

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - April 2, 2018 at 8:00 AM

#### MEETING - Civic Centre - Committee Room

	Page
1. <b><u>Call to Order</u></b> Session #42	
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 19th, 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 Letter dated March 19, 2018 from W. Allen and J. Cuthbertson, Co-Chairman, Fort Frances Canadian Bass Championship re; Request Support.	4 - 7
7. <b><u>New Business</u></b>	
8. <b><u>Outstanding Items</u></b>	
9. <b><u>Information</u></b>	
9.1 By-Law Enforcement 1st Quarter Activities Report.	8 - 12
10. <b><u>Non-agenda Items</u></b>	
11. <b><u>Adjourn / Next Meeting Date</u></b> Monday April 16th, 2018.	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #41

March 19, 2018

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on March 19, 2018 from 8:00 a.m. to 9:11.m.

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

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

**1. Call to Order - 0800am**  
Session #41

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

**3. Approval of Previous Committee Minutes**

- 3.1 Approval of March 5th, 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 Rainy Lake Square Recommendations Report T. Drysdale.  
- An overview of the report was provided to the Committee and after a lengthy discussion the Planning & Development Executive Committee is providing the following input to the Community Services Executive Committee. A amendment to the report should occur to better reflect/explain the details of how the operations of the items listed, more specifically the liquor service item. The Smoking By-Law should be amended to ban smoking on the Rainy Lake Square site, the Rainy Lake Square Committee should have very clearly defined rules for operation which include a definition of what entertainment is.
- 6.2 Request Letter from Mr. G. Durbin - Use of an Existing Road Allowance for a Driveway.  
(Referred to Next Meeting - Administration gathering information)- A brief overview of this item was provided to the Committee. The item will be fully discussed at the next meeting, once all the information is gathered.

**7. New Business**

- 7.1 Fort Frances Senior's Centre Request Letter Suspend Calendar Parking.  
A brief discussion was had on this item and the Planning & Development Executive Committee is recommending to approve the report as presented.

**8. Outstanding Items**  
None.

**9. Information**

None.

**10. Non-agenda Items**  
None.

**11. Adjourn / Next Meeting Date - 0911 am**  
Monday April 2nd, 2018.

---

Executive Committee Chair

---

Secretary, Planning & Development Executive  
Committee



Fort Frances



Canadian  
Bass Championship Inc.  
P.O. Box 531  
Fort Frances, ON  
P9A 3M8

March 20, 2018

Mayor and Town Council

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

Re: Fort Frances Canadian Bass Championships and Teen Dance (July 18th - July 21st, 2018)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2018 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant municipal festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent. Requesting road closure at the Sorting Gap Marina for the period of July 13<sup>th</sup> to July 23<sup>rd</sup> inclusive.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 19th to 21st . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 11) Requesting assistance from the Town of Fort Frances with the setting up of the Tent on July 13<sup>th</sup> and the taking down of the Tent on July 23<sup>rd</sup>.

We look forward to discussing our request in greater detail at your convenience and invite any Town Councillor to any FFCBC board meeting.

Respectfully,

Wayne Allen, Co-Chairman

Jim Cuthbertson, Co-Chairman

## 2017 FFCBC Board of Directors

Wayne Allen	Co-Chair/Bar Operations
Wayne Allen	Teen Dance
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Co-Chair/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative
Kevin Cawston	Fish Care
Eric Kaufman	Weigh Master
Jeanette Cawston	Volunteers Co-ordinator
Robin Reid	Director

Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone 807-274-4561  
Fax: 807-274-3799

email: town@fortfrances.com  
www.fort-frances.com

March 27, 2017

Fort Frances Canadian Bass Championship Inc.  
P.O. Box 531  
Fort Frances, Ontario  
P9A 3M8  
Attn: Wayne Allen, Co-chairman & Jim Cuthbertson, Co-Chairman

Dear Sirs:

At their meeting Monday March 26, 2018, 2017, Council referred the request received March 20<sup>th</sup>, 2018 from Wayne Allen and Jim Cuthbertson, Co-Chairman, Fort Frances Canadian Bass Championship re: Request Support to the Administration & Finance Executive Committee with input from all other Executive Committees.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Laurie Lindberg, Treasurer at 274-5323, ext. 1225, or D. Galusha, Deputy Treasurer at 274-5323, ext. 1224.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth (Lisa) Slomke, Clerk

c.c. Administration & Finance Executive Committee  
L. Lindberg, Treasurer  
D. Galusha, Deputy Treasurer  
Community Services Executive Committee  
Planning & Development Executive Committee  
Operations & Facilities Executive Committee

Date: March 29<sup>th</sup>, 2018

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Update on Activities in 1<sup>st</sup> Quarter for By-Law Enforcement Department.

---

Please see the below information for the months January, February and March activities for this department.

