

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - January 2, 2018 at 8:00 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>Call to Order</u> Session #37	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u> 3.1 Approval of December 4th, 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> None.	
7. <u>New Business</u> 7.1 Building Permit Software. 7.2 Deeming By-Law. 7.3 Rainy Lake Square Parking Issues.	4 - 5 6 - 9 10 - 11
8. <u>Outstanding Items</u> 8.1 Traffic Control By-Law (Loading Zones & Private Parking Stalls).	12 - 13
9. <u>Information</u> 9.1 By-Law Enforcement 4th Quarter Activities Report.	14 - 19
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u> Monday February 5th, 2017.	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #36

December 4, 2017

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on December 4, 2017 from 8:00 a.m. to 10:25 a.m.

PRESENT: D. Kitowski, Chair, Councillor Caul, Councillor Albanese, R. Avis, Mayor.

ALSO PRESENT: D. Brown, CAO, T. Dennis, CBO/Planner, P. Briere, Secretary.

1. Call to Order - 0800am

Session #36

2. Disclosure of pecuniary interest and the general nature thereof

None.

3. Approval of Previous Committee Minutes

- 3.1 Approval of November 20, 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 Request Letter from S&T Hamilton.
- An overview of the request was provided to the Committee by Mr. Hamilton. After a lengthy discussion the Planning and Development Executive Committee is directing administration to gather more information in regards to this request before a decision can be properly made.
- 6.2 Designate a Handicap Parking Stall - Service Canada (300 BLK Scott Street).
- A discussion was had on the location of this request. The Planning & Development Executive Committee is recommending to approve a handicap parking stall in the old bus stop located on the South side of the 300 BLK of Scott Street (fronting 301 Scott Street).
- 6.3 Designate a Loading Zone - H&R Block - 500 BLK Portage Avenue.
- After a lengthy discussion was had on this request. The Planning & Development Executive Committee is recommending to approve the request for a private parking stall with the appropriate fee being paid as per the User Fee By-Law. A moratorium will be instilled on any other request coming forward until further review by the Planning & Development Executive Committee.

7. New Business

- 7.1 Provision of Janitorial Services in the Museum, Children's Complex, Library, Public Works, Civic Centre, Sister Kennedy Centre.
- An overview was provided to the Committee and a discussion was had on the options available to award the tender. The Planning & Development Executive Committee is recommending to award the tender as described in option 3 of the report provided.

- 8. **Outstanding Items**
None.
- 9. **Information**
None.
- 10. **Non-agenda Items**
None.
- 11. **Adjourn / Next Meeting Date - 1025am**
Tuesday January 2, 2018.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee



Date: December 27, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: New Building Permit Programming

The Planning and Development Department is recommending a new building permit program to be adopted by the Town of Fort Frances. The current program being used is DirectIT. DirectIT was implemented in the early 2000's. The program at the time was sufficient for building permit applications and printouts but in the last few years has fallen short of the necessary capabilities for recording information.

DirectIT has fallen short when dealing with onsite inspections, note keeping and digital pictures. As note keeping and site inspection pictures should be a key part of the building permit process, the building department is unable to keep one file-source on each building permit. The customer comes into the office receives a permit and receipt from the DirectIT program. Once inspections start, all notes and picture are hand written and taken a separate SD card and saved as a separate file as DirectIT does not accept downloads. Hand written notes are part of the daily process, but without any way of entering notes to DirectIT on a regular basis, the program is leaving gaps in the building permit process.

The Town of Fort Frances has begun to use an asset management program by Public Sector Digest offering CityWide Software. Public Sector Digest offers a building permit program called "The Works". The Works allows for in office, as well as onsite upload of information through a laptop, smart phone or tablet taking pictures, typing notes and performing property searches. This is a necessary feature for today's inspections and building permits. The Works is a one stop process for applications, issuing permits, notes and digital pictures. The Works is an online based program which can be updated from anywhere if an internet connection is available.

DirectIT annual cost is \$4250.00 plus HST. The Works annual cost is \$1900.00 plus HST. The Works start-up cost for training and implementation for data is \$7000.00 plus HST. An annual savings of \$2350.00 will be seen after the first year and the initial start up cost will be recuperated within three years by decreasing our annual programming fees.

A long-term goal of the Building and Planning Department is to be able to have all building permits and documents available digitally. The Works allows for inspections to be tracked, information to be available with any smart device and internet connection. This allows for better time management and organization.

The Planning and Development Department is recommending changing from DirectIT to CityWide, "The Works" for all building permit programming for the 2018 building year. Please review and direct Administration on accepting the changes to the programming as submitted.

