



FORTFRANCES

COMMITTEE OF ADJUSTMENT AGENDA

June 24, 2026 5:30 PM

MEETING - Civic Centre - Committee Room

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/22966255985574?p=DJzoyw290idbU3oQgJ>

Meeting ID: 229 662 559 855 74

Passcode: q6Wi22Hk

Page

1. Call to Order

2. Territorial Acknowledgement

We respect and truly acknowledge that we are on Treaty Three territory, the traditional land of the Anishinaabe and the Métis Nation. We give gratitude and honour to the Ancestors, Elders and all Anishinaabe and Métis People for sharing their resources and knowledge.

3. Approval of Agenda

4. Declarations, Municipal Conflict of Interest Act

5. Minutes of Previous Meetings

2 - 3 5.1 April 15, 2026 - Committee of Adjustment Meeting Minutes

6. Committee Applications

4 - 17 6.1 A3-2026: Application for Minor Variance - 680 ~~Eighth~~ Sixth Street West

18 - 30 6.2 A4-2026: Application for Minor Variance - 1125 Sunset Drive

7. Information

7.1 Town of Fort Frances CIP Development - *Secretary to provide a verbal update.*

7.2 Shevlin Wood Yard Official Plan and Zoning By-law Amendment - *Secretary to provide a verbal update.*

7.3 Status of Committee of Adjustment Applications - *Secretary to provide a verbal update.*

8. Meeting Close



TOWN OF FORT FRANCES

MINUTES

COMMITTEE OF
ADJUSTMENT

April 15, 2026

The meeting of Committee of Adjustment of the Town of Fort Frances was held in the Civic Centre - Committee Room on April 15, 2026 from 5:23 p.m. to 5:40 p.m.

PRESENT: Barry Jackson (Chair), Don Eldridge, Gary Rogozinski, Scott Krienke-Turvey, David Beazley

ALSO PRESENT: Jonathan Burrows

1. Call to Order - 5:23pm

2. Territorial Acknowledgement

We respect and truly acknowledge that we are on Treaty Three territory, the traditional land of the Anishinaabe and the Métis Nation. We give gratitude and honour to the Ancestors, Elders and all Anishinaabe and Métis People for sharing their resources and knowledge.

3. Approval of Agenda

4. Declarations, Municipal Conflict of Interest Act

5. Minutes of Previous Meetings

5.1 February 18, 2026 - Committee of Adjustment Meeting Minutes

- Moved by Gary Rogozinski, seconded by Scott Krienke-Turvey.
- Approved as presented.

6. Committee Applications

6.1 A2-2026: Application for Consent (Severance) - W1/2 OF SW1/4 SEC29 PCL9515: Corner of Eighth and McIrvine.

- Moved by David Beazley, seconded by Gary Rogozinski.
- The Secretary-treasurer provided a brief introduction of the application.
- The committee discussed the purpose of the application.
- Approved as presented.

7. Meeting Close - 5:40pm

Barry Jackson
Chair, Committee of Adjustment

Jonathan Burrows, Chief Building Official / Municipal
Planner / Secretary to Committee of Adjustment

**Town of Fort Frances
Administrative Report**

TO: Committee of Adjustment
FROM: John Burrows, Chief Building Official & Municipal Planner
SUBJECT: **A3-2026: Application for Minor Variance – 680 Sixth Street West**
DATE: June 24, 2026

Issue:

An application for minor variance (File A3-2026) has been submitted by the owners Richard Peters and Kimberley Penney requesting a minor variance related to the installation of a 60ft driveway at 680 Sixth Street West.

Section 4.2(b)(i) of the Zoning By-law states that driveways shall not exceed 9.0m (29'-6") in width.

The applicants are requesting relief from the zoning by-law for the following:

- To permit a driveway to exceed 9.0m in width, and up to 18.5m in width.

Property History

In 2011, building permit no. 2011-085 was issued for the construction of a 60' x 100' shop at 680 Sixth Street West. Though the engineered slab was constructed, the framed structure was not erected as of yet. Earlier in 2026, the applicants took possession of the property and had the building permit transferred to them. The applicants further consulted with the original engineer to affirm that the foundation and structure was suitable to proceed with construction.

