

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - March 19, 2018 at 8:00 AM

#### MEETING - Civic Centre - Committee Room

	Page
1. <b><u>Call to Order</u></b> Session #41	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Approval of March 5th, 2018 meeting minutes.	2 - 3
4. <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b>	
5. <b><u>In-Camera</u></b>	
6. <b><u>Items Referred from Council</u></b>	
6.1 Rainy Lake Square Recommendations Report T. Drysdale.	4 - 7
6.2 Request Letter from Mr. G. Durbin - Use of an Existing Road Allowance for a Driveway. (Referred to Next Meeting - Administration gathering information)	8 - 9
7. <b><u>New Business</u></b>	
7.1 Fort Frances Senior's Centre Request Letter Suspend Calendar Parking.	10 - 11
8. <b><u>Outstanding Items</u></b>	
9. <b><u>Information</u></b>	
10. <b><u>Non-agenda Items</u></b>	
11. <b><u>Adjourn / Next Meeting Date</u></b> Monday April 2nd, 2018.	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #40

March 5, 2018

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on March 5, 2018 from 8:00 a.m. to 8:20 a.m.

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

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

**1. Call to Order**

Session #40

**2. Disclosure of pecuniary interest and the general nature thereof**

None.

**3. Approval of Previous Committee Minutes**

- 3.1 Approval of February 20th, 2018 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 Town of Essex Request for Support (ie: Offering School Properties to Municipalities).  
- The Planning & Development Executive Committee is recommending to support the resolution from Essex Town Council as presented.
- 6.2 Request Letter from Mr. G. Durbin - Use of an Existing Road Allowance for a Driveway.  
- This Item is Referred to the next Meeting to allow Administration to gather the necessary information.

**7. New Business**

- 7.1 Northwest Catholic School Board Site Plan Control Agreement.  
- The Planning & Development Executive Committee is recommending that Council approve the report as presented.
- 7.2 Zoning By-Law Amendment for 560 Webster Avenue.  
- The Planning & Development Executive Committee is recommending to approve the report as presented.
- 7.3 Zoning By-Law Amendment for 201 Minnie Avenue.  
- The Planning & Development Executive Committee is recommending that Council approve the report as presented. The Planning & Development Executive Committee is also requesting that Administration put a condition in the site plan control agreement that requires both buildings to be constructed at the same time.

**8. Outstanding Items**

None.

**9. Information**

None.

**10. Non-agenda Items**

None.

**11. Adjourn / Next Meeting Date - 0820am**

Monday March 19th, 2018.

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Executive Committee Chair

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Secretary, Planning & Development Executive  
Committee

Report to Council

From: Tannis Drysdale RRFDC, Economic Development Consultant

Date: March 12, 2018

Regarding: Rainy Lake Square Recommendations

## **1. Venue Reservations**

### **Recommendation to Council**

The Rainy Lake Square will be reserved through the Memorial Sports Centre facility reservation system. The BIA and Economic Development office will have access to the system. The economic development office will assist with bookings, encouraging utilization by the community.

## **2. Use of the Rainy Lake Square**

### **Background**

The Rainy Lake Square was built to increase economic development with the following goals:

1. Activation of downtown Fort Frances; increase foot traffic to surrounding businesses
2. Be a regional tourist attraction
3. Provide a venue for small business incubation

Ideal usage of the Rainy Lake Square should further one or all of these goals.

**Use A)** Casual use i.e. birthday parties and gatherings. Square remains open to the public during such use. No reservation required.

**Use B)** Fenced in, ticketed events. Reserved by community groups, charities.

**Use C)** Fenced in, private events, such as wedding receptions, socials. Reserved by private individuals. Neither open to the public nor ticketed. Invitation only. Fee to be charged.

**Use D)** Utilization of the square for for-profit purposes. I.e. trade shows, car shows.

### **Recommendation to Council**

Council should allow all usage options for the first season of operation and revisit in early 2019 based on experience.

Recommendation to develop a fee for uses C and D based on fees for the Memorial Sports Centre Auditorium at \$427.20 + HST for residents of Fort Frances; \$534.00 + HST for non-residents.

### **3. Liquor Service**

#### **Background**

The Alcohol and Gaming Commission of Ontario (AGCO) will allow alcohol licensing of outdoor, public areas under Special Occasion Permits (SOP), or Catering Endorsements from a licensee (a licensed bar or restaurant extending their licence to another area).

#### **Catering Endorsement from a Licensed Business**

Licensed restaurant and bar businesses may use the Rainy Lake Square under a Catering Endorsement. A Catering Endorsement allows businesses to temporarily extend their licence to another location, including outdoor public spaces.

Under this endorsement, the business in question is responsible for the site as it falls under their license for the duration of the event being catered.

#### **Private Event Special Occasion Permit (e.g. weddings)**

A private event under AGCO guidelines cannot be a publically advertised event. There can be no intent to gain profit from sale of alcohol at the event.

For outdoor events at the Rainy Lake Square, the Private SOP holder must give Town of Fort Frances 30 days written notice.

#### **Public Event Special Occasion Permit (e.g. charity/fundraising event)**

Under this Special Occasion Permit, events must be open to the public.