Respectfully submitted,

Originally Signed By,

Tyson Dennis

Chief Building Official / Municipal Planner.



Date: December 27, 2017

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Tom Veert Deeming of Properties.**

In 1998 Tom Veert Contracting began purchasing properties on Eighth Street in Fort Frances. Since then, Tom Veert Contracting has purchased multiple lots as well as one section of "road right away". As part of an agreement of purchase in 2015 of property and the road right away of Seventh Street, the abutting properties must be deemed as one. A deeming application has been submitted by Tom Veert Contracting to complete the process. Lots 2,4,5,6,7,8,9,10,11,12 part 18, 19,20,21,22,23 and part of the road allowance of Seventh Street, are part of the application to deem as one property. The properties are part of Plan 48M357 and 48R4436. As per Section 50(4) of the Planning Act, the properties have been part of a registered plan of subdivision for more than eight years. The properties maybe deemed to allow for merging of the abutting lots into one parcel, as they are held in a common ownership.

As part of the agreement of purchase in 2015, the deeming application is now complete and upon approval of the Planning and Development Executive Committee, a recommendation to Council will follow to finalize the deeming of all listed properties. Attached to this report is a map and listing of all affected properties.

Deeming these properties as one, will allow for future development and completion of the purchase agreement of the properties from 2015.

Respectfully submitted,

Originally Signed By,

Tyson Dennis

Chief Building Official / Municipal Planner.

**APPLICATION TO DEEM LOTS NOT TO BE
ON A REGISTERED PLAN OF SUBDIVISION**
SECTION 50(4), ONTARIO PLANNING ACT, R.S.O. 1990, C.P. 13

Subject Property: Municipal Address(es): 801 Eight Street, Fort Frances

Lots: See Attached Registered Plan: 48M357

I, the undersigned Owner(s) of the above-noted property, hereby apply to the Corporation of the Town of Fort Frances for the enactment of a By-Law to deem the above-noted lots deemed not to be on a registered plan of subdivision for the purposes of Section 50 (3) of the Planning Act.

I acknowledge that full lots on a registered plan of subdivision are separately conveyable from one another; that the enactment and registration of the deeming by-law will merge them to be one lot of record; that conveyance of part of the lot of record will require approval of the Town of Fort Frances through the Consent process; and that this process does not consolidate the properties under the Land Titles Act.

Purpose of Application: To comply with conditions of the Agreement of Purchase and Sale of the above properties and Notice registered on title to the above properties on May 15, 2015 as Instrument RD27575.

I submit with this application the following:

X Evidence of ownership (original deed/s or copy of parcel register/s)

☒ Site Plan of property

X Required Legal Fees (registration legal fees plus \$60.90 per added lot administrative fee)

Owner's Name(s):

Tom Veert Contracting Limited

Mailing Address:

Box 417, Fort Frances, ON P9A 3M7

Owner's Signature:

Per 
Tom Veert, President

Phone: 274-6898 _____

Dated: NOVEMBER 20, 2017

FOR OFFICE USE ONLY		
Application Received: <u>November 24/17</u>	Receipt No.: <u>19041.</u>	RECOMMENDED BY PLANNER
Registration Date of Plan No:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - reasons below
Ownership Confirmed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	- Property is owned by a single corporation.
By-Law No.	Enacted:	- Makes sense to consolidate the land
Date Registered:	Document No.	- Was part of the agreement in 2015 to consolidate the properties.

PLAN 48M - 357

I CERTIFY THAT THIS PLAN 48M-357 IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF RAINY RIVER AT 3:15 O'CLOCK ON THE 13TH DAY OF SEPTEMBER 1987, AND REQUIRED TO BE REGISTERED IN ACCORDANCE WITH THE DOCUMENT IN 48M-357 AND ENTERED IN THE REGISTER FOR RIVER PLAN 2-11, SECTION 48M-357.

LAND REGISTRY ACTING

LOTS 1 TO 41 INCLUSIVE, AND SEVENTH STREET - ALL OF PARCEL 24463 RR
(NOTE - THIS PLAN OVERLIES AND SUPERSEDES PLAN 48M-353)

August 37

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE THEREUNDER.
2. THE SURVEY WAS COMPLETED ON THE 01ST OF DECEMBER, 1986.

