



**City of Kenora
Committee of the Whole Agenda**

**Wednesday, December 13, 2023, 9:00 a.m.
City Hall Council Chambers**

Pages

1. Public Information Notice

As required under Notice By-law #160-2022, the public is advised of Council's intention to adopt the following at its December 20, 2023 meeting:-

-Adopt the 2024 Capital Budget

-Acquire lands known as Block C Plan M712 PIN 42136-0023 (LT) for municipal purposes and open and establish a public highway bearing the name "Snow Drive"

-Acquire lands legally described as: PCL 361 SEC DKF; PT LOCATION D39 JAFFRAY PT 7, 8, 9 & 10 KR279, EXCEPT PT 10 & 11 23R2839, S/T PT 7 KR279 AS IN LT68670, LT68671, LT68778 & LT68779; KENORA, PIN: 42175-0133 for municipal purposes and more particularly for a right-of-way, locally known as Johnson Road

2. Land Acknowledgement

- Councillor Chaze

3. Declaration of Pecuniary Interest & General Nature Thereof

3.1 On Today's Agenda

3.2 From a Meeting at which a Member was not in Attendance.

4. Confirmation of Previous Committee Minutes

- None

5. Deputations/Presentations

- OPP Municipal Policing Bureau Presentation

- Ray Csuzdi, Water Delivery Rate Increase

6. Reports:

6.1 Corporate Services/Finance/Human Resources

6.1.1 Section 357 and 358 Tax Adjustments with Refunds

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6.1.2 Kenora District Municipal Association (KDMA) Call for Resolutions

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6.1.3	Sustainability Advisory Committee (SAC) Terms of Reference	8
6.1.4	2024 Capital Budget Adoption	15
6.2	Fire & Emergency Services -No Reports	
6.3	Engineering & Infrastructure -No Reports	
6.4	Recreation & Culture	
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6.5	Planning & Building Services	
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6.6	Economic Development & Tourism	
6.6.1	Development Contribution Bylaw	157
7.	Other: 12:00 p.m. - Public Planning Matters to be heard:	
7.1	D09-23-01 Official Plan Amendment - City Wide - Official Plan Policies	162
7.2	D14-23-02 Zoning Bylaw Amendment - City Wide - amend definition of secondary dwellings	197
8.	Motion- Adjourn to Closed Meeting	
	a) Personal Matters About an Identifiable Individual (1 matter-MUSE Board appointment)	
	b) Educating & Training Members of Council (5 matters-Active Transportation Plan update, Business Retention and Expansion Plan update, Building Permit process training, planning/building update, outstanding claims update)	
	c) Labour Relations (2 matters-bargaining update, CAO Performance Appraisal)	
	d) Receiving advice that is subject to solicitor-client privilege (3 matters pertaining to municipal assets)	
	e) Disposition of Land (1 matter-acquisition of assets on municipal lands)	
9.	Adjournment	



December 1, 2023

City Council Committee Report

To: Mayor and Council

Fr: Rachel Jaworowicz, Tax Collector

Re: Tax Appeals under Section 357 and 358 of the Municipal Act, 2001

Recommendation:

That Council hereby approves Section 357 and 358 tax adjustments with refunds totaling \$146,656.14; and

That the associated interest be cancelled in proportion to the tax adjustments.

Background:

The reduction, cancellation and refund of taxes are dealt with by Council under Section 357 and 358 of the Municipal Act, 2001.

Section 357 tax appeals are filed due to a change of event that occurred during the current taxation year. The owner, spouse, tenant, other occupant or person in possession of the land may apply to the municipality by February 28th of the year following the taxation year to which the application is made. Applications under sect 357 are typically submitted for the following reasons:

- The property is eligible to be reclassified in a different class of real property;
- The land has become vacant land or excess land;
- The land has become exempt from taxation; and/or
- A building on the land:
 - (i) was razed by fire, demolition or otherwise, or
 - (ii) was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage

Section 358 of the Act provides property owners with relief on overcharges due to factual errors in the preparation of the Assessment Roll by the Municipal Property Assessment Corporation, for taxes levied in each of either of the two years preceding the year in which the application is made.

MPAC assists municipalities by providing further information and commentary on each application, this helps to ensure that a tax refund, cancellation or reduction is warranted. MPAC's recommended assessment values and taxation periods are used to calculate property tax adjustments. To facilitate timely processing, municipalities have the authority to rectify assessment changes without having to go through the formal assessment review board process.

Budget/Finance Implications:

The municipal share of the tax reduction combines \$109,780.72 and the remaining balance of \$36,875.42 will be attributed back to the related school boards.

Section 357 – Municipal Portion	Section 358 – Municipal Portion	Combined Education Portion
\$3,891.72	\$105,889.00	\$36,875.42

Communication Plan/Notice By-law Requirements:

Property owners receiving a tax adjustment will be notified in writing of the applicable refund amount.

Strategic Plan or another Guiding Document:

Legislative requirement.



December 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services

Re: 2024 KDMA Resolutions

Recommendation:

That Council hereby directs administration to submit the following resolutions for consideration by the membership at the KDMA Conference February 8, 9, 10, 2024.

Background:

The Kenora District Municipal Association works to make regional municipal governments stronger and more effective. Through KDMA, the region's 9 municipalities work together to achieve shared goals and meet common challenges. The mandate of the organization is to support and enhance strong and effective municipal government in Ontario. It promotes the value of the municipal level of government as a vital and essential component of Ontario and Canada's political system. KDMA's mandate is delivered in a variety of ways, KDMA:

- develops policy positions and reports on issues of general interest to municipal governments;
- conducts ongoing liaison with the provincial government elected and non-elected representatives; and
- informs and educates governments, the media and the public on municipal issues

The KDMA AGM and Annual Conference is being held in Kenora February 8, 9 and 10th at the Super 8 Hotel.

As part of the annual conference, the Board considers municipal resolutions that are considered by the membership for advocacy through the Northwestern Ontario Municipal Association (NOMA). These resolutions demonstrate the issues that are important to us collectively as the District of Kenora municipalities. As a reminder, the municipalities included in the Kenora District Municipal Association include:

City of Dryden

City of Kenora

Municipality of Machin

Municipality of Red Lake

Municipality of Sioux Lookout

Township of Ear Falls

Township of Ignace

Township of Pickle Lake

Township of Sioux Narrows-Nestor Falls

Budget: N/A

Risk Analysis: There is no risk associated with this report.

Communication Plan/Notice By-law Requirements: Resolutions would be prepared in accordance with Council direction

Strategic Plan or other Guiding Document:



KENORA DISTRICT MUNICIPAL ASSOCIATION

SUBJECT:

SUBMITTED BY:

YEAR: 2024

BACKGROUND:

RECOMMENDATION:

NOW THEREFORE MAY IT BE RESOLVED THAT the Kenora District Municipal Association

COMMITTEE ACTION

CONVENTION ACTION

Concurrence _____

Concurrence _____

Concurrence as Amended _____

Concurrence as Amended _____

Non-Concurrence _____

Concurrence _____

Non-



November 25, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Heather Pihulak, Director of Corporate Services/City Clerk

Re: Amend Terms of Reference – Sustainability Advisory Committee

Recommendation:

That Council hereby amends the Terms of Reference for the Sustainability Advisory Committee as recommended from the Committee; and further

That bylaw number 34-2023 be hereby repealed; and further

That three readings be given to a bylaw for this purpose.

Background:

The City of Kenora's Sustainability Advisory Committee (SAC) evolved in 2020 wherein this committee was previously known as the Environmental Advisory Committee (EAC), with a focus on advising the City of Kenora on sustainable initiatives and practices. The Committee worked diligently on creating the City's first Sustainability Action Plan (SAP) in conjunction with consultants and other community partners.

The current Terms of Reference for this Committee were revised in April of 2023 to reflect the evolution from EAC to SAC. Now that the Committee has been granted a budget it is imperative to add parameters regarding the financial expectations and responsibilities to the Terms of Reference. Along with these additions, language has been added to the Terms of Reference to provide clarity on how the Committee will communicate with Council and reporting structures have been defined. This will include establishing priorities annually which will assist in developing the needs for budget demands on the City to achieve the priorities of the Committee.

Budget: N/A

Risk Analysis: There is a low risk of amending and updating the Committee's Terms of Reference; however, without doing so, Committee action will be limited to outdated mandates and limited guidance on accessing the budget associated with the committee.

Communication Plan/Notice By-law Requirements: bylaw required

Strategic Plan or Other Guiding Document:

Goal 1.3 – Seek sustainable solutions to reduce environmental impacts of City Operations.

The Corporation of the City of Kenora

By-law Number 34 – 2023

A By-law to Establish a Terms of Reference for the City of Kenora Sustainability Advisory Committee

Whereas Section 7(2) of the Municipal Act, 2001, as amended authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the Council of the City of Kenora deems it necessary and expedient to establish a Terms of Reference for the Sustainability Advisory Committee.

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows: -

1. Purpose

- 1.1 The City of Kenora Sustainability Advisory Committee will support the development and implementation (including monitoring / tracking) of the Sustainability Action Plan in accordance with the actions and responsibilities identified in the Plan. This Plan is to be:
- a. community led and municipally supported;
 - b. include best practices, strategies and actions that will guide the City and its partners in the right direction as it advances a multi-sector approach to long-term sustainability; and
 - c. implemented collaboratively, in a step-wise process.

2. Mandate

- 2.1 The mandate of the City of Kenora Sustainability Advisory Committee is to:
- a. Monitor and support the implementation of Kenora's Sustainability Action Plan in accordance with the final approved Plan;
 - b. Provide local perspectives on matters related to the Plan implementation while giving due consideration to identifying and supporting actions that strive to achieve social, environmental, and economic benefits in an integrated way;
 - c. Assist in developing annual work plans to advance actions of the City's Sustainability Action Plan;
 - d. Develop an annual budget by end of second quarter to request for Council consideration that identifies the priorities of the Action Plan and necessary budget requirements to align with priorities for the committee and implementation of identified priorities of the Plan
 - e. Raise community awareness and support education related to Kenora's Sustainability Action Plan;
 - f. Have particular regard and commitment to the long-term economic, social and environmental well-being of the community and its partners;
 - g. Provide a forum for the exchange of ideas on programs and initiatives of other Council committees and entities relating to community-based sustainability actions; and

- h. Other related sustainability-related matters as referred to the Committee by Council.
- i. The Chair, or designate, shall present a bi-annual report to Council on the priorities of the committee, work that has proceeded and bring forward any motions of the committee for Council consideration.

3. Membership and Voting

3.1 At the discretion of Council, the Committee can be comprised of up to fourteen (14) members representing various sectors. This membership may include:

Voting Members:

- One (1) member representing the Lake of the Woods District Stewardship Owners Association
- Two (2) members representing the health-care sector
- Two (2) members representing educational institutions
- Two (2) members representing local Indigenous communities
- Two (2) members representing the community at large
- Two (2) representatives from the local business community (that are not members of City Council);
- One (1) member representing youth;
- One (1) member representing utilities services and providers;
- One (1) Council representative to be selected by Council;

3.2 Members are selected by resolution of Council. The term of the Committee is at the pleasure of Council, up to four years, and is concurrent with the term of Council. The Committee shall, from amongst its members, choose a Chair and a Vice Chair annually by either consensus of the committee, or a formal vote.

3.3 Unless Council provides otherwise, the Committee appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the Municipal Act, 2001 and this By-law.

3.4 Any member of the Committee may terminate their term on the Sustainability Advisory Committee by submitting their resignation in writing to the City Clerk, and providing a copy to the Chair and the Vice-Chair of the Committee.

3.5 Unless Council provides otherwise, meeting attendance requirements for the Committee Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.

3.6 Vacancies on the Committee shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.

3.7 The Committee shall not meet without at least one City Staff resource in attendance.

Non-Voting Members:

- i. City Staff Resource
- ii. Other external organizations and/or regional partners, as required.

Members will:

- i. Have demonstrated expertise in the field of the Committee's mandate.

- ii. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- iii. Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- iv. Participate as a team member, capable of a community ambassador role;
- v. Be committed to advance sustainability in Kenora.

3.10 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

4. Remuneration

4.1 All Committee Members shall act in all of their capacities with the Committee without remuneration.

4.2 Committee Members may be reimbursed for reasonable expenses incurred by them on behalf of the Committee, provided that such expenses were incurred in good faith for the purposes of the Committee and such expenses are authorized in the budget of the Committee.

5. Chair

5.1 The Committee shall elect a chairperson from its members at the first meeting of each year and hold the office for one year. In the case of absence of the chairperson, the Committee shall appoint a chairperson from among its members for that meeting.

6. Meetings and Administration

6.1 Regular meeting dates are to be established by the Committee at the first meeting of the calendar year. The location and frequency of meetings will be at the discretion of the Committee, however, not less than five (5) meetings shall be held in one (1) calendar year.

6.2 Special or emergency Committee meetings may be called by the Chair, on their own initiative, at the request of any Committee member, or at the request of the non-voting members and notice of the meeting shall be telephoned or electronically sent to each Committee Member, including non-voting, not less than three (3) days before the requested meeting.

6.3 A Committee meeting must be called if a requisition is signed by at least three (3) members of the Committee.

6.4 Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.

6.5 Members of the Committee should strive to attend committee meetings in order to provide for effective participation. The failure of any committee member to attend three (3) consecutive meetings without giving written notice to the chairperson will result in the termination of membership from the committee, in accordance with the City's Board and Committee's policy.

6.6 The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes,

assisting the chairperson in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of public meetings.

6.7 The City of Kenora will also provide administrative support in any media releases, reports and recommendations developed by the committee.

6.8 Unless otherwise provided in this By-law, meetings shall be conducted according to the most recent edition of Robert's Rules of Order Newly Revised.

7. Quorum

7.1 At any meeting of this Committee, the presence of a majority of the membership is necessary for a quorum and for the transaction of business.

7.2 Subject to section 7 of the Municipal Conflict of Interest Act, a majority of the members shall constitute a quorum.

7.3 Meetings may be held, and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such a vote must be approved by the Committee in advance of the vote.

8. Board Member Conduct

8.1 Members of the Committee shall carry out their duties in good faith and with the best interests of The Committee in mind.

8.2 With regards to their conduct, Committee Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1 of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

9. Limits on Authority

9.1 Notwithstanding any other provision in this By-law, the Committee is not authorized to do any of the following, all such authority remains solely with Council:

- a) incur any debts, liabilities or obligations that have not been approved by Council through its budget process;
- b) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- c) subject to the limits established by Council from time to time, sell or otherwise dispose of any personal property that is acquired through Committee recommendations.

9.2 The Committee acts as a whole, and no member of the Committee has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of the Committee or the City.

10.0 Accountability and Reporting

The Committee shall prepare and submit annual Priority Planning to Council which aligns with City corporate budget requests. It will contain details of the work and initiatives contemplated by the Committee.

The Committee will be responsible and accountable to the CAO of the City of Kenora in the delivery of Action Plan deliverables and the planning of such.

Annual approved budgets allocated to the Committee will be based on the submitted annual priority planning. Once this budget is approved, the committee will proceed with the action plan priorities identified in the plan submitted to Council. The Committee does not have authority to advance budget dollars outside of that plan and requires a resolution of Council to adjust that plan.

Budgetary spending for the approved plan will require the signature of the CAO for approval through City finance. Should priorities of the Committee change after the annual plan is approved by Council, will require a Council resolution for change to the plan over a threshold of five thousand dollars (\$5,000.00).

10.1 Fiscal Year and Financial Support

The Committee shall have a fiscal year ending December 31st. Council will consider annual funding for the Committee to work towards priorities identified within the Action Plan and priorities of Council related to sustainability. Annual requests are at the full discretion of Council.

In addition to the funding provided by the City, the Committee will pursue various funding opportunities that may arise including strategic partnerships for the purposes of leveraging additional dollars to advance the priorities of the plan.

10.2 Reporting and Communication Protocol:

- a) The Chair of the Committee, or designate, shall be responsible for providing regular Action Plan deliverables including budget status information to City Council on a bi-annual basis, or as deemed appropriate by the CAO.
- b) The Chair of the Committee, or designate, shall be responsible for presenting an annual action plan and budget to City Council. The presentation will highlight the progress of the Committee in fulfilling the goals and objectives established in its annual plan along with the goals for the following year, attaching any necessary budget support for those goals.
- c) TheThe Committee shall present additional reports and information it deems appropriate to inform Council and the community at large of the actions, activities, and programs of the Committee.
- d) The Committee will strive to educate the public and media about what the Committee is, what it does, and how it relates to the City's operations. This education is provided through recommendations from the Committee, to the City's Communication Department for delivery.

11. Committee Minutes

11.1 The City shall designate a person to be responsible for the recording of the Committee minutes.

11 A City staff resource must be in attendance at all meetings to ensure minutes are kept of all meetings and procedural protocols are followed for meetings that are Committees of Council.

