

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - April 1, 2019 at 8:00 AM

#### MEETING - Civic Centre - Committee Room

Page

1. **Call to Order**  
Session #7
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
  - 3.1 Approval of Previous Committee Minutes. 2 - 3
4. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
5. **In-Camera**
6. **Items Referred from Council**
  - 6.1 Letter from R. Van Drunen re: Noise By-Law.  
- Police Services Board reviewing request at their April 5th meeting.
  - 6.2 Request Email from C. Kent - Proposal for 8th Street Trails.  
- Waiting on comments from CSEC & OFEC Executive Committees.
7. **New Business**
  - 7.1 255 Scott Street (TBT Engineering) - Draft Land Use Agreement. 4 - 7
8. **Outstanding Items**
  - 8.1 Proposed Draft Smoking By-Law.  
- Police Services Board reviewing request at their April 5th meeting.
9. **Information**
10. **Non-agenda Items**
11. **Adjourn / Next Meeting Date**  
Monday April 15th, 2018.

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #6

March 18, 2019

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on March 18, 2019 from 8:00 p.m. to 8:50 p.m.

PRESENT: D. Judson- Chairperson, W. Brunetta - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, P. Briere, Committee Secretary

**1. Call to Order - 0800am**

Session #6

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

None.

**3. Approval of Previous Committee Minutes**

3.1 Approval of Previous Committee Minutes.

- Approved as presented.

Moved: Councillor Brunetta

Seconded: Mayor Caul

Carried

**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 Letter from R. Van Drunen re; Noise By-Law.

- Police Services Board reviewing request at their April 5th meeting.

6.2 Request Email from C. Kent - Proposal for 8th Street Trails.

- Waiting on comments from CSEC & OFEC Executive Committees.

**7. New Business**

None.

**8. Outstanding Items**

8.1 Proposed Draft Smoking By-Law.

- Police Services Board reviewing request at their April 5th meeting.

**9. Information**

9.1 Re-Zoning Application for 316 Victoria Avenue.

- Report received and accepted by the Planning & Development Executive Committee as information. No further questions or comments were brought forward.

**10. Non-agenda Items**

None.

- 11. **Adjourn / Next Meeting Date - 0802am**  
Monday April 1st, 2019.

\_\_\_\_\_  
Executive Committee Chair

\_\_\_\_\_  
Secretary, Planning & Development Executive  
Committee

Date: March 25th, 2019

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **TBT Request for Side Entrance Agreement**

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Robert Frenette of TBT Engineering has submitted, to the Planning and Development Department, a design for renovations for their newly purchased building located at 255 Scott Street. This design includes having an office space entrance which will be barrier free accessible on the West wall of 255 Scott Street. The entrance will encroach on the Town owned property known as Rainy Lake Square.

TBT Engineering has been working with the Planning and Development Department on a temporary access agreement to allow for access from the new entry onto Rainy Lake Square. TBT has agreed to maintain walking paths to ensure patrons during winter months have a safe walking path to the entry. The maintenance will be no additional cost to the Town of Fort Frances.

During events at the Rainy Lake Square, fencing and barricades will be used to ensure no entry will be available to events from 255 Scott Street. TBT Engineering will have a listing of events so sufficient planning can occur for all involved parties.

Planning and Development Executive Committee and TBT Engineering agreed at the February 4<sup>th</sup>, 2019 meeting to enter into a temporary agreement for the Rainy Lake Square to be used for the 255 Scott Street entry. This agreement is temporary due to unknown circumstances that may arise in the first year of the entry being in use. Administration will review the use over the next 9 months and work with TBT Engineering to create a permanent land use agreement by April 1<sup>st</sup>, 2020.

