

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - January 7, 2019 at 8:00 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>Call to Order</u> Session #2	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Approval of Previous Committee 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>	
6. <u>Items Referred from Council</u>	
6.1 Letter from Gushulak's & Broman's. Re: Property off Colonization Road West.	4 - 7
6.2 Legislation Requirements Surrounding Recreational Cannabis Stores in Ontario.	8 - 16
6.3 2019 Planning & Development Budget. (Hard copy of Budget Materials distributed in Reading Room).	17 - 27
7. <u>New Business</u>	
8. <u>Outstanding Items</u>	
8.1 Proposed Draft Fence By-Law.	28 - 40
9. <u>Information</u>	
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u> Monday January 21, 2018.	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #1

December 4, 2018

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on December 4, 2018 from 08:01 to 08:36.

PRESENT: Chair - J. McTaggart, Councillors W. Brunetta and D. Judson, Mayor J. Caul (ex-officio)

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

1. Call to Order - 08:01
Session #1

2. Appointment of Committee Positions.

2.1 Appointment of a Chair & Vice-Chair for the Planning & Development Executive Committee (2 Year Term).

Chair: John McTaggart

Vice-Chair: Douglas Judson

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

4. Approval of Previous Committee Minutes

4.1 Approval of November 19th ,2018 meeting minutes.

- approved as presented.

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

6. In-Camera

6.1 B&C - Committee of Adjustment Applications.

- discussed and direction provided to staff.

2018-01 Brunetta - Judson: THAT the Planning & Development Executive Committee now meet in-camera in order to address a matter pertaining to:
- personal matters about an identifiable individual, including municipal or local board employees; more specifically Item #6.1 - B&C - Committee of Adjustment applications.
CARRIED

7. Items Referred from Council - None.

8. New Business - None.

9. Outstanding Items - None.

10. Information

10.1 Update on 335 Scott Street Parking Lot Expansion - verbal summary provided by T. Dennis, CBO/Planner.

10.2 Information on Traffic By-Law Amendment I - verbal summary provided by the Clerk with additional input provided by the CAO.

- 11. **Non-agenda Items - None.**
- 12. **Adjourn / Next Meeting Date - 08:36**
Monday January 7th, 2019 at 08:00.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee

Date: January 2, 2019

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Broman/Gushulak Development Property Colonization Road**

A letter was received by Council explaining a possible development of roughly 22 acres on Colonization Road West at the December 10, 2018, council meeting. The developers have asked to speak to members of Council at the Planning and Development Executive Committee meeting to start the conversation of developing the land.

I have had a conversation with the developers and I agree the next step is to discuss their ideas at the Planning and Development meeting. From this meeting, divisional comments should be obtained on the type of development which may be pursued and requirements for either plan of sub-division or condo/strata agreement.

Please see attached letter and maps.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner



November 23/2018

Mayor and Council,

First of all congratulations to all of you on your being elected to the Council for the Town of Fort Frances.

As you all know the Town is in need of building lots for the present and for any growth in the future. We believe that we have the property that would help to alleviate this problem but we need your help.

The property is located off Colonization Road in the west end of town. It is 22 acres with 1000 feet of frontage on the River.

It has ample space for at least 50 lots but we are looking at developing the property into approximately 20 larger estate lots with more emphasis on Country living inside the Town limits.

We would have town water but if approved we would use septic field sewage systems thus putting less strain on the sewage plant and the Town's infrastructure.

If allowed curb and gutter would be replaced with culverts and ditching. Blacktop would be instead of pavement.

This development of lots in Town would definitely help the tax base and it would give present and future residents a place to call home.

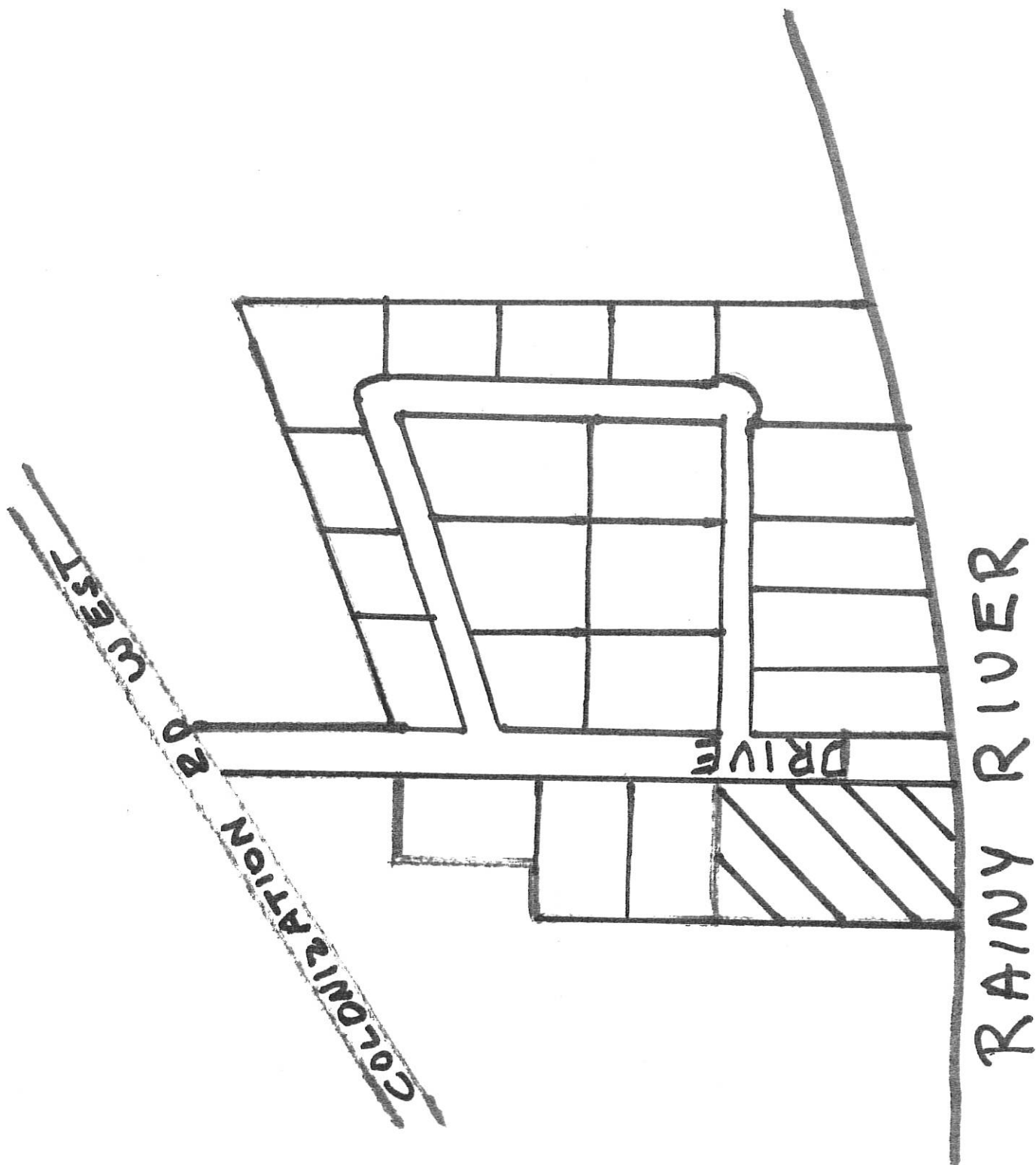
We look forward to any help that you could give us in this in this project.

Thank you

Rob and Marg Gushulak

Dave and Roz Broman

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January 2nd, 2019

To: Planning & Development Executive Committee

From: T. Dennis, CBO/Planner & P. Briere, By-Law Enforcement Officer.

Re: Ontario Cannabis Retail.

As you may recall Mayor & Council at their regular scheduled meeting on December 10th, 2018, discussed a report from D. Brown, CAO regarding the legislative requirements surrounding recreational cannabis retail stores in Ontario and the options available to Municipalities. The report was referred to the Planning & Development Executive Committee for further consideration and recommendation.

With this stated, below you will find a background of all of the information known to date regarding Recreational Cannabis.

Background:

Recreational cannabis was legalized on October 17, 2018 by the Federal Government. Ontario now has laws in place about how, where and who can buy and possess cannabis in the province. Ontario has also passed the Cannabis Statute Law Amendment Act, 2018 which sets out the legal structure for private cannabis retail in Ontario and gives the Alcohol and Gaming Commission of Ontario (AGCO) the authority to license, regulate and enforce the sale of recreational cannabis through privately run stores in communities where municipal governments have not opted out. Approved cannabis retail stores will be subject to the following regulations;

- Minimum distance of 150 metres (approximately 500 feet) between cannabis retail stores and schools, including private and federally-funded First Nation schools off-reserve. No buffers from any other use has been specified by the regulations.
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores. This approach and other regulations were developed to address the risk of youth exposure to the cannabis retail market.
- Specific instances in which applicants will be denied a license, including cannabis-related criminal offences. Notably, illegal cannabis retailers who were operating after October 17, 2018 are not eligible for Ontario cannabis sales licenses.
- A prohibition on the issuance of a license to any individual or organization who has an association with organized crime.
- Requirement that individuals or entities applying for an operator license demonstrate their tax compliance status to show that they are in good standing with the government.

- A requirement for all private recreational cannabis retail storefronts to be stand-alone stores only. These stores have to be located in areas zoned for retail and cannot be located in unorganized territories.
- Individuals with a store authorization, cannabis retail managers and all retail employees will be required to complete the approved training to ensure that any individual who works in the cannabis retail market is trained in the responsible sale of cannabis.
- License and Authorization Fees;
 - Retail Operator License - \$6,000 2-year term, \$2,000 renewal
 - Retail Store Authorization - \$4,000 2-year term, \$3,500 renewal
 - Cannabis Retail Manager License - \$750 2-year term, \$500 renewal

AGCO Licensing:

AGCO licensing process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts; operator approval, retail site location approval, and store management licensing.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal government will not be provided pre-notification of the application but can make comments about whether the proposal is in the public interest as described by regulation.

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the regulation. **In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.**

AGCO announced on December 13th, 2018 that it will be utilizing a lottery system (which will be overseen by KPMG) to determine who can apply for the initial round of twenty-five (25) licenses for Cannabis Retail Stores. According to the regulation, no applicant shall be granted more than one license during this initial phase. The AGCO will start accepting expression of interest for storefronts from persons wishing to participate in the lottery between January 7-9, 2019. Following this process, the expression of interest that are received will be placed into the lottery pool for a draw which will take place on January 11, 2019. The results of the lottery will be posted to the AGCO website within twenty-four (24) hours of the draw.

Ontario Cannabis Legalization Implementation Fund (OCLIF):

Attached to this report is the Minister of Finance's letter to AMO outlining the details of the funding approach to help municipal governments offset implementation costs. The highlights of this letter are;

- In early January, all municipalities will receive a portion of a \$15 million payment based on a per household basis with the minimum payment being at least \$5,000. Funding is intended to aid with planned legalization activities.
- A second \$15 million will be made following the January 22 deadline to opt out;
 - Municipalities that haven't opted out receive a portion based on a per household basis with the minimum payment being at least \$5,000. Funding is intended to support initial costs related to hosting retail storefronts.
 - Municipalities that have opted out will receive only a second \$5,000 payment each.
- \$10 million of the municipal funding is set aside to address costs from unforeseen circumstances. Priority for funding is given to municipalities that haven't opted out.
- If Ontario's portion of the federal excise duty on cannabis over the first two years of legalization exceeds \$100 million, the Province provides 50% of the surplus only to municipalities that have not opted out as of January 22, 2019.