This type of SOP can only be issued to: charitable organizations, not-for-profits to promote charitable, educational, religious or community objectives, for an event of national, provincial or international significance or “for an event designated by municipal council as an event of municipal significance.” Sale of alcohol can be advertised publically in these cases.

For outdoor events, SOP holder must provide clerk’s department, police, fire and health department written notice 30 days prior to event.

#### **Outdoor Event Venue Capacity Guidelines for Alcohol Licensing**

In all cases, fencing at least 3 feet tall must be used to enclose the temporarily licensed area.

“Maximum capacities for all outdoor areas (or indoor areas without a designated Building or Fire Department capacity) is determined by dividing actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person.

#### **Recommendation to Council**

Recommendation is to allow bar and restaurant businesses with Catering Endorsements to sell alcohol at events at the Rainy Lake Square.

1. The Rainy Lake Square will not be staffed in the evenings.
2. Allowing alcohol service from a Special Occasion Permit set-up will be competitive with businesses. The Rainy Lake Square is meant to encourage and grow local business. Allowing Catering Endorsement alcohol sales will support bar and restaurant businesses while allowing full service events.

#### **4. Smoking on Premises**

##### **Recommendation to Council**

Recommendation is that smoking be prohibited in the Rainy Lake Square facility.

## **Planned 2018 Programming**

### **Grand Opening**

The official opening of the Rainy Lake Square will take place May 17, 2018. Formal ribbon-cutting, speeches will occur.

### **Markets**

Two farmers markets per week will be held between May and September on Thursdays and Saturdays. Markets will run 9 a.m. until 1 p.m. each market day.

Vendors will be encouraged to arrive for set-up at 8:30 a.m., with the exception of vendors that request earlier due to farming schedules.

Markets will be hosted by the BIA, vendors must apply therein. The economic development office will support market operations.

### **Events**

An events program for the 2018 season was developed through consultations with the BIA and the Fort Frances Museum.

We will work with community groups to host programming at the Rainy Lake Square from May long weekend (May 18-21) to mid-September.

Events will be hosted each Thursday evening between 6-8 p.m. during this period.

Events may include concerts, kids programming, movie nights, dramatic productions, concerts.

A summer concert series is planned for one Thursday of each month. Concert dates:

Thursday, May 17: Grand Opening feat. Musical act TBA

Thursday, June 14

Thursday, July 18

Thursday, August 16

Thursday, September 13

The economic development office will work with community groups to offer programming to encourage utilization of the Square.

### **Food Service**

The economic development office will inform all food vendors at the Rainy Lake Square to acquire permits as required by the Northwestern Health Unit.

### **Facility Resources**

Ten 10x10 canopy tents were purchased bearing the "Rainy Lake Market" logo, and ten small folding tables for vendor use during markets.

### **Branding & Marketing**

We will market the Rainy Lake Square and its programming for the first season of operation. Marketing activities will include a highway billboard in the U.S., social media, print and radio ads. Logos have been developed for both the Rainy Lake Square facility and the Rainy Lake Market. It is recommended that all future facility resources be branded cohesively with these logos.

To Whom it may concern:

Property at: RP 48R1346 PART 1 PCL 21949 (McIrvine Road)

We are requesting permission to put a driveway in about 200-300 feet down the existing road allowance beside the above property. The road allowance appears to be built up already to the gates. We would like to go past the gates to the 200-300 ft range.

Please consider.

Gary and Lori Durbin  
RR1 Site 105-73  
Fort Frances, Ontario  
P9A 3M2  
807-274-7486  
807-275-9414







Date: March 19<sup>th</sup>, 2018

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

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

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The By-Law Enforcement Department received a letter dated March 12<sup>th</sup>, 2018 from Senior Games Committee Member Irene Laing, in regards to waiving Calendar Parking in the 400 & 500 Blocks of Nelson Street on Tuesday June 5<sup>th</sup>, 2018 & Wednesday June 6<sup>th</sup>, 2018 for the facilitation of parking for patrons attending the Senior Games.

This office supports the waiving of Calendar Parking in the 400 & 500 Blocks of Nelson Street for the Senior Games that will be taking place on Tuesday June 5<sup>th</sup>, 2018 & Wednesday June 6<sup>th</sup>, 2018 as similar requests by the Senior Games Committee have been supported to assist with parking and access to the Centre.

We are asking the Planning & Development Executive Committee to recommend that Council authorize Calendar Parking to be waived in the 400 & 500 blocks of Nelson Street to accommodate the Senior Games being held Tuesday June 5<sup>th</sup>, 2018 & Wednesday June 6<sup>th</sup>, 2018.

Respectfully submitted,

Original Signed by

Patrick Briere  
By-Law Enforcement Officer



DISTRICT 1A – FORT FRANCES  
401 NELSON STREET  
FORT FRANCES, ON P9A 3B5  
Phone: 807 274-7656

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

March 12, 2018

Dear Mr. Briere:

The Fort Frances Senior Centre will be hosting the District 1A Senior Games on June 5 and 6 at the Centre. The event will run from 9 a.m. to 4 p.m. each day. As we anticipate attendance of 125 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

Irene Laing  
Senior Games Committee