Attached to this report is the temporary land use agreement and Schedule 1 showing the entry and plans at 255 Scott Street. Please review and give comments for Council's final acceptance at its April 8<sup>th</sup>, 2019 meeting.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner

## **255A Scott Street – Temporary Use Access Agreement**

1. The parties acknowledge the temporary use access agreement to access Rainy Lake Square from a proposed new entrance on the West wall of 255 Scott Street providing barrier free ingress/egress to sub-let office space defined as 255A Scott Street.
2. The Town agrees to permit a new entrance at 255 Scott Street (owned by 1358862 Ontario Ltd.) to enter and exit the office space at 255A Scott Street as depicted on Schedule 1, with the following terms and conditions:
  - a. The owner of 255 Scott Street shall maintain the structure and entrances in a good state of repair, shall not do or cause anything to be done which would increase the amount of the maintenance to the Rainy Lake Square property. Maintenance of the side walk from the entrances shall follow O.Reg. 239/02, Minimum Maintenance Standards for Municipal Highways, as amended from time to time by the owner of 255 Scott Street.
  - b. The construction of the accessibility shall be in accordance with the Ontario Building Code and shall be the minimum acceptable width to maximize the width of the remaining sidewalk. All changes to landscape heights for the newly constructed entrance will be paid for by the Owner of 255 Scott Street and approved by the Chief Building Official prior to work being completed.
  - c. The owner of 255 Scott Street, their heirs, successors, and assigns, or whoever shall come to have an interest in 255 Scott Street, shall forever and always save the Town harmless from any and all claims and actions for liability and/or damages which may be occasioned by the existence of the Encroachment.
  - d. The owner of 255 Scott Street will be given notice of events at the Rainy Lake Square. During such events, access will be limited to the entry with fencing and/or barricades, limiting the access to 255A Scott Street. This will be installed on a case by case basis. Cost of additional fencing or barricades shall be at a cost of the owner at 255 Scott Street.
3. This agreement expiring April 1, 2020, is a temporary agreement to determine exact uses and needs for the entry onto the Town owned land known as Rainy Lake Square from the privately-owned land known as 255A Scott Street, as depicted on Schedule 1. The owner of 255 Scott Street and the Town of Fort Frances will agree upon a permanent use agreement prior to the competition of this agreement.

## RAINY LAKE SQUARE



## RAINY LAKE SQUARE



Notes:

1. DO NOT SCALE FROM THIS DRAWING. CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING DIMENSIONS AND EXISTING CONDITIONS AT THE OUTSET OF CONSTRUCTION. REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO PROCEEDING WITH THE WORK.