Municipalities must use this funding to address the implementation costs that directly relate to the legalization of cannabis. Examples of the permitted costs include:

- Increased enforcement (police, public health, by-law enforcement, court administration, litigation);
- Increased response to public inquiries;
- Increased paramedic and fire services; and
- By-law/policy development

Building, Planning and Business Licensing:

Zoning amendments related to permitted use in a zone under the current legislation is NOT under Municipal authority as per section 42(2) of the Cannabis Act 2018. Therefore, any existing or new by-laws passed is deemed to be of no effect. The AGCO will be responsible for licensing, and together with the local law enforcement agencies, will be responsible for inspections and enforcement of the Act as it is currently stipulated.

Buffers or minimum separation distances and the establishment of this between any cannabis related facility and sensitive land uses are stipulated by AGCO. The municipality

is unable to enforce further restrictions in this regard but can provide input through the 15-day window during the consideration of retail licensing.

Signage and lighting requirements will have to comply with any current regulations and by-laws.

It is the intention of the Building and Planning Department to ensure a consistent level of care in monitoring building code compliance through the permitting and inspection process. With the legalization of cannabis, inspections could include the following:

- change of use i.e. from one specific use to a retail store and/or resulting occupant load change.
- construction required or needed to accommodate an area for a secure storage of product to adhere to licensing requirements.
- ensuring possible requirements such as security system installation and fire alarm and suppression installation.
- construction changes such as window glass to be vandal and/or shatter resistant.
- parking considerations that may require zoning amendment.
- ensuring all means of gaining unauthorized access to premises shall be eliminated, such as a licensed premise located in a building with other tenants. This licensed premise, in this case, must be secured from other tenant spaces through crawl spaces, ceiling spaces and ventilation systems.
- Adequacy of odor control and mechanical ventilations systems.

A Town of Fort Frances business license is required for all retail store front operations within Municipal boundaries. The business licensing process will include verification of all required permits and licenses from all regulatory bodies such as the AGCO, Building Official, Fire Department, etc.

Discussion:

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.

Opting Out of Retail Cannabis Stores:

Municipalities opting out of having cannabis retail stores within their jurisdiction are required, as per the Cannabis License Act, 2018, to pass a resolution to that effect by January 22, 2019.

The municipality's Clerk, CAO or Mayor must notify the AGCO of their decision to opt out by sending the AGCO Registrar written notification that the municipality has passed a

resolution prohibiting cannabis retail stores. This written notification must be sent by email to municipal@agco.ca and received by the AGCO no later than midnight, January 22, 2019. The notification must include:

1. The official name of the municipality, and;
2. The date the resolution was passed.

Once received, the AGCO will acknowledge receipt by email.

A municipality that decides to prohibit cannabis retail stores may later reverse its decision; however, under the Cannabis License Act, 2018, a decision by a municipality to allow cannabis retail stores is final and may not be subsequently reversed.

If the AGCO has not received written notification from a municipality within the process described above, by January 22, 2019, then, by default, private cannabis retail stores will be allowed within this jurisdiction beginning April 1, 2019, providing all other eligibility criteria have been met.

Opting In to Allow Retail Cannabis Stores:

If at any time before January 22, 2019, a municipality decides it will allow cannabis retail stores within its jurisdiction, they are encouraged to notify the AGCO as soon as possible. This will allow the AGCO to process retail store applications, complete the public notice process and, provide more time for stores to set up their operations. Early notification to the AGCO, using the municipal@agco.ca email, will not change the date that licensed retail stores may open, which remains April 1, 2019 at the earliest.

If a municipality opts in, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by council. Such a policy statement could address what council sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the AGCO licensing process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas or may set out concerns regarding store concentration in certain areas of their communities. Examples of sensitive areas may be; licensed daycares, public recreational facilities, libraries, and places of worship.

Allowing cannabis retail stores within the municipal boundaries could result in economic benefits such as business and employment growth and additional consumer traffic from our catchment area already being serviced by the Town.

Staff have consulted with Ontario Provincial Police regarding allowing cannabis retail stores in the Municipality. Ontario Provincial Police's assessment is that they don't anticipate any significant impacts, but they are recommending that the Town's Smoking By-Law be reviewed and updated to encompass the legalization of cannabis. Staff agree

with this recommendation and have begun reviewing this By-Law and preparing a Draft By-Law for this Committee's review and recommendation for Council.

Staff have also consulted with Canada Border Services (CBSA) with regards to allowing cannabis retail stores in the Municipality. CBSA has advised that they don't anticipate any significant impacts to their operations or have any concerns with the potential future implementation of retail stores in proximity to the International Border.

Attachments (Reference Material):

Draft Municipal Cannabis Policy with Map Displaying 150m Buffer Zones around all facilities/properties that have children at regularly.

Recommendation:

We are asking the Planning & Development Executive Committee to provide direction to Administration to do one of the following:

provide direction to Administration to prepare a resolution prohibiting cannabis retail stores in the Town of Fort Frances by January 22, 2019 and provide written notice to AGCO once the said resolution has passed;

OR

provide direction to Administration to prepare a resolution allowing cannabis retail stores in the Town of Fort Frances and written notice to AGCO be completed by January 22, 2019 and, THAT direction to Administration to bring forward a 'Municipal Cannabis Retail Policy, with Map Displaying 150m Buffer Zones around all facilities/properties that have children at regularly to be adopted by Council before January 22, 2019. then, by default, private cannabis retail stores will be allowed beginning April 1, 2019;

Respectfully submitted,

Original Signed by

T. Dennis, CBO/Municipal Planner

P. Briere, By-Law Enforcement Officer

<i>The Town of Fort Frances</i>	SECTION Planning & Development Division
<u>Policy</u> Municipal Retail Sales Policy for Recreational Cannabis.	NEW: January 2019 REVIEWED:
Resolution No. #####	
Policy Number #####	PAGE 1 of 2

1. Purpose and Vision

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in Fort Frances.

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority. The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

Fort Frances has chosen to allow retail sales of recreational cannabis. The following provides municipal staff and residence of the Town of Fort Frances with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

2. Principles for Cannabis Retail Store Locations (Relationship to Applicable Law)

Land Use Planning: The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the employment or downtown business areas of the Municipality.

Municipal Building Inspections: while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

3. Cannabis Retail Stores and Sensitive activities

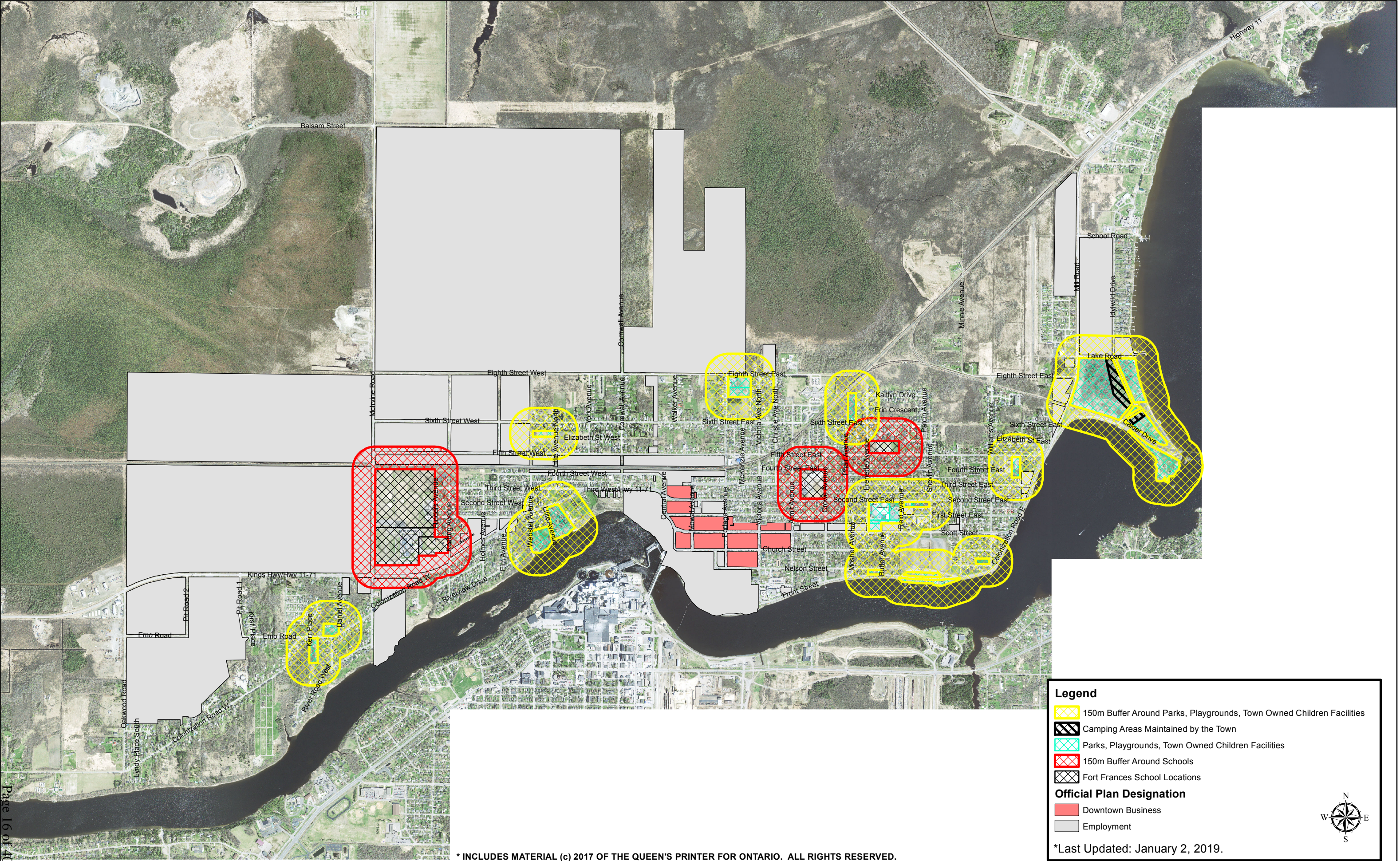
Cannabis retail stores shall be licenced conforming to the Town of Fort Frances Official Plan and Zoning By-Law designations.

Cannabis retail stores shall carry AGCO licence as well as Town of Fort Frances Municipal Business Licence.

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are to be a minimum of 150 m from nearby properties which are designed to serve youth including schools, parks, playgrounds, Town owned children facilities and federally-funded First Nation schools off-reserve.

4. Attached is a map showing the Employment & Downtown Business Areas of the municipality and the activities identified in this policy.

150 m Buffer Zone Around Fort Frances Schools, Parks, Playgrounds and Town Owned Children's Facilities



January 2nd, 2019

Report To: Planning & Development Executive Committee Members

From: Doug Brown, CAO

SUBJECT: **First Draft of 2019 Operating & Capital Budget for Planning & Development Division**

A meeting is scheduled for Monday, January 7, 2019 to review draft one of the Planning & Development Division Operating and Capital Budget for 2019. In order to ensure that the Planning & Development Executive Committee has a full understanding of how the proposed budget was developed it is pertinent that the enclosed documentation is reviewed and fully understood by each member of the committee.

Some Major Highlights are as follows:

- Approximate the same insurance costs in 2019 as in 2018 for Civic center & animal shelter.
- 1.5 % increase over 2018 actuals for property taxes for Civic center
- 0% increase in diesel and gasoline costs
- **4% decrease** in natural gas costs
- 3% increase in hydro costs for Civic Center & the Animal Shelter
- 2.6% increase in user fees and charges are reflected in the document at this time.
- 2.7 % increase in water & sewer rates

The remainder of this report explains how the budget documentation should be used.