11.1 The official copy of the minutes shall be forwarded to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require.

12. Effective Date

This By-law shall come into force and take effect on the final passing hereof.

By-law read a First & Second Time this 19th day of April, 2023

By-law read a Third & Final Time this 19^h day of April, 2023

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

Heather L. Pihulak, City Clerk



December 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Ryan Marsh, Director of Finance

Re: 2024 Capital Budget Approval

Recommendation:

That Council hereby approves the 2024 Municipal Capital Budget, as amended; and further

That Council hereby directs staff to actively proceed with the projects included in that budget in accordance with the provisions of the City procurement bylaw; and further

That in accordance with Notice Bylaw 160-2022, public notice is hereby given that Council intends to adopt its 2024 Municipal Capital Budget at its December 20th, 2023, Council meeting; and further

That Council hereby gives three readings to a bylaw for this purpose.

Background:

The draft ten-year Capital plan was reviewed with Council at special budget meetings on September 21st, October 12th, November 9th, and December 4th, 2023. The following provides a summary of the changes made during Council's review.

2024 Capital Budget Updates:

- 1) Increase Municipal Paving Program for additional asphaltting to be funded through incremental Ontario Community Infrastructure Funding in the amount of \$145,934 with the locations to be determined. No impact to the Net Tax Levy.
- 2) Replace Net Tax Levy in Municipal Paving Program with incremental Ontario Community Infrastructure Funding in the amount of \$162,445.
- 3) Addition of Norman Park Accessibility Pathways project wholly funding through Provincial Inclusive Community Grants in the amount of \$60,000 for 2024.

Budget / Financial Implications:

The direction to amend the 2024 Draft Capital Budget has resulted in a decrease to the Net Tax Levy:

- 2024 - \$162,445
- 2025 - nil
- 2026 - nil

The overall net tax levy impact investment in the 2024 Capital Budget is \$907,030; 2023 was \$1,079,443. It is noted that additional discussion and decisions for the 2024 Operating budget may have Net Tax Levy impacts.

Risk Analysis:

The infrastructure deficit and the need to ensure reliable infrastructure has been assessed as high. A sustainable long-term source of infrastructure funding is required for the City of Kenora to continue offering existing levels of service through dependable capital assets. Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services.

The City of Kenora Asset Management Plan (2022) identifies the annual capital infrastructure deficit as \$13.7 million with a backlog of \$68.6 million.

Timely approval of the capital budget will reduce the risk in tendering and procuring capital works in 2024, thereby providing an opportunity to acquire best pricing and have well planned capital works.

Communication Plan/Notice By-law Requirements: Notice will be given in accordance with the provisions of the Notice Bylaw #160-2022

Strategic Plan – Charting our Course 2027:

Strategic Focus Areas:

1. Infrastructure and Environment
2. Tourism, Economic Growth, and Development
3. Community Recreation, Well-Being, and Safety
4. Service Delivery and Organizational Capacity
5. Relations with Treaty 3 Partners



CITY OF KENORA DRAFT CAPITAL BUDGET 2024 CAPITAL PROJECT SUMMARY

Listing of Capital Projects by Department

CAPITAL PROJECT SUMMARY	DRAFT BUDGET						
	BUDGET	FORECAST					10-YEAR
	2024	2025	2026	2027	2028	2029-2033	TOTAL
134 Information Technology							
23-134-01 Network Upgrades	20,000	20,000	20,000	20,000	20,000	120,000	220,000
25-134-03 Firewall		25,000				25,000	50,000
25-134-04 Server Upgrade		100,000				100,000	200,000
Total 134 Information Technology	20,000	145,000	20,000	20,000	20,000	245,000	470,000
152 Rentals							
24-152-001 Sunset Trail Riders, Triple Play, Tourism Bldg Window Replacement	50,000						50,000
25-152-001 Window and door replacement, Senior Center and Keewatin Library	35,000						35,000
Total 152 Rentals	85,000						85,000
211 Fire Dept							
23-211-02 Scott SCBA Replacement	95,000	95,000	95,000	95,000			380,000
24-211-001 Fire Fleet Capital Replacement Program	450,000		1,144,000	121,900	1,188,000	2,011,900	4,915,800
Total 211 Fire Dept	545,000	95,000	1,239,000	216,900	1,188,000	2,011,900	5,295,800
312 Maintenance - Bridges							
23-312-01 Keewatin Channel Bridge Steel Arch Repainting	4,350,000						4,350,000
24-312-01 Portage Bay Bridge Study, Design,Tender,Construction		300,000	10,000,000				10,300,000
25-312-02 Bridge Rehabilitation-Engineering Based on 2022 and 2024 Inspections		100,000	2,500,000	100,000	1,500,000	4,500,000	8,700,000
Total 312 Maintenance - Bridges	4,350,000	400,000	12,500,000	100,000	1,500,000	4,500,000	23,350,000
313 Maintenance - Paved Roads							
23-313-001 Arterial Roads Resurfacing	798,000	1,350,000	700,000	1,150,000	1,950,000	7,500,000	13,448,000
23-313-01 Municipal Paving program	1,733,443	1,675,000	1,762,500	1,850,000	1,950,000	11,313,730	20,284,673
23-313-02 Municipal Lane Paving	55,000	60,000	60,000	65,000	70,000	425,000	735,000
24-313-04 Railway Street Phase 4	943,000						943,000
Total 313 Maintenance - Paved Roads	3,529,443	3,085,000	2,522,500	3,065,000	3,970,000	19,238,730	35,410,673
314 Maint - Surface Treat Roads							
23-314-01 Roads Hard Surface Treatment	299,475	329,422	362,364	398,000	407,950	2,197,927	3,995,138
24-314-001 Essex Road Grade Raise	750,000						750,000
Total 314 Maint - Surface Treat Roads	1,049,475	329,422	362,364	398,000	407,950	2,197,927	4,745,138
315 Maintenance - Loosetop Roads							
23-315-001 Loosetop Road Gravel, Ditching and Culverts	262,500	275,000	287,500	300,000	307,500	1,656,729	3,089,229
Total 315 Maintenance - Loosetop Roads	262,500	275,000	287,500	300,000	307,500	1,656,729	3,089,229
352 Parking Rentals							
24-352-001 Parkade Structure Assessment and Rehabilitation	125,000	500,000					625,000
Total 352 Parking Rentals	125,000	500,000					625,000
390 Barsky Facility							
23-390-005 Office renovation and expansion		30,000					30,000
26-390-01 DVR Operations			10,000				10,000
Total 390 Barsky Facility		30,000	10,000				40,000

CAPITAL PROJECT SUMMARY	DRAFT BUDGET						
	BUDGET	FORECAST					10-YEAR
	2024	2025	2026	2027	2028	2029-2033	TOTAL
392 Garage & Shop							
24-392-001 Garage and Shop Capital	36,000	52,000	53,550				141,550
Total 392 Garage & Shop	36,000	52,000	53,550				141,550
393 Vehicles & Equipment							
23-393-01 Fleet - Heavy Vehicles	728,700	1,452,000	450,000	817,500	1,663,000	4,038,200	9,149,400
23-393-04 Fleet - Light Vehicles	172,500	53,000	288,200	148,000		744,000	1,405,700
Total 393 Vehicles & Equipment	901,200	1,505,000	738,200	965,500	1,663,000	4,782,200	10,555,100
395 Engineering							
24-395-01 GIS Update and Aerial Photo	125,000						125,000
24-395-02 Photocopier for 2nd Floor Operations		12,000					12,000
27-395-001 GPS Surveying Equipment				41,000		41,000	82,000
Total 395 Engineering	125,000	12,000		41,000		41,000	219,000
421 Storm Sewers							
23-421-01 Stormwater Collection System Rehab	260,000	200,000	300,000	350,000	400,000	2,850,000	4,360,000
Total 421 Storm Sewers	260,000	200,000	300,000	350,000	400,000	2,850,000	4,360,000
455 Recycling Facility							
24-455-001 purchasing 3 more 6 yds bin to collect recycle at depot	25,000						25,000
Total 455 Recycling Facility	25,000						25,000
571 Cemetery							
27-571-001 Cemetery Expansion Phase 2				150,000			150,000
Total 571 Cemetery				150,000			150,000
711 Parks							
24-711-001 Central Community Club Green Space Enhancement	490,000						490,000
Total 711 Parks	490,000						490,000
714 Coney Island Park							
25-714-01 Coney Island Playground Replacement		50,000					50,000
Total 714 Coney Island Park		50,000					50,000
715 Norman Park							
24-715-001 Accessible Pathway	60,000						60,000
Total 715 Norman Park	60,000						60,000
730 KRC Complex							
23-730-002 Moncrief Construction Sports Centre Projects	205,000	227,000		500,000			932,000
Total 730 KRC Complex	205,000	227,000		500,000			932,000
733 MSFC Pool							
23-733-001 Pool Projects		100,000		200,000			300,000
Total 733 MSFC Pool		100,000		200,000			300,000
735 KRC External							
25-735-002 Tennis Court Resurface		500,000					500,000
Total 735 KRC External		500,000					500,000

CAPITAL PROJECT SUMMARY	DRAFT BUDGET						
	BUDGET	FORECAST					10-YEAR
	2024	2025	2026	2027	2028	2029-2033	TOTAL
736 KMA & Complex							
23-736-001 Bowman Electric Keewatin Memorial Arena Upgrades			14,000				14,000
Total 736 KMA & Complex			14,000				14,000
771 Library							
23-771-001 Kenora Library Window Replacement			50,000				50,000
27-771-001 Bathroom and common area upgrades to Library Interior						450,000	450,000
27-771-002 Keewatin Library Attic Insulation Upgrades				60,000			60,000
Total 771 Library			50,000	60,000		450,000	560,000
781 LOW Museum							
23-781-001 Kenora Museum Upgrades	25,000						25,000
Total 781 LOW Museum	25,000						25,000
783 Arts Centre							
25-783-001 Motorized blinds for Art's Center display area		20,000					20,000
26-783-001 Art's Center upgrades to the Furnace and A/C unit			30,000				30,000
Total 783 Arts Centre		20,000	30,000				50,000
832 Tourism Facilities							
23-832-002 Jarnell Contracting Pavilion		200,000		550,000			750,000
Total 832 Tourism Facilities		200,000		550,000			750,000
851 Infrastructure							
25-851-01 DTR Matheson & First Street South-Construction Surface and Storm Works	60,000		5,500,000				5,560,000
Total 851 Infrastructure	60,000		5,500,000				5,560,000
Total City Capital	12,153,618	7,725,422	23,627,114	6,916,400	9,456,450	37,973,486	97,852,490



CITY OF KENORA DRAFT CAPITAL BUDGET 2024

CAPITAL PROJECT SUMMARY BY FUNDING SOURCE

Listing of Capital Projects by Funding Source
Information purposes only

CAPITAL PROJECTS WITH FUNDING SOURCE	DRAFT BUDGET						
	BUDGET	FORECAST					10 YEAR TOTAL
	2024	2025	2026	2027	2028	2029-2033	
01 City Capital							
ANTL Net Tax Levy							
23-211-02 Scott SCBA Replacement			95,000	95,000			190,000
23-313-001 Arterial Roads Resurfacing			700,000				700,000
23-313-01 Municipal Paving program	205,055	1,675,000	1,762,500	1,850,000	1,950,000	11,313,730	18,756,285
23-313-02 Municipal Lane Paving		58,505	60,000	65,000	70,000	425,000	678,505
23-314-01 Roads Hard Surface Treatment	299,475	329,422	362,364	398,000	407,950	2,197,927	3,995,138
23-315-001 Loosetop Road Gravel, Ditching and Culverts	262,500	275,000	287,500	300,000	307,500	1,656,729	3,089,229
23-421-01 Stormwater Collection System Rehab	140,000	200,000	300,000	350,000	400,000	2,850,000	4,240,000
Total ANTL Net Tax Levy	907,030	2,537,927	3,567,364	3,058,000	3,135,450	18,443,386	31,649,157
VSUB10 OCIF							
23-313-001 Arterial Roads Resurfacing	798,000						798,000
23-313-01 Municipal Paving program	1,528,388						1,528,388
24-312-01 Portage Bay Bridge Study, Design,Tender,Construction		300,000					300,000
24-314-001 Essex Road Grade Raise	750,000						750,000
25-312-02 Bridge Rehabilitation-Engineering Based on 2022 and 2024 Inspections		100,000	2,500,000	100,000	1,500,000	4,500,000	8,700,000
Total VSUB10 OCIF	3,076,388	400,000	2,500,000	100,000	1,500,000	4,500,000	12,076,388
VSUB11 Dedicated Gas Tax							
23-393-01 Fleet - Heavy Vehicles		630,000				1,023,300	1,653,300
Total VSUB11 Dedicated Gas Tax		630,000				1,023,300	1,653,300
VSUB2 ICIP Funding							
23-730-002 Moncrief Construction Sports Centre Projects		200,000					200,000
25-735-002 Tennis Court Resurface		500,000					500,000
Total VSUB2 ICIP Funding		700,000					700,000
VSUB4 Fire Marque							
23-211-02 Scott SCBA Replacement	95,000	95,000					190,000
Total VSUB4 Fire Marque	95,000	95,000					190,000
VSUB5 Canada Community Building Fund							
23-312-01 Keewatin Channel Bridge Steel Arch Repainting	4,350,000						4,350,000
23-313-001 Arterial Roads Resurfacing		1,350,000		1,150,000	1,950,000	7,500,000	11,950,000
Total VSUB5 Canada Community Building Fund	4,350,000	1,350,000		1,150,000	1,950,000	7,500,000	16,300,000
VSUB8 Accessibility Funding							
24-715-001 Accessible Pathway	60,000						60,000
Total VSUB8 Accessibility Funding	60,000						60,000
VSUB9 NOHFC							
24-711-001 Central Community Club Green Space Enhancement	490,000						490,000
Total VSUB9 NOHFC	490,000						490,000

CAPITAL PROJECTS WITH FUNDING SOURCE	DRAFT BUDGET						
	BUDGET	FORECAST					10 YEAR TOTAL
	2024	2025	2026	2027	2028	2029-2033	
YOTHER Debt Financing							
23-730-002 Moncrief Construction Sports Centre Projects				500,000			500,000
23-832-002 Jarnell Contracting Pavilion				500,000			500,000
24-211-001 Fire Fleet Capital Replacement Program			375,000	50,000	1,100,000	1,600,000	3,125,000
24-312-01 Portage Bay Bridge Study, Design,Tender,Construction			10,000,000				10,000,000
24-313-04 Railway Street Phase 4	943,000						943,000
25-851-01 DTR Matheson & First Street South-Construction Surface and Storm Works	60,000		5,500,000				5,560,000
Total YOTHER Debt Financing	1,003,000		15,875,000	1,050,000	1,100,000	1,600,000	20,628,000
Z10001 100 Accessibility Reserve							
25-152-001 Window and door replacement, Senior Center and Keewatin Library	35,000						35,000
25-714-01 Coney Island Playground Replacement		50,000					50,000
Total Z10001 100 Accessibility Reserve	35,000	50,000					85,000
Z10002 100 Computer Systems							
23-134-01 Network Upgrades	20,000	20,000	20,000	20,000	20,000	120,000	220,000
25-134-03 Firewall		25,000				25,000	50,000
25-134-04 Server Upgrade		100,000				100,000	200,000
26-390-01 DVR Operations			10,000				10,000
Total Z10002 100 Computer Systems	20,000	145,000	30,000	20,000	20,000	245,000	480,000
Z10003 100 Contingencies Reserve							
24-395-01 GIS Update and Aerial Photo	60,161						60,161
Total Z10003 100 Contingencies Reserve	60,161						60,161
Z10010 100 Rentals - Rental Buildings Reserve							
24-152-001 Sunset Trail Riders, Triple Play, Tourism Bldg Window Replacement	50,000						50,000
Total Z10010 100 Rentals - Rental Buildings Reserve	50,000						50,000
Z20005 200 Fire Equipment Reserve							
24-211-001 Fire Fleet Capital Replacement Program	450,000		769,000	71,900	88,000	411,900	1,790,800
Total Z20005 200 Fire Equipment Reserve	450,000		769,000	71,900	88,000	411,900	1,790,800
Z30007 300 GIS Reserve							
24-395-01 GIS Update and Aerial Photo	64,839						64,839
27-395-001 GPS Surveying Equipment				41,000		41,000	82,000
Total Z30007 300 GIS Reserve	64,839			41,000		41,000	146,839
Z30009 300 Operations Facility Reserve							
23-390-005 Office renovation and expansion		30,000					30,000
24-395-02 Photocopier for 2nd Floor Operations		12,000					12,000
Total Z30009 300 Operations Facility Reserve		42,000					42,000
Z30010 300 Parkade / Parking Rentals Reserve							
24-352-001 Parkade Structure Assessment and Rehabilitation	125,000	500,000					625,000
Total Z30010 300 Parkade / Parking Rentals Reserve	125,000	500,000					625,000