Official Plan

The property is designated as **Industrial Employment** in the Town of Fort Frances Official Plan 2024.

Zoning By-Law 93/25

The property is currently zoned Light Industrial (M1). An excerpt from the zoning by-law related to the Light Industrial zone provisions has been attached with this report.

Divisional Comments

Admin & Finance: No issues/comment

Infrastructure and Growth: Ensure that curb stop box remains flush to grade post development.

Adjustments may be made by the Town upon request.

Fort Frances Fire Rescue: No issues/comment

Fort Frances Power Corp.: No issues/comment

Building and Planning: No issues – permit has been transferred and it has been affirmed that the engineer is satisfied with construction proceeding. The culvert in excess of 24' requires the approval of the Infrastructure and Growth Manager, which appears to not be an issue.

Summary:

Administration acts as an advisory body to the Committee of Adjustment. Comments received are provided in the form of recommendations to assist the Committee.

Section 45(1) of the Planning Act gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

The four tests are:

1. The application maintains the general intent and purpose of the Town of Fort Frances Official Plan
2. The application maintains the intent of the zoning by-law;
3. The requested variance represents appropriate development of the land; and
4. The requested variance is minor.

Supporting Document / Financial Documents:

- Light Industrial Zone Excerpt
- A3-2026 Minor Variance Application
- Plot Plan
- Subject Lands

5.11 Light Industrial (M1) Zone

No **person** shall within a Light Industrial (M1) **Zone**, **use** any land or **erect**, alter or **use** any **building** or **structure** except in accordance with the following:

5.11.1 Permitted Uses

- **Animal hospital**
- **Building supply and lumber outlet**
- **Bulk fuel depot**
- **Contractor’s yard**
- **Heavy equipment sales and rental**
- **Light industrial use**
- **Kennel**
- **Microbrewery**
- **Motor vehicle service station**
- **Office (accessory to a permitted use)**
- **Outdoor storage**
- **Public works yard**
- **Recycling depot**
- **Retail store (accessory to a permitted use not exceeding 35% of the total floor area)**
- **Self-storage facility**
- **Transportation depot**
- **Warehouse**
- **Wholesale establishment**
- **Service shop**

5.11.2 Regulations for Permitted Uses

Provision	Requirement
a) Minimum Lot Area	
i. Without municipal sewage services	2,050.0 m ²
ii. With municipal sewage services	1,400.0 m ²
b) Minimum Lot Frontage	30.0 m
c) Minimum Front Yard	7.5 m
d) Minimum Interior Side Yard	3.0 m
e) Minimum Exterior Side Yard	7.5 m
f) Minimum Rear Yard	7.5 m



Section 5.0 Zones

Provision	Requirement
g) Maximum Lot Coverage	65%
h) Minimum Landscaped Open Space	20%
i) Minimum Width of Planting Strip	
i. Abutting a Residential Zone	3.0 m
ii. Abutting any other Zone	Not required
j) Maximum Building Height	20.0 m

5.11.3 Exception Zones

Notwithstanding any other provision of this By-law, the following Exception provisions shall apply to lands referenced in **Table 5-9** and delineated on **Schedules A-1** and **A-2**. Unless otherwise stated in **Table 5-9**, all other provisions of this By-law shall apply, including the provisions of the parent **Zone**.

Table 5-9: Light Industrial (M1) - Exception Zones

Exception Zone (See Schedule A-1 / A-2)	By-law Number	Municipal Address
M1 - 1	N/A	617 Eighth Street West
a) The following additional uses are permitted:		
i. Recycling facility		
M1 - 2	3/14-V	840 Sixth Street West
a) The following additional uses are permitted:		
i. Place of recreation		

The Corporation of the Town of Fort Frances
APPLICATION FOR MINOR VARIANCE OR PERMISSION

**Planning and Development Division
 Town of Fort Frances**

Phone: (807) 274-5323 ext. 1216

Email: planning@fortfrances.ca

For more information, please visit: <https://fortfrances.ca/town/land-development/planning-zoning>

Information and Material to be provided under Subsection 22(4) of the Planning Act.