- **The Planning & Development Dept. - 2019 Operating Budget is broken down into four (4) areas;**
 - 1) By-law Enforcement – Revenue Administration Expenditures, Vehicle and Animal Shelter
 - 2) Building – self explanatory
 - 3) Planning- self explanatory
 - 4) Civic Center Building & Grounds plus Parking lots

Attached is an operating budget reconciliation spreadsheet No. 1 (1- page) outlining the major variances in the budgeted amount from 2018 to 2019 for each sub-section for each of the four (4) areas. Also outlined there are explanatory notes highlighting the major factors contributing to the variances. In order to fully appreciate how the 2019 budgeted amounts have been determined, please review the Spreadsheet No. 2 (7 pages) Planning & Development budget document. These spreadsheets also include explanatory notes.

- **Planning & Development Dept. 2019 Capital Budget**

See attached spreadsheet No. 3 (1-page) for capital listing for 2019.

Summary

Hopefully the information attached in this document will aid you in understanding the 2019 Planning & Development dept. Budget. If you have any questions prior to the scheduled meeting please feel free to contact me. This report has been prepared for the Planning & Development Executive Committee to better understand how the 2019 budget was assembled.



Doug Brown, P. Eng.
CAO

c.c. - Dawn Galusha, Treasurer

f/n 2018DecP&D2019

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
By-Law Enforcement REVENUE								
Parking Meter Collections	10-040-0440-0310-40598	(\$1,289.28)	(\$1,928.13)	(\$1,288)	(\$1,461)	(\$1,288)	\$0.00	Only 7 working Parking Meters in Town - cash revenue from meters Also includes revenue from parking lot behind post office
Loading Zone Fees	10-040-0440-0310-40599	(\$2,615.79)	(\$2,985.00)	(\$2,538)		\$0	\$2,538.00	
Monthly Parking Fees	10-040-0440-0310-40601	(\$5,881.78)	(\$8,241.71)	(\$5,882)	(\$8,202)	(\$10,000)	(\$4,118.00)	Monthly/Annual parking and Annual loading zone revenue. Combined accounts for 2019. Annual parking stall fee increase from \$ 370.70 in 2017 to \$ 600 in 2019.
Expense Recoveries	10-040-0440-0310-40589	(\$637.26)	(\$40.00)	\$0			\$0.00	Work on Private Property to meet Property Standard-Cost recovery basis. In 2018 revenue going directly into expenditure account - contracted services based on directing from Treasurer
Dog Tags	10-040-0440-0410-40725	(\$745.70)	(\$825.00)	(\$813)	(\$1,017)	(\$500)	\$313.00	Life time fee introduced in 2018- impacting revenue in 2019
Bicycle Licenses								Based on 2018 Actuals
By-Law Fines	10-040-0440-0410-40811	(\$11,059.85)	(\$13,505.55)	(\$10,150)	(\$7,345)	(\$11,000)	(\$850.00)	
Impound Fees	10-040-0440-0430-40591	(\$687.83)	(\$560.00)	(\$712)	(\$480)	(\$500)	\$212.00	
Donations	10-040-0440-0430-40632	(\$103.00)	(\$159)		(\$37)	\$0	\$0.00	
Total Revenue		(\$23,020.49)	(\$28,244)	(\$21,383)	(\$18,542)	(\$23,288)	(\$1,905)	
EXPENDITURES								
Administration								
Distributed Salaries/Wages		(\$134.07)					\$0.00	Manulife & Sunlife combined
Distributed Benefits		(\$44.89)					\$0.00	
Overtime/Shift/Recall	10-040-0440-1101-60013	\$9.78	\$29.34		\$441.97		\$0.00	
Sick Leave		\$934.02					\$0.00	
Vac, Stats, Holidays		\$10,654.88					\$0.00	
Salaries/Wages	10-040-0440-1101-60010	\$104,300.70	\$119,116.93	\$116,461.80	\$94,675.95	\$118,048.48	\$1,586.68	
Disability - STD/LTD		\$3,085.49						
WSIB	10-040-0440-1101-60055	\$3,414.88	\$3,635.58	\$3,726.78	\$3,315.24	\$3,718.53	(\$8.25)	
CPP	10-040-0440-1101-60025	\$5,171.11	\$5,297.68	\$5,178.60	\$4,802.46	\$5,447.62	\$269.02	
EI	10-040-0440-1101-60030	\$2,296.41	\$2,199.13	\$2,036.98	\$2,096.37	\$2,031.84	(\$5.14)	
Dental, Vision, Extend Health		\$3,400.11					\$0.00	
O.M.E.R.S	10-040-0440-1101-60035	\$10,652.10	\$10,614.60	\$10,809.82	\$9,504.98	\$10,861.38	\$51.56	
Life Insurance		\$454.49						
EHT	10-040-0440-1101-60040	\$2,233.17	\$2,229.60	\$2,271.01	\$2,002.66	\$2,301.95	\$30.94	
Employer Benefits	10-040-0440-1101-60050	\$3,081.66	\$9,244.97	\$11,905.51	\$10,161.65	\$11,815.49	(\$90.02)	
Communications	10-040-0440-1200-71251	\$513.13	\$366.36	\$550.00	\$474.87	\$550.00	\$0.00	3 year average
Postage, Freight, Courier	10-040-0440-1200-71252	\$13.95						
Transfer to MTO	10-040-0440-1200-71256	\$459.25	\$602.25	\$429.00	\$429.00	\$459.00	\$30.00	Ontario Property Officers Association, Municipal Law Enforcement Officer Association & Ontario Management Institute - Annual membership fees
Memberships	10-040-0440-1200-71260	\$200.67	\$140.00	\$250.00	\$387.00	\$387.00	\$137.00	
Subscriptions & Publications	10-040-0440-1200-71261	\$563.82	\$624.89	\$500.00	\$263.20	\$300.00	(\$200.00)	Carswell Publications: Copy of POA & updates during the year
Office Supplies	10-040-0440-1400-71410	\$1,254.20	\$1,168.58	\$5,300.00	\$4,392.82	\$1,300.00	(\$4,000.00)	\$ 4000 Budgeted for desk in 2018 back to normal in 2019
Materials	10-040-0440-1400-71471	\$101.94						Winter Jackets replaced in 2018. In 2019 budgeted to replace fall & spring jackets.
Clothing - Uniforms Coveralls	10-040-0440-1400-71480	\$463.77	\$533.06	\$500.00		\$500.00	\$0.00	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
Meter Repairs/Maintenance	10-040-0440-1500-71515	\$184.53				\$300.00	\$300.00	Updates to operating system for Parking meters at the Rainy Lake square
Computer Maintenance	10-040-0440-1500-71502	\$0.00		\$4,360.00	\$5,680.91	\$1,320.00	(\$3,040.00)	
								Contractor costs to work & to tow vehicles to ensure property standards are meet & enforced on private property. In 2018 revenue from property owners going directly into expenditure account as per direction from the Treasurer
Contracted Services	10-040-0440-1500-71523	\$1,015.15	\$444.96	\$1,500.00	\$2.64	\$1,015.00	(\$485.00)	
Travel	10-040-0440-1500-71530	\$0.00					\$0.00	Municipal Law & Enforcement Course out of Town and several webinars. In 2017 courses cancelled in Thunder Bay rescheduled in 2018. Won't travel to southern Ontario for courses
Conference & Courses	10-040-0440-1500-71531	\$327.49	\$322.80	\$2,500.00	\$1,388.15	\$2,000.00	(\$500.00)	weekend coverage animal shelter
Mileage	10-040-0440-1500-71533	\$110.08	\$111.97	\$200.00	\$39.48	\$200.00	\$0.00	
								based on 2018 actuals + advertisement fees increases
Advertising & Public Notices	10-040-0440-1500-71591	\$404.11	\$172.50	\$688.00	\$965.19	\$965.00	\$277.00	
								based on forecasted fee of \$ 30 per month for parking meters at the Rainy Lake Square
Credit charges	10-040-0440-1600-71665				\$336.00	\$360.00	\$360.00	
		\$155,121.91	\$156,855.20	\$169,167.50	\$141,360.54	\$163,881.29	-\$5,286.21	
Vehicles								
Distributed Salaries/Wages		\$463.33					\$0.00	
Distributed Benefits		\$152.90					\$0.00	
Salaries Full Time	10-040-0440-2910-60010	\$0.00					\$0.00	
Overtime	10-040-0440-2910-60013	\$0.00					\$0.00	
Hourly Full Time	10-040-0440-2910-60015	\$40.94	\$122.81	\$700.00	\$1,013.59	\$700.00	\$0.00	
Hourly Part Time	10-040-0440-2910-60020	\$0.00					\$0.00	O & F Mechanics same as budgeted in 2018
Employer CPP	10-040-0440-2910-60025	\$1.83	\$5.49		\$48.11		\$0.00	
Employer EI	10-040-0440-2910-60030	\$0.80	\$2.41		\$21.69		\$0.00	
Employer OMERS	10-040-0440-2910-60035	\$3.71	\$11.13		\$95.68		\$0.00	
Employer EHT	10-040-0440-2910-60040	\$0.76	\$2.29		\$20.02		\$0.00	
Employer Benefits	10-040-0440-2910-60050	\$9.91	\$29.73	\$231.00	\$95.92	\$231.00	\$0.00	
Employer WSIB	10-040-0440-2910-60055	\$1.19	\$3.58		\$32.84		\$0.00	O & F Mechanics
Gas & Fuel	10-040-0440-2910-71418	\$1,834.21	\$1,816.34	\$2,000.00	\$1,866.13	\$2,000.00	\$0.00	
Vehicle Parts & Maintenance	10-040-0440-2910-71451	\$501.12	\$36.84	\$500.00	\$1,380.88	\$500.00	\$0.00	Gas for By-law truck
Insurance	10-040-0440-2910-71580	\$586.75	\$512.42	\$506.00	\$504.32	\$503.15	(\$2.85)	
License	10-040-0440-2910-71582	\$125.33	\$120.00	\$120.00	\$120.00	\$120.00	\$0.00	Parts for Truck - Purchased new tires in 2018
		\$3,722.79	\$2,663.04	\$4,057.00	\$5,199.18	\$4,054.15	-\$2.85	
								information provided by deputy treasurer
Animal Shelter								
Distributed Salaries/Wages		\$34.31					\$0.00	
Distributed Benefits		\$11.32					\$0.00	
Salaries Full Time	10-040-0441-1101-60010	\$0.00					\$0.00	
Overtime	10-040-0441-1101-60013	\$0.00					\$0.00	
Hourly Full Time	10-040-0441-1101-60015	\$0.00		\$210.00		\$2,485.67	\$2,275.67	construct of exterior quarantine pen (dangerous dogs)
Hourly Part Time	10-040-0441-1101-60020	\$34.28	\$102.84				\$0.00	
Employer CPP	10-040-0441-1101-60025	\$1.46	\$4.37				\$0.00	
Employer EI	10-040-0441-1101-60030	\$0.75	\$2.25				\$0.00	
Employer OMERS	10-040-0441-1101-60035	\$0.00					\$0.00	
Employer EHT	10-040-0441-1101-60040	\$0.64	\$1.92				\$0.00	
Employer Benefits	10-040-0441-1101-60050	\$0.00		\$70.00		\$806.52	\$736.52	
Employer WSIB	10-040-0441-1101-60055	\$1.01	\$3.03				\$0.00	
Equipment Rentals - Owned	10-040-0441-1101-71540	\$4.17		\$200.00		\$200.00	\$0.00	same as in 2017 & 2018