DECEMBER 11, 1986.
B. MASKELL
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:
1. LOTS 1 TO 41, BOTH INCLUSIVE AND THE STREET, NAMELY SEVENTH STREET HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. SEVENTH STREET AND LOT 40 ARE HEREBY DESIGNATED AS A PUBLIC HIGHWAY.
THE CORPORATION OF THE TOWN OF FORT FRANCES.

CLERK
MAYOR

LEGEND

- DENOTES SURVEY MONUMENT SET
- AP DENOTES SURVEY MONUMENT FOUND
- SB DENOTES ALUMINUM TERMINUS POST
- SB DENOTES ALUMINUM TERMINUS POST
- WIT DENOTES WITNESS
- SSB DENOTES SHORT STANDARD IRON BAR
- Fig. DENOTES PARCEL 22039 R.R.
- (---) DENOTES IDENTIFYING NUMBER, OR OTHER, OF A SURVEY MONUMENT FOUND

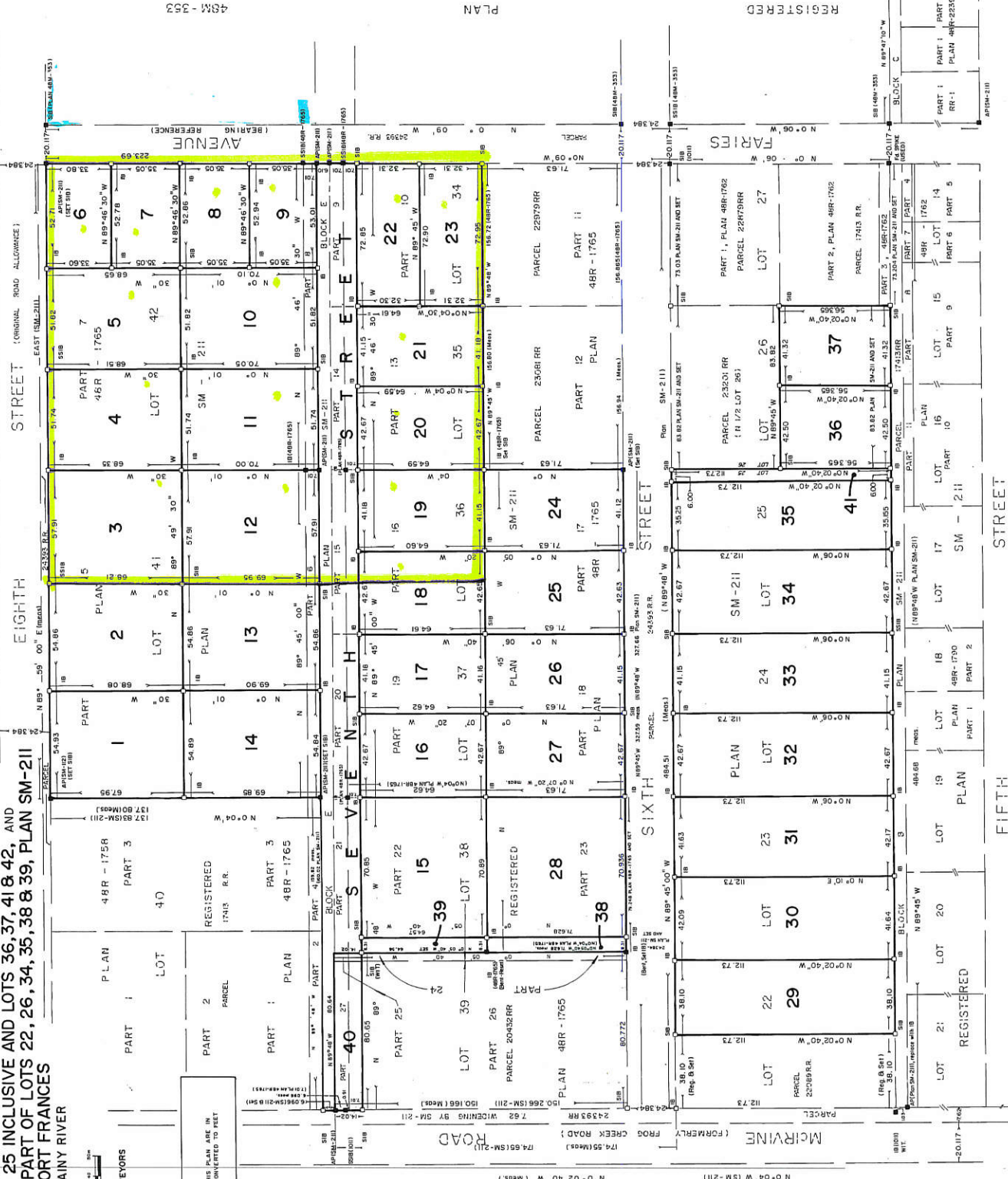
NOTE

BEARINGS ARE AZIMUTHIC AND ARE REFERRED TO A PORTION OF THE EAST LIMIT OF FARRIES AVENUE AS SHOWN ON PLAN 48M-353 HAVING A BEARING N4°09'W.