CAPITAL PROJECTS WITH FUNDING SOURCE	DRAFT BUDGET						
	BUDGET	FORECAST					10 YEAR TOTAL
	2024	2025	2026	2027	2028	2029-2033	
Z30015 300 Sidewalks / Lane Paving Reserve							
23-313-02 Municipal Lane Paving	55,000	1,495					56,495
Total Z30015 300 Sidewalks / Lane Paving Reserve	55,000	1,495					56,495
Z30017 300 Vehicle/Equipment Repl. Reserve							
23-393-01 Fleet - Heavy Vehicles	728,700	822,000	450,000	817,500	1,663,000	3,014,900	7,496,100
23-393-04 Fleet - Light Vehicles	172,500	53,000	288,200	148,000		744,000	1,405,700
24-392-001 Garage and Shop Capital	36,000	52,000	53,550				141,550
Total Z30017 300 Vehicle/Equipment Repl. Reserve	937,200	927,000	791,750	965,500	1,663,000	3,758,900	9,043,350
Z40001 400 Recycling Reserve							
24-455-001 purchasing 3 more 6 yds bin to collect recycle at depot	25,000						25,000
Total Z40001 400 Recycling Reserve	25,000						25,000
Z40004 400 Storm Sewers Reserve							
23-421-01 Stormwater Collection System Rehab	120,000						120,000
Total Z40004 400 Storm Sewers Reserve	120,000						120,000
Z50001 500 Columbarium Reserve							
27-571-001 Cemetery Expansion Phase 2				150,000			150,000
Total Z50001 500 Columbarium Reserve				150,000			150,000
Z70005 700 Library Building Reserve							
23-771-001 Kenora Library Window Replacement			50,000				50,000
27-771-001 Bathroom and common area upgrades to Library Interior						450,000	450,000
27-771-002 Keewatin Library Attic Insulation Upgrades				60,000			60,000
Total Z70005 700 Library Building Reserve			50,000	60,000		450,000	560,000
Z70006 700 Museum Building Reserve							
23-781-001 Kenora Museum Upgrades	25,000						25,000
25-783-001 Motorized blinds for Art's Center display area		20,000					20,000
26-783-001 Art's Center upgrades to the Furnace and A/C unit			30,000				30,000
Total Z70006 700 Museum Building Reserve	25,000	20,000	30,000				75,000
Z70009 700 Pavilion Reserve							
23-832-002 Jarnell Contracting Pavilion		200,000		50,000			250,000
Total Z70009 700 Pavilion Reserve		200,000		50,000			250,000
Z70013 700 Recreation Complexes							
23-730-002 Moncrief Construction Sports Centre Projects	205,000	27,000					232,000
23-733-001 Pool Projects		100,000		200,000			300,000
23-736-001 Bowman Electric Keewatin Memorial Arena Upgrades			14,000				14,000
Total Z70013 700 Recreation Complexes	205,000	127,000	14,000	200,000			546,000
Total 01 City Capital	12,153,618	7,725,422	23,627,114	6,916,400	9,456,450	37,973,486	97,852,490



CITY OF KENORA
DRAFT CAPITAL BUDGET 2024
CAPITAL PROJECT DETAIL SHEETS



**City of Kenora
Capital Projects**

Project	23-134-01 Network Upgrades		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This annual recurring budget is required to provide ongoing maintenance, upgrades and expansion of the underlying network hardware and software.

These systems provide connectivity for all City IT assets such as computers, servers, surveillance systems and mobile devices.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	220,000	20,000	20,000	20,000	20,000	20,000	120,000
Funding							
100							
100 Computer Systems	(220,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
	(220,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)
Funding Total	(220,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(120,000)



**City of Kenora
Capital Projects**

Project	25-134-03 Firewall		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Firewall upgrades are on a 5 year replacement schedule. Firewall software is utilized as a network security device that monitors incoming and outgoing network traffic and decides what needs to be blocked based on a defined set of security rules.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000		25,000				25,000
Funding							
100							
100 Computer Systems	(50,000)		(25,000)				(25,000)
	(50,000)		(25,000)				(25,000)
Funding Total	(50,000)		(25,000)				(25,000)



**City of Kenora
Capital Projects**

Project	25-134-04 Server Upgrade		
Department	Information Technology		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

These systems are the most critical assets within the City's IT infrastructure library. It is important that these systems be refreshed every 3 to 5 years in order to ensure continuity of the City's IT services including software, data storage, and email.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	200,000		100,000				100,000
Funding							
100							
100 Computer Systems	(200,000)		(100,000)				(100,000)
	(200,000)		(100,000)				(100,000)
Funding Total	(200,000)		(100,000)				(100,000)



**City of Kenora
Capital Projects**

Project	24-152-001 Sunset Trail Riders, Triple Play, Tourism Bldg Window Replacement		
Department	Rentals		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The wood framed windows in this rental building are leaking and require replacement. New vinyl frame windows will be installed.

The building is home to multiple tenants. Sunset Trail Riders, Triple Play, City of Kenora Tourism and Special Events Department as well as the Parks Department. Work will take two weeks to complete with minimal interruption to the tenants in the fall of 2024.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000	50,000					
Funding							
100							
100 Rentals - Rental Buildings Reserve	(50,000)	(50,000)					
	(50,000)	(50,000)					
Funding Total	(50,000)	(50,000)					



**City of Kenora
Capital Projects**

Project	25-152-001 Window and door replacement, Senior Center and Keewatin Library		
Department	Rentals		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This building is a shared use facility between the Seniors Center and the Keewatin Public Library.

Multiple doors and windows have deteriorated and require replacement.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	35,000	35,000					
Funding							
100							
100 Accessibility Reserve	(35,000)	(35,000)					
	(35,000)	(35,000)					
Funding Total	(35,000)	(35,000)					



**City of Kenora
Capital Projects**

Project	23-211-02 Scott SCBA Replacement		
Department	Fire Dept		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replace Self Contained Breathing Apparatus (SCBA)

Kenora Fire and Emergency Services 2001-2003 SCBA has reached the end of its life cycle and is no longer compliant with current standards. NFPA 1981 'Standard for Open Circuit Self-Contained Breathing Apparatus' is the internationally recognized standard for fire fighter safety has had multiple edition updates including 2002, 2007, 2013 and the current version is 2019.

The standard has increased minimum requirements for the selection, care and maintenance components of a respiratory protection program to increase firefighter safety. Changes include earlier notification of low air alarm, stricter testing methods for electronic components, increased face piece lens integrity, new voice communication intelligibility requirements, and new requirements for Emergency Breathing Safety System.

The replacement consists of 32 packs, cylinders, masks and update other related equipment.

This project would be financed over a 5-year lease (\$95K per year) funded through revenue associated with Fire Marque .

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	380,000	95,000	95,000	95,000	95,000		
Funding							
All							
Net Tax Levy	(190,000)			(95,000)	(95,000)		
Fire Marque	(190,000)	(95,000)	(95,000)				
	<u>(380,000)</u>	<u>(95,000)</u>	<u>(95,000)</u>	<u>(95,000)</u>	<u>(95,000)</u>		
Funding Total	(380,000)	(95,000)	(95,000)	(95,000)	(95,000)		



City of Kenora Capital Projects

Project	24-211-001 Fire Fleet Capital Replacement Program		
Department	Fire Dept		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Fire Apparatus Replacement Life Cycle Schedule for fire apparatus for the City of Kenora as follows:

First Line Duty – replacement every 15 years (Fire Line Pumper, Station #1 operated by Career Staff)

Second Line Duty – replacement every 20 years (Second Line Pumper, Station #1, #2, #3 operated by Paid per Call Staff)

Third Line Pumper, Aerial, Rescue, Tanker Apparatus every 25 years (Aerial, Rescue Station #1 apparatus operated by all staff, Tankers at each Station)

Support Vehicles every 20 years, or as required

Further that the following inventory is maintained to support service delivery approved by Council.

Station #1

- Pumper – Fire response for Career Staff
- Pumper – Fire response for PPC Staff
- Tanker – Rural Water Supply
- Support – Transport staff and equipment
- Aerial – Access to elevated locations and an elevated water stream
- Rescue – Transporting staff and equipment for specialized rescue operations
- Boat – Transport staff to offshore emergencies or to Coney Island
- Wildfire – Designed to assist in fighting wildfire and open-air burning

Station #2

- Pumper – Fire response for PPC Staff response
- Tanker – Rural Water Supply
- Support – Transport staff and equipment

Station #3

- Pumper – Fire response for PPC Staff
- Tanker – Rural Water Supply
- Support – Transport staff and equipment

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	4,915,800	450,000		1,144,000	121,900	1,188,000	2,011,900
Funding							
200							
200 Fire Equipment Reserve	(1,790,800)	(450,000)		(769,000)	(71,900)	(88,000)	(411,900)
	(1,790,800)	(450,000)		(769,000)	(71,900)	(88,000)	(411,900)
All							
Debt Financing	(3,125,000)			(375,000)	(50,000)	(1,100,000)	(1,600,000)
	(3,125,000)			(375,000)	(50,000)	(1,100,000)	(1,600,000)
Funding Total	(4,915,800)	(450,000)		(1,144,000)	(121,900)	(1,188,000)	(2,011,900)



**City of Kenora
Capital Projects**

Project	23-312-01 Keewatin Channel Bridge Steel Arch Repainting		
Department	Maintenance - Bridges		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Steel bridges are painted as part of regular preventative maintenance. The paint coating provides a barrier between the steel members and wet weather conditions or just the humidity in the surrounding air, preventing rusting and extending the lifespan of the steel. A study of the required repainting of the Keewatin Channel Bridge steel arch spans was completed in 2023. This project is for the tender and execution of the required repainting work.

The repainting of the steel arch was identified in the 2020 bridge inspection report as required work within 1 to 5 years.

Delay of this project will lead to further bridge condition degradation and an accelerated replacement of the structure.

This project is anticipated to occur throughout May, June, July and August. There will be delays to traffic during setup and takedown at intermittent periods however, it is expected that both traffic lanes will remain open.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	4,350,000	4,350,000					
Funding							
All							
Canada Community Building Fund	(4,350,000)	(4,350,000)					
	(4,350,000)	(4,350,000)					
Funding Total	(4,350,000)	(4,350,000)					



**City of Kenora
Capital Projects**

Project	24-312-01 Portage Bay Bridge Study, Design, Tender, Construction		
Department	Maintenance - Bridges		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Portage Bay Bridge was identified as nearing the end of its lifespan within the bi-annual bridge inspections completed in 2022. The structure will require significant rehabilitation work due to the deteriorating concrete and steel condition. The current estimated cost of the rehabilitation is \$3.5 million to \$10 million.

Through a budget amendment, the 2024 a detailed coating condition assessment of the steel structure's level of corrosion and concrete condition was moved into 2023.

In late 2023, staff will receive the report including a preliminary design assessment recommending potential bridge replacement options, rehabilitation programs or other alternatives with a life cycle cost-benefit analysis of rehabilitation versus replacement. The report will provide Council and Administration with life cycle capital and operating costs of multiple options to determine the most effective route.

In 2025 the design of the selected rehabilitation and/or replacement will occur pending the results of the 2024 assessment with construction planned for 2026.

There will be intermittent delays in 2024 and 2025 to residents using the bridge and complete closure during construction in 2026 as the Portage Bay Bridge is only one lane wide.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	10,300,000		300,000	10,000,000			
Funding							
All							
OCIF	(300,000)		(300,000)				
Debt Financing	(10,000,000)			(10,000,000)			
	<u>(10,300,000)</u>		<u>(300,000)</u>	<u>(10,000,000)</u>			
Funding Total	(10,300,000)		(300,000)	(10,000,000)			



**City of Kenora
Capital Projects**

Project	25-312-02 Bridge Rehabilitation-Engineering Based on 2022 and 2024 Inspections		
Department	Maintenance - Bridges		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes:

2025: Consulting engineering design and support to develop the specification for the work.

2026: Rehabilitation of the Matheson Street Bridge and the CP Pedestrian Overpass;
Surface and joint restoration of the Winnipeg River West, Winnipeg River East and 8th Avenue S Bridges

These projects are expected to be minor bridge rehabilitation projects and have been bundled together to improve competitive pricing.

2027: Anticipated consulting engineering design and support to develop the specification for the Parsons Street Bridge Work.

2028: Anticipated bridge rehabilitation for the Parsons Street Bridge

2029-2033: \$1.5 million has been identified in each 2029, 2031 and 2033 to perform bridge rehabilitation on the Keewatin Channel Bridge, 1st Avenue Bridge and Beggs Road Timber Bridge.

During assessment and construction there will be impacts to residents through travel delays lane closures across the bridges.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	8,700,000		100,000	2,500,000	100,000	1,500,000	4,500,000
Funding							
All							
OCIF	(8,700,000)		(100,000)	(2,500,000)	(100,000)	(1,500,000)	(4,500,000)
	<u>(8,700,000)</u>		<u>(100,000)</u>	<u>(2,500,000)</u>	<u>(100,000)</u>	<u>(1,500,000)</u>	<u>(4,500,000)</u>
Funding Total	(8,700,000)		(100,000)	(2,500,000)	(100,000)	(1,500,000)	(4,500,000)



**City of Kenora
Capital Projects**

Project	23-313-001 Arterial Roads Resurfacing		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Resurfacing and rehabilitation of major arterial roads.

The Arterial Roads Resurfacing Program proactively identifies arterial roads in need of resurfacing ahead of complete degradation. The City's Engineering Dept. receives an updated pavement condition assessment every 3 years. Work is prioritized pending the results of the assessment and available OCIF and Canada Community Building Funding. This work impact residents during construction with delays traveling through the City. Work on arterial roads is scheduled to begin as early in the construction season as possible to limit impacts during peak tourism and activity during summer months.

Proactive management of large arterial roads provides flexibility during project planning to address areas of concern prior to critical failure. Furthermore, alternative pavement resurfacing methods can potentially be used thereby reducing capital expenditures and reducing traffic interruptions to the public.

- 2024: Lakeview Drive from the Round About to WPG River East Branch Bridge
- 2025: HWY 17 from Winnipeg River West Bridge to Winnipeg River East Bridge
- 2026: Phase 3 of 3 HWY 17 E Resurfacing and Transmitter Rd Intersection
- 2027: Veterans Drive from CP Underpass to 9th Street N Intersection
- 2028: Jones Road from HWY 17 E to Homestake Road
- 2029 to 2034: Veterans Drive from 9th Street N to HWY 17 and Airport Road from CP Rail Crossing to HWY 17

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	13,448,000	798,000	1,350,000	700,000	1,150,000	1,950,000	7,500,000
Funding							
All							
Net Tax Levy	(700,000)			(700,000)			
OCIF	(798,000)	(798,000)					
Canada Community Building Fund	(11,950,000)		(1,350,000)		(1,150,000)	(1,950,000)	(7,500,000)
	<u>(13,448,000)</u>	<u>(798,000)</u>	<u>(1,350,000)</u>	<u>(700,000)</u>	<u>(1,150,000)</u>	<u>(1,950,000)</u>	<u>(7,500,000)</u>
Funding Total	(13,448,000)	(798,000)	(1,350,000)	(700,000)	(1,150,000)	(1,950,000)	(7,500,000)



**City of Kenora
Capital Projects**

Project	23-313-01 Municipal Paving program		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Annual project related to repaving and reconstruction of paved urban roads.

Locations are selected using pavement condition ratings and asset risk ratings. The locations proposed in 2024 are primarily residential streets with very poor asphalt condition ratings.

2024: Superior Street from 6th Street to 10th Street | 10th Street From HWY 17 to Ottawa Street | 6th Ave S from 5th Street S to 6th Street S | 6th Street S from 4th Ave S to 7th Ave S | 14th Ave N from 6th Street N to Ninth Street N. (Additional asphaltting to be funded through OCIF - Locations TBD)

2025: Mellick Ave from 9th Street N to 10th Street N | Mellick Ave from 13th Ave N to Rabbit Lake Road | Valley Drive from Houghton Road to Minto Ave

2026: Rabbit Lake Road from Rabbit Lake Beach to Outen Lane| Beach Road from bay Street to St Clair Street

2027: Fifth Street N from 4th Ave N to 8th Ave N| 11th Ave N from Valley Drive to Ninth Street N| 4th Street N from Matheson Street to 7th Ave N| 17th and 18th Ave N from 6th Street N to 9th Street N

2028: Mikana Way from Golf Course Road to HWY 17E| Gould Road from Railway Street to Transmitter Road

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	20,284,673	1,733,443	1,675,000	1,762,500	1,850,000	1,950,000	11,313,730
Funding							
All							
Net Tax Levy	(18,756,285)	(205,055)	(1,675,000)	(1,762,500)	(1,850,000)	(1,950,000)	(11,313,730)
OCIF	(1,528,388)	(1,528,388)					
	<u>(20,284,673)</u>	<u>(1,733,443)</u>	<u>(1,675,000)</u>	<u>(1,762,500)</u>	<u>(1,850,000)</u>	<u>(1,950,000)</u>	<u>(11,313,730)</u>
Funding Total	(20,284,673)	(1,733,443)	(1,675,000)	(1,762,500)	(1,850,000)	(1,950,000)	(11,313,730)



**City of Kenora
Capital Projects**

Project	23-313-02 Municipal Lane Paving		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Annual project related to repaving and paving of urban lanes.