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
								FFPC forecast 2.8% decrease in rates in 2017. Also full year with new dog pound in 2016. For 2018 used 2% increase over 2017 budgeted amount For 2019 used 3% increase to 2018 budgeted amount
Hydro Charges	10-040-0441-1400-71420	\$1,354.35	\$1,240.95	\$1,487.16	\$759.28	\$1,531.77	\$44.61	
Water & Sewer Charges	10-040-0441-1400-71421	\$1,359.04	\$1,359.60	\$1,325.59	\$1,161.00	\$1,361.38	\$35.79	used a 2.7 % increase over 2018 budgeted amount
Janitorial Supplies	10-040-0441-1400-71470	\$460.85	\$253.67	\$500.00	\$41.64	\$500.00	\$0.00	
Materials/Supplies	10-040-0441-1400-71471	\$705.88	\$67.62	\$400.00	\$38.48	\$1,400.00	\$1,000.00	materials for quarantine pen
Food & Meals	10-040-0441-1400-71491	\$561.33	\$1,035.57	\$400.00		\$400.00	\$0.00	
Euthanasia Expenses	10-040-0441-1400-71492	\$2,582.09	\$1,763.04	\$2,500.00	\$735.22	\$1,763.00	(\$737.00)	based on 2018 Actuals plus \$ 1000 - where getting shots locally and transferring to USA Humane Society in International Falls- Cheaper and More Humane method of disposing of animals.
Contracted Services	10-040-0441-1500-71523	\$270.55	\$174.84	\$178.34	\$180.09	\$183.69	\$5.35	Annual Fee ESA - Electrical Safety Authority based on 2018 actual Plus 2% increase
Repairs & Maintenance	10-040-0441-1500-71545	\$423.38	\$49.45	\$0.00			\$0.00	
Insurance	10-040-0441-1500-71580	\$288.87	\$492.90	\$478.00	\$460.21	\$381.24	(\$96.76)	information provided by deputy treasurer
Contribution to Capital	10-040-0441-1500-75350	\$5,361.87					\$0.00	Year End audit coding
		\$13,529.26	\$6,552.05	\$7,749.09	\$3,375.92	\$11,013.28	\$3,264.19	
Total Revenue		(\$23,020.49)	(\$28,244.39)	(\$21,383.00)	(\$18,542.42)	(\$23,288.00)	(\$1,905.00)	
Total Expenditures		\$172,373.96	\$166,070	\$180,974	\$149,936	\$178,949	-\$2,025	
Total By-Law Enforcement		\$149,353.47	\$137,826	\$159,591	\$131,393	\$155,661	-\$3,930	
Fight The Blight								
Distributed Salaries/Wages							\$0.00	
Distributed Benefits							\$0.00	
Equipment Rentals - Owned							\$0.00	
Contracted Works							\$0.00	
Advertising & Public Promotion							\$0.00	
Gasoline							\$0.00	
							\$0.00	
Building Department REVENUE								
Expense Recovery	10-040-0445-0430-40589	(\$396.66)					\$0.00	
Building Permits	10-040-0445-0430-40722	(\$74,761.73)	(\$85,201)	(\$65,601)	(\$133,285)	(\$75,000)	(\$9,398.61)	Based on 3 year average (2015,2016 &2017) - As of December 31, 2018 - 117 permits, 2017 - 116 permits
Moving Permits	10-040-0445-0430-40723	(\$1,609.99)	(\$310)	(\$300)	(\$497)	(\$300)	\$0.00	2016 -111 permits - 2015- 135 Building Permits issued
								Budgeted the same as in 2018
Other Misc. Permits	10-040-0445-0430-40728	(\$839.36)	(\$1,062)	(\$555)	(\$469)	(\$555)	\$0.00	Pools Inspections & , Advertisement Signs same in 2018
Contribution from Reserve Fund (Retirement)								
		(\$77,607.74)	(\$86,573)	(\$66,456)	(\$134,251)	(\$75,855)	(\$9,398.61)	
EXPENDITURES								
Administration								
Distributed Salaries/Wages		\$8,499.13					\$0.00	
Distributed Benefits		\$2,598.77					\$0.00	
Overtime/Shift/Recall	10-040-0445-1101-60013	\$638.13	\$1,914.38		\$708.77		\$0.00	
Leave (Ber, Sick, Other)		\$110.75					\$0.00	
Vac, Stats, Holidays		\$3,098.61					\$0.00	
Salaries/Wages	10-040-0445-1101-60010	\$37,041.29	\$40,855.19	\$41,668.97	\$36,883.09	\$44,912.36	\$3,243.39	
Salaries/Wages - Retirement		\$0.00					\$0.00	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
Hourly Full Time	10-040-0445-1101-60015	\$0.00					\$0.00	Under Employer Benefits in G/L in 2017 60% of CBO/Planner Position 60% of CBO/Planner Position 60% of CBO/Planner Position Under Employer Benefits in G/L in 2017 60% of CBO/Planner Position Under Employer Benefits in G/L in 2017 60% of CBO/Planner Position 60% of CBO/Planner Position
Disability - STD/LTD		\$748.50					\$0.00	
WSIB	10-040-0445-1101-60055	\$1,221.06	\$1,311.30	\$1,333.41	\$1,275.69	\$1,414.74	\$81.33	
CPP	10-040-0445-1101-60025	\$1,637.81	\$1,658.32	\$1,538.46	\$1,609.05	\$1,649.34	\$110.88	
EI	10-040-0445-1101-60030	\$748.74	\$684.33	\$593.53	\$677.78	\$609.55	\$16.02	
Dental, Vision, Ext. Health		\$1,238.26					\$0.00	
OMERS	10-040-0445-1101-60035	\$4,325.53	\$4,231.14	\$4,225.59	\$3,986.17	\$4,628.56	\$402.97	
Life Insurance		\$108.36					\$0.00	
EHT	10-040-0445-1101-60040	\$814.20	\$852.97	\$812.54	\$777.23	\$875.79	\$63.25	
Employer Benefits	10-040-0445-1101-60050	\$1,249.83	\$3,749.48	\$4,385.82	\$3,959.90	\$4,328.34	(\$57.48)	
Communications	10-040-0445-1200-71251	\$619.69	\$679.93	\$700.00	\$600.18	\$700.00	\$0.00	
Postage, Freight, Courier	10-040-0445-1200-71252	\$37.80	\$12.52		\$84.35	\$100.00	\$100.00	
Legal	10-040-0445-1200-71253	\$3,389.39		\$500.00		\$500.00	\$0.00	Higher Costs in 2016 - 1231 Minnie Ave. Property No cost in 2017 as of October 20, 2017
Memberships	10-040-0445-1200-71260	\$738.66	\$497.42	\$900.00	\$392.49	\$900.00	\$0.00	OBC & local OBC Sunset Chapter memberships for two CBO
Subscriptions & Publications	10-040-0445-1200-71261	\$331.87	\$356.86	\$200.00		\$200.00	\$0.00	OBC updates
Office Supplies	10-040-0445-1400-71410	\$637.06	\$768.48	\$600.00	\$331.22	\$2,520.00	\$1,920.00	60% for desk worth \$3200 or \$1920 + \$600
Clothing - Uniforms Coveralls	10-040-0445-1400-71480	\$66.00	\$0.00	\$600.00		\$600.00	\$0.00	2018 utilizes uniforms- golf shirt with pants similar to other CBOs in Northwestern Ontario. Improved Professional image
Computer Maintenance (H & S)	10-040-0445-1500-71502	\$4,597.47	\$4,379.58	\$6,258.00	\$1,933.40	\$1,900.00	(\$4,358.00)	Land Manager- based on 2017 actual costs- Possibility of significant cost reduction once PSD -City wide software is fully operational. PSD city wide set-up in 2019.
Contracted Services	10-040-0445-1500-71527	\$396.86			\$211.62		\$0.00	same as in 2018
Conferences & Courses	10-040-0445-1500-71531	\$3,382.06	\$4,724.78	\$5,000.00	\$2,881.02	\$5,000.00	\$0.00	
Insurance Deductible	10-040-0445-1500-71581	\$3,362.06	\$86.17	\$0.00			\$0.00	Contractors Edition - FF times - Spring/Fall Adv.
Advertising & Public Notices	10-040-0445-1500-71591	\$869.38	\$1,138.80	\$1,000.00	\$427.39	\$870.00	(\$130.00)	
		\$82,507.24	\$67,901.65	\$70,316.32	\$56,739.35	\$71,708.68	\$1,392.36	\$76.10
Vehicle								
Distributed Salaries/Wages		\$130.46					\$0.00	
Distributed Benefits		\$43.05					\$0.00	
Salaries Full Time	10-040-0445-2910-60010	\$101.03	\$303.09				\$0.00	
Overtime	10-040-0445-2910-60013	\$0.00					\$0.00	
Hourly Full Time	10-040-0445-2910-60015	\$0.00		\$461.63	\$312.12	\$416.63	(\$45.00)	
Employer CPP	10-040-0445-2910-60025	\$6.93	\$20.80		\$17.03		\$0.00	
Employer EI	10-040-0445-2910-60030	\$3.08	\$9.24		\$4.09		\$0.00	
Employer OMERS	10-040-0445-2910-60035	\$14.27	\$42.82		\$32.84		\$0.00	
Employer EHT	10-040-0445-2910-60040	\$1.76	\$5.29		\$7.06		\$0.00	
Employer Benefits	10-040-0445-2910-60050	\$0.00		\$137.48	\$3.48	\$137.48	\$0.00	
Employer WSIB	10-040-0445-2910-60055	\$4.53	\$13.58		\$11.60		\$0.00	
Gas & Fuel	10-040-0445-2910-71418	\$765.44	\$1,044.68	\$1,000.00	\$1,050.89	\$1,000.00	\$0.00	
Vehicle Parts & Maintenance	10-040-0445-2910-71451	\$396.53	\$43.75	\$500.00	\$307.24	\$2,500.00	\$2,000.00	same as in 2018
Contracted Works	10-040-0445-2910-71523	\$93.44					\$0.00	repair rust on front end panels
Insurance	10-040-0445-2910-71580	\$375.69	\$360.47	\$452.00	\$443.27	\$410.28	(\$41.72)	information provided by deputy treasurer
Licenses	10-040-0445-2910-71582	\$108.67	\$120.00	\$120.00	\$120.00	\$120.00	\$0.00	
		\$2,044.88	\$1,963.72	\$2,671.11	\$2,309.62	\$4,584.39	\$1,913.28	
Total Revenue		(\$77,607.74)	(\$86,573.23)	(\$66,456.39)	(\$134,250.84)	(\$75,855.00)	(\$9,398.61)	
Total Expenditures		\$84,552.12	\$69,865.37	\$72,987.43	\$59,048.97	\$76,293.07	\$3,305.64	
Total Building Department		\$6,944.38	(\$16,707.86)	\$6,531.04	(\$75,201.87)	\$438.07	(\$6,092.97)	
Planning Department								
REVENUE								