PLAN OF SUBDIVISION OF
LOTS 23 TO 25 INCLUSIVE AND LOTS 36, 37, 41 & 42,
BLOCK E & PART OF LOTS 22, 26, 34, 35, 38 & 39, PLAN SM-211
TOWN OF FORT FRANCES
DISTRICT OF RAINY RIVER
SCALE 1:1000

B. MASKELL LIMITED
CHARTED LAND SURVEYORS
1986

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



B. MASKELL LIMITED
CHARTED LAND SURVEYORS
THUNDER BAY AND FORT FRANCES, ONTARIO
FILE: FF-15-15 DRAWN BY D. PETER

SCHEDULE OF PROPERTIES TO BE DEEMED:

AT TAB:

- A. Lt 23, Pl 48M357, Mclrvine (PIN 56019-0551)
- B. Lt 22, Pl 48M357, Mclrvine (PIN 56019-0550)
- C. Lt 21 Pl 48M357, Mclrvine (PIN 56019-0549)
- D. Lt 20 Pl 48M357, Mclrvine (PIN 56019-0548)
- E. Lt 19 Pl 48M357, Mclrvine (PIN 56019-0547)
- F. Part Lt 18 48M357 Pt 2 48M1129, Mclrvine (PIN 56019-1130)
- G. Part of Seventh St, Pt 1 48M1129 (Part of PIN 56019-1128)
- H. Lt 12 Pl 48M357, Mclrvine (PIN 56019-0542)
- I. Lt 11 Pl 48M357, Fort Frances (PIN 56019-0541)
- J. Lts 8-10 Pl 48M357, Mclrvine (PIN 56019-0538)
- K. Lts 5-7 Pl 48M357, Mclrvine (PIN 56019-0357)
- L. Lt 4 Pl 48M357, Mclrvine (PIN 56019-0536)
- M. Lt 3 Pl 48M357, Mclrvine (PIN 56019-0539)

APPLICABLE PLANS:

- N. PLAN 48M357
- O. PART OF 48R4436 (Parts 1 and 2)

Date: December 20, 2017

Report To: Planning & Development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer

Re: Rainy Lake Square Parking Issues.

The By-Law Enforcement Department along with Operations & Facilities have been receiving numerous parking complaints at the 6 dedicated parking stalls for the Rainy Lake Square. These parking stalls are located at the back end of the square along the laneway.

With this stated, this office in conjunction with the Manager of Operations & Facilities have been looking into these complaints and have determined that the usage of these parking stalls are not being used for their intended purpose. Which is for the use of patrons to the square or to access the Shops on Scott.

Therefore, with this stated we have concluded that the best way to manage the parking in the Rainy Lake Square Area is to implement the following controls:

- Designate No Parking Zones at the West and East Pedestrian Walking Areas.
- Designate a Rainy Lake Square Equip/Staff Parking Only Area.
- Designate and install Parking Meters at the 6 Parking Stalls.

Attached to this report you will find a map outlining the proposed parking controls.