2024: Laneway Between 1st St S and 2nd St S and 5th Ave S and 7th Ave S

Locations for 2025-2028 shall be determined following the 2023 pavement condition assessment results.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	735,000	55,000	60,000	60,000	65,000	70,000	425,000
Funding							
300							
300 Sidewalks / Lane Paving Reserve	(56,495)	(55,000)	(1,495)				
	(56,495)	(55,000)	(1,495)				
All							
Net Tax Levy	(678,505)		(58,505)	(60,000)	(65,000)	(70,000)	(425,000)
	(678,505)		(58,505)	(60,000)	(65,000)	(70,000)	(425,000)
Funding Total	(735,000)	(55,000)	(60,000)	(60,000)	(65,000)	(70,000)	(425,000)



**City of Kenora
Capital Projects**

Project	24-313-04 Railway Street Phase 4	
Department	Maintenance - Paved Roads	
Version	2024-2028	Year 2024

Description	
PROJECT DESCRIPTION	
<p>Phase 4 of the Railway St. re-alignment and repaving.</p> <p>Project Boundary: From 1629 Railway St, 217 m Easterly including the installation of new sidewalk on the South side of the road (subject to private property acquisition) and the addition of paved shoulder(s), plus street light improvements.</p> <p>This section of Railway Street requires significant rehabilitation. The project will undergo review for the potential addition of sidewalk and paved shoulders.</p> <p>Phases 1, and 2 were completed in 2020 and 2022, and Phase 3 is currently nearing completion in Fall of 2023.</p> <p>Phase 4 is the final phase of the project. The Project has been substantially funded through Provincial ICIP and NORDS funding, but is projected to be exhausted during Phase 3 in 2023.</p>	

	Budget						
	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	943,000	943,000					
Funding							
All							
Debt Financing	(943,000)	(943,000)					
	(943,000)	(943,000)					
Funding Total	(943,000)	(943,000)					

Project	24-313-04 Railway Street Phase 4		
Department	Maintenance - Paved Roads		
Version	2024-2028	Year	2024

Gallery

N:\Capital Budgets\2023\Project Mapping\Municipal Paving\Phase4_railway.jpg





**City of Kenora
Capital Projects**

Project	23-314-01 Roads Hard Surface Treatment		
Department	Maint - Surface Treat Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project includes applying, replacing and repairing hard surfaced sections of roads in need of repair or that have reached the end of their life cycle. Start incorporating new roads that need resurfacing.

2024-2028: Required work is assessed on an annual basis based on the previous years deterioration. Work primarily focuses on the critical sections of the Coker Road, Essex Road, Peterson Road, James Road and Anderson Branch Road.

2029 - 2033: Forecasted \$2,200,000.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	3,995,138	299,475	329,422	362,364	398,000	407,950	2,197,927
Funding							
All							
Net Tax Levy	(3,995,138)	(299,475)	(329,422)	(362,364)	(398,000)	(407,950)	(2,197,927)
Funding Total	(3,995,138)	(299,475)	(329,422)	(362,364)	(398,000)	(407,950)	(2,197,927)



**City of Kenora
Capital Projects**

Project	24-314-001 Essex Road Grade Raise		
Department	Maint - Surface Treat Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Project includes a road grade raise on Essex road from Hooterview Trail northerly for approximately 700 m.

In 2022, flooding overtook the entire roadway and the road closed for several months. Every Spring, lake level rise along this roadway which puts the road in jeopardy of ongoing annual closures.

In 2023 a drilling program to assess the road subgrade is being completed to ensure that adding material to raise the road elevation will not create excessive settling or failure.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	750,000	750,000					
Funding							
All							
OCIF	(750,000)	(750,000)					
	(750,000)	(750,000)					
Funding Total	(750,000)	(750,000)					

Project	24-314-001 Essex Road Grade Raise		
Department	Maint - Surface Treat Roads		
Version	2024-2028	Year	2024

Gallery

C:\Users\rwilcott\Pictures\Essex Rd Capital 2024.JPG





**City of Kenora
Capital Projects**

Project	23-315-001 Loosetop Road Gravel, Ditching and Culverts		
Department	Maintenance - Loosetop Roads		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Rehabilitation of loose top roads with gravel (gravel A) material, clean out the existing ditches for proper drainage and culvert clean out and replacement where culverts have failed due to clogging or collapse.

Each year, loose top roads experience degradation and require the addition of gravel material to allow for crowning and drainage when regrading, to have ditches and culverts cleaned, replaced or newly installed. Exposed large rock and corduroy timbers require recovering.

2024 - 2028: The project continues the annual servicing of loosetop roads, ditching and culvert replacement currently provided based on annual assessment.

Priority is given to the critical sections of the Coker Road, Essex Road, James Road, Peterson Road and Anderson Branch Road.

The receipt of the Rural Roads Study may lead to increased budget allotment for these services.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	3,089,229	262,500	275,000	287,500	300,000	307,500	1,656,729
Funding							
All							
Net Tax Levy	(3,089,229)	(262,500)	(275,000)	(287,500)	(300,000)	(307,500)	(1,656,729)
Funding Total	(3,089,229)	(262,500)	(275,000)	(287,500)	(300,000)	(307,500)	(1,656,729)

Project	23-315-001 Loosetop Road Gravel, Ditching and Culverts		
Department	Maintenance - Loosetop Roads		
Version	2024-2028	Year	2024

Gallery

C:\Users\rwilcott\Pictures\2022 Flooding photos\Hooterville Trail Centre section June 9-2022.jpg





**City of Kenora
Capital Projects**

Project	24-352-001 Parkade Structure Assessment and Rehabilitation		
Department	Parking Rentals		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes the completion of assessment of the Parkade Structure on Matheson Street with a report to follow including recommendations for rehabilitation or enhanced maintenance.

During the 2022 bi-annual bridge inspection project the City had the Consultant inspect the Parkade. The Consultant recommended "a detailed deck survey, concrete substructure condition survey and structure evaluation, all with an urgent priority as the prevalence of ongoing leakage, settlement and deterioration suggest a potential need for rehabilitation."

A placeholder budget figure of \$500,000 has been included and will be adjusted based on the required work following the receipt of the assessment report.

The City already has completes bi-annual bridge inspections, with the next inspection scheduled for 2024. This work will be included during those assessments to minimize assessment cost.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	625,000	125,000	500,000				
Funding							
300							
300 Parkade / Parking Rentals	(625,000)	(125,000)	(500,000)				
	(625,000)	(125,000)	(500,000)				
Funding Total	(625,000)	(125,000)	(500,000)				



**City of Kenora
Capital Projects**

Project	23-390-005 Office renovation and expansion		
Department	Barsky Facility		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes the replacement of the exhaust fans in the welding shop at the Operations Centre.

The Welding shop exhaust fans have been in service for nearly 20 years and are at end of life. Replacement improves the reliability of the exhaust fans and improves the air quality in the welding shop.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	30,000		30,000				
Funding							
300							
300 Operations Facility Reserve	(30,000)		(30,000)				
	(30,000)		(30,000)				
Funding Total	(30,000)		(30,000)				



**City of Kenora
Capital Projects**

Project	26-390-01 DVR Operations		
Department	Barsky Facility		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This budget is for the replacement of the digital video recording systems that store the video footage collected by the City's surveillance cameras. There are currently 3 systems in production, one at City Hall, one at Operations, and one at the Kenora Recreation Centre. It is important that these systems be refreshed every 5 years in order to ensure continuity of video recording services.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	10,000			10,000			
Funding							
100							
100 Computer Systems	(10,000)			(10,000)			
	(10,000)			(10,000)			
Funding Total	(10,000)			(10,000)			



**City of Kenora
Capital Projects**

Project	24-392-001 Garage and Shop Capital		
Department	Garage & Shop		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION	
Project includes the purchase of new equipment for the Fleet Shop to continue to improve the Fleet Department's ability to service vehicles internally, improve work efficiency and minimize external spending on vehicle servicing.	
2024: Computer Vehicle Diagnostic Equipment, Air Conditioning Unit Replacement	
2025: Front-End Vehicle Alignment Machine, Smart Speed Swing-Arm Tire Changer	
2026: Replacement of (2) post hoists	

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	141,550	36,000	52,000	53,550			
Funding							
300							
300 Vehicle/Equipment Repl. Reserve	(141,550)	(36,000)	(52,000)	(53,550)			
	<u>(141,550)</u>	<u>(36,000)</u>	<u>(52,000)</u>	<u>(53,550)</u>			
Funding Total	(141,550)	(36,000)	(52,000)	(53,550)			



**City of Kenora
Capital Projects**

Project	23-393-01 Fleet - Heavy Vehicles		
Department	Vehicles & Equipment		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The heavy fleet encompasses the City's robust machinery, including plow trucks, excavators, and graders. The lifecycle management of heavy equipment involves a meticulous approach where replacement decisions are guided by a combination of accumulated operational hours or mileage and the progressively escalating maintenance expenses for each unit.

In instances where it is feasible, a practice of repurposing comes into play, strategically assigning units to tasks that involve lower operational hours or mileage as they age. This reallocation serves the purpose of extending the overall lifespan of these valuable pieces of machinery.

2024: Roads - Tandem Sander/Plow, Frink Snow Blade | Parks - Mower, | Parks - Skid mounted hot water pressure washer | Recreation - Ice resurfer | Recreation - Existing Ice resurfer replacement battery

2025: Transit - Transit Bus | Roads - Grader | Parks - Cemetery Mower

2026: Roads - Rubber tire Excavator

2027: Solid Waste - Co Mingle truck | Roads - Single Axle Dump-Sander | Roads - Mini Rubber Track Excavator

2028: Roads - 4500 Dump with Electric Hoist | Roads - 4500 Dump with Electric Hoist & Plow | Roads - Rock Breaker Attachment | Roads - Rubber Tire Backhoe Loader | Roads - Dynapac Compacter/ Roller | Transit - Transit

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	9,149,400	728,700	1,452,000	450,000	817,500	1,663,000	4,038,200
Funding							
300							
300 Vehicle/Equipment Repl. Reserve	(7,496,100)	(728,700)	(822,000)	(450,000)	(817,500)	(1,663,000)	(3,014,900)
	<u>(7,496,100)</u>	<u>(728,700)</u>	<u>(822,000)</u>	<u>(450,000)</u>	<u>(817,500)</u>	<u>(1,663,000)</u>	<u>(3,014,900)</u>
All							
Dedicated Gas Tax	(1,653,300)		(630,000)				(1,023,300)
	<u>(1,653,300)</u>		<u>(630,000)</u>				<u>(1,023,300)</u>
Funding Total	(9,149,400)	(728,700)	(1,452,000)	(450,000)	(817,500)	(1,663,000)	(4,038,200)



**City of Kenora
Capital Projects**

Project	23-393-04 Fleet - Light Vehicles		
Department	Vehicles & Equipment		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The organization proactively manages its light vehicle fleet, opting for replacement when the balance between reliability and maintenance costs starts to yield diminishing returns. During these fleet refresh cycles, the Fleet Manager strategically repurposes vehicles across the organization, aiming to maximize the overall lifespan of each unit.

For instance, an example of this approach is the scheduled replacement of administrative vehicles utilized by the Council and City Staff for long-distance travel. This renewal takes place every three to four years, ensuring that these vehicles remain dependable. In the upcoming year, 2024, this specific administrative vehicle is due for replacement. Consequently, this transition will trigger a ripple effect of reassignments among the light SUVs within the organization, ultimately leading to the retirement of a 20-year-old SUV.

2024 - Fire Dept. - Administrative/Command Vehicle | Administrative - Light SUV used by Council and City Staff. | Roads - 1/2 Truck

2025 - Tourism - Light SUV

2026 - Roads - 3/4 Ton Truck | Facilities - 1/2 Ton Truck | Roads - 1/2 Ton Truck | Roads - Tandem Trailer | Parks - Tandem Trailer

2027 - By-Law - 1/2 Ton Truck | By-Law - 1/2 Ton Truck

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	1,405,700	172,500	53,000	288,200	148,000		744,000
Funding							
300							
300 Vehicle/Equipment Repl. Reserve	(1,405,700)	(172,500)	(53,000)	(288,200)	(148,000)		(744,000)
	<u>(1,405,700)</u>	<u>(172,500)</u>	<u>(53,000)</u>	<u>(288,200)</u>	<u>(148,000)</u>		<u>(744,000)</u>
Funding Total	(1,405,700)	(172,500)	(53,000)	(288,200)	(148,000)		(744,000)



**City of Kenora
Capital Projects**

Project	24-395-01 GIS Update and Aerial Photo		
Department	Engineering		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Creation of new aerial photo and related mapping line work for GIS purposes.

The GIS aerial photo and mapping line work are updated on a 5 year cycle to keep the system current and relevant which is used by many City staff in their daily work.

Future consideration should be given to changing the existing 5 year to a 3 year updating cycle, keeping the GIS mapping current.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	125,000	125,000					
Funding							
100							
100 Contingencies Reserve	(60,161)	(60,161)					
	(60,161)	(60,161)					
300							
300 GIS Reserve	(64,839)	(64,839)					
	(64,839)	(64,839)					
Funding Total	(125,000)	(125,000)					



**City of Kenora
Capital Projects**

Project	24-395-02 Photocopier for 2nd Floor Operations		
Department	Engineering		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement of printer/photocopier/scanner for the second floor operations staff and offices.

Typically this type of equipment is replaced on a 5 year cycle to ensure there are no interruptions from older equipment breakdowns. The unit services Engineering, Planning, Building, Economic Development, Roads and Facilities that are located on the second floor of the Operations building.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	12,000		12,000				
Funding							
300							
300 Operations Facility Reserve	(12,000)		(12,000)				
	(12,000)		(12,000)				
Funding Total	(12,000)		(12,000)				



**City of Kenora
Capital Projects**

Project	27-395-001 GPS Surveying Equipment		
Department	Engineering		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement of Trimble GPS survey equipment.

The current survey equipment purchased in 2015 will be at end of life in 2027, requiring replacement.

The GPS survey equipment is used to locate project features during the design, development and construction stages. Engineering, when available, also surveys sewer and water maintenance to aid in enhancing the accuracy of the City's infrastructure records. The equipment is critical to the work of the department.

Alternative sourcing was reviewed. The cost to rent the equipment was assessed and to obtain one rental unit from May to September during peak usage months totals \$19,375, nearly 50% of the cost to purchase new.

The existing equipment will be assessed in 2026 by technicians for opportunities for partial replacement to reduce future capital costs beyond their planned end of life in 2027. Replacement of one existing unit is planned for 2029 to 2033

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	82,000				41,000		41,000
Funding							
300							
300 GIS Reserve	(82,000)				(41,000)		(41,000)
	(82,000)				(41,000)		(41,000)
Funding Total	(82,000)				(41,000)		(41,000)



**City of Kenora
Capital Projects**

Project	23-421-01 Stormwater Collection System Rehab		
Department	Storm Sewers		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement and rehabilitation of storm sewer catch basins, piping and associated manholes.

This project continues to allocate budget towards the City's stormwater systems that are in great need of repair.

In 2023, the allocated budget for relining storm piping near 6th St N had to be reallocated to address immediately failing storm mains elsewhere in the community.

2024: Relining of storm mains in the 6th St N area, North of the CP Rail lines.
 2025: Relining and/or replacement of storm sewer mains within Keewatin dependent on the results of the 2023 and 2024 CCTV inspection work.