SECTION 45, PLANNING ACT, 1990, R.S.O.
 (as per Ontario Regulation 543/06, SCHEDULE 1 – INFORMATION AND MATERIAL

Office Use Only	
File Number: A3-2026	Property Roll Number: 59-12-010-004-11B80.00
Date Submitted: JUNE 5, 2024	Date Deemed Complete:
Application Fee: \$ 360.00	Related File Number(s):

Please Note:

1. The Owner must complete the Owner's Consent.
2. If the applicant is not the Owner, the application must be accompanied by an Authorization of Owner.
3. All applications MUST be signed before a Commissioner for taking Oaths. If more than one (1) owner, all owners or the authorized agent must sign before the Commissioner. The Clerk, Deputy-Clerk and Treasurer are Commissioners for Taking Oaths.
4. One (1) copy of this application is required for processing accompanied by the required fee as outlined in in the applicable Town of Fort Frances User Fee By-law.
5. Application and fee to be filed with the Municipal Planner. Payment is accepted in cash, cheque or debit and are payable to the Town of Fort Frances.
6. It is strongly recommended that you consult with the Municipal Planner to ensure the timelines of your application coincide with your development proposal.
7. In considering an application, the Committee of Adjustment shall have regard to matters described under Subsection 51(4) of the Planning Act, 1990, R.S.O., as amended, being whether the application is physically suitable, compatible with the surrounding land uses, premature, etc.)
8. The Committee of Adjustment may impose conditions of approval if considered appropriate and the conditions must be fulfilled before the Certificate is issued.

Notice of Public Record:

In accordance with Section 1.0.1 of the Planning Act, RSO, 1990, all information and materials required in support of your application shall be made available to the public.

1.0 Purpose of the Application	
Type and purpose of proposed application (X appropriate box):	
<input checked="" type="checkbox"/> Minor Variance	<input type="checkbox"/> Permission

2.0 Applicant Information	
Registered Owner's Name(s): Richard Peters Kimberley Penney	Applicant/Agent Name:
Company: Rick's Crane Op Service Inc	Company:
Mailing Address: 415 6th Street West Fort Frances ON P9A 3E8	Mailing Address:
Telephone: Cell: 807 271-3351 (Rick) 807 271-4268 (Kim)	Telephone: Cell:
Email: Boomquy46@hotmail.com canadiangir11976@outlook.com	Email:
Fax:	Fax:

Please Contact:

Owner Agent Both

Note: If this application is submitted by an agent on behalf of the property owner, written authorization must accompany application. If the applicant is a corporation acting without an agent, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

3.0 Property Information	
Municipal Address: 680 6th St W Fort Frances ON P9A 2C6	
Lot/Block:	Registered Plan:

3.0 Property Information	
Part(s):	Reference Plan:
Parcel No. (s):	PIN (If Known):
Property Roll No.: <i>5912-010-004-11880</i>	Lot Frontage (m):
Lot Depth (m):	Lot Area (m ²):
Please provide the names and addresses of any mortgages, charges or other encumbrance holders on the Subject Lands: <i>N/A</i>	
Are there any easements or covenants currently restricting the Subject Lands: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please describe:	

5.0 Other Applications
Is the Subject Land or any land within 120 metres of the Subject Lands, the subject of an application made by the approval of an Official Plan Amendment, Zoning By-Law Amendment, Minor Variance or Permission? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, and if known, please indicate the application file numbers, location, application status, purpose and the effect of the application on the Zoning By-law Amendment proposed by this application.
Has the Subject Land ever been the Subject of a Minister's Zoning Order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, and if known, please indicate the Ontario Regulation number of the Order:

7.0 Land Use and Existing Conditions	
a) Official Plan Designation(s):	INDUSTRIAL EMPLOYMENT
b) Current Zoning:	M1 (LIGHT INDUSTRIAL)
c) Current Use of the Subject Land (Please provide a detailed description):	
d) How long has the current use of the Subject Lands continued?	
e) When did the current Owner acquire the Subject Lands?	may 21st, 2026
f) Provide the date of construction for all existing buildings and structures on the Subject Lands:	N/A
g) Describe the nature and extent of relief applied for (indicate what the by-law requirement is, the relevant section of the by-law, and what you are proposing):	Section of the Zoning By-law: 4.2(B)(i)
	Relief Requested:
	Planning Justification attached: <input type="checkbox"/> N/A

6.0 Existing or Proposed Servicing Information Regarding the Subject Land			
Dimensions (Subject Lands)	Frontage (m)		
	Depth (m)		
	Area (ha.)		
Building/Structure Particulars			
Describe the particulars (in metric) of all buildings and/or structures existing and proposed for the Subject Lands.			
Main Building		Existing	Proposed
Ground Floor Area:	6000		✓
Width:	60'		✓
Length:	100'		✓
Building Height (storeys):	21'		✓
Front Yard:	40'	✓	

The Corporation of the Town of Fort Frances
APPLICATION FOR MINOR VARIANCE OR PERMISSION

	Rear Yard: 60'	<input checked="" type="checkbox"/>	
	Interior Side Yard:		
	Exterior Side Yard (if applicable):		
Accessory Building		Existing	Proposed
	Ground Floor Area:		
	Width:		
	Length:		
	Building Height (storeys):		
	Building Height (m):		
	Distance to Main Building:		
	Front Yard:		
	Rear Yard:		
	Interior Side Yard:		
	Exterior Side Yard (if applicable):		
	Front Yard:		
Services		Municipal	Private
	Water	<input checked="" type="checkbox"/>	
	Sanitary Sewer	<input checked="" type="checkbox"/>	
	Storm Sewer	<input checked="" type="checkbox"/>	
Access		Yes	No
	Municipal Road		
	Other Public Road	<input checked="" type="checkbox"/>	
	Water Access Only		

If access to the Subject Land is by private road, or if "other public road" was indicated above, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

8.0 Sketch

The application shall be accompanied by a **sketch** or **plan** showing:

- a) The boundaries and dimensions of the Subject Land.
- b) The location, size and type of all existing and proposed buildings and structures on the Subject Land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- c) The approximate location of all natural and artificial features on the Subject Land and on land that is adjacent to the Subject Land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- d) The current uses on land that is adjacent to the Subject Land.
- e) The location, width and name of any roads within or abutting the Subject Land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- f) If access to the Subject Land is by water only, the location of the parking and docking facilities to be used.
- g) The location and nature of any easement affecting the Subject Land.

9.0 Other Information

Is there any other information that you think may be useful to the Committee of Adjustments for the Township or other agencies in reviewing this application? If so, explain below or attach a separate sheet.

10.0 Statutory Declaration

**DECLARATION
 Of Applicant or Authorized Agent**

I, Kimberley Penney of the Fort Frances, Rainy River, solemnly declare that:
 (Name) (Municipality, District)

All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the
 Town of Fort Frances, in the
 District of Rainy River, this 5th
 day of June 2026

)
)
)
)
)
)
)

Kimberley Penney
 Signature of Applicant or
 Authorized Agent

[Signature]
 Signature of Commissioner etc.

Chelsea Greig, a Commissioner, etc.,
 District of Rainy River, for the Corporation
 of the Town of Fort Frances.