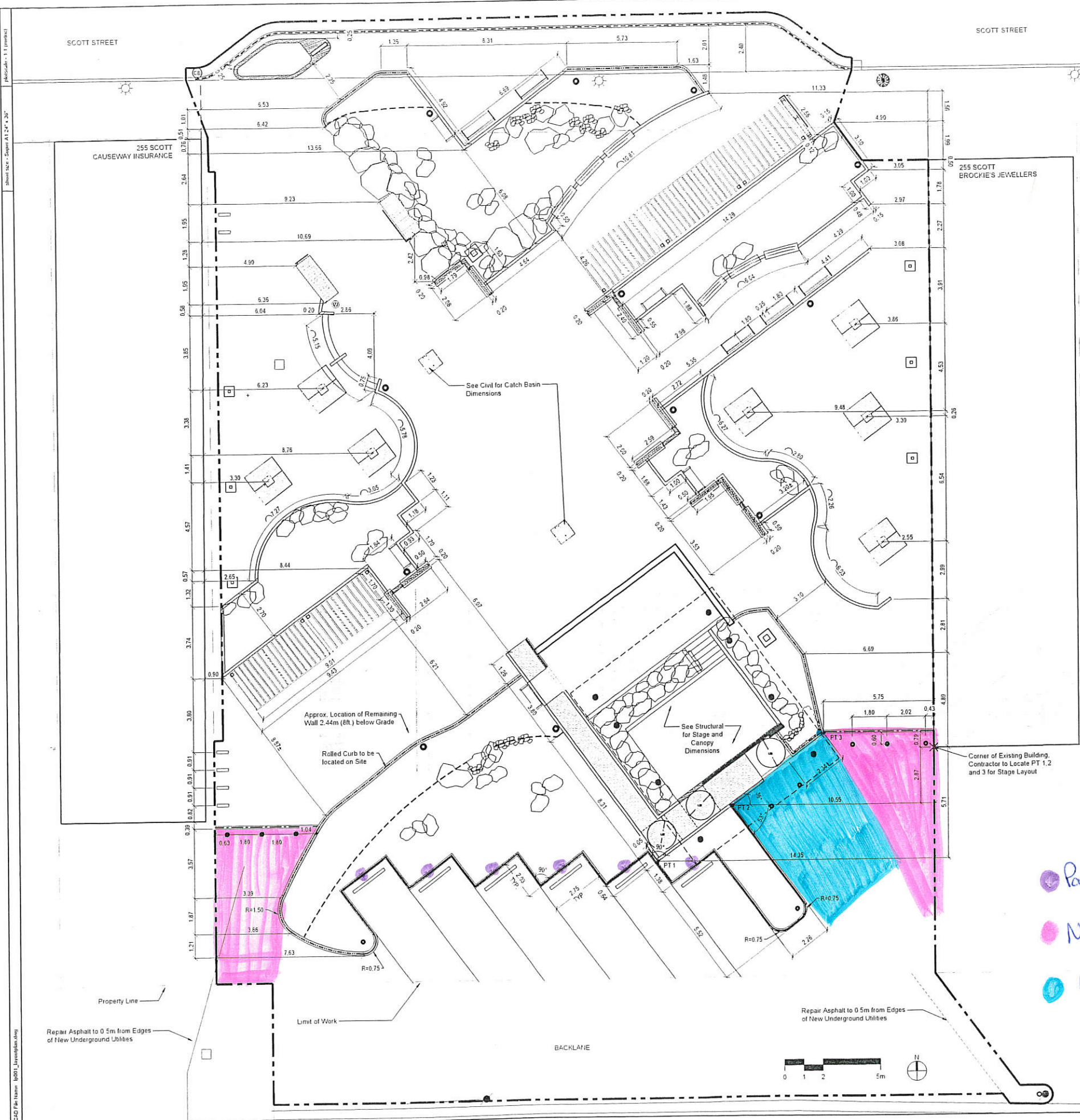
We are asking the Planning & Development Executive Committee to recommend that Mayor & Council accept the recommendations to manage the parking at the Rainy Lake Square as presented and that \$10,000 be added to the 2018 capital budget allocation for the remaining works at the square for installation costs associated with the above and direct that a Bylaw amendment for the Traffic Control By-Law be prepared for signing by Mayor and Clerk.

Respectfully submitted,



Patrick Briere

By-Law Enforcement Officer



- LEGEND**
- Property Line
 - Limit of Work
 - Asphalt Paving
 - Concrete Paving
 - Concrete Paver
 - Slate Flagging
 - Gabion
 - Deck
 - Planting Area
 - Local Granite Boulders, Monolithic
 - Existing Street Light
 - Proposed Catch Basin - Iron Age "Rain" 24" x 48". Refer to Civil Plan
 - Tree Grate with Frame Iron Age "Rain" 6' Sq (1800mm x 1800mm)
 - Fixed Bar Stool - Victor Stanley "Steelsites" Chairs - Standard Height / Bar Height Tables - Standard Height / Bar Height
 - Fixed Bar Stool - Victor Stanley "Steelsites"
 - Decorative Railing
 - Decorative Railing c/w Bar Table
 - Bench
 - Wall-Top Mounted Bench
 - Waste Receptacle
 - Bike Rack
 - Interpretive Sign
 - Removable Bollard c/w Receive
 - LT1 Lighting Bollard, Wood Bollard c/w Bega Luminaire, Refer to Elec. Dwg.
 - LT2 Lighting Pole, 4.88m (16') ht. Valmont Lam. Wood Pole c/w LED Luminaire, Refer to Elec. Dwg.
 - Towers Tower c/w Anti-scale panels 7.32m (24') ht. and 4.88m (16') ht. Titan
 - Proposed Curb and Gutter
 - Proposed Flush Curb
 - Proposed Rolled Curb
 - Proposed Barrier Curb
 - Proposed Aluminum Edging
 - Proposed 150mm THK. Retaining Wall, Height Varies, Refer to Structural Dwg.
 - Proposed 200mm THK. Retaining Wall, Height Varies, Refer to Structural Dwg.