Continued CCTV inspections in 2026 and future years will determine the future repair locations. The projected cost of the work is included in the forecasted budget below as a placeholder for the results of the inspections.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	4,360,000	260,000	200,000	300,000	350,000	400,000	2,850,000
Funding							
400							
400 Storm Sewers Reserve	(120,000)	(120,000)					
	(120,000)	(120,000)					
All							
Net Tax Levy	(4,240,000)	(140,000)	(200,000)	(300,000)	(350,000)	(400,000)	(2,850,000)
	(4,240,000)	(140,000)	(200,000)	(300,000)	(350,000)	(400,000)	(2,850,000)
Funding Total	(4,360,000)	(260,000)	(200,000)	(300,000)	(350,000)	(400,000)	(2,850,000)



**City of Kenora
Capital Projects**

Project	24-455-001 purchasing 3 more 6 yds bin to collect recycle at depot		
Department	Recycling Facility		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Recycling Depot uses 6yd bins to collect recyclable materials at the Transfer Station. 3 bins require replacement in 2024.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	25,000	25,000					
Funding							
400							
400 Recycling Reserve	(25,000)	(25,000)					
	(25,000)	(25,000)					
Funding Total	(25,000)	(25,000)					



**City of Kenora
Capital Projects**

Project	27-571-001 Cemetery Expansion Phase 2		
Department	Cemetery		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project includes the budget allocation to support (2) new columbariums and a potential Memory Wall at the Cemetery. The Cemetery is experiencing increased requests for Columbarium interments versus direct burial.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	150,000				150,000		
Funding							
500							
500 Columbarium Reserve	(150,000)				(150,000)		
	(150,000)				(150,000)		
Funding Total	(150,000)				(150,000)		



**City of Kenora
Capital Projects**

Project	24-711-001 Central Community Club Green Space Enhancement		
Department	Parks		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project includes the development of the green space amenities at Central Park. It is space for families to picnic and take part in recreational activities. The space will include paved accessible pathways, proper lighting, benches, canopy trees for shade and sod landscaping.

The recreational space is effectively doubled providing the surrounding community with an opportunity to engage socially and/or physically for all seasons. Completion of the green space amenities compliments the new rink and playground.

There will be some interruption to the park access during the upgrades. Items such as excavation for pathway, grading of the site, adding granular etc. will require fencing as work progresses.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	490,000	490,000					
Funding							
All							
NOHFC	(490,000)	(490,000)					
	(490,000)	(490,000)					
Funding Total	(490,000)	(490,000)					



**City of Kenora
Capital Projects**

Project	25-714-01 Coney Island Playground Replacement		
Department	Coney Island Park		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project involves removing the existing playground located in the Coney Island green space by the beach. This project will fund a new accessible playground that meets the current accessibility and safety standards.

The City performs annual audits of its playground equipment. The existing equipment is now end of life and does not meet accessibility standards . Standards for accessible playgrounds continues to evolve and this project would be sourced, supplied and installed through the City's playground group by vendor.

Funding of this project is currently shown as the Accessibility Reserve, but the City will be pursuing provincial funding to support this project.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000		50,000				
Funding							
100							
100 Accessibility Reserve	(50,000)		(50,000)				
	(50,000)		(50,000)				
Funding Total	(50,000)		(50,000)				



City of Kenora Capital Projects

Project	24-715-001 Accessible Pathway		
Department	Norman Park		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION
<p>Accessible pathway at Norman Park from the street entrance of Pearson Street following the bush line towards the accessible washrooms inside Norman Park. The pathways will be approximately 285 meters long and will allow for wheel chair access from Lakeview Drive into the heart of the park.</p> <p>The pathway will be funded with the Inclusive Communities Grant.</p>

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	60,000	60,000					
Funding							
All							
Accessibility Funding	(60,000)	(60,000)					
	(60,000)	(60,000)					
Funding Total	(60,000)	(60,000)					



**City of Kenora
Capital Projects**

Project	23-730-002 Moncrief Construction Sports Centre Projects		
Department	KRC Complex		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This project for 2024 and 2025 is to improve electrical reliability of the pumping systems at the MCLSC. The majority of the pumps and motors do not have protection against damage during power outage events caused by storms. In the past pumps have been damaged resulting from a major power interruption. The work to be completed in 2024 and 2025 is partially funded through ICIP, with the remainder through the Recreation Complexes Reserve.

In 2027 the boiler that heats the pool and fitness centre area of the facility will be due for replacement. In 2023 a study will be completed to assess the current condition of the boiler and provide recommendation on the expected remaining life. The boiler is approaching 20 years old and is critical to the operation of the facility. The work to be completed in 2027 is to be funded by debt financing.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	932,000	205,000	227,000		500,000		
Funding							
700							
700 Recreation Complexes	(232,000)	(205,000)	(27,000)				
	<u>(232,000)</u>	<u>(205,000)</u>	<u>(27,000)</u>				
All							
ICIP Funding	(200,000)		(200,000)				
Debt Financing	(500,000)				(500,000)		
	<u>(700,000)</u>		<u>(200,000)</u>		<u>(500,000)</u>		
Funding Total	(932,000)	(205,000)	(227,000)		(500,000)		



**City of Kenora
Capital Projects**

Project	23-733-001 Pool Projects		
Department	MSFC Pool		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Project includes:

2025: The pool pilot chlorine injection system for the pool at the Moncrief Construction Sports Centre is nearing end of life. The City is currently exploring system replacement options. Replacement of the system is planned for this year.

2027: The ceramic tile lining the pool is aging and takes considerable time to repair and re-grout annually. This work includes the supply and installation of a pool liner system to significantly reduce the maintenance of the tile.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	300,000		100,000		200,000		
Funding							
700							
700 Recreation Complexes	(300,000)		(100,000)		(200,000)		
	<u>(300,000)</u>		<u>(100,000)</u>		<u>(200,000)</u>		
Funding Total	(300,000)		(100,000)		(200,000)		



**City of Kenora
Capital Projects**

Project	25-735-002 Tennis Court Resurface		
Department	KRC External		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Resurface/re-level the tennis courts at the Moncrief Construction Sports Centre.

The tennis courts are in need of an overhaul. The court surface is currently cracked have become sloped to an angle that is impacting play.

This upgrade is funded through ICIP.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	500,000		500,000				
Funding							
All							
ICIP Funding	(500,000)		(500,000)				
	(500,000)		(500,000)				
Funding Total	(500,000)		(500,000)				



**City of Kenora
Capital Projects**

Project	23-736-001 Bowman Electric Keewatin Memorial Arena Upgrades		
Department	KMA & Complex		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Replacement of a hot water tank at the Bowman Electric Keewatin Memorial Arena. This work is required to ensure hot water is available to the users of the facility throughout the year.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	14,000			14,000			
Funding							
700							
700 Recreation Complexes	(14,000)			(14,000)			
	(14,000)			(14,000)			
Funding Total	(14,000)			(14,000)			



**City of Kenora
Capital Projects**

Project	23-771-001 Kenora Library Window Replacement		
Department	Library		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

In 2022 some Kenora Library windows were leaking and required replacement. This project made \$50,000 allocations in each 2023 and 2026. It is expected that in 2026, additional windows will require replacement.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	50,000			50,000			
Funding							
700							
700 Library Building Reserve	(50,000)			(50,000)			
	<u>(50,000)</u>			<u>(50,000)</u>			
Funding Total	(50,000)			(50,000)			



**City of Kenora
Capital Projects**

Project	27-771-001 Bathroom and common area upgrades to Library Interior		
Department	Library		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Multiple accessibility upgrades to the interior space of the Kenora Library.

Included in the scope of work is a genderless accessible washroom facility, upgrades to second washroom for family washroom, new carpeting (old ones are 33 years old), updated lighting with daylight adjustment, wheelchair accessible book shelves, mobility friendly furnishings, energy efficient upgrades and more.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	450,000						450,000
Funding							
700							
700 Library Building Reserve	(450,000)						(450,000)
	(450,000)						(450,000)
Funding Total	(450,000)						(450,000)



**City of Kenora
Capital Projects**

Project	27-771-002 Keewatin Library Attic Insulation Upgrades		
Department	Library		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Keewatin Library has minimal insulation in the attic which is causing frost to form on the underside of the roof. The frost melts in the spring, causing water damage to the building.

This project will see additional blown-in insulation added and repair to the roof structure which has been damaged from the frost issue.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	60,000				60,000		
Funding							
700							
700 Library Building Reserve	(60,000)				(60,000)		
	(60,000)				(60,000)		
Funding Total	(60,000)				(60,000)		



**City of Kenora
Capital Projects**

Project	23-781-001 Kenora Museum Upgrades		
Department	Museum		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

This Capital Project sheet shows the remaining \$25,000 portion of the \$495,000 project budget that was always planned for 2024 spend.

In 2023, the expenditure of \$470,000 was allocated with \$400,000 being funded through NOHFC and \$70,000 being funded through the Museum Building reserve.

2023: New Air Conditioner and Fire Alarm, Accessibility upgrades to both washrooms, rehab of the concrete entryway, reworking the outdoor exhibition space, landscaping and fencing.

2024: The installation of a new asphalt roof, soffits and fascia w/ solar panels on the south side.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	25,000	25,000					
Funding							
700							
700 Museum Building Reserve	(25,000)	(25,000)					
	(25,000)	(25,000)					
Funding Total	(25,000)	(25,000)					



**City of Kenora
Capital Projects**

Project	25-783-001 Motorized blinds for Art's Center display area		
Department	Arts Centre		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Following the upgrades in 2023 to achieve a Category A designation at the Art Center, this project will see the installation of motorized blinds to protect the artwork and displays from direct sun exposure. Motorized blinds are required to remotely and strategically block the harmful UV rays from damaging the displayed pieces.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	20,000		20,000				
Funding							
700							
700 Museum Building Reserve	(20,000)		(20,000)				
	(20,000)		(20,000)				
Funding Total	(20,000)		(20,000)				



**City of Kenora
Capital Projects**

Project	26-783-001 Art's Center upgrades to the Furnace and A/C unit		
Department	Arts Centre		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Art's Center Annex has a furnace and A/C unit that are over 30 years old, beyond end of life.

The Annex area and Multi Purpose room are heavily used rooms that are serviced by this unit which is having reliability issues.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	30,000			30,000			
Funding							
700							
700 Museum Building Reserve	(30,000)			(30,000)			
	(30,000)			(30,000)			
Funding Total	(30,000)			(30,000)			



**City of Kenora
Capital Projects**

Project	23-832-002 Jarnell Contracting Pavilion		
Department	Tourism Facilities		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

Floor is unlevel due to dissimilar materials and poor substrate.
 Brick sections of flooring have shifted due to high water causing multiple trip hazards on walking areas of the floor. Dissimilar floor construction makes the floor very unlevel.

Funded through Pavilion Reserve
 This project has the opportunity to be an insurance claim

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	750,000		200,000		550,000		
Funding							
700							
700 Pavilion Reserve	(250,000)		(200,000)		(50,000)		
	<u>(250,000)</u>		<u>(200,000)</u>		<u>(50,000)</u>		
All							
Debt Financing	(500,000)				(500,000)		
	<u>(500,000)</u>				<u>(500,000)</u>		
Funding Total	(750,000)		(200,000)		(550,000)		



**City of Kenora
Capital Projects**

Project	25-851-01 DTR Matheson & First Street South-Construction Surface and Storm Works		
Department	Infrastructure		
Version	2024-2028	Year	2024

Description

PROJECT DESCRIPTION

The Downtown Revitalization (DTR) project involves the surface and storm reconstruction of Matheson Street South from Second Street South to the Matheson Street Bridge and First Street South from Matheson Street South to Main Street South.

The next phase of DTR is required to renew and beautify the downtown core that will unify the previous areas completed related to Main Street South (2008), Second Street South (2014) and Chipman Street (2018).

During 2023 budget deliberations the project was deferred to construction planned for 2027 and the design update occurring in 2026, in favour of the Harbourfront Development project. The design update should now occur in 2024 with construction in 2026. This allows Administration and Council time to source additional funding with a complete, updated detail design and tender package and the flexibility to advance the project to 2025 if funding is secured.

Note project 27--411-001 and project 27-431-002 within the sewer and water utility budget to support underground infrastructure rehabilitation have been adjusted to reflect construction occurring in 2026.

Budget

	Total	2024	2025	2026	2027	2028	2029-2033
Expenditures	5,560,000	60,000		5,500,000			
Funding							
All							
Debt Financing	(5,560,000)	(60,000)		(5,500,000)			
Funding Total	(5,560,000)	(60,000)		(5,500,000)			



December 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Andrew Smith, General Manager of Recreation and Culture

Re: Ice Allocation Policy #CS-1-1

Recommendation:

That Council hereby approves the adoption of a new Ice Allocation Policy Number CS-1-1; and further

That Policy Number CS-1-1 forms part of the City's Comprehensive Policy Manual; and further

That bylaw number 146-2019 be hereby repealed; and further

That three readings be given to a by-law for this purpose.

Background:

The 2022 Parks and Recreation Master Plan (PRMP) recommends updating the current Ice Allocation Policy to better reflect Canada's Long Term Athlete Development Model 2.1 (LTAD2.1). In 2019, the Long-Term Development in Sport and Physical Activity Model 3.0 (LTADSPA3.0) was published, designed to take the place of the LTAD2.0.

Further, the PRMP recommends including already established standards by National Sport Organizations (NSO) to determine the number of minutes of required ice time per player per week. When examining NSO standards, they reference the previous LTAD 2.1, and Administration has reviewed these standards if there was no direct recommendation from the LTADSPA3.0 to recommended ice times. Considering the multi-disciplinary uses, averages from Hockey Canada and Skate Canada were established.

Review of the existing Ice Allocation Policy was held with seasonal stakeholders to provide candid feedback with current practices. Staff have considered all feedback from the current practices and have implemented changes based on the overall insights from all groups, not individual organizations. Ice allocation is very different from one community to the next, and a lot of policies represent the values of the community. Without an established industry norm, Administration has drafted this policy to align with community values, an educational review of physical activity and sport, and equitable best practices found within other communities' ice allocation practices.

Notable Changes

1. Definitions were added to provide clarity to ensure that policy is not misinterpreted.

2. Prime and non-prime ice times were added as per the recommendation of the PRMP. This will allow administration to provide equitable opportunities for all groups, by defining the most desirable hours of the day.
3. Weekly allocation guidelines were created in relation to the LTDSA3.0 to ensure the City of Kenora was following guidelines set in place by experts for sport and physical activity.
4. Teams are now required to share their rosters each year to ensure equitable allocation, ensuring everyone is afforded their allotted times as per the LTDSA3.0.
5. Dressing Room Assignments have been added to ensure staff and users have clear direction on the allocation of dressing rooms.
6. The re-allocation of tournament hosts ice times the week before will be reallocated to regular users who typically lose ice time throughout the year due to the priority rankings. Those groups who operate on weekends are prone to time lost due to tournaments. By providing this opportunity, groups will be able to recoup some ice time, where tournament hosts will still achieve their weekly allotment as per the ice allocation matrix.

Important Decision Points:

1. Ice allocation priorities were re-evaluated to consider the current ice allocation practices, and to ensure youth organizations were being equitably represented. With the definitions of each group associated to a position, administration request council decision on final placement of individual groups within the priority ranking list. The current list is as follows:

The City of Kenora will allocate ice time using the following user priority ranking:

1. *Kenora U18 AAA regular season and playoff games.*
 2. *City of Kenora Public Skating*
 3. *Youth Tournaments & Special Events.*
 4. *Youth Partner Groups and School Board external games, testing and clinics.*
 5. *Youth Partner Podium Pathway internal games and practices, testing, and clinics.*
 6. *Youth Partner Groups Organization internal games, practices, testing and clinics.*
 7. *Boards of Education (Programs – Highschool hockey curriculum/open skate school ice).*
 8. *Exhibition Games.*
 9. *City of Kenora General Recreational Programs.*
 10. *Adult Tournaments and Special Events and games that are played against an out-of-town team such as a senior hockey game.*
 11. *Seasonal Clients (regular seasonal contracts).*
 12. *Occasional and Commercial Users.*
2. Within the LTDSA3.0, Podium Pathways are established, and by adding this to the policy, sport organizations can better define programs, as well as allocate ice time based on different pathways in sport. Sport pathways are unique to individuals, and a reoccurring phenomenon found, particularly in youth sport, is a lack of physical literacy, where athletes specialize in sports too young, and often hinder their activity later in life by not having the proper competencies later to take part in other sport and activities. Currently, all ice time is allocated as per requests and precedent, where historically, podium pathway participants,

although not formally designated as this, have received additional opportunities than those who do not find themselves among the definition. The following are possible podium pathway options for council decision:

- A. *Podium pathway beginning in the Train-to-Train Stage.*
- B. *Podium pathway beginning in the Train to Compete Stage.*
- C. *No podium pathway distinguishment.*

3. Youth definitions vary within sectors, where the United Nations classifies youth as ages 15 to 24, with the Canadian Youth Justice definition ages up to 18. When reviewing sport and athletes, peak athletic performance varies from sport to sport, but it generally occurs in the late teen, early 20-year-old stage. In sport, junior and collegiate level ages typically are from 18 to 22, with the odd exception for athletes who pursue collegiate sporting options after junior level sporting opportunities. Figure Skating and Hockey are typically the two ice sports these designations would be found. The following are potential options for Council to consider for which groups to recognize within its youth partner definition, with the recognition that the average age of the participants will be taken:

- A. *18 and under*
- B. *22 and under*
- C. *25 and under*

Budget: N/A

Risk Analysis: Ice allocation is controversial, and all organizations will not agree with all changes or improvements made. Having a fact-based approach will help mitigate objective considerations and thoughts and utilizing guiding documents is the leading key to the allocation of ice to users, ensuring consistency and equitable practices for all.