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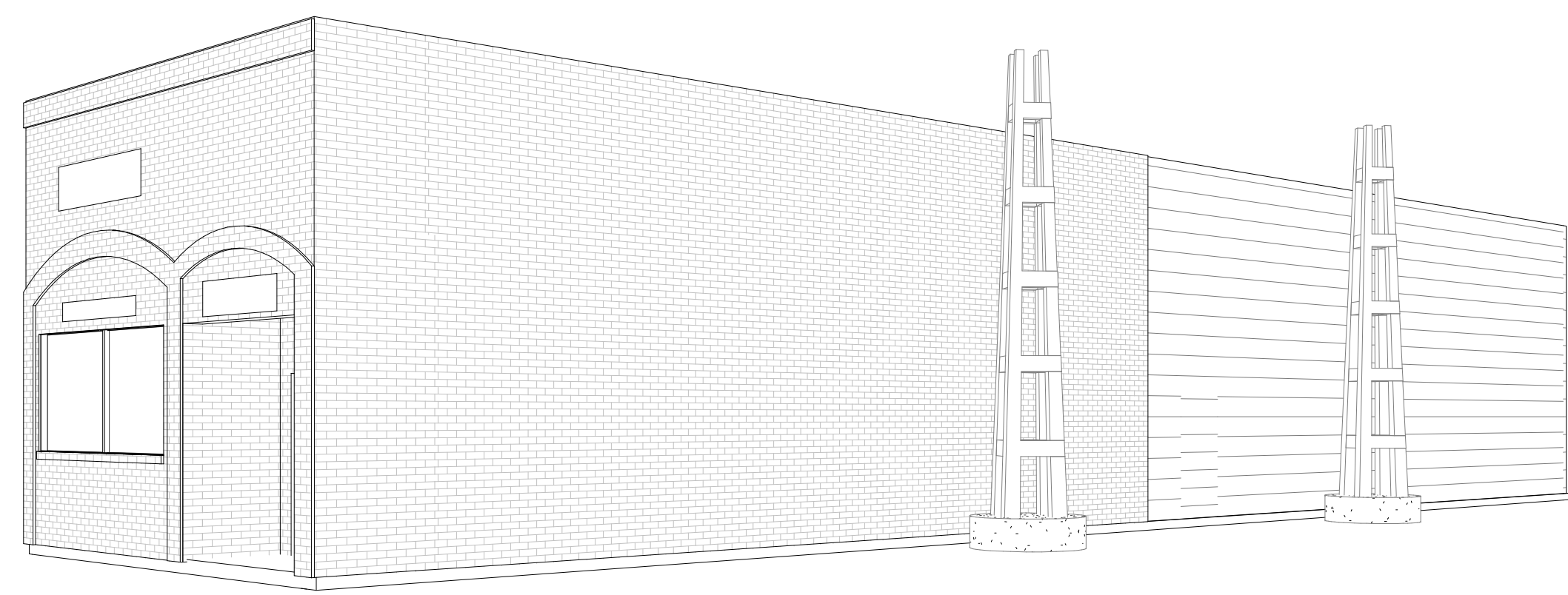
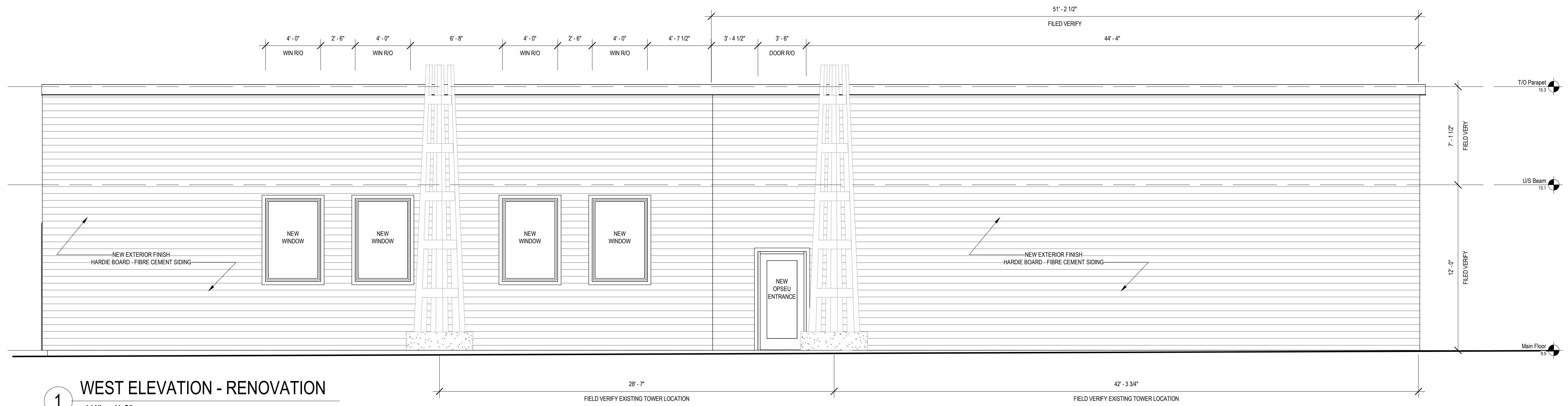
Approved	Approved
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PROPOSED DEMOLITION &amp; RENOVATION PLANS

Scale: As indicated	Drawn By: SV Ckd By:	Date: JAN 2019
Project No.: 18-480	Dwg No.: D1	Rev.