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
Expense Recovery	10-180-1810-0330-40589	(\$264.58)	(\$25.00)					In 2016 deeming of 2 properties down to 1 property Based on 3 year average
Expense Recovery	10-180-1810-0430-40589	(\$869.00)	(\$2,544.16)		(\$3,213.50)	(\$869.00)	(\$869.00)	
Document/Map Sales, etc.	10-180-1810-0430-40813							Based on the average of the 3 years average and 2018 Actuals as of October 31 - Majority of fees from zoning property inquires
		(\$3,230.02)	(\$2,429.55)	(\$1,700.00)	(\$1,037.90)	(\$2,074.00)	(\$374.00)	
Planning Application Fees	10-180-1810-0430-40815	(\$9,176.58)	(\$15,872.90)	(\$5,673.03)	(\$9,115.20)	(\$8,246.00)	(\$2,572.97)	Revenue forecasted based on the average of the 3 year average & the 2018 Actuals as of October 31, 2018 - Majority of fees from Zoning by-law amendments, temporary use by-law & minor variance applications
Total Revenue		(\$13,540.19)	(\$20,871.61)	(\$7,373.03)	(\$13,366.60)	(\$11,189.00)	(\$3,815.97)	
EXPENDITURES								
Distributed Benefits		\$0.00					\$0.00	
Overtime/Shift/Recall	10-180-1810-1101-60013	\$142.89			\$472.56		\$0.00	
Sick Leave		\$333.42					\$0.00	
Vac, Stats, Holidays		\$4,149.20					\$0.00	
Salaries/Wages	10-180-1810-1101-60010	\$38,010.21	\$29,487.17	\$27,779.31	\$21,886.72	\$29,941.57	\$2,162.26	
Disability - STD/LTD		\$791.33					\$0.00	
WSIB	10-180-1810-1101-60055	\$904.11	\$851.90	\$888.64	\$786.69	\$943.16	\$54.52	
CPP	10-180-1810-1101-60025	\$1,477.99	\$1,097.31	\$1,025.64	\$989.00	\$1,099.56	\$73.92	
EI	10-180-1810-1101-60030	\$671.07	\$456.45	\$395.69	\$416.17	\$406.67	\$10.98	
Dental, Vision, Ext. Health		\$2,049.69					\$0.00	
OMERS	10-180-1810-1101-60035	\$3,329.95	\$2,749.86	\$2,817.06	\$2,464.51	\$3,085.71	\$268.65	
Life Insurance		\$155.34					\$0.00	
EHT	10-180-1810-1101-60040	\$713.22	\$522.13	\$541.70	\$479.35	\$583.86	\$42.16	
Employer Benefits	10-180-1810-1101-60050	\$983.05	\$2,949.15	\$2,923.88	\$2,449.51	\$2,885.56	(\$38.32)	
Legal	10-180-1810-1200-71253	\$25,921.75	\$17,679.80	\$6,100.00	\$14,381.00	\$6,100.00	\$0.00	Same Budget amount as in 2018
	Consultants Fees (Quartek)	\$0.00					\$0.00	
Memberships	10-180-1810-1200-71260	\$141.67	\$120.00	\$300.00	\$130.00	\$140.00	(\$160.00)	40% for desk worth \$3200 or \$1280 + \$500
Subscriptions & Publications	10-180-1810-1200-71261	\$259.49		\$300.00		\$300.00	\$0.00	
Office Supplies	10-180-1810-1400-71410	\$344.53	\$76.32	\$500.00	\$172.76	\$1,780.00	\$1,280.00	
GIS Distributed Salaries & Wages		\$4,451.74					\$0.00	
GIS Distributed Benefits		\$1,455.90					\$0.00	
GIS-Salaries Full Time	10-180-1810-1500-60010	\$0.00		\$6,849.93		\$7,984.08	\$1,134.15	
GIS-Employer Benefits	10-180-1810-1500-60050	\$0.00		\$1,938.16		\$2,023.78	\$85.62	
GIS-Employer CPP	10-180-1810-1500-60025	\$0.00					\$0.00	
GIS-Employer EI	10-180-1810-1500-60030	\$0.00					\$0.00	
GIS-Employer OMERS	10-180-1810-1500-60035	\$0.00					\$0.00	
GIS-Employer EHT	10-180-1810-1500-60040	\$0.00					\$0.00	
GIS-Employer WSIB	10-180-1810-1500-60055	\$0.00					\$0.00	
Cost of Lots Sold	10-180-1810-1500-71500	\$292,582.43	\$255,318.31				\$0.00	
GIS Expense	10-180-1810-1500-71507	\$4,082.76	\$4,272.97	\$6,716.16	\$3,375.48	\$6,716.16	\$0.00	
Contracted Services	10-180-1810-1500-71527	\$0.00					\$0.00	
Conferences & Courses	10-180-1810-1500-71531	\$1,121.75	\$627.23	\$1,000.00	\$1,109.78	\$1,000.00	\$0.00	
Meeting Expenses - Committee/Board	10-180-1810-1500-71532	\$32.17					\$0.00	
Equipment Rentals - Owned	10-180-1810-1500-71540	\$37.50					\$0.00	
Advertising & Public Notices	10-180-1810-1500-71591	\$2,682.51	\$4,716.08	\$2,260.00	\$1,405.69	\$2,700.00	\$440.00	
Transfer to Reserves (Parkland Fees)	10-180-1810-1620-75390	\$0.00					\$0.00	
Total Expenditures		\$386,825.66	\$320,924.68	\$62,336.17	\$50,519.22	\$67,690.11	\$5,353.94	Based on 3 year average
							\$0.00	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
Total Revenue		(\$13,540.19)	(\$20,871.61)	(\$7,373.03)	(\$13,366.60)	(\$11,189.00)	(\$3,815.97)	
Total Expenditures		\$386,825.66	\$320,924.68	\$62,336.17	\$50,519.22	\$67,690.11	\$5,353.94	
Total Planning Department		\$373,285.48	\$300,053.07	\$54,963.14	\$37,152.62	\$56,501.11	\$1,537.97	
Civic Centre Building & Grounds								
REVENUE								
Civic Centre Rentals (OPP)	10-020-0253-0330-40586	(\$86,098.66)	(\$88,297.12)	(\$89,279.06)	(\$81,839.23)	(\$89,279.06)	\$0.00	OPP leasing 9193 sq. feet no increases in lease to 2020
Expense Recovery	10-020-0253-0330-40859	(\$171.96)	\$81.05				\$0.00	
FFPC - Office rental/Utility Contribution	10-020-0253-0430-40586	(\$14,416.00)	(\$16,680.00)	(\$16,680.00)	(\$15,290.00)	(\$16,680.00)	\$0.00	Developing up-dated service agreement with FFPC
		(\$100,686.63)	(\$104,896.07)	(\$105,959.06)	(\$97,129.23)	(\$105,959.06)	\$0.00	
EXPENDITURES								
Audit		\$939.42	\$1,429.22	\$1,472.10	\$1,466.97	\$1,516.26	\$44.16	OPP Lease Audit - 2018 Plus 3% increase
Distributed Salaries/Wages		\$8,722.89					\$0.00	
Distributed Benefits		\$2,208.69					\$0.00	benefits for labour
Salaries Full Time	10-020-0253-1240-60010	\$3,895.14	\$11,685.43				\$0.00	
Hourly Full Time	10-020-0253-1240-60015	\$0.00		\$16,000.00	\$5,557.72	\$10,000.00	(\$6,000.00)	Cleaning snow off of sidewalks, grass cutting, and other miscellaneous tasks
Overtime	10-020-0253-1240-60013	\$0.00			\$62.85		\$0.00	
Hourly Part Time	10-020-0253-1240-60020	\$1,005.43	\$3,016.30		\$2,138.92		\$0.00	benefits for labour
Employer CPP	10-020-0253-1240-60025	\$220.19	\$660.57		\$359.39		\$0.00	
Employer EI	10-020-0253-1240-60030	\$95.91	\$287.74		\$166.01		\$0.00	
Employer OMERS	10-020-0253-1240-60035	\$347.13	\$1,041.40		\$435.59		\$0.00	
Employer EHT	10-020-0253-1240-60040	\$89.49	\$268.46		\$150.36		\$0.00	
Employer Benefits	10-020-0253-1240-60050	\$459.30	\$1,377.91	\$3,586.00	\$281.70	\$2,241.25	(\$1,344.75)	
Employer WSIB	10-020-0253-1240-60055	\$144.67	\$434.00		\$248.65		\$0.00	
Equipment Rentals - Owned	10-020-0253-1240-71540	\$1,954.75	\$2,414.38	\$1,500.00	\$858.62	\$940.00	(\$560.00)	internal equipment rental
Natural Gas Charges	10-020-0253-1400-71416	\$14,027.27	\$14,553.99	\$15,900.00	\$12,081.37	\$15,264.00	(\$636.00)	4% decrease
Hydro Charges	10-020-0253-1400-71420	\$49,663.07	\$50,675.14	\$53,300.00	\$39,432.97	\$54,899.00	\$1,599.00	3% increase
Water & Sewer Charges	10-020-0253-1400-71421	\$1,482.84	\$1,527.60	\$1,590.30	\$1,301.00	\$1,633.24	\$42.94	2018 budgeted amount plus 2.7% increase
Janitorial supplies	10-020-0253-1400-71470	\$2,234.93	\$1,675.23	\$2,600.00	\$3,778.81	\$2,600.00	\$0.00	same as in 2018
Elevator Contracting/Materials	10-020-0253-1500-71508	\$2,670.11	\$2,011.68	\$3,000.00	\$2,015.83	\$2,500.00	(\$500.00)	closer to 3 year average
								In 2018 major breakdown of HVAC unit in the OPP section -abnormal event
HVAC Contracts/Materials	10-020-0253-1500-71509	\$1,807.38	\$1,501.57	\$3,000.00	\$16,482.15	\$3,000.00	\$0.00	
Electrical Contracts/Materials	10-020-0253-1500-71510	\$1,635.07	\$2,268.91	\$3,000.00	\$1,281.62	\$3,000.00	\$0.00	
Plumbing Contracts/Materials	10-020-0253-1500-71512	\$1,753.22	\$1,664.62	\$1,500.00	\$1,349.41	\$1,500.00	\$0.00	
								Asselin garbage bins costs, Annual Inspection fees for ESA & Inspection of Fire Extinguishers
Contracted Works	10-020-0253-1500-71523	\$6,229.94	\$8,977.81	\$10,000.00	\$8,053.47	\$10,000.00	\$0.00	New Janitorial Services contract starting on January 1st, 2019 - RAS janitorial services
Janitorial Contract	10-020-0253-1500-71524	\$63,532.24	\$64,719.36	\$65,941.00	\$60,547.20	\$70,713.36	\$4,772.36	
Contracted Services	10-020-0253-1500-71527	\$562.96	\$0.00	\$0.00	-\$118.58	\$0.00	\$0.00	2018 actuals as of October 31 has be adjusted to \$ 0.00
								Share Bear entrance Matts, Ice melt , Door Repairs etc....
Repairs & Maintenance	10-020-0253-1500-71545	\$12,753.55	\$13,147.87	\$10,000.00	\$4,721.78	\$10,000.00	\$0.00	
Lawn & Yard Maintenance	10-020-0253-1500-71555	\$1,313.18	\$768.05	\$1,000.00	\$776.67	\$733.00	(\$267.00)	Flowers for the three flowers beds
								transfer from Town real estate G122 used 1.5% increase over 2018 actuals
New Account for 2017 - Property Taxes		\$8,658.31	\$25,974.93	\$26,364.55	\$26,954.54	\$27,358.86	\$994.30	
New Account for 2017 - Insurance	10-020-0253-1500-71580	\$1,079.49	\$2,777.13	\$2,831.00	\$2,811.42	\$2,755.62	(\$75.38)	information provided by deputy treasurer
		\$189,486.57	\$214,859.30	\$222,584.95	\$193,196.44	\$220,654.59	-\$1,930.36	
Total Revenue		(\$100,686.63)	(\$104,896.07)	(\$105,959.06)	(\$97,129.23)	(\$105,959.06)	\$0.00	
Total Expenditures		\$189,486.57	\$214,859.30	\$222,584.95	\$193,196.44	\$220,654.59	\$1,907.92	
Total Civic Centre		\$88,799.94	\$109,963.23	\$116,625.89	\$96,067.21	\$114,695.53	\$1,907.92	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	3 Year Average - 2015, 2016 & 2017	Actual to Dec 31/17	2018 OPERATING Approved	Actual to November 30/18	2019 OPERATING FORECAST Draft No. 1	Variance 2019-2018	2019 Budget - As of November 30, 2018 Remarks
<i>Total P & D Revenue</i>		(\$214,855.04)	(\$240,585.30)	(\$201,171.48)	(\$263,289.09)	(\$216,291.06)	(\$15,119.58)	
<i>Total P & D Expenditures</i>		\$833,238.31	\$771,719.64	\$538,882.14	\$452,700.27	\$543,586.49	\$4,704.35	
TOTAL PLANNING & DEVELOPMENT		\$618,383.27	\$531,134.34	\$337,710.66	\$189,411.18	\$327,295.43	(\$10,415.23)	