- NOTES**
1. ALL EXISTING STRUCTURES, TREES, SHRUBS, SIDEWALKS, CURBS, SOD, UTILITIES AND PAVING TO BE PROTECTED (UNLESS OTHERWISE NOTED) DURING CONSTRUCTION TO ONTARIO PROVINCIAL STANDARDS AND SPECIFICATIONS. CONTRACTOR TO MAKE GOOD ALL DAMAGED AREA DURING CONSTRUCTION BOTH ON AND OFF SITE TO CITY OF WINNIPEG STANDARDS AT THE CONTRACTORS COSTS
 2. CONFIRMATION OF EXISTENCE AND EXACT LOCATION OF ALL SERVICES MUST BE OBTAINED FROM THE INDIVIDUAL UTILITIES BEFORE PROCEEDING WITH CONSTRUCTION
 3. CONTRACTOR TO CONFIRM ALL EXISTING GRADES, LAYOUT, DIMENSIONS AND MATERIALS ON SITE AND REPORT ANY DISCREPANCIES TO THE CONTRACT ADMINISTRATOR PRIOR TO CONSTRUCTION
 4. EXACT LOCATION AND EXTENTS OF BOULDERS AND SITE FURNITURE TO BE LOCATED ON SITE
 5. ALL LAYOUT TO BE APPROVED BY CONTRACT ADMINISTRATOR PRIOR TO ANY CONSTRUCTION OR REMOVAL
 6. OVERALL SITE LAYOUT DIMENSIONS ARE IN METRES
 7. ALSO REFER TO WRITTEN SPECIFICATIONS

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Parking meter Locations.

No Parking Areas

RL Square Equip/staff zone.

10.4. The portions of streets set out in Schedule "X" attached hereto are hereby designated as taxi stands for use by taxis licensed for operation in the Town of Fort Frances.

11. SECTION ELEVEN – Loading Zones

11.1. The portions of the streets set out in Schedule "AA" attached hereto are hereby designated as loading zones.

11.2. When properly worded signs have been erected and are on display, no person shall park or stand a vehicle in a loading zone on any day, other than a Sunday or a public holiday, between the hours of 8:00 o'clock in the forenoon and 6:00 o'clock in the afternoon, except for the purpose of and while actually engaged in loading or unloading goods, wares and merchandise on to or from such vehicles; but notwithstanding the provisions hereof, it shall be lawful for the operator of a taxi-cab to pick up or discharge passenger in a loading zone.

When properly worded signs have been erected and are on display, no person shall park or stand a vehicle in the loading zone identified in Schedule "AA", item 2, except for the purpose of and while actually engaged in loading or unloading items or passengers, at any time for a period in excess of fifteen (15) minutes.

11.3. When properly worded signs have been erected and are on display, no person shall park or stand a vehicle in a loading zone during any period during which parking is prohibited by the other provisions of this by-law.

11.4. The fee for a loading zone set out in Schedule "AA" is as provided in the current schedule of fees attached to the Town's Fees By-Law. Fees are payable on or before January 1st of each year.

11.5. The portions of streets set out in Schedule "AA-1" attached hereto are designated as church loading zones.

11.6. When properly worded signs have been erected and are on display, no person, without consent from the respective church as identified in Schedule "AA-1", shall park or stand a vehicle in a church loading zone.

11.7. The fee for church loading zones that are set out in Schedule "AA-1" is as provided in the current schedule of fees attached to the Town's Fees By-Law. Fees are payable on or before January 1st of each year.

12. SECTION TWELVE – Load Weights and Snow Removal and Deposit:

12.1. Weight of Load During Spring of the Year – The provisions of The Highway Traffic Act, shall extend to and apply to highways within the Town of Fort Frances during the period of half-load restrictions

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

4.9

Private Parking Spaces (Rented):

When properly worded signs have been erected and are on display, no person shall park an unauthorized vehicle in the parking spaces which are set out in Schedule "I-1" attached to and forming part of this By-Law. Any vehicle found parked or left contrary to this section may, in addition to the penalty for contravention of this Traffic Control By-Law, be removed and/or impounded at its owner's expense.