11.0 Owner's Authorization

A. Complete if the Applicant is the Owner:

OWNER'S CONSENT

I, Kimberley Penney, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

June 5, 2026
Date

Kimberley Penney
Signature of Owner

B. Complete if the Applicant is the Agent:

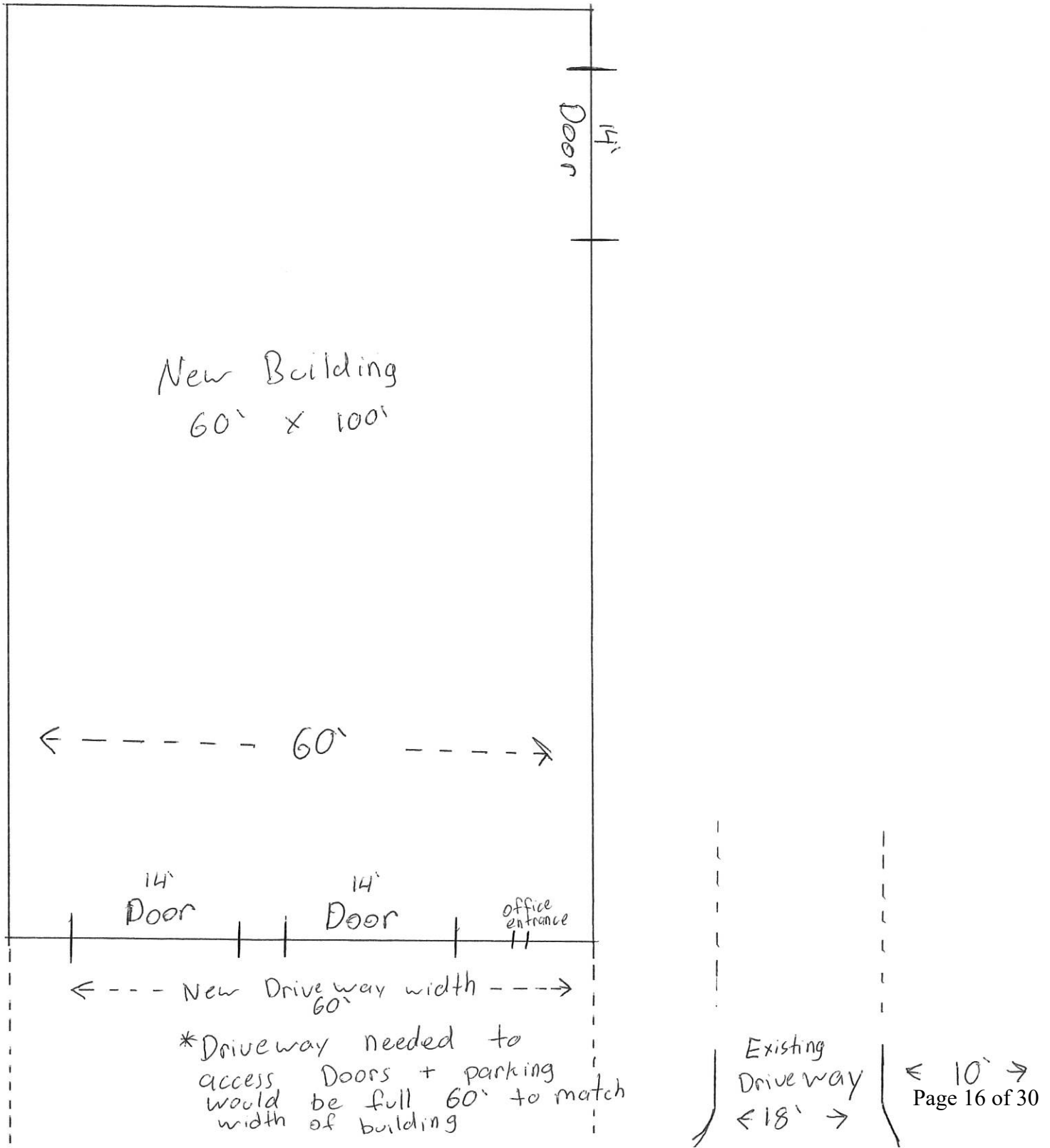
I, _____, am the owner of the land that is the subject of this application for zoning amendment and, for the purpose of processing and the Freedom of Information and Protection of Privacy Act, I authorize _____ to act as my agent for this application and provide any of my personal information that will be included in this application or collected during the processing of the application and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application

Date

Signature of Owner

Municipal Freedom of Information and Protection of Personal Privacy: Personal information on this form is collected under the Authority of The Planning Act and will be used to process this application.