Communication Plan/Notice By-law Requirements: By-law required; ice allocation to be attached to user group request forms.

Strategic Plan or another Guiding Document:

1. 2022 Parks and Recreation Master Plan
2. LTDSAPA3.0
3. LTAD2.0
4. Hockey Canada Long Term Player Development Document (2013)
5. Long Term Development – Skate Canada

Ice Allocation Policy



Section	Date	By-Law Number	Page	Of
Recreation Services	December 13, 2023	-2023	1	
Subsection	Repeals By-law Number		Policy No.	
	146-2019		CS-1-1	

This Policy governs the equitable assignment and management of indoor ice time within municipally owned arena facilities.

Policy Statement

The Corporation of the City of Kenora is committed to providing ice time usage within municipally owned and operated facilities, giving priority to City of Kenora residents, clubs and affiliates, patrons, and visitors to our facilities, without prejudice, in a fair and equitable manner in collaboration with the community.

Ice Allocation Responsibility

The City of Kenora's Recreation and Culture Services Department has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial, and federal directives where required. The Recreation & Culture Services Department is responsible for implementation of the policy as outlined.

Ice Facility Operations

The City of Kenora will responsibly manage ice resources to ensure optimal usage and programming, to reflect Council directives, to minimize risk and operational issues as well as strive for fiscal sustainability through timely and effective infrastructure updates.

On an annual basis, departmental staff will organize a meeting and invite all regular ice user facility stakeholders to review the City's ice practices, hours of operation, ice pad uses and restrictions, facility closures, holiday operating hours, prime and non-prime time hour definitions, and any other issues raised by stakeholders. The results of this meeting will support staff with updating the annual arena operations calendars, ice management schedules, critical dates, tournament/special event, and regular ice allocation schedules.

The policies identified in this document establish and clarify the City's responsibility for ice allocation and administration. The City is committed to the following:

1. Managing fiscally responsible ice facility operations;
2. Ensuring fair and equitable ice allocation;
3. Facilitating new revenue generating opportunities;
4. Processing tournament, special event, and seasonal ice permits;
5. Advancing fairness, equality and accessibility;
6. Promoting special events;
7. Providing excellent customer service;

8. Promoting healthy living and access to City programs including public skating;
9. General administration requirements;
10. Enhancing of the quality of life for all citizens; and
11. Providing clean and secure facilities.

1.0 Purpose

The purpose of the Ice Allocation Policy is to ensure the service is delivered equitably and in collaboration with the community, and to promote and encourage participation in ice sports and activities to the overall benefit of the community.

To optimize the usage of the City's two arenas through the equitable allocation of ice time to organizations by integrating the principles of Canada's Long-Term Development in Sport and Physical Activity 3.0 model (LTDSA) into the allocation policy.

With increasing demand on the City's existing facilities, Council and staff are committed to the effective management, allocation, and distribution of ice time within our municipally owned facilities.

The 2022 Parks and Recreation Master Plan identified several recommendations pertaining to ice allocation:

1. Review ice allocation and user fee policies for indoor ice arenas in the City to ensure equitable access, and balance affordability with cost recover considerations. Consideration should be given to the potential of having resident versus non-resident rates.
2. Consider differential fees for peak-time use to better align with other municipalities.
3. Involve ice user groups in the renewal of the City's ice allocation policy and to identify sustainable fees and charges, service level expectations, and how fee adjustments can be tied to service level improvements.
4. Continue to evaluate participation data for all ice user groups to monitor changes in participation by season.

This policy will serve as a framework for the City's ice allocation process. The goal of this policy is to promote and encourage participation in recreational activities to the overall benefit of the community.

2.0 Definitions

2.1 In this policy, the terms below are defined as follows:

Adult - All teams and groups who do not fall under the minor lens, typically ages eighteen and over, with the odd exception for "over aged" players within the organization.

Boards of Education - High School Hockey, and School Ice: A publicly funded school or a "non-profit" school recognized by the Province of Ontario as an educational institution, located in the City of Kenora. School bookings will be administered on a first-come-first-served basis through the Recreation & Culture Services Department. For High School Hockey

– A designated convenor will be the point of contact for each high school for hockey allocations (practice & game allocation).

Casual ice time - An ice time which is not available on a weekly basis throughout the full season.

City of Kenora General Recreational Programs - The City of Kenora ensures resident access to recreational ice opportunities through municipal recreation programs initiated by and directly, or indirectly, operated by the Recreation & Culture Department. Programs are open to the public (although in some cases, may be targeted at a subset of the public (i.e., seniors, adults, youth). Opportunities include drop-in (no registration) ice-related activities open to the public (although in some cases, programs are targeted to a specific subset of the public (e.g., senior/adult open hockey, shinny hockey and learn to skate). Programs provide low-cost access to recreational opportunities organized through the Recreation & Culture Services Department. Public Skating does not fall within the definition.

City of Kenora Public Skating – All public skating opportunities including open skating

Commercial User - Groups in this category do not meet the criteria to qualify as seasonal clients. Groups are defined as organizations and/or individuals that use ice time occasionally and/or with the intent of generating positive net income.

Equity - Being fair and impartial, equitable practices consider social factors, and recognize that equal opportunities are not fair for all parties involved.

Equity Level – The following criteria make one group more equitable than the other, where for each is satisfied criteria, organizations will be ranked on a 0 – 4 scale:

1. Gender inclusive
2. No try outs necessary.
3. Open registration to the community.
4. Involvement in The City of Kenora community program advertisements.

Existing Organization or Group Program Expansion - Requests by an existing organization/group to expand program, due to program registrations, and/or changes to governing sports affiliation rules and regulations, which requires additional ice time, or more ice time than the ice entitlement.

Existing Programs – An organization/group was allocated regular ice time in the previous comparable season (i.e., organization was allocated ice time in previous fall/winter season and requests ice time again in the upcoming fall/winter season).

External Games - Local youth partners that involve a team from another community, which participate in a league sanctioned game, playoff, or testing date.

Exhibition Games – All external games that do not fall within league play, schedules are typically agreed upon by all parties.

Ice Allocation - The process of providing seasonal ice time usage to patrons.

Internal games - Local youth partners that involve local participants only. Exhibition games, and internal clinics apply to this.

New Opportunity - A new opportunity must satisfy the following criteria:

- No other organization provides the same level of competition for the same age.
- Must be an opportunity that expands current options for city residents, both to participate in and to attend.
- Must follow the long-term development in Sport and Physical Activity Guidelines. For example, a group who requests four practices per week for a high-calibre U9 broomball team would not be following the guidelines.

Normal Operating Hours - Weekly from 6:00 a.m. to 12:00 midnight.

New Programs - An organization/group not allocated regular ice time in the previous comparable season, whose program or services do not directly impede another regular user's business or offerings.

Occasional User Group - Groups in this category do not meet the criteria of seasonal clients. Groups are defined as organizations and/or individuals that use ice time occasionally. Groups utilizing the ice for the purposes of youth will be charged the applicable youth rate and adult use will be charged the applicable adult rate.

Podium Pathway - Typically 12+, The Podium Pathway is about developing high performance athletes capable of winning at the highest levels of international competition, and bringing home medals from Olympic Games, Paralympic Games or World Championships. The stages in the Podium Pathway are as follows: Train to Train, Train to Compete, and Train to Win.

The Podium Pathway is typically seen where participants compete on the provincial or national level. For this definition, the following teams or groups who are classified on the podium pathway:

1. U18, U15, and U13 Rep Teams, including high school sports.
2. Skaters who compete on provincial and national levels.
3. Any other sport participant who competes on a provincial or national level.

Regional and Provincial Leagues - Any sanctioned league where organizations compete against other organizations outside of Kenora.

Regular Ice Time - A weekly ice time which is available for the season, for a regularly scheduled sport or recreational use.

Regular Ice User Stakeholders - Any group or organization who has a regular weekly ice time. Yearly tournament hosts, summer ice users, and public opportunity attendees are excluded.

Rep Team - A team who plays against non-residential teams on a regular basis, who hold try-outs. Typical classification would see B, A, AA, and AAA team designation.

Seasonal Client - Seasonal clients use an ice facility on a weekly basis for the entire season and are defined as:

- a) A not-for-profit sports organization with (active) members 80% by residents of Kenora, including the residents of Treaty 3 Indigenous partners.
- b) The primary purpose of the organization is to offer, and involve, individuals in recreational, athletic, or social activities, with numerous teams and open memberships.

- c) Age of the participant is greater than that which qualifies it as a youth partner organization.
(Examples of seasonal clients are organized men's/ladies' hockey leagues)

Special Events – Include events of communal, regional, provincial, or national significance with community significance such as competitions.

Statutory Holidays – Any holiday deemed statutory by the City of Kenora.

Tournaments – Tournaments are competitions hosted by recognized City of Kenora youth partner groups. They may include events of regional, provincial, or national significance. Tournaments may also be hosted by adult seasonal clients such as men's or ladies' hockey leagues.

Youth – All teams and groups classified as Minor, typically ages eighteen and under, with the odd exception for "over aged" players within the organization.

Youth Recreation Groups – A recreational organization which meets the definition of youth partner organization, with the exception that the organization may exist without a constitution, may not be incorporated, and may not be affiliated or associated with a recognized provincial or national sport governing body, but shall have an elected body of officers and hold an annual general meeting and may be required to provide the City an annual financial statement prepared by an auditor (i.e.: recreational broomball league).

Youth Partner Organization –

- a) A non-profit youth sport organization with a minimum of eighty percent (80%) of the registered players being residents of Kenora including Treaty 3 Indigenous partners. (Refer to Section 6 – Residency Requirement). Exception to this rule is the Kenora U18AAA Thistles who are a regional team.
- b) Will be established providers of quality recreational programs, primarily for youth offering individuals recreational, athletic, and social activities.
- c) Will be the main provider of its activity in the City of Kenora (if c is dominant then the residency requirement may be waived).
- d) Participants must be 18 years of age or under prior to December 31st of that year's season and/or in the age categories as outlined by the provincial or national governing body. Some partner groups may have limited adult membership (excluding coaches).
- e) Programs intended for youth, will be charged a youth rate. Mixed age competitive ice will be charged an adult rate. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately and will be subject to adult rates.
- f) Must be a member in good standing of an affiliated or governing body. (i.e., Ontario Minor Hockey Association, Ontario Women's' Hockey Association, Ontario Ringette Association, Ontario Speed Skating Association, Skate Canada).
- g) Have a constitution.
- h) Be incorporated.
- i) Have an elected body of officers and hold an annual meeting of members.
- j) May be required to provide the City an annual financial statement prepared by a Chartered Professional Accountant (CPA).
- k) Be affiliated with a responsible regional, provincial, or national organization. The choice of organization can be entirely at the discretion of the partner group.

3.0 Guiding Principles

3.1 The Ice Allocation Policy is based on the following principles which should be considered when implementing and/or interpreting the Policy's statements:

1. **Access and Equity:** To promote fair and equitable access to ice.
2. **Communication:** To ensure all stakeholders are working together towards providing a variety of quality programs and opportunities for residents.
3. **Engagement:** To use recreation to unite the community and improve social and physical connections within the Kenora region.
4. **Collaboration:** To recognize the importance of partnerships within a community, sport, and recreation, organizations, as well as commercial operations in the delivery of arena-based activities will be considered.
5. **Financial Sustainability:** Demonstrate accountability through the efficient use of resources, pursuit of non-municipal funding, and commitment to long-term fiscal responsibility.
6. **Health Promotion:** To encourage and facilitate healthy and active lifestyles through diverse programming for all ages, regardless of income, ability, ethnicity, or any other factor.
7. **Youth Community Engagement:** To support social and physical connections for youth within our community. In recognition of the role municipal arenas play in the development of youth sport and recreation, special consideration shall be given to accommodating youth activities.

4.0 Ice Allocations and Distribution Philosophy

Each April, the Recreation & Culture Department will circulate to user groups, a timetable schedule outlining key milestone dates for submission of requests and confirmation dates.

Through this process, the Recreation and Culture Department will develop an ice allocation schedule that best reflects the expressed needs of the users and application of this policy's principles, directives, definitions, and guidelines.

The City of Kenora reserves the right, at its discretion, to reassign ice annually as required and redistribute unassigned ice.

5.0 Ice Allocation User Priority Ranking

The City of Kenora will allocate ice time utilizing the following user priority ranking:

1. Kenora U18 AAA regular season and playoff games.
2. City of Kenora Public Skating
3. Youth Tournaments & Special Events.
4. Youth Partner Groups and School Board external games, testing and clinics.
5. Youth Partner Podium Pathway internal games and practices, testing, and clinics.

6. Youth Partner Organization internal games, practices, testing and clinics.
7. Boards of Education (Programs – Highschool hockey curriculum/open skate school ice).
8. Exhibition Games
9. City of Kenora General Recreational Programs.
10. Adult Tournaments, Special Events and Games that are played against an out-of-town team such as a senior hockey game.
11. Seasonal Clients (regular seasonal contracts).
12. Occasional and Commercial Users.

6.0 Residency Requirements

The City of Kenora recognizes the contributions provided by taxpayers toward the development and operation of recreational ice facilities and has established that residents of the City of Kenora and residents of the surrounding Treaty 3 community will always receive priority over non-residents in the allocation of ice time.

On an annual basis, registration data from the prior season of play shall accompany all ice allocation requests. Registration information must be supplied, in an approved format, by all Youth Partner Groups and Adult Seasonal Clients to the Recreation & Culture Department on/or before April 1 of each year. Registration data must include registrants' full name, and first three postal code characters.

Information collected by the City of Kenora shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall be used for the sole purpose of determining and assigning eligible ice time to users.

The City shall accommodate the use of ice by non-residents after resident demand is satisfied. Non-residents will not achieve historical status regarding permit allocation on a year-to-year basis, resulting in following the "New Organization Requesting Regular Ice" process. Non-resident use shall be reviewed on a case-by-case basis.

7.0 Season of Play

The City of Kenora Recreation and Culture Department has adopted the following Seasons of Play:

- 1) Summer Ice Season will be defined as May 1 through to August 31 inclusive; and
- 2) Regular Ice Season will be defined as September 1 through to April 30 inclusive.

The opening of arena facilities when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy), will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff.

The City will offer annual ice opportunities from August 1st until the end of the Easter weekend in March or April. Requests for earlier or later ice must be made two (2) months in advance of the closure date to extend the ice season. Staff will assess the operating usage for the extended period for installing early, or leaving ice in later than the designated date, and will either approve or decline the request based on if the City can confirm a 50% occupancy rate during the additional time period, and that it does not impede on agreed upon dry-pad usage.

Occupancy will be defined as the hours from 8:00 a.m. to 10:00 p.m. for this purpose. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

8.0 Designation of Ice Time Categories

Ice allocation hours shall be designated and categorized as prime-time and non-prime time by the Recreation & Culture Department based on user demand and ice time availability.

Winter Prime Time Ice shall be defined as:

- 1) 4:00 p.m. to 10:00 p.m. (Monday through Friday)
- 2) 8:00 a.m. to 10:00 p.m. (Saturday and Sunday)

Winter Non-Prime Time Ice shall be defined as:

- 1) 8:00 a.m. to 4:00 p.m. (Monday through Friday—excluding statutory holidays)
- 2) After 10:00 p.m. (Monday through Friday)
- 3) 6:00 a.m. to 8:00 a.m. and 10:00 p.m. to 12:00 midnight (Saturday and Sunday)

Summer Prime Time Ice shall be defined as:

- 1) Monday to Sunday, 6:00 a.m. to 12:00 midnight

Summer ice will be made available by the Recreation and Culture Department based on an expressed need by user groups, balanced with the department's annual business plan.

9.0 Definition of Ice Time Hour

The City of Kenora Recreation and Culture Department has adopted the following one-hour block of ice time definition:

- A one (1) hour block of ice time shall be defined as fifty (50) minutes of ice time play. The remaining ten (10) minutes of time shall be utilized by facility operations staff for ice maintenance purposes.

To maintain the efficient scheduling of maintenance staff, ice resurfacing, and to ensure the accurate communication of ice surface and room assignments to participants, the City requires that all groups supply ice use schedules and ice resurfacing requirements to the City one (1) month prior to the commencement of the season.

Failure to comply could result in the cancellation of all or some of the permit contract for the remainder of the ice season.

The City reserves the right to accept or modify ice resurfacing requests to ensure the achievement of operational efficiencies and ice surface coordination.