### **January 2018**

#### **Shelter Statistics**

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

#### **Parking Statistics**

Park in Excess of 2 Hours	0
Parking Prohibited	14
Park Detached Trailers	1
Park Facing Wrong Direction	2
Calendar Parking	127
Parked in Handicap Zone	1
Parked within 3m of Fire Hydrant	1
Park with 8m of Intersection	1

Tickets for Month	147
Police Issued	1
Final Total	148

#### **Other Activities for Month**

- OPP Bike Compound.
- Business License Transfer License Application.
- Smoking Enforcement at Arena.
- JHSC Meeting & Monthly Inspection.
- Business License Applications for New Business.
- PDEC Secretary Duties.



- P&D Staff Meeting.
- Emergency Management Duties.
- 2018 Budget.
- Cat Issue Osbourne Street.
- Cat Issue at Hudson Drive.
- Calendar Parking Enforcement.
- Annual Taxi Licensing & Inspections.
- Notice of Impending Conviction Letters
- Conviction of Outstanding Parking Tickets.
- Fine Box Collection.
- Parking Meter Collection
- Business License Questions Business Owners.
- Lost Cat call from a Resident.
- Lost Dog call from a Resident.
- Parking Rental Rates Review.
- Moving Permits Issued.
- Lost Dog call from a Resident (Second Street East).
- Cat Complaint (Crowe Avenue).
- Nugget Pawn Daily Activities.
- JHSC Policy Review at Staff Meetings.
- Garbage Complaint (Scott Street).
- Sign Permits Questions Resident.
- Fence Construction Info provided to Resident.
- Downtown Parking Enforcement.
- Kiss N Ride Parking Enforcement.
- Snow Piling Complaints.
- Scott Street Sidewalk Inspections (Snow & Ice).
- Shelter Activities.
- Portage Avenue Parking Lot Permits Issued.
- Parking Meter Repairs.
- Fire Lane Parking Complaints Walmart.
- Diamond Parking Software – Full Operation.
- Daily Garbage report from Asselin Transportation.

## **February 2017**

### Shelter Statistics

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	4
Total Shelter Visits for Month	30

### Parking Statistics

Parking Prohibited (Contrary to Sign)	5
Park Facing Wrong Direction	1
Calendar Parking	46

Tickets for Month	52
Police Issued	0
Final Total	52

### Other Activities for Month

- OPP Monthly Parking Stats Report.
- Moving Permits Issued.
- 2018 Budget.
- Smoking Enforcement at Arena.
- Business License Complaints.
- New Business License Applications.
- Emergency Management Activities.
- Nugget Pawn Daily Activities.
- 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.
- PDEC Secretary Duties.
- Emergency Management Duties.
- Parking Complaints from Downtown Businesses.
- Stolen Bike's with OPP.
- Dog Barking Complaints.
- Garbage Complaint – Armit Avenue.
- Found Dog – East End.
- Burning Complaint – Elizabeth S. E.
- Portage Avenue Parking Lot Machine Maintenance.
- Annual Taxi Licensing & Inspections.
- Shelter Activities.
- Scott Street Sidewalk Inspections (Snow & Ice).
- Snow Piling Concerns.
- Fine Box Collection.
- Parking Meter Repairs.
- Fire Lane Parking Complaints Walmart
- Noise Complaints – Scott St Business.

- Dogs at Large & Defecating – Lakeview Trailer Court.
- Dog at Large – Elm Avenue.
- Abandoned Vehicle – Church St.
- Excessive Dog Barking - Elizabeth St. E.
- Dog Trespassing Issues – Church St.

### **March 2017**

#### **Shelter Statistics**

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

#### **Parking Statistics**

Calendar Parking Tickets	16
Tickets for Month	16
Police Issued	15
Final Total	31

#### **Other Activities for Month**

- Nugget Pawn Daily Inspections.
- PDEC Secretary Duties.
- Emergency Management 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.
- JHSC Monthly Inspections.
- Emergency Management Plan Updating.
- 2018 Business License Renewal Process.
- New Business License Application.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Dog Complaints – Crowe Ave.
- Dog Complaints – Church St.
- Dog Complaints – 1<sup>st</sup> St. E.

- Garbage Complaint – Scott St.
- 2018 Budget.
- Business License Complaints – Businesses No Licenses.
- Fundraising/Business Licensing Info Request – Muskie Boys Hockey.
- Multiple Taxi Driver License Application – New Drivers
- Asselin Transportation Garbage Collection Issues.
- Recycle Program Questions.
- Portage Avenue Parking Lot – Parking Rental Requests.
- Parking Ticket Complaints.
- Cat Complaints - Osbourne Street.
- School Bus Loading Zone Complaints – Iron Range Bus.
- Fire Lane Enforcement at Walmart.
- Handicap Parking Complaint at Arena.
- Fence/Easement Agreement Questions – Armstrong Pl.
- Dog at Large – Crowe Ave.
- Parking Ticket Explanations to Residents.
- Snow on Sidewalk Complaints.
- Vehicle Towed – Church St.
- RL Square Rules Meeting.
- Smoking By-Law Amendment.
- Dog Feces Complaint – First St. E.
- Parking Complaint – Flinders Ave.
- School Bus Loading Zone Complaints – Iron Range Bus Lines.
- School Bus Issues Resolved – RRDTSC.
- Assist OSPCA Dog Abuse Complaint.
- Bag Tag Complaint from Landlord – Armit Ave.

Respectfully submitted,

Original Signed By

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