Centre. Civic Centre would be a single year tender with tender being advertised again in late 2018 for the 2019 and 2020 years.

Scenario two would award all facilities listed in the tender for a three-year duration as a lowest bidder being awarded to all facilities other than the Civic Center which is \$1729.66 more annually for the 2018 year.

Please examine the two scenarios and direct administration on a recommendation for awarding the 13-PD-17 Janitorial Tender for the Fort Frances Museum, Children's Complex, Library, Public

Works Sister Kennedy Centre and Civic Centre to be presented to Council December 11, 2017 at its regular meeting.

Respectfully submitted by,

Tyson Dennis Chief Building Official and Municipal Planner

Scenerio #2 Winning Bids							
RAS Maintenance							
2018	\$ 10,749.00	\$ 44,385.00			\$ 13,219.80	\$ 66,529.66	\$ 134,883.46
2019	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80	\$ 69,490.33	\$ 142,639.73
2020	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80	\$ 70,858.84	\$ 144,008.24
Bee Clean Building Maint.							
2018							
2019							
2020							
Nicolson Janitorial Services							
2018							
2019							
2020							
S and A Cleaners							
2018			\$ 28,320.00				\$ 28,320.00
2019			\$ 28,320.00				\$ 28,320.00
2020			\$ 28,680.00				\$ 28,680.00
Marianne Hellsoe							
2018				\$ 14,476.68			\$ 14,476.68
2019				\$ 14,476.68			\$ 14,476.68
2020				\$ 14,476.68			\$ 14,476.68
Scenario#1 Total							
2018	\$ 175,950.48						
2019	\$ 115,946.08	No Civic Centre					
2020	\$ 116,306.08	No Civic Centre					
Scenario#2 Total							
2018	\$ 177,680.14						
2019	\$ 185,436.41						
2020	\$ 187,164.92						