10.0 Classifications of Ice Time Allocation Requests

For ice allocation, requests for ice time from organizations and groups will be classified as "existing," "existing program expansion" or "new."

Ice Booking Process: Winter (September 1st to April 30th):

- Ice rental request forms will be available to user groups on May 1st annually.
- Ice Rental Request forms are to be submitted to the Community Program Liaison by May 15th.
- All block booking and special event dates shall be allocated and confirmed no later than June 15th each year.

- Each user group will be provided with a rental contract detailing their group's approved ice time(s). User groups are required to sign and return the rental contract acknowledging confirmation of their allocated ice time no later than June 30th.
- Cancellations shall be in accordance with the City's Cancellation and Refund Policy.

Ice Booking Process: Summer (May 1st to August 31st):

- f) Ice rental request form will be made available to user groups on March 1st annually.
- g) Request forms are to be completed and submitted to the Community Program Liaison by April 1st.
- h) All block booking and special event dates shall be allocated and confirmed no later than April 15th each year.
- i) Each user group will be provided with a rental contract detailing their respective approved ice time(s). User groups are required to sign and return the rental contract acknowledging confirmation of their allocated ice time by April 30th.
- j) Cancellations are in accordance with Council approved Cancellation and Refund Policy.

Note: No ice time shall be scheduled for a new ice season until all outstanding financial commitments have been paid in full.

11.0 Ice Time Allocation Process

On an annual basis, the City will develop weekly allotment guidelines that best reflects the expressed needs of the users, in relation to the LTDSPA 3.0 and application of this Policy's directives and guides.

Ice will be evenly allocated in accordance with the following priority groups:

1. Long-Term Development in Sport and Physical Activity Stages Principles
2. Recommended Guidelines from individual sport governing bodies.

Weekly allotment guidelines are used by municipalities to allocate the ice time required to meet the basic requirements for a sport and are expressed through a ratio of ice time per team or number of skaters and differ based on a sport's activity requirement and calibre/level of play. Ice time formulae apply only as a guideline to youth partner organizations and should not be considered a guarantee. (Please refer to appendix A)

- a) Organizations/groups to which the ice allocation guidelines do not apply will be allocated ice time based on the Ice Time Allocation Schedule, availability of ice and user group registrations.
- b) Casual ice time will be made available to organizations/groups based on the availability of ice time.
- c) Prime time requests will follow priority ranking and satisfaction of weekly allotment guideline.
- d) Organizations are responsible for the distribution of ice time to their teams or members.
- e) Allocated hours must be used by the organization/group to which they are assigned, unless otherwise approved by the Department.

- f) No tournaments, special events or expansions to existing programs may be implemented without the prior written approval of the Department.
- g) No youth group shall be assigned ice after 10:00 p.m.
- h) It is at the discretion of each organization to deem the minimum and maximum participants on the ice surface at once. Shared ice options are encouraged to assist with cost of rentals; however, the City will not dictate minimum and maximum requirements for individuals.

12.0 Conflict Resolution

The preliminary ice allocation schedule will highlight ice time request conflicts (if any). Affected groups will be contacted by the Recreation and Culture Department regarding specific conflicts related to their requests. Each group(s) contacted will be asked to discuss and resolve their conflict. Should no resolution be reached with mediation, the General Manager of Recreation and Culture will function as arbitrator. Each group involved in the ice time request conflict will submit, in writing, rationale for their requirement of the ice time in conflict. Along with this information, if required, consideration will be given to the following factors to guide a final allocation decision in a priority order:

- (i) Degree to which user groups ice time requests have been met, apart from the ice time request conflict.
- (ii) Degree of which appendix A is met for each individual participant.
- (iii) Age range of the user group's participants related to the period of the ice time in conflict, where the younger of the two groups will be awarded the earlier time slot.

If the conflict cannot be resolved in the manner above, the final decision will fall on the General Manager of Recreation and Culture based on equitability level of both groups and their offerings.

13.0 New Organizations Requesting Regular Ice Time

- 13.1. If a new organization requests regular ice time and an existing organization is meeting similar needs in the community, the Department will direct the new group to the existing organization.
- 13.2. A new organization requesting regular ice time must be providing a "New Program."
- 13.3. Organizations, groups, or individuals requesting regular ice for the first time must submit a request in writing to the General Manager of Recreation and Culture no later than January 1st for the following winter season, and by August 1st for the following summer season.
- 13.4. Recognition and ice allocation will occur once the conditions and criteria outlined in the Ice Allocation Policy are met and if existing users will not be adversely affected by the loss of hours. Displaced to another date or time do not classify as adversely affected. No minor users will be displaced past 10:00PM and will not be required to practice two times in a day to make up for a new user.
- 13.5. To aim for equitable use for both municipal arenas, the Community Program Liaison will equally distribute ice between the Bowman Electric Keewatin Memorial Arena and the Thistle Arena. All groups can be given regular ice in both arenas, with the exception to the Kenora Thistle U18 AAA due to their recognized dressing room in the Thistle Arena.

The City will use unallocated ice first to meet the needs of a new applicant but reserves the right to reallocate hours from existing users, if warranted as per the priority ranking and Appendix A.

14.0 Management of Tournaments, External Games and Special Event Requests

The City Recreation & Culture Services Department recognizes the positive effects that tournaments, special events and championships can provide to the community.

To accommodate these events and minimize disruptions to regular programs and league play, the City of Kenora Recreation & Culture Services Department will allocate seasonal ice addressing Tournament and Special Event Requests first.

Existing and new organizations (sports, recreation, non-sports, or other) requesting Tournament and/or Special Event ice time must submit a request in writing to the Recreation & Culture Services Department with dates in accordance with the ice request timelines (Appendix A)

The Recreation & Culture Services Department will be responsible for effectively managing client requests for tournaments and special events. Based on the previous year's allocation, the Recreation & Culture Services Department, objectively, evaluate tournament and special event ice time requests, based on their past success, impact on the community, impact on departmental operations and existing schedules and resources, and availability of ice.

Individual teams hosting a tournament must return their seasonal ice allocated to them at all arenas for the week prior to the tournament. The turned back ice will be used and offered to groups who are displaced by the tournament, following priority rankings and appendix A guidelines. The City recognizes that some clients may still require hours at arenas during their tournament week to facilitate their seasonal games. The City requires these clients to request, in writing, by the tournament application deadline to keep those regular season hours, with appropriate justification. The City will grant this request, if the justification is warranted, as determined by the Community Programs Supervisor.

External Games rely on league schedules, the City of Kenora will provide allocated blocks to organizations who take part in regional and provincial leagues. Groups are expected to send these time blocks in and stay within the time frames. Any league game time not used will follow the open ice time process. For any games that are out of the allotted time block, and displace another user group, the team will return practice time during the week if it exceeds it recommended weekly ice usage as per appendix A

To equally utilizing both municipal arenas, the Community Program Liaison will equally distribute ice between the Bowman Electric Keewatin Memorial Arena and the Thistle Arena. Game requests will be accepted at the arena of choice if pre-allocated ice does not support. All Podium Pathway games will be played on regulation-sized ice at the Thistle Arena.

15.0 Ice Time Amendments and Cancellation

All cancellations and amendments will follow policy #CS-1-5, Recreation Cancellation and Refund Policy.

In the event of a cancelled external game or tournament, where a team has taken the weekly allocated ice time of other group(s) due to the priority ranking, the group(s) who had ice taken will have the ability to reschedule normal ice times during these hours. If groups decline, ice will be offered as per the open ice time process.

16.0 General Administration

16.1 Insurance Requirements for All Youth Partner Groups and Adult Seasonal Clients

Organizations/groups shall, at all times during which they are allocated ice time in the City of Kenora arena facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of the City of Kenora, its elected Members of Council, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, malicious damage, or any other loss for which the released persons or the organization may become liable resulting from the organization's use of ice time in City of Kenora municipally owned arena facilities.

Such policy shall be written with an inclusive limit of not less than the amount of five million dollars (\$5,000,000) or shall contain a cross liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties.

16.2 Ice Rental Agreement

An ice rental permit(s) will be issued for all contracted ice within City of Kenora facilities.

The permit will be accompanied by the guiding rules and regulations (which may be amended from time to time) that will dictate the governance of conduct both on ice and in the facility. Failure to adhere to these regulations may result in permit cancellation.

Signing of Agreement – No person under the age of eighteen shall be the signing authority of the ice rental agreements. The individuals who use the facility will conduct the behaviour in a positive fashion and be under the immediate supervision and control of the individual who undertakes the responsibility to rent the ice surface.

The person(s) signing the ice rental agreement accepts the applicable responsibility of communicating these terms to all persons involved with the user an / or user's guests or opponents (if applicable).

The persons signing on behalf of the team / organization be confirmed authorized signing officers for said team / organization.

Failure to abide by the agreed stipulations as verified by the following signatories may result in forfeiting current and or future ice rentals with the City of Kenora.

16.3 Dressing Room Assignment

Dressing rooms will be provided a minimum of thirty (30) minutes prior to the rental time and shall be vacated within thirty (30) minutes after rental. If rooms are not vacated within thirty (30) minutes, additional charges may be applied.

Dressing room assignments are at the discretion of the recreation personnel. If special arrangements are required, a request should be forwarded to the Community Program Liaison.

Dressing room keys will be left in the dressing room. It is the user's responsibility to lock the dressing room.

Dressing rooms are to be left in the same condition as it was provided. The assistance of the user groups is appreciated.

Alcoholic beverages are not permitted by ice users in the facility, unless licensed by an approved liquor license.

17.0 Promotion of the Policy

- a) The Municipal Ice Allocation Policy will be identified and accessible electronically via the City of Kenora website.
- b) The Municipal Ice Allocation Policy will be incorporated into the Recreation & Culture Services Department (RCS) Municipal Policies & Procedures Manual which is part of the City's Comprehensive Policy Manual.
- c) All relevant City of Kenora Recreation and Culture Services staff will be made aware of and provided access to a copy of the Municipal Ice Allocation Policy.

18.0 Monitor and Reviewing of the Policy

The Municipal Ice Allocation Policy shall be reviewed every five years by the Recreation and Culture Department and make any recommendations for amendments to Council for adoption.

Appendix A

Weekly Allotment Guidelines Based on the Stages of Long-Term Athlete Development

Taking into consideration the difference between individual sport models, the City will attempt to evenly distribute ice time in relation to stage in sport and number of athletes in each sport organization versus individual sport.

All recommendations are based on ice usage per sport/per user. For example, for those who figure skate and play hockey, the total of each sport will be assessed and not the total number between the two.

Example:

- *Team/Group A, with a level 10 priority requests ice from 9:00 p.m. to 10:00 p.m. on Wednesday nights. The submitted roster demonstrates that 20 of the 24 members participate at another time throughout the week with level 9 priority teams. Team/Group B, with a level 10 priority requests 9:00 p.m. to 10:00 p.m. on Wednesday nights, and has 15 members, but all 15 only participate with this group.*

Allocated Ice: Group A receives ice in other arenas if available or would have to accept ice on another night or later hour.

Group B receives requested ice due to members only participating on this one day.

For this m, the average age of the group or team as of December 31st will be the determining factor of which classification of the LTDSA3.0 it falls within.

Active Start: Ages 0 – 5.

- Recommend 1 hour per week

Example: The skating club has 24 learn to skate participants from ages 3 to 5. This group will be allotted one hour per group.

Fundamentals: Ages 6 to 8 years of age for boys, and 6 to 8 for girls.

- Recommend 2 hours per week.

Learn to Train: Ages 9 to 11.

- Recommend 3 hours per week.

Train to Train: Ages 12 to 14.

- Podium Pathway Recommended: 66% of 6 hours per week = 4 Hours.
- Non-Podium Pathway Recommended (Complimentary sport): 33% of 6 hours per week = 2 Hours

Train to Compete: Ages 15+, who fall within the Podium Pathway.

- Recommended 8 Hours.

Active For Life: Any group who does not fall within the podium pathway, typically recreational local programs Ages 15+.

- Recommended 1 hour per week per participant.

Public Skating: Minimum 1 hour primetime public skating in both Thistle arena and Bowman Electric Keewatin Memorial Arena.

Open Hockey: Minimum 2 hours per week.

No Distinguishment Between Groups: In the event of two groups falling within the same priority level, request ice at the same times, with similar participant levels (within 5 participants), the ice will be split, with one group receiving priority from October to December and the other will receive the desired ice time from January until March.

The City of Kenora recognizes that due to demand, groups will not always be able to train on ice as much as recommended, ice times will be based on an equal percentage of groups participants in relation to their recommended allotment.

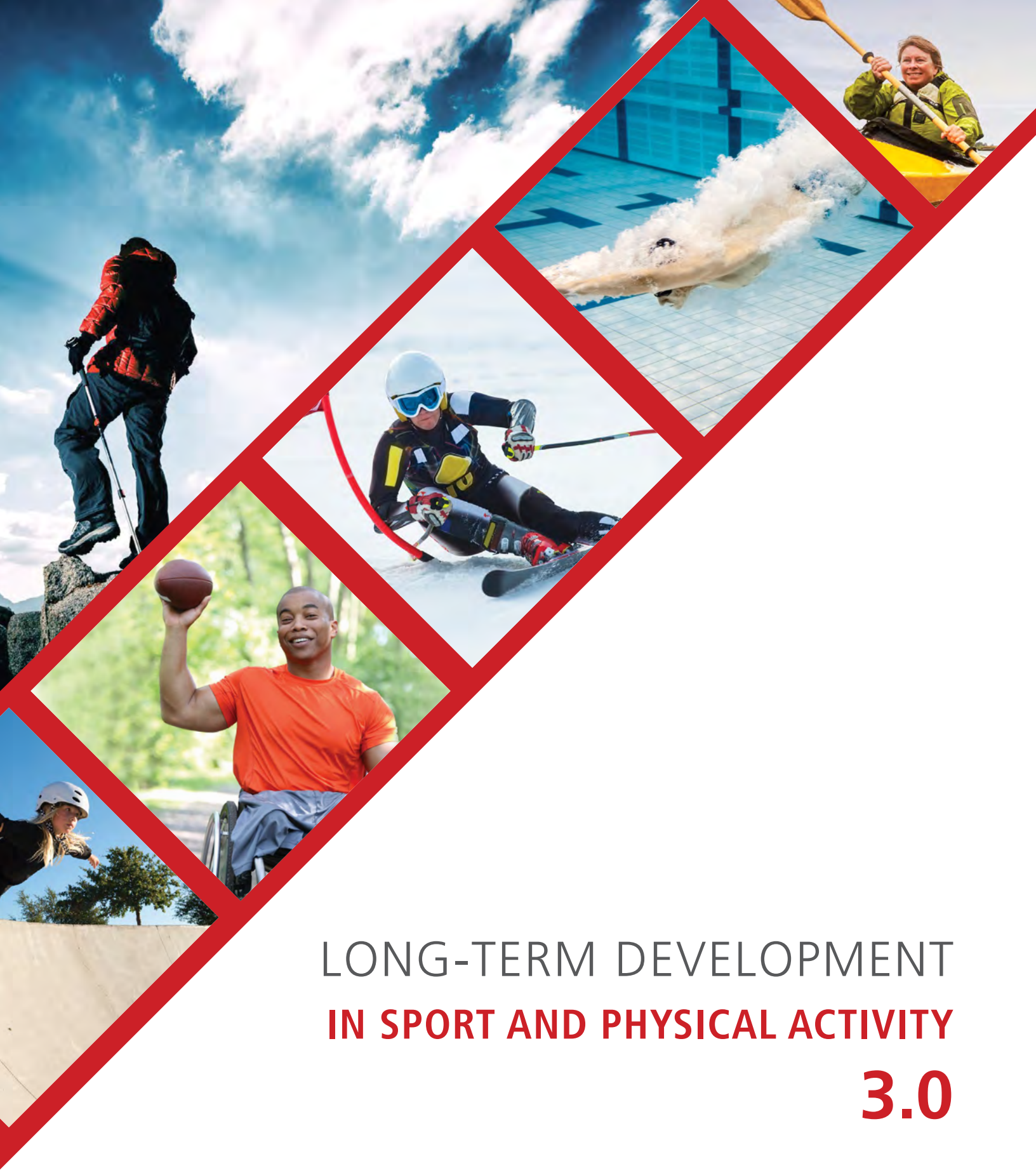
Prime Time Ice: Primetime ice will be split evenly among Youth Partner Organizations in relation to their requests and their recommended ice allotment. No organizational groups will have 0% allotment. Staff will ensure that all groups are relatively close in their percentage of prime time and non-primetime in relation to their ask.

Example:

- Group A requests 8 hours, three, 2-hour practices at 8:00 p.m. on Monday Wednesday and Friday, and one 6:00 a.m. to 8:00 a.m. Thursday practice.
- Group B requests 4 hours, one 2-hour slot on Mondays at 8:00 p.m., and one practice 6:00 a.m. to 8:00 a.m. on Tuesdays.