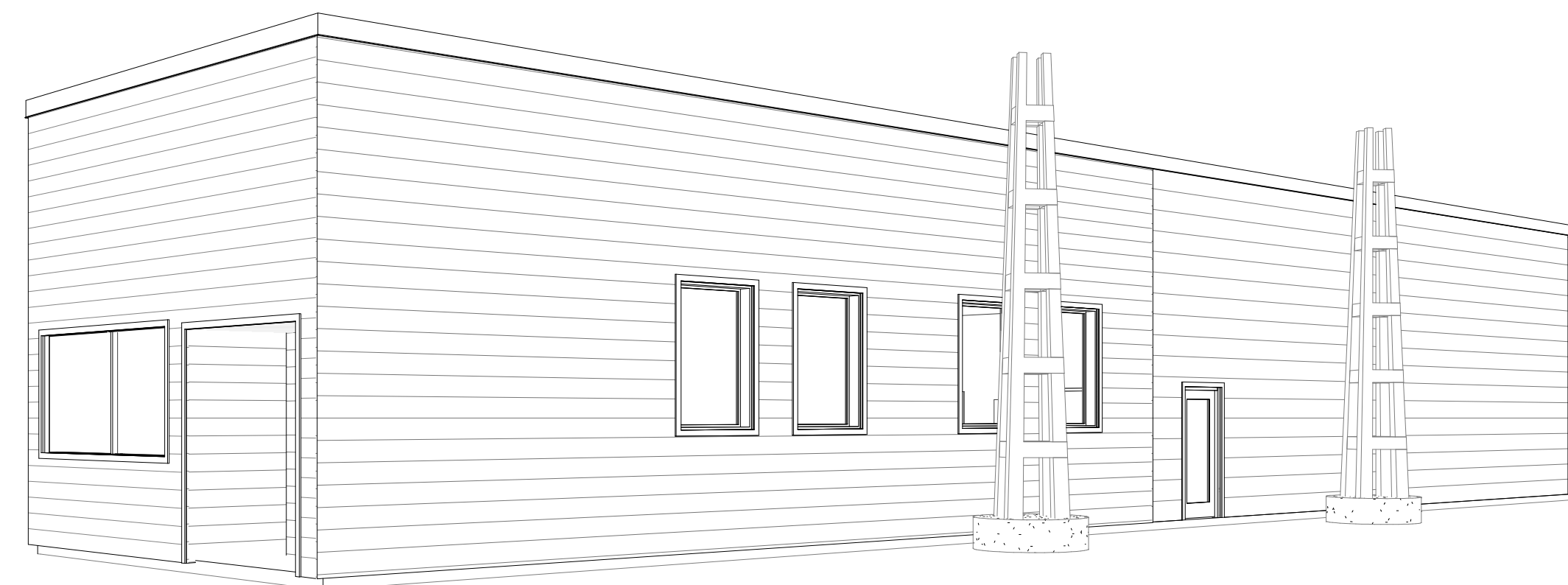




2 3D VIEW - EXISTING EXTERIOR @ RAINY LAKE SQUARE



EXISTING WEST ELEVATION - FROM RAINY LAKE SQUARE



3 3D VIEW - NEW EXTERIOR @ RAINY LAKE SQUARE



LOCATION OF NEW OPSEU ENTRANCE



TOWERS ALONG RAINY LAKE SQUARE

No.	Revision	Date	Initial

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Approved	Approved

**TBT ENGINEERING CONSULTING GROUP**  
Thunder Bay Phone: (807) 624-5160  
E-mail: info@tbte.ca

TBTE FORT FRANCES BUILDING  
OFFICE RENOVATION  
255 SCOTT STREET FORT FRANCES, ONTARIO

PROPOSED WEST ELEVATION & 3D VIEWS

Scale: 1/4" = 1'-0"	Drawn By: SV Ckd By:	Date: JAN 2019
Project No.: 18-480	Dwg No.: D2	Rev.