



Office of the CAO

Prepared for: Council-in-Committee

Report: CAO-06-2025

Meeting Date: July 7, 2025

1. Title

Land Committee Meeting Minutes – June 19, 2025

2. Recommendations

That: Council receives the June 19, 2025, Land Committee meeting minutes attached as Appendix “1”, and further

That: the request from the owner of 294 Prospect Point Road to enter into an encroachment agreement for the flower beds, brick pillars, garden lighting and wiring located on the Town’s road allowance be denied and that the Applicant be required to remove the encroachments within 30 days

3. Relation to Council’s Corporate Strategic Plan

Land Committee Minutes are provided to Council together with recommendations associated with property and land matter requests.

4. List of Stakeholders

Residents, organizations and businesses of Fort Erie as contained in the report.

5. Purpose of Report

The purpose of this report is to ensure that members of Council are provided with current land information and staff’s deliberations associated with the land matters discussed at the June 19, 2025, Land Committee meeting.

Land Committee minutes are intended to be presented to Council for approval on a regular basis.

While not all reports will provide recommendations for Council’s deliberations, they will provide background information on land matters discussed.

6. Analysis

Attached as Appendix “1” to the Report is a copy of the June 19, 2025, Land Committee meeting minutes.

The Committee passed one recommendation related to:

1) The request to enter into an Encroachment Agreement – 294 Prospect Point Road

This matter was first dealt with during the April 17, 2025 Land Committee meeting. At that time, Land Committee members denied the request to enter into an encroachment agreement. Following a delegation at the Council meeting of May 12, 2025, Council referred the matter back to the Land Committee and requested further discussion with the Fire Chief. The Fire Chief was present at the June 19, 2025 discussions and the Land Committee members still stand by their original recommendation.

Members of the Land Committee will be in attendance during Council's deliberation to answer any questions arising from the minutes.

7. Financial, Staffing and Accessibility (AODA) Implications

Detailed in the June 19, 2025, Land Committee meeting minutes.

8. Policies Affecting Proposal

By-law No. 168-91, as amended, established and appointed members to the Land Committee. The By-law sets out the role of the Land Committee and defines mandates and responsibilities of the members. The Sale of Land Policy is governed by By-law No. 60-2017. Encroachments are governed by the Town's Encroachment Policy governed by By-law No. 89-07, as amended.

9. Comments from Departments, Community and Corporate Partners

The Land Committee is represented by the Mayor, the Chief Administrative Officer, the Director of Corporate Services, the Director of Planning and Development Services, the Director of Infrastructure Services and the Manager, Economic Development and Tourism Services. The Executive Director of the Fort Erie Native Friendship Centre also attends the Land Committee meetings, when available.

Other staff members are invited to participate in the Land Committee meetings depending upon their specific duties, responsibilities and specific area of expertise.

10. Alternatives

Council may choose not to approve the recommendation related to 294 Prospect Point Road South; however, Council is reminded of similar requests that were denied and encroachments on town property, especially road allowances, were required to be removed. The property owner was aware of the Town property line when the new encroachments were placed.

11. Communicating Results

Not applicable.

12. Report Approval

Prepared by:

Bev Bradnam, DPA, CMM III
Manager of Corporate and Community Initiatives

Approved by:

Chris McQueen, MBA
Chief Administrative Officer

13. Attachments

Appendix 1 – Land Committee Meeting Minutes – June 19, 2025