For the purpose of this section, an unauthorized vehicle is a vehicle not on a list that is certified by the Town Clerk as vehicles authorized to park in the parking spaces which are set out in Schedule "I-1".

The annual fee for each parking space set out in Schedule "I-1" shall be as set out in the current schedule of fees to the Town's Fees By-Law, payable on or before January 1st of each year.

4.10

Parking by Parking Permit:

4.10.1

A parking permit may be issued to an applicant for commercial purposes only for the sole use of parking vehicles identified in the permit and the applications. Any other use of the parking permit

Date: December 28th, 2017

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Update on Activities in 4th Quarter for By-Law Enforcement Department.

Please see the below information for the months October, November and December activities for this department.

October 2017

Shelter Statistics

Impounded Dogs	5
Impounded Cats	2
After Hours Visits	4
Total Shelter Visits for Month	34

Parking Statistics

Calendar Parking	3
Tickets for Month	3
Police Issued	0
Final Total	3

Other Activities for Month

- OPP Stolen Bikes.
- Smoking Enforcement at Arena.
- JHSC Monthly Inspection.
- PDEC Secretary Duties.
- P&D Staff Meeting.
- Fire Lane Parking Enforcement.
- Notice of Impending Conviction Letters
- Conviction of Outstanding Parking Tickets.
- Fine Box Collection.
- Parking Meter Collection.
- Moving Permits Issued.
- Nugget Pawn Daily Activities.

- JHSC Policy Review at Staff Meetings.
- Sign Permits Issued.
- Asselin Transportation Garbage Collection Daily Issues.
- Fence Construction Info provided to Residents.
- Downtown Parking Enforcement.
- Kiss N Ride Parking Enforcement.
- Shelter Activities.
- OPP Monthly Parking Stats Report.
- Portage Avenue Parking Lot Permits Issued/Renewed.
- Parking Meter Repairs.
- Dog Feces Complaint – Scott St.
- Diamond Software for By-Law.
- Assist Clerk with Large Shredding Purge.
- Illegal Limousine Operating in Town Complaint.
- Garbage Issue with Resident.
- Illegally Parked Vehicle's in Rental Spots – Scott St.
- OPP Call for Service – Dogs Removed from Property.
- Walleye Trailer Court Animal Complaints.
- Resident Request for Dumpster Placed on Road.
- Delivering Agenda's Clerk's Office.
- Daily Escort Staff for Bank Deposit.
- Dog Issue – 2nd St. E.
- OAPSO Northern Ontario Chapter Meeting Host.
- Property Standards Issue – Col. Rd. W.
- MNR Shelter Use – Bear Cub.
- Emergency Management Duties.
- Parking Complaint – Portage Ave. N.
- Dead Bird Complaint – Third St. E.
- Taxi Driver Applications.
- Nuisance Animal Inquiries.
- Property Issues – Church St.
- Parking Rental Stall Request – H&R Block.
- Handicap Loading Zone Request – Service Canada.
- Dog at Large (OPP Request for Service) – Third St. E.
- Changed Flags on Flag Poles at Civic Centre.
- Neighbour Property Issues – Second St. E.
- Excessive Dog Barking Complaint – Lyndy Pl. S.
- Property Standards Complaint – Lakeview Trailer Court.
- Excessive Barking Complaint – Lakeview Trailer Court.
- Multiple Cats at Large Captured – Walleye Trailer Court.

November 2017

Shelter Statistics

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	0

Total Shelter Visits for Month 6

Parking Statistics

Calendar Parking	69
Park Detached Trailer	1
Park Face Wrong Direction	1

Tickets for Month	71
Police Issued	9
Final Total	80

Other Activities for Month

- OPP Monthly Parking Stats Report.
- Moving Permits Issued.
- Smoking Enforcement at Arena.
- Business License Complaints.
- New Business License Applications.
- Emergency Management Activities.
- Nugget Pawn Daily Activities.
- Asselin Transportation Garbage Collection Daily Issues.
- Downtown Parking Enforcement.
- Parking Ticket Inquiries from Residents.
- JHSC Monthly Inspections.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Kiss N Ride Parking Enforcement.
- Fire Lane Parking Enforcement.
- PDEC Secretary Duties.
- Parking Complaints Detached Trailers.
- Stolen Bike's with OPP.
- Property Standards Complaint – Fifth St. W.
- Garbage Burning Complaint – Nelson St.
- Portage Avenue Parking Lot Machine Repair.
- Taxi Licensing & Vehicle Inspections.