Allocated Ice:

- Group A receives: Wednesday, Thursday Morning and Friday ice time. Review other requests to see if another 8:00 p.m. slot is available, if not, change to a non-prime time slot.
- Group B receives: all asked due to percentage of prime time received.



LONG-TERM DEVELOPMENT
IN SPORT AND PHYSICAL ACTIVITY
3.0

 **Sport for Life**



LONG-TERM DEVELOPMENT IN SPORT AND PHYSICAL ACTIVITY

3.0

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Sport and Physical Activity in Canada: Opportunity Awaits

Sport and physical activity remain powerful agents for developing individuals and society as a whole. The benefits of physical activity—expressed in many ways through structured and unstructured sport, recreation, active living, and play—are universally recognized for their vital contributions to health and well-being. At the same time their value toward overall human development and social-economic enhancement is under-appreciated.



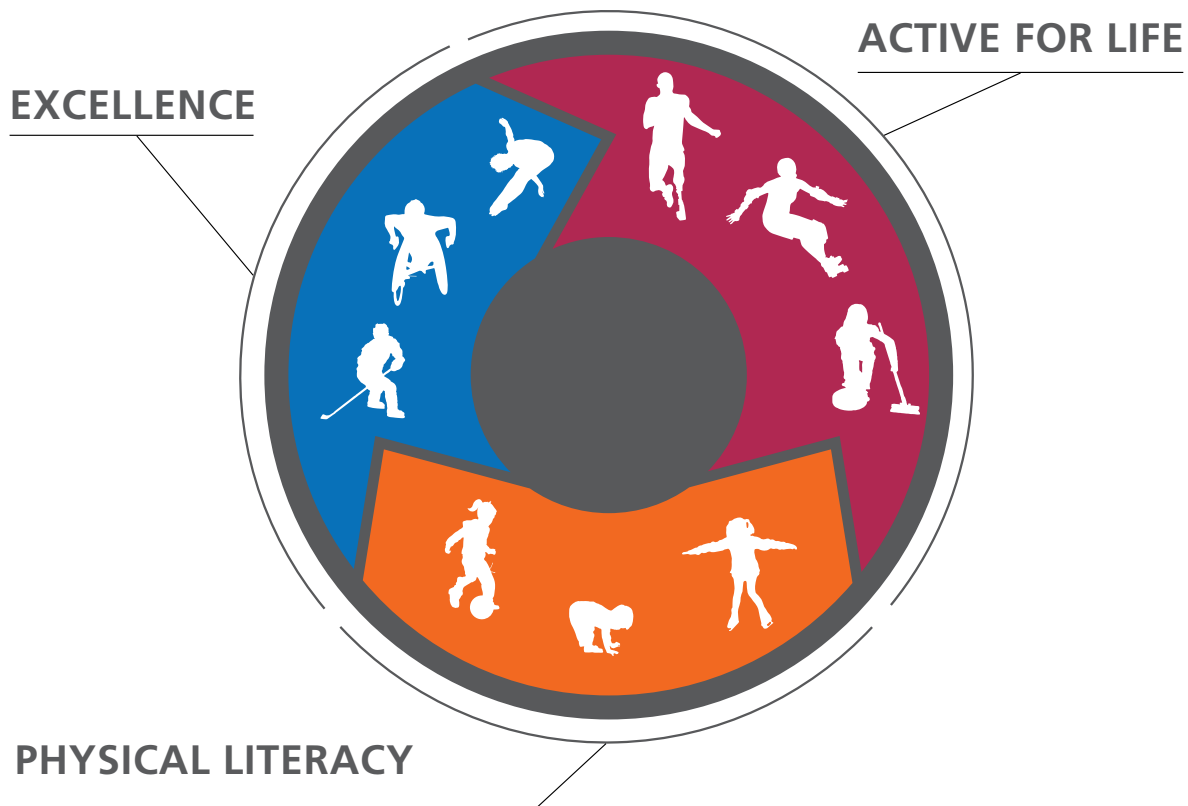


Figure 1: Sport for Life Development Goals

Fortunately, there is a growing awareness of the ways sport and physical activity can shape society for the better. The United Nation’s Sustainable Development Goals recognize the unique and positive impact of sport toward their 17 goals and identify key areas where sport can have the biggest impact. Similarly, there is Canada’s *Common Vision for increasing physical activity and reducing sedentary living in Canada: Let’s Get Moving*, a national policy document that “serves to complement and align with other relevant policies, strategies and frameworks” including the Canadian Sport Policy 2012, Framework for Recreation in Canada, Active Canada 20/20, and Curbing Childhood Obesity. It is within sport and physical activity’s reach to improve health and well-being, inclusion, gender equality, and other social challenges. Countries that understand the value of sport and physical activity and implement coherent development strategies reap rewards for their

citizens and communities, including improved social cohesion, reduced spending on healthcare, better mental health, and other economic benefits.

The Sport for Life Society remains committed to its goals of physical literacy development, the opportunity to strive for excellence in sport, and the ability to be active for life by operationalizing its principles of quality experiences, inclusion (diversity) and collaboration. As a catalyst, Sport for Life has raised awareness, ignited conversations and cultivated collaborative efforts across Canada. Over the last decade, Sport for Life concepts have been validated and integrated into numerous national, provincial/territorial and municipal policies. In the spirit of Kaizen, we continue to listen, learn, and improve in order to help all Canadians reach their potential in sport and physical activity.

Long-Term Development in Sport and Physical Activity

Since 2005, the flagship Sport for Life resource document has been called *Canadian Sport for Life—Long-Term Athlete Development*. The name has been controversial ever since. For too many, especially those working with young children or older adults, the term “athlete” seemed inappropriate—“participant” better described the people they worked with. On the other hand, using the term “participant” made no sense to coaches and sport organizations who worked day-in and day-out with individuals who were clearly striving to achieve their athletic potential.

Long-Term Athlete or Participant Development

This document moves away from Long-Term Athlete or Long-Term Participant Development because of the wide range of organizations with which Sport for Life collaborates.

Individual organizations are free, as they have always been, to adapt the language they use to best meet the needs of their end users.

Our language has no single word that adequately describes everyone across the spectrum from “kicking a ball around with your friends” to “winning a medal at the Paralympic Games”. Initially, when the framework served to guide national sport organizations (NSOs) the term “athlete” was a natural fit, but as the development framework was adopted by communities, as well as education, recreation, and health programs, “athlete” no longer included everyone involved.

Throughout this document, the term athlete is used when describing individuals striving to achieve their sporting potential, while both athlete and participant are used when dealing with young children and adults engaged in sport and physical activity.

Despite an unwavering belief that every child is born an athlete, Sport Life has chosen to call this resource *Long-Term Development in Sport and Physical Activity* for these reasons:

- To maintain focus on the key idea that development is a process that takes time, and that sport and physical activity should look very different, based on the individual’s stage of development.
- To reinforce the idea that long-term development is important both in sport performance and for life-long engagement in physical activity for health.
- To broaden the focus. Effective development requires the alignment of ALL parts of the Canadian ecosystem, from community programming through to targeted high-performance sport excellence, and this involves far more than just sport organizations.

A TRULY CANADIAN APPROACH

To be truly world-leading, Canada can't simply copy other systems. In the past Canada has attempted to patch gaps in its sport and physical activity ecosystem by borrowing concepts and systems from countries that were achieving international sporting success. For example, during the 1970s and 1980s, Canada tried to adopt and adapt elements from the Soviet Union and later from the German Democratic Republic. Then, prior to and immediately after the 2000 Olympic and Paralympic Games, many suggested that Canada emulate the Australian sport model.

For Canadian athletes to achieve sustained international sporting success and for all Canadians to be active for life, we need a made-in-Canada system based on Canadian culture, traditions, and geography. A truly Canadian approach must also reflect our social values, multiple levels of political jurisdiction, and our economic realities. Long-Term Development in Sport and Physical Activity is a truly Canadian approach.

The first version of *Canadian Sport for Life—Long-Term Athlete Development* set out to address the gaps and shortcomings in the Canadian sport and physical activity ecosystem. Now, Sport for Life concepts are the foundation of policies, resources, and programs across Canada. Sport for Life has helped to link the sport, recreation, health, and education sectors while aligning programming across the federal, provincial/territorial, and municipal level. More than 60 NSOs have created sport-specific frameworks guided by Long-Term Athlete Development, which has led to implementation at the provincial and territorial level. Sport for Life has worked in hundreds of communities across the country, and some have declared themselves “Sport for Life” communities.

Our partners in the education and recreation sectors have included the concept of physical literacy in policy and programs, and the language is now entrenched in provincial health and physical education curricula. A growing number of researchers are investigating the meaning and practical application of physical literacy and publishing results in peer-reviewed journals. These changes are consistent with being a catalytic agent—spurring discourse and research throughout Canada and abroad.



Despite this success, there is need for a renewed Long-Term Development approach. Community sport and physical activity participation in Canada has declined, physical education programs in schools are marginalized, and the sport and community sport delivery system in Canada remains fragmented. There has been rapid growth of “for profit” sport businesses offering ever more specialized “elite” training at ever-younger ages. There is more to do to create the ecosystem we need, one which inspires every Canadian to pursue both excellence and activity for life.

ABOUT THIS RESOURCE

First and foremost, this resource is intended for everyone within Canada’s sport and physical activity ecosystem. One of the most persistent issues within this ecosystem is the way some groups continue to be marginalized and ignored. As a result, groups such as girls and women, individuals with disabilities, Indigenous Peoples, newcomers to Canada, the LGBTQI2S¹ community, aging adults, and those living in poverty and isolated communities remain underserved and under-supported. Most sport and physical activity programs have not adequately engaged and worked with these populations to design and deliver quality experiences to meet their diverse needs. Typically, organizations design programs, distribute resources, and create courses and workshops as an initial strategy, then attempt to make them fit for all groups. This “cookie-cutter” approach is woefully deficient and is a major factor leading to lack of interest in sport, and often, disengagement from physical activity all together. Sport for Life will work with content and context experts to build the detailed components needed for each group, and will distribute them with the goal of building appropriate and meaningful Long-Term Development pathways for all.

Initially drawing upon the positive aspects of empirically tested athlete development models from Eastern Europe, the framework has continued to evolve and incorporate information from multiple sources including early work in British Columbia and the United Kingdom², and more recent work with over 60 sports in Canada and a myriad of other national sport governing bodies globally. The framework also draws on the work of academics, and international sport science publications that provided insight and information regarding the role of growth, development, and maturation in human development. These sciences include pediatric exercise science, exercise physiology, sport psychology, psychomotor learning, sport sociology, neuroscience, and nutrition. An analysis of the literature on organizational development has also contributed significantly in the area of system alignment.

Long-Term Development in Sport and Physical Activity is a framework for the development of every child, youth, and adult to enable optimal participation in sport and physical activity. It takes into account growth, maturation and development, trainability, and sport system alignment.

¹ LGBTQI2S stands for Lesbian, Gay, Bisexual, Transgender, Queer (or Questioning), Intersex, and Two-Spirit. We use this acronym due to its broad scope. However, we recognize that this is a time of change in terms of language around sexual orientation, gender identity, and gender expression, and that “Gender and Sexually Diverse Community” is used more prominently by various groups in certain sectors.

² These B.C. sport organizations include tennis, water-ski, and curling. Three athlete development frameworks that were produced for sport organizations in Ireland and Britain, including British Swimming, English Rugby Football Union, England Cricket Board, England Netball, British Canoe Union, and British Judo, are directly quoted from and utilized in the text.

The art of coaching and program design also plays a significant role in our framework—and for coaches who must make multiple day-to-day coaching decisions the framework extrapolates from currently available scientific literature (when no specific research has been undertaken or is available). In doing so we recognize the risk of being wrong—but also recognize that to be world leading we must “push the envelope”. Evidence-based conclusions can only be drawn from analyzing published research that takes years to accumulate. Athlete development cannot be both fully evidence based and cutting edge³.

The framework recognizes that the cognitive, emotional, moral, and psycho-social development of children are important components of maturation, and significantly contribute to progress in sport from introductory play all the way up to and including world-leading performances.

Ultimately, both sporting excellence and an active, healthy population are outcomes of a sport and physical activity development process that is top quality, well-designed, inclusive of all, and properly implemented. Long-Term Development in Sport and Physical Activity is a uniquely Canadian, world-leading design—NOW is the time to fully implement it.



³ Greater detail on this is found in the Sport for Life publication Athlete Development Matrix, which, because of the advantage that it provides to coaches, is available only to Canadian NSOs. Additional in-depth technical information on many aspects of Long-Term Athlete Development is available in supporting publications available online from sportforlife.ca/resources.

NATIONAL POLICY TO COMMUNITY ACTIVATION

The concepts shared in this resource have been developed and delivered since all Federal, Provincial and Territorial Sport Ministers accepted Long-Term Athlete Development in 2005 as Canada’s development framework, and then in 2007 committed to full provincial and territorial implementation. These concepts have been embedded in major national, provincial and territorial agencies for over a decade, which leads to the next steps of being a catalyst for change right into local community and clubs.



Photo: Ian Muir, Rugby Canada

SPORT FOR LIFE'S MISSION, VISION AND VALUES

This resource is produced by the Sport for Life Society (formerly Canadian Sport for Life) and is consistent with the Society's vision and mission.



OUR VISION

Everyone has the opportunity to participate in quality sport and physical literacy experiences.

OUR MISSION

To develop physical literacy and improve the quality of sport, by creating, sharing and mobilizing knowledge, to act as a catalyst for governments, institutions, and organizations, to improve programs and services.



OUR VALUES

- Collaboration,
- innovation,
- inclusion,
- integrity.

GUIDING PRINCIPLES

Long-Term Development in Sport and Physical Activity is built on four guiding principles:

QUALITY

IS KEY

Every child, youth and adult deserve a quality experience every time they participate in physical activity or sport. Quality means good programs, in good places, delivered by good people.

OPTIMAL

PROGRAMMING IS CRITICAL

This means giving every participant in sport and physical activity what they need, when they need it, and in the way they need it to make the most progress. Optimization is participant centred and developmentally appropriate.

INCLUSION

IS NON-NEGOTIABLE

Inclusion is both the removal of physical, cultural, economic, and attitudinal barriers to participation, and the designing of activities so that individuals are not excluded. Being allowed to take part is not enough. **Every** participant must feel safe, welcomed and included. Supports need to be in place to engage and support the diverse needs of participants, across all of the dimensions that make up that individual. Every program and service should be set up to welcome all—inclusion is a topic because our system currently excludes. We must reframe to: everyone has the opportunity, and exclusion is the exception rather than the norm.

COLLABORATION

MAKES THE SYSTEM BETTER

Individuals and organizations will deliver more quality experiences when they work together. Communities, sport organizations, and the health and education sectors all benefit from alignment of programming and collaboration. For example, one participant may be active in different sports or physical activities, including recreation or club programs, physical education, as well as school sport. If the organizations pull that participant in different directions, good development is less likely to happen. Through system alignment, participants are the winners.

WHAT'S NEW AND ENHANCED IN THIS THIRD EDITION?

Sport for Life is focused on improving the quality of sport and physical activity in Canada, which is why we continuously improve this framework. The objective of the framework is to promote both sporting excellence at the highest international level and life-long engagement in health-enhancing physical activity. This third edition brings a number of important updates and enhancements.

From Sport and Physical Activity to Quality

Sport and Physical Activity: Not all sport and physical activity experiences are good. This resource supports leaders to improve the quality of sport and physical activity delivery. We want “good programs, delivered by good people, in good places.” Good programs are developmentally appropriate, based on the physical, cognitive, emotional and moral stages of development of participants. Quality sport and physical activity ensures that safe sport⁴ is an essential element for all people involved.

From Long-Term Athlete Development to Long-Term Development in Sport and Physical Activity:

The new name is more inclusive. Organizations can use Long-Term Athlete Development, or some other iteration (e.g. Long-Term Participant Development, Long-Term Player Development, Long-Term Sailor Development) as it fits their circumstances. The name retains the critical concept of good development as a lengthy process, while becoming more accessible to those in the recreation, education, and health sectors.

Quality sport

Quality sport based on Long-Term Development in Sport and Physical Activity is...



Figure 2: Quality Sport Cycle

⁴Safe sport provides a training and competitive environment for athletes, coaches, officials, and volunteers that is free of abuse, harassment, and discrimination. Organizations have policies and procedures in place that are consistent with national sport standards to ensure sport participants are safe. Additionally, safety includes the physical aspect of the equipment and training practices.

Key Factors have evolved: Originally, we highlighted 10 Key Factors that were essential to athlete development. Now, we feature 22 key factors which are categorized into personal, organizational, and system factors, to better explain the complexity underlying Long-Term Development in Sport and Physical Activity.

Physical literacy has evolved: There has been an