Spreadsheet No. 1 - Planning & Development Dept.- 2019
 Operating Budget Reconciliation

		2014	2015	2016	3 year Average 2015, 2016 & 2017	2017	2018	2018	2019	2019-2018	Draft 1 -2019 as of November 30, 2018
		Actuals	Actuals	Actuals 31-Dec-16		Actuals 31-Dec-17	Budget Approved	Actuals 30-Nov-18	Budget Forecasted	Variance	Remarks
By-law Enforcement											
Administration	G-271-0330	Revenue	(\$18,970)	(\$15,326)	(\$25,491)	(\$23,020)	(\$28,244)	(\$21,383)	(\$18,542)	(\$23,288)	(\$1,905)
Administration	G-271-1101	Expenditure	\$145,117	\$150,516	\$157,994	\$155,122	\$156,855	\$169,168	\$141,361	\$163,881	(\$5,286)
Vehicles	G-271-2910		\$4,309	\$4,410	\$4,095	\$3,723	\$2,663	\$4,057	\$5,199	\$4,054	(\$3)
Animal Shelter	G-334-2912		\$8,507	\$27,100	\$6,936	\$13,529	\$6,552	\$7,749	\$3,376	\$11,013	\$3,264
S/T			\$138,963	\$166,701	\$143,534	\$149,353	\$137,826	\$159,591	\$131,393	\$155,661	(\$3,930)
Building Dept.											
Administration	G-813-0330	Revenue	(\$61,328)	(\$67,718)	(\$78,532)	(\$77,608)	(\$86,573)	(\$66,456)	(\$134,251)	(\$75,855)	(\$9,399)
Administration	G-813-1101	Expenditure	\$34,157	\$62,658	\$116,962	\$82,507	\$67,902	\$70,316	\$56,739	\$71,709	\$1,392
Vehicles	G-813-2910		\$1,789	\$2,988	\$1,183	\$2,045	\$1,964	\$2,671	\$2,310	\$4,584	\$1,913
S/T			-\$25,382	-\$2,072	\$39,613	\$6,944	-\$16,708	\$6,531	-\$75,202	\$438	(\$6,093)
Planning Dept.											
Administration	G-815-0330	Revenue	(\$11,249)	(\$11,033)	(\$8,716)	(\$13,540)	(\$20,872)	(\$7,373)	(\$13,367)	(\$11,189)	(\$3,816)
Administration	G-815-1101	Expenditure	\$158,288	\$158,197	\$681,355	\$386,826	\$320,925	\$62,336	\$50,519	\$67,690	\$5,354
S/T			\$147,039	\$147,164	\$672,639	\$373,285	\$300,053	\$54,963	\$37,153	\$56,501	\$1,538
Civic Center											
Administration	G-150-0330	Revenue	(\$95,970)	(\$96,863)	(\$100,301)	(\$100,687)	(\$104,896)	(\$105,959)	(\$97,129)	(\$105,959)	\$0
Administration	G-150-1200	Expenditure	\$167,498	\$170,268	\$183,332	\$189,487	\$214,859	\$222,585	\$193,196	\$220,655	(\$1,930)
S/T			\$71,528	\$73,406	\$83,031	\$88,800	\$109,963	\$116,626	\$96,067	\$114,696	(\$1,930)
Total Revenue											
Total Expenditures			(\$187,518)	(\$190,939)	(\$213,041)	(\$214,855)	(\$240,585)	(\$201,171)	(\$263,289)	(\$216,291)	(\$15,120)
Net Operating Budget			\$519,666	\$576,138	\$1,151,857	\$833,238	\$771,720	\$538,882	\$452,700	\$543,586	\$4,704
			\$332,148	\$385,199	\$938,817	\$618,383	\$531,134	\$337,711	\$189,411	\$327,295	(\$10,415)

Construction of quarantine pen

In 2019, Building Permit activity forecasted based on pending development projects such as OPP station, UNFC daycare, RRDSSAB builds, Robert Mooore School daycare & 4 new houses within Huffman Court S/D

2018 forecasted 60/40 split same for 2019 fix the rust on the front end on the old administration van

2018 forecasted 60/40 split same for 2019

3.0% increase in hydro, **4% decrease** in Natural gas, 2.7 % increase for water/sewer fees

6.99%

0.87%

-3.18%

Spreadsheet No. 3 - 2019 Planning and Development Capital Budget

2019
Budget Cost

By-Law Area

1	Replace 7 parking meters along Church St. & Portage Ave.	\$7,500.00
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Subtotal By-Law \$7,500.00

Building/ Planning Area

2	GIS Capital Portion	\$763.20
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Sub-total Building & Planning \$763.20

Civic Centre Building/Administration Area

3	Install of New Digital Boundless Branding Sign partnering with FFPC (50%)	\$71,000.00
4	Clerk Office - Vault - Installation of Movable Storage Shelving system for records similar to existing systems at the Museum and in the FFPC vault	
5	Office Renovations to Treasury Area - new privacy offices, modifications to HVAC	\$150,000.00
	Renovations to existing washrooms	\$60,000.00
6	Continuation of Access Control FOBS - 11 additional Doors	\$16,000.00

\$35,500.00 Town's portion

Subtotal Civic Centre Building \$297,000.00

TOTAL 2019 P&D CAPITAL \$305,263.20

Date: December 18th, 2018

Report To: Planning & Development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer

Re: Proposed Draft Fence By-Law.

As some of you may be aware, the previous Council at their regular meetings from September to November 2018 had received a couple of letters from a resident requesting approval to build an over height fence in their rear yard. This issue was referred to the Planning & Development Executive Committee for recommendation. The Planning & Development Division ultimately made the recommendation to allow an over height fence of 9 feet to be approved. The previous Council requested changes to the By-Law to be made prior to making a decision on the over height request. Ultimately, the over height fence request was approved at a maximum height of 9 feet in the rear yard only and direction was provided to Administration to review and make changes to the Fence By-Law #40/17.

With this stated, the Planning & Development Division has conducted a review of the Fence By-Law #40/17 and has made the necessary changes as requested by the previous Council.

The proposed Draft Fence By-Law is attached to this report for your review. An overview of the changes made in the proposed by-law are as follows:

- Changes to the sections regarding fence post depth;
- Additions to the materials allowed to be used for Fence Construction;
- Clearer wording within the draft for ease of use/understanding by residents.

We are asking the Planning & Development Executive Committee to recommend that Council approve the draft by-law as presented and authorize Administration to prepare an appropriate by-law for signing by Mayor and Clerk.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

TOWN OF FORT FRANCES

DRAFT BY-LAW

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT FRANCES TO LICENCE AND REGULATING FENCES WITHIN THE MUNICIPALITY.

WHEREAS the Council of the Corporation of the Town of Fort Frances deems it necessary and expedient to pass a by-law to regulate fences within the Municipality.

AND WHEREAS the *Municipal Act, 2001*, as amended provides that a municipal power shall be exercised by by-law.

AND WHEREAS the *Municipal Act, 2001*, as amended authorizes a single tier municipality to pass by-laws respecting structures, including fences and signs;

AND WHEREAS the *Municipal Act, 2001*, as amended provides that a municipality may provide that the Line Fences Act does not apply to all or any part of the municipality;

AND WHEREAS the *Line Fences Act, R.S.O. 1990, Chapter L.17*, provides that, with the exception of section 20 the *Line Fences Act* does not apply to land in an area that is subject to a by-law for apportioning the costs of line fences passed under the *Municipal Act, 2001*;

AND WHEREAS on January 14th, 2019, Council approved a recommendation from the Planning & Development Executive Committee to review and update the Fence By-Law.

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

SECTION 1- DEFINITIONS

“adjoining owner” – means the owner of the land that is adjoining to the land of another owner;

“corporation” – means The Corporation of the Town of Fort Frances;

“fence” – means a railing, wall, line of posts, wire, gate, boards, pickets or other similar substances used to endorse or divide in whole or in part a yard or other land to establish a property boundary or to provide privacy and includes any hedge or grouping or thick growth of shrubs or trees acting as continuous barrier which is other than an essential component to a building;

“intersection” – means the area embraced within the prolongation or connection of the lateral street lines of two or more streets that join one another at an angle, whether or not one street crosses the other;

“lane” – means a public thoroughfare which affords only a secondary means of access for vehicular traffic to abutting lots and which is not intended for general circulation;

“line fence” – means a fence marking the boundary between adjoining parcels of land;

“lot” – means a parcel of land which is capable of being legally conveyed pursuant to Section 50 of the Planning Act;

“lot, corner” – means a lot situated at the intersection of two or more streets, or at the intersection of a street and a railway right-of-way, or a lot butting on one or more parts of the

same street, in which an interior angle of less than one hundred and thirty-five (135) degrees is contained, between the front and side lot lines abutting by the said street or streets;

“lot interior” – means a lot other than a corner lot;

“lot line” – means any boundary of a lot and/or the vertical projection thereof;

“lot line, front” - means

- a) in the case of an interior lot, the lot line dividing the lot from the street;
- b) in the case of a corner lot, the shorter lot line abutting the street;
- c) in the case of a through lot or a corner lot with two lot lines of equal length abutting roads, the lot line used for the principle entrance; and iv) in the case where a lot abuts only a road cul-de-sac, all of the frontage on the road cul-de-sac.

“lot line, rear” - means the lot line farthest from or opposite to the front lot line;

“lot line, side” - means a lot line other than a front or rear lot line;

“non-residential property” - means a property with uses other than residential or multi-residential and includes schools and other institutional uses but does not include a street or public walkways;

“open construction” - includes chain link or lattice or other similar open construction;

“owner” - means the registered owner, lessee, tenant, mortgagee in possess or the person in charge a parcel of land;

“officer” - means a Municipal By-Law Enforcement Officer or Provincial Offences Officer or a Police Officer or Chief Building Official, whose duties include the enforcement of this by-law;

“parcel of land” - means an area of land held in unity of ownership;

“person” - means an individual, firm, corporation, association, or partnership and includes an Owner;

“public authority” - means any Federal, Provincial, District or Municipal agencies, including local boards thereof, any Public Utility Commission including telephone, gas and hydro and all Boards of Education;

“residential property” - means a property that is used for residential purposes;

“sight triangle” - means a triangular area of visibility that is determined by measuring, from the point of intersection of two street lines of a corner lot a distance of 4.5 metres along each street line and joining such points with a straight line, or where the two street lines do not intersect at a point, the point where such street lines would intersect based on the projection of the street lines or the intersection of the tangents to the street lines. (See Diagram 1 — Schedule "A");

“street” - means a public highway or public road under the jurisdiction of the Corporation and which is presently open and maintained by the corporation on a year-round basis;

“street line” - means: the limit of the street and is the dividing line between a lot and a street;

“swimming pool” – means any outdoor structure, object or thing located on privately owned property that is intended to be used for swimming, wading, diving, bathing, soaking (including a hot tub) in which the depth of water at any point can exceed 0.6 metres (2 feet).

“temporary fence” - means: a fence erected or maintained for a defined and limited period of time and, in no case shall such duration exceed six months unless required to remain by law or by a public authority in the interests of safety;

“through lot” - means: a lot bounded on opposite sides by streets.