- Shelter Activities.
- Fine Box Collection.
- Parking Meter Repairs.
- Dog Barking Complaint – Shevlin Ave.
- Fence By-Law Inquiries.
- Dog Barking Complaints – Lakeview Trailer Court.
- Diamond By-Law Software Implementation.
- Dog At Large Complaint – 4th St. W.
- Cat At Large – Armstrong Pl.
- Delivering Agenda’s Clerk’s Office.
- Daily Escort Staff for Bank Deposit.
- Chicken Info Request – King’s Hwy.
- Cruelty to Animals Complaints – OSPCA
- Dog Barking Complaint – Nelson St.
- Zoning/OP Amendments for Olde Shambles Request – Work with Planner.
- Aggressive Dog Complaint – Shevlin Ave.
- Deliver Hydro Bills to Post Office.
- Property Standards – 1st St. E.
- Resident Complaint – Vehicle’s Not Stopping for Signs or Busses Forwarded to OPP.
- Cat At Large – North-American Lumber.
- Dog At Large – 1st St. E.
- Basketball Nets Removal Letters & Enforcement.
- Neighbour Property Issues – Second St. E.
- Excessive Dog Barking Complaint – Lyndy Pl. S.
- Flag Raisings at Civic Centre.

December 2017

Shelter Statistics

Impounded Dogs	0
Impounded Cats	0
After Hours Visits	0
Total Shelter Visits for Month	3

Parking Statistics

Calendar Parking	25
Parking Prohibited	2
Park Fire Lane	2
Handicap Parking	1

Tickets for Month	30
Police Issued	1
Final Total	31

Other Activities for Month

- Nugget Pawn Daily Inspections.
- PDEC Secretary Duties.
- Smoking Enforcement at Arena.
- Downtown Parking Enforcement.
- Bike Pick-Up for OPP.
- Sign Permits Issued
- Moving Permits Issued.
- Kiss N Ride & School Zone Parking Enforcement.
- Portage Avenue Parking Lot Enforcement.
- Fire Lane Parking Enforcement.
- JHSC Monthly Inspections.
- Emergency Management Plan Updating.
- New Business License Application.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Dog Complaints – Lakeview Trailer Court.
- Garbage Complaint – Scott St.
- Business License Complaints – Business No License.
- Asselin Transportation Garbage Collection Daily Issues.
- Recycle Program Questions.
- Parking Ticket Complaints.
- School Bus Loading Zone Complaints – Iron Range Bus.
- Handicap Parking Complaint – Scott St.
- OSPCA Animal Issue – By-Law Assist.
- OPP Dog Cruelty Issue – By-Law Assist.
- Fire Pit Issue – Scott St.
- Dog at Large – King’s Hwy.
- Vehicle Parking in Laneway Complaint.
- Dog Feces Complaint – Church St.
- Noise By-Law Questions answered for Resident.
- Repaired Parking Meters.
- Fence By-Law Inquiries.
- Deliver Hydro Bills to Post Office.
- Animal Control By-Law Program Implementation.
- Property Standards – 8th St. Apt`s.
- Parking Complaint Private Stalls – Knox United Church.

- Dog Barking Complaint – 2nd St. E.
- Deliver Agenda's Clerk's Office.
- Garbage Issue – Scott St Business.
- Injured Cat Found.
- Dog Excessive Barking Complaint – Lakeview Trailer Court.
- Dog At Large Complaint – Col. Rd. W.
- Dog Barking Complaint – Wright Ave.
- Diamond By-Law Enforcement Software Completed.
- Cat At Large Trapped – Armit Ave.
- JHSC Agenda and Meeting Organized for 4th Quarter.
- Cat At Large Issue – Armstrong Pl.
- Injured Cat at EMS Garage.
- Garbage Burning Complaint – Butler Ave.
- Neighbour Dispute Access to Property – Church St.
- Neighbour Property Issues – Second St. E.
- Complaint Landlord Tenant Issue – Church St.
- Landlord Tenant Property Standards Complaint – Walleye Trailer Court.
- Rainy Lake Square Complaints Parking.
- By-Law Office Year End Activities.
- Taxi Tariff Rate Increase Requests.
- 2018 Business License Renewal Process.
- 2018 Taxi License Renewal Process.
- Snow on Sidewalk Concerns.
- Portage Avenue Parking Lot Parking Pass Renewals.

Respectfully submitted,

Original Signed By

Patrick Briere, CMM I, Property Standards Professional
 MLEO/Public Information Officer, Planning & Development Division
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