Note - property frontage measurements are approximate but very close to accurate





**Town of Fort Frances
Administrative Report**

TO: Committee of Adjustment
FROM: John Burrows, Chief Building Official & Municipal Planner
SUBJECT: **A4-2026: Application for Minor Variance – 1125 Sunset Drive**
DATE: June 24, 2026

Issue:

An application for minor variance (File A4-2026) has been submitted by authorized agent Travis Rob on behalf of the Town of Fort Frances (the Owners) requesting a minor variance related to the construction of a roof structure over McIrvine Rink.

Section 5.15.2(d) of the Zoning By-law states that the principle building located in an OS zone shall be setback 7.5m from the interior side yard property line.

The applicants are requesting relief from the zoning by-law for the following:

- To permit a reduction in side yard setback from 7.5m to 3.0m to allow for a new covered structure to be placed over McIrvine Rink.

Property History

Erin Crescent is a recently subdivided and serviced neighbourhood currently being marketed for sale by the Town of Fort Frances. Several lots have been sold, with only one lot having been developed thus far. 982 Erin Crescent was recently sold by the Town to the applicants, and as such, there is no history of development on this property.

Official Plan

The property is designated as **Parks and Open Space** in the Town of Fort Frances Official Plan 2024.

Zoning By-Law 93/25

The property is currently zoned Open Space (OS). An excerpt from the zoning by-law related to the Open Space zone provisions has been attached with this report.

Divisional Comments

Admin & Finance: No issues/comment
Infrastructure and Growth: Is the applicant – comments/information can be found in the application.
Fort Frances Fire Rescue: No issues/comment
Fort Frances Power Corp.: No issues/comment
Building and Planning: No issues – this request is solely needed due to the irregular shape of 293 Biddeson Avenue, reducing the East side yard setback from the proposed structure’s location from 13.22m along most of the property line, to 3m at this specific location. It does not appear that this variance will affect the free enjoyment of surrounding property owners.

Though the Town maintains some leniency of Zoning By-law provisions as a Public Authority for **Public Uses**, the proposed construction is not exempt from the provisions of the Zoning By-law, and a Minor Variance would be required to proceed with this construction.

Summary:

Administration acts as an advisory body to the Committee of Adjustment. Comments received are provided in the form of recommendations to assist the Committee.

Section 45(1) of the Planning Act gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

The four tests are:

1. The application maintains the general intent and purpose of the Town of Fort Frances Official Plan
2. The application maintains the intent of the zoning by-law;
3. The requested variance represents appropriate development of the land; and
4. The requested variance is minor.

Supporting Document / Financial Documents:

- Open Space Zone Excerpt
- A4-2026 Minor Variance Application
- Site Plan
- Subject Lands



5.15 Open Space (OS) Zone

No **person** shall within an Open Space (OS) **Zone**, **use** any land or **erect**, alter or **use** any **building** or **structure** except in accordance with the following:

5.15.1 Permitted Uses

- **Community garden**
- **Conservation**
- **Marina**
- **Marine facility**
- **Outdoor recreation**
- **Private recreational park**
- **Public park and accessory structures**
- **Restaurant, mobile**
- **Uses that legally existed** as of the date of passing of this By-law

5.15.2 Regulations for Permitted Uses

Provision	Requirement
a) Minimum Lot Area	4,000.0 m ²
b) Minimum Lot Frontage	30.0 m
c) Minimum Front Yard	9.0 m
d) Minimum Interior Side Yard	7.5 m
e) Minimum Exterior Side Yard	9.0 m
f) Minimum Rear Yard	9.0 m
g) Maximum Lot Coverage	25%
h) Minimum Landscaped Open Space	50%
i) Maximum Building Height	12.0 m

5.15.3 Exception Zones

Reserved for future use.

**The Corporation of the Town of Fort Frances
APPLICATION FOR MINOR VARIANCE OR PERMISSION**

**Planning and Development Division
Town of Fort Frances**

Phone: (807) 274-5323 ext. 1216

Email: planning@fortfrances.ca

For more information, please visit: <https://fortfrances.ca/town/land-development/planning-zoning>

Information and Material to be provided under Subsection 22(4) of the Planning Act.

SECTION 45, PLANNING ACT, 1990, R.S.O.
(as per Ontario Regulation 543/06, SCHEDULE 1 – INFORMATION AND MATERIAL

Office Use Only	
File Number: A4-2026	Property Roll Number: 59-12-
Date Submitted: JUNE 12, 2024	Date Deemed Complete: JUNE 18, 2026
Application Fee: N/A	Related File Number(s): N/A

Please Note:

1. The Owner must complete the Owner's Consent.
2. If the applicant is not the Owner, the application must be accompanied by an Authorization of Owner.
3. All applications MUST be signed before a Commissioner for taking Oaths. If more than one (1) owner, all owners or the authorized agent must sign before the Commissioner. The Clerk, Deputy-Clerk and Treasurer are Commissioners for Taking Oaths.
4. One (1) copy of this application is required for processing accompanied by the required fee as outlined in in the applicable Town of Fort Frances User Fee By-law.
5. Application and fee to be filed with the Municipal Planner. Payment is accepted in cash, cheque or debit and are payable to the Town of Fort Frances.
6. It is strongly recommended that you consult with the Municipal Planner to ensure the timelines of your application coincide with your development proposal.
7. In considering an application, the Committee of Adjustment shall have regard to matters described under Subsection 51(4) of the Planning Act, 1990, R.S.O., as amended, being whether the application is physically suitable, compatible with the surrounding land uses, premature, etc.)
8. The Committee of Adjustment may impose conditions of approval if considered appropriate and the conditions must be fulfilled before the Certificate is issued.

Notice of Public Record:

In accordance with Section 1.0.1 of the Planning Act, RSO, 1990, all information and materials required in support of your application shall be made available to the public.

1.0 Purpose of the Application

Type and purpose of proposed application (X appropriate box):

Minor Variance Permission

2.0 Applicant Information

Registered Owner's Name(s): The Corporation of the Town of Fort Frances	Applicant/Agent Name: Travis Rob
Company: Town of Fort Frances	Company: Town of Fort Frances
Mailing Address: 320 Portage Avenue	Mailing Address: Same
Telephone: 807-274-5323 Cell:	Telephone: 807-274-9893 ext 1316 Cell: 807-275-9757
Email: town@fortfrances.ca	Email: trob@fortfrances.ca
Fax: 807-274-8479	Fax: 807-274-7360

Please Contact:

Owner Agent Both

Note: If this application is submitted by an agent on behalf of the property owner, written authorization must accompany application. If the applicant is a corporation acting without an agent, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

3.0 Property Information

Municipal Address: 1125 Sunset Drive	
Lot/Block: PT BLK A & PT LOTS; 44 TO 47	Registered Plan: SM 95

3.0 Property Information	
Part(s):	Reference Plan:
Parcel No. (s): 12095, 12128, 17666, 17887	PIN (If Known):
Property Roll No.: 010 005 059 00	Lot Frontage (m): 56.388
Lot Depth (m): 164.015	Lot Area (m ²): 35,535.04
Please provide the names and addresses of any mortgages, charges or other encumbrance holders on the Subject Lands:	
Are there any easements or covenants currently restricting the Subject Lands: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please describe:	

5.0 Other Applications
Is the Subject Land or any land within 120 metres of the Subject Lands, the subject of an application made by the approval of an Official Plan Amendment, Zoning By-Law Amendment, Minor Variance or Permission? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, and if known, please indicate the application file numbers, location, application status, purpose and the effect of the application on the Zoning By-law Amendment proposed by this application.
Has the Subject Land ever been the Subject of a Minister's Zoning Order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, and if known, please indicate the Ontario Regulation number of the Order:

7.0 Land Use and Existing Conditions	
a) Official Plan Designation(s):	PO – Parks and Open Space
b) Current Zoning:	O – Open Space
c) Current Use of the Subject Land (Please provide a detailed description):	Currently the site is an outdoor rink with rink shack used in the winter months. There is parking available on the lands utilized by the rink users, local businesses and residents.
d) How long has the current use of the Subject Lands continued?	The land use spans back generations to a date unknown. I have discussed with past residents the care and maintenance of this rink in this location dating back to the early 1970's
e) When did the current Owner acquire the Subject Lands?	Unknown
f) Provide the date of construction for all existing buildings and structures on the Subject Lands:	Unknown
g) Describe the nature and extent of relief applied for (indicate what the by-law requirement is, the relevant section of the by-law, and what you are proposing):	Section of the Zoning By-law:
	Relief Requested: Reduction in interior side yard setback to 3m in particular relation to the triangular property encroachment.
	Planning Justification attached: <input type="checkbox"/>

6.0 Existing or Proposed Servicing Information Regarding the Subject Land			
Dimensions (Subject Lands)	Frontage (m)		
	Depth (m)		
	Area (ha.)		
Building/Structure Particulars			
Describe the particulars (in metric) of all buildings and/or structures existing and proposed for the Subject Lands.			
Main Building		Existing	Proposed
	Ground Floor Area:	75	
	Width:	8.89	
	Length:	7.89	
	Building Height (storeys):	1	
	Front Yard:	47.74	

The Corporation of the Town of Fort Frances
APPLICATION FOR MINOR VARIANCE OR PERMISSION

	Rear Yard:	107.77	
	Interior Side Yard:	20.33m/ 26.39	
	Exterior Side Yard (if applicable):		
Accessory Building		Existing	Proposed
	Ground Floor Area:		1438.88m ²
	Width:		26.82m
	Length:		53.64m
	Building Height (storeys):		1
	Building Height (m):		6.72m
	Distance to Main Building:		5m
	Front Yard:		60m
	Rear Yard:		50m
	Interior Side Yard:		16.34m/ 13.22m/ 3m
	Exterior Side Yard (if applicable):		
	Front Yard:		
Services		Municipal	Private
	Water	Yes	
	Sanitary Sewer	Yes	
	Storm Sewer	Yes	
Access		Yes	No
	Municipal Road	Yes	
	Other Public Road		No
	Water Access Only		No

If access to the Subject Land is by private road, or if "other public road" was indicated above, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

<p>_____</p>

8.0 Sketch

The application shall be accompanied by a **sketch** or **plan** showing:

- a) The boundaries and dimensions of the Subject Land.
- b) The location, size and type of all existing and proposed buildings and structures on the Subject Land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- c) The approximate location of all natural and artificial features on the Subject Land and on land that is adjacent to the Subject Land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- d) The current uses on land that is adjacent to the Subject Land.
- e) The location, width and name of any roads within or abutting the Subject Land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- f) If access to the Subject Land is by water only, the location of the parking and docking facilities to be used.
- g) The location and nature of any easement affecting the Subject Land.

9.0 Other Information

Is there any other information that you think may be useful to the Committee of Adjustments for the Township or other agencies in reviewing this application? If so, explain below or attach a separate sheet.

10.0 Statutory Declaration

**DECLARATION
 Of Applicant or Authorized Agent**

I, Travis Rals of the Town of Fort Frances, solemnly declare that:
 (Name) (Municipality, District)

All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the)
)
 Town of Fort Frances, in the)
)
 District of Rainy River, this 18th)
)
 day of June 2026)



Signature of Applicant or
 Authorized Agent



Signature of Commissioner etc.

**Chelsea Greig, a Commissioner, etc.,
 District of Rainy River, for the Corporation
 of the Town of Fort Frances.**

11.0 Owner's Authorization

A. Complete if the Applicant is the Owner:

OWNER'S CONSENT

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

B. Complete if the Applicant is the Agent:

I, Marcel Michaels, am the owner of the land that is the subject of this application for zoning amendment and, for the purpose of processing and the Freedom of Information and Protection of Privacy Act, I authorize TRAVIS ROB to act as my agent for this application and provide any of my personal information that will be included in this application or collected during the processing of the application and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application

18/06/2026
Date


Signature of Owner

Municipal Freedom of Information and Protection of Personal Privacy: Personal information on this form is collected under the Authority of The Planning Act and will be used to process this application.