“uncontrolled intersection” means an intersection of two or more streets where no traffic lights or four-way stop signs are used to indicate the right-of-way;

“yard” - means any unoccupied space appurtenant to a building measured from the closest supporting structure of the building to the lot line. (See Diagram 2 —Schedule A);

“yard, front” - means a yard extending across the full width of the lot between the front lot line and the nearest part of any building or structure for which the yard is required;

“yard, rear” - means a yard extending across the full width of the lot between the rear lot line and the nearest wall of any building on the lot for which the yard is required;

“yard side” - means a yard extending from the front yard to the rear yard;

“zoning by-law” - means any by-law administered by the Town passed pursuant to section 34 of the Planning Act, R.S.O. 1990, c.P.13, or a predecessor or successor thereof, as may be amended from time to time.

SECTION 2 - GENERAL PROVISIONS

2.1 SHORT TITLE

This By-law shall be cited as the Fence By-Law.

2.2 SCOPE

Except where otherwise provided, the provisions of this By-law shall apply to all persons and property within the geographic limits of the Town of Fort Frances.

2.3 ENFORCEMENT

This By-law shall be enforced by a Municipal By-Law Enforcement Officer or Provincial Offences Officer or a Police Officer or Chief Building Official, whose duties include the enforcement of this by-law;

2.4 CONFLICTS WITH OTHER BY-LAWS

Where a provision of this By-law conflicts with a provision of another by-law in force in the Town, the provision that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental wellbeing of the municipality, shall prevail to the extent of the conflict.

2.5 SEVERABILITY

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.

SECTION 3 – FENCES – CONTRARY TO REGULATIONS

3.1 No person shall have, permit, construct, erect or maintain or cause to have permit, construct, erect, or maintain a fence within the Town of Fort Frances unless such fence is in compliance with this by-law, and/or any other by-law that may apply.

SECTION 4 – FENCES ON TOWN PROPERTY

4.1 No person shall have, permit, construct, erect, or maintain, or cause to have, permit, construct, erect, or maintain, a fence on property of The Corporation of the Town of Fort Frances, including any street, unless:

- a) written consent or authorization of the Corporation has been obtained;
- b) such fence conforms to the provisions of this by-law; and
- c) the person seeking to construct on Town property agrees, if required, to enter into an encroachment agreement with the Corporation to provide for the removal of same from the property as and when directed to do so.

SECTION 5 – GENERAL PROVISIONS – ALL FENCES

- 5.1 No fence shall be constructed, maintained or caused to be constructed or maintained such that it encroaches on or over a roadway or sidewalk or which adversely affects the safety of or constitutes an obstruction of view or impedes the passage of vehicular or pedestrian traffic
- 5.2 No fence shall be located or constructed so as to block access to a parking space as required by the Zoning By-Law unless such fence is constructed with a gate at least 2.59 metres (8.5 feet) wide giving access to such parking space.
- 5.3 Barbed wire and/or razor wire shall not be used on any residential property.
- 5.4 Notwithstanding the provisions of Section 7, barbed wire and/or razor wire may be used on residential or non-residential property as part of or in conjunction with any fence required by law for public safety or the protection of property, provided no barbed wire or razor wire is located less than 2.14 metres in height above the ground.
- 5.5 No fence may be electrified unless the land which it encloses is lawfully used for agricultural purposes or the containment of livestock.
- 5.6 Section 7 does not apply to fences used for agricultural purposes or the containment of livestock.
- 5.7 No fence shall be maintained or caused to be maintained in a damaged or un-repaired state or condition by reason of fire, decay or otherwise and all fences shall be constructed or caused to be constructed in a sound manner and shall be protected by paint, preservative or other suitable weather resistant material.
- 5.8 All fences including masonry, brick, stone and concrete, iron and metal bar and metal sheet fences shall be constructed and maintained in a manner to ensure safety and structural stability.
- 5.9 Fences constructed of chain link, shall:
 - a) be constructed of galvanized steel wire not less than 2.65 mm diameter (No. 12 gauge) or of minimum .89 mm diameter (No. 14 gauge) steel wire covered with vinyl or other approved coating forming a total thickness equivalent to 2.65 mm diameter (No. 12 gauge) galvanized wire; and
 - b) be supported by a minimum 38 mm diameter galvanized steel posts each securely embedded in concrete and spaced not more than 3.05 metres on centre. Horizontal top and

bottom rails shall be of 31 mm minimum diameter galvanized steel, except that a 6 mm diameter galvanized steel tension rod may be substituted for the bottom horizontal rail.

- 5.10 Fences constructed of wood shall be supported by a minimum 89 mm by 89 mm or 125 mm diameter posts each securely embedded and be spaced not more than 3.05 metres on centre. The portion below grade treated with a wood preservative. Horizontal top and bottom rails shall be of a minimum of 38 mm by 89 mm utility grade or better.
- 5.11 Where in order to make repairs, alterations or improvements to a fence, an owner of the fence is required to enter upon the adjoining land; before entering said land the owner shall advise the Town of Fort Frances of the need to make such entry. Prior to entry the Town of Fort Frances will advise the adjoining owner of the need for entry on his land. The owner of the fence shall ensure that the adjoining land is left in the same condition it was prior to such entry.
- 5.12 Where a fence is being erected between two lots, unless otherwise agreed between the owners of the said lots, the posts and structural members shall be located on the side of the fence facing the lot whose owner is erecting the fence.
- 5.13 A fence may be erected as a means of protection or as a means of landscaping along any lot line. Provided that if the fence is a hedge or grouping or thick growth of shrubs or trees acting as a continuous barrier, it shall be located a minimum of .6 metres from the lot line.

SECTION 6 – RESIDENTIAL PROPERTY SPECIFIC PROVISIONS

- 6.1 On a lot used for residential purposes no person shall have, permit construct, erect, or maintain, or cause to have, permit construct, erect, or maintain a fence
- a) exceeding 1.22 metres in height within the front yard;
 - b) exceeding 1.83 metres in height within the rear or side yard, subject to the Sight Triangle provisions.
- 6.2 Notwithstanding section 6.1 fence height regulations shall not apply
- a) where such residential property is abutting and such fence is contiguous to a non-residential property, but in no event shall such fence exceed a height of 2.75 metres;
 - b) where grade elevations of adjacent lots differ, that portion of any fence exceeding 1.83 metres in height as measured from the lower of the differing grades shall be constructed of chain link, lattice or similar open construction so as to provide a uniform direct passage of light and air.
 - c) where the grade contours within a lot make compliance with the fence height regulations in Section 11 impossible, a fence may exceed 1.22 metres in height in the front yard, or 1.83 metres in height elsewhere on the lot, provided that the average height of the fence over any 2.44 metre portion does not exceed the said fence height regulations.

SECTION 7 – NON-RESIDENTIAL PROPERTY SPECIFIC PROVISIONS

- 7.1 On a lot used for non-residential purposes, no person shall have, permit, construct, erect, or maintain, or cause to have, permit, construct, erect, or maintain a fence
- a) exceeding 2.75 metres in height unless required by law or by a public authority in the interests of public safety to do so.
 - b) other than an unobstructed chain link fence having links of no less than 13.00 square centimeters and which does not otherwise exceed fence height requirements contained in

this by-law that exceeds 1.2 metres in height if such fence is located within the sight triangle.

- 7.2 Fences around tennis courts may be erected to a maximum height of 3.7 metres provided that
- a) the fence shall be constructed of chain link with adequate posts, support wires and bracing of a corrosion resistant or treated material; and
 - b) shall not be located closer than 0.6 metres to any lot line.

SECTION 8 – LINE FENCES ACT

8.1 The Line Fences Act shall not apply to any part of the Town of Fort Frances.

SECTION 9 – SAFETY

9.1 Notwithstanding any height restriction for fences in this by-law, the Corporation or any public authority with jurisdiction over a specific use or matter may, in writing, permit a fence to whatever height is necessary to ensure public safety.

9.2 Notwithstanding any of the provisions herein to the contrary, where, in the opinion of the Corporation, an obstruction exists that adversely affects the safety of vehicular or pedestrian traffic, the height restrictions of this by-law shall not apply.

SECTION 10 – SIGHT TRIANGLE

10.1 Notwithstanding any of the provisions herein to the contrary, where, in the opinion of the Corporation, an obstruction exists within the sight triangle, the height restrictions of this by-law shall not apply.

SECTION 11 – CALCULATION OF HEIGHT

11.1 For the purpose of this by-law, the height of any fence is calculated from the mean grade elevation of the ground at the lot lines to the highest point of the fence.

11.2 Where the level of ground is altered or the base on which the fence is situated is arranged for the purpose of raising a fence to a height which would otherwise have been unlawful, there shall be included in the calculation of the height of the fence the vertical measurement of the alteration or of the arrangement.

SECTION 12 – SWIMMING POOL FENCE PROVISIONS

12.1 Every owner of a swimming pool shall ensure that a fence is erected and maintained surrounding such pool and the fence shall:

- a) have a height of not less than 1.2 metres (4 feet) measured from ground level to the top of the fence where the pool is located;
- b) Be located at a distance of not less than 1.5 metres (5 feet) from the swimming pool;
- c) The bottom of all fences shall be at grade level.
- d) Be equipped with a gate that can be locked with a locking mechanism located on the pool side of the gate at least 1 metre (3.3 feet) above ground level and have no opening between the bottom of the gate and the ground at any point directly below the gate;

- e) Be built with materials and maintained in such a manner so as to prevent the climbing thereof;
- f) Where an owner is exempt from the requirement of a fence as a pool enclosure under section 16, ensure that every ladder or other stair assembly providing access to the pool is locked in a position so as to prevent entry to the pool at all times when the pool is not being used.
- g) Where an owner is exempt from the requirement of a fence as a pool enclosure for a hot tub under section 16, ensure that the hot tub is adequately secured by a cover and locked and in place over the tub at all times when the tub is not in use.

SECTION 13 – OFFENCE AND PENALTIES

13.1 Any person who contravenes, suffers or permits any act or thing to be done in contravention of, or neglects to do or refrains from doing anything required to be done pursuant to any provisions of this By-Law or any permit or order issued pursuant thereto, commits an offence and except where specifically set out in Schedule “B” attached to and forming part of this By-Law, shall be liable of a fine of not more than \$5,000 pursuant to the Provincial Offences Act, R.S.O., 1990, c. P.33, As amended. Where an offence is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

13.2 An Officer and/or anyone under the Officer’s direction may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether this by-law is being complied with.

13.3 No person, shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law.

13.4 For the purposes of an inspection, the Officer may:

- a) require the production for inspection of documents relevant to the inspection;
- b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- c) require information from any person concerning a matter related to the inspection; and,
- d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take photographs necessary for the purposes of the inspection.

SECTION 14 – REMEDIAL ACTIONS

14.1 Every person who has, erects, constructs, maintains, or permits to be erected, constructed or maintained, any fence that does not comply with the provisions of this by-law shall forthwith take any necessary action to ensure that the fence complies with the provisions of this by-law.

14.2 In default of the work required by this by-law not being done by the person directed or required to do it, the Town, in addition to any other remedies it may have, may do the work or cause the work to be done, at the person's expense, and may enter upon the land, at any reasonable time for this purpose.

14.3 The Town may recover the costs incurred by it in doing the work or causing it to be done from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

SECTION 15 – EXCEPTIONS

15.1 The provisions of this by-law shall not apply to the erection of fences, temporary or otherwise, erected in the interest of public safety as may be determined by the Officer.

15.2 Notwithstanding any other provision herein, a fence, which is constructed as a requirement of a registered agreement or agreements entered into with The Corporation of the Town of Fort Frances pursuant to the provisions of the Planning Act, as amended, or any plans approved by the Town, shall be deemed not to contravene the provisions of this by-law.

15.3 This By-Law does not apply to a public authority which erects or causes to erect a noise barrier along a street or erects or causes to erect any other type of fence along a street for the purposes of ensuring public safety, noise control, or any other similar purpose.

15.4 Notwithstanding the provisions of this by-law to the contrary, save and except for a fence which is located within a sight triangle, any fence that is in existence prior to the date of the enactment of this by-law, and in compliance with other applicable regulations, including the Town of Fort Frances by-laws, shall be deemed to comply with this by-law and may be maintained with the same material, height and dimension as previously existed.

SECTION 16 – EXEMPTION

16.1 In the case of an above-ground swimming pool, a fence is not required where ALL of the following criteria are met:

- a) The vertical sides of the pool and any deck or other assembly forming part of the pool are the same or greater in height than the minimum height of the fence height requirements for pools; and
- b) Such vertical sides and assemblies are constructed and maintained in such a manner to prevent the climbing thereof; and
- c) Any ladder or stair providing access to the swimming pool or to any deck or other assembly forming part of the swimming pool is hinged and constructed in such a manner as to be latched in an upright position and is lockable or is equipped with a roll-down ladder cover or similar device that is lockable, thereby preventing entry to the pool;
- d) In the case of a hot tub, a fence is not required where the hot tub is adequately secured by a cover equipped with a locking device.

16.2 Every application for an exemption shall be in writing and shall contain the following supporting documentation:

- a) Property survey or site plan;
- b) Specifications pertaining to the description of the fence;
- c) Specifications pertaining to the construction and installation of the fence; and
- d) The application fee (if applicable).

SECTION 17 - REPEAL

17.1 By-Law 40/17 and all amendments are hereby repealed.

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 28th day of January 2019.

J. Caul, Mayor

E. Slomke, Clerk

SCHEDULE “A” – By-Law #

DIAGRAM 1 – SIGHT TRIANGLE

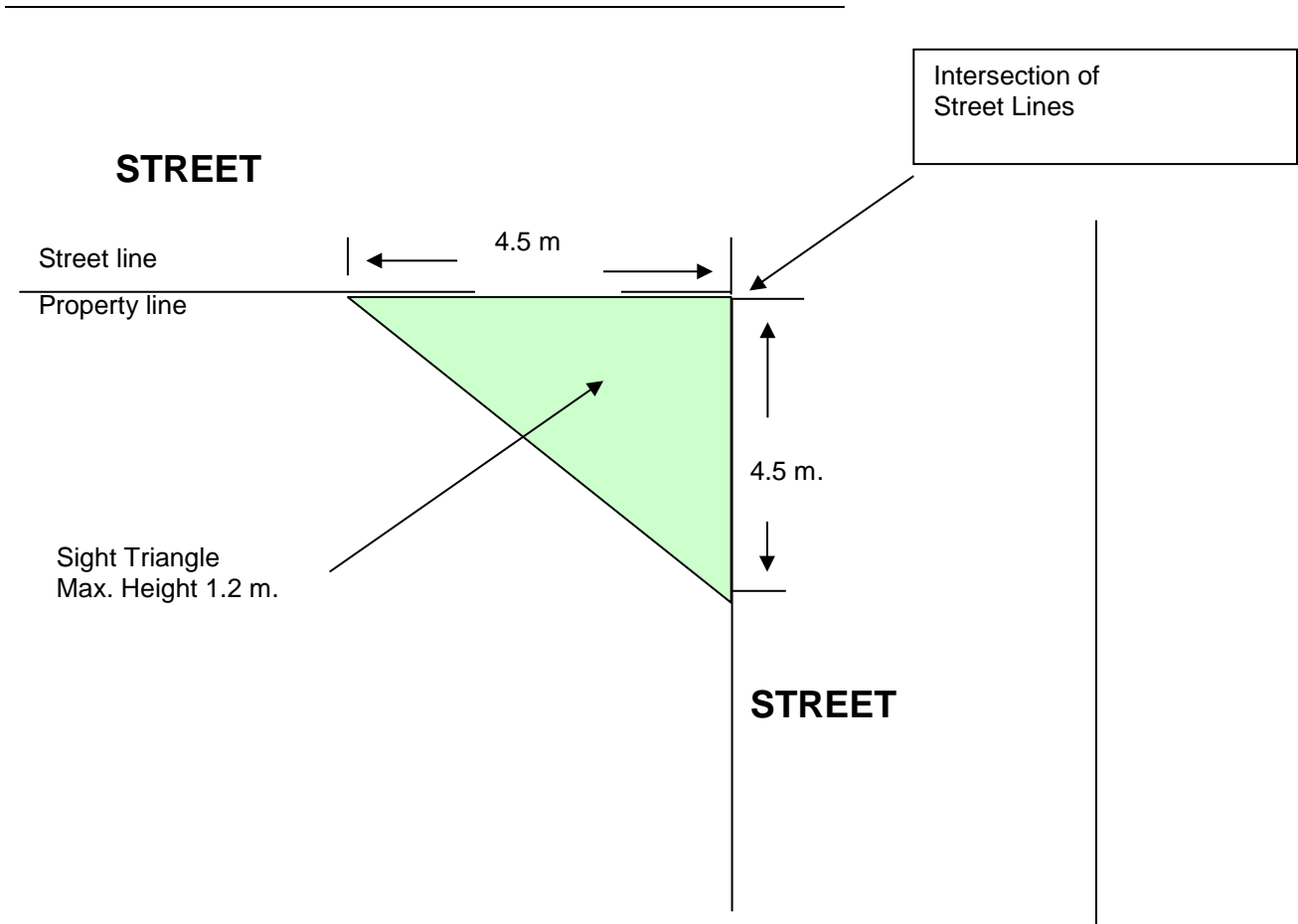
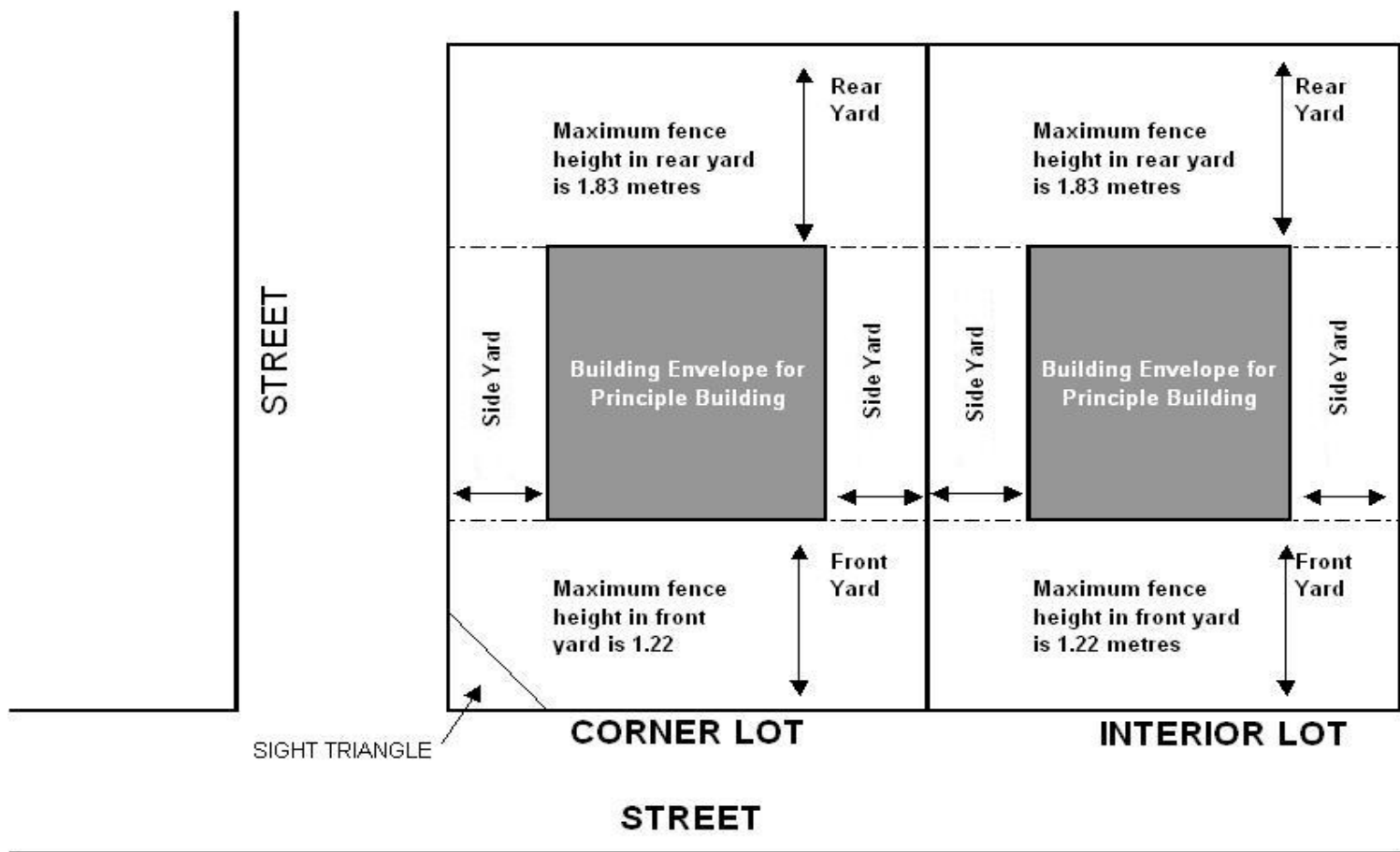


DIAGRAM 2 – RESIDENTIAL PROPERTIES - YARD



Schedule “B” By-Law #

Town of Fort Frances

Application for a Permit to Construct A Swimming Pool Fence

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted Town of Fort Frances
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m²)	
B. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Builder			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Purpose of application			
<input type="checkbox"/> New Construction of a Swimming Pool Fence <input type="checkbox"/> Replacement of existing Swimming Pool Fence			
Type of Fence			
Description of Proposed Fence Work			
F. Attachments			
i. Attach a site plan illustrating the dimensions of the parcel of land on which it is proposed to erect a swimming pool fence. Indicate the location and dimensions of all existing fences and buildings, and the dimensions of the proposed fence. Indicate the use of property (Zoning) and of adjoining properties, and the location of adjoining highways, roads and pedestrian sidewalks, etc.			
ii. Attach types and quantities of plans and specifications for the proposed construction that are prescribed by the Fence By-Law.			
G. Declaration of applicant			
I _____ certify that:			
(print name)			
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.			
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.			
_____		_____	
Date		Signature of applicant	



PERMIT TO CONSTRUCT A SWIMMING POOL FENCE

Planning & Development Division
320 Portage Avenue
Fort Frances, ON P9A 3P9
(807) 274-5323

Permit No. _____

Roll No. _____

Date Issued: _____
DD/MM/YYYY

Issued by: **Town of Fort Frances**

Issued to (Owner's Name):		Address:	
Contractor's Name:		Address:	
Description of Swimming Pool Fence to be Erected:			
Main Permitted Use of Building or Lot:			Zone:
Street & No.	On the		Side, Between
Lot No.	Plan No.	Value of Construction:	
		Permit Fee: \$	
NOTE:			
The issuance of Permit to Construct a Swimming Pool Fence under the authority of this by-law does not relieve a person of the responsibility of complying with other agency requirements with respect to swimming pools or the construction of swimming pool fences.			
REMARKS:			
<div>_____</div> <div>Date</div> <div>Issued By: T. Dennis, CBO/Planner</div>			

Inspection of Swimming Pool Fence:

☐ **Approved**

Date Completed: _____

Inspector Signature: _____

☐ **Requires Further Work**

Description of Work to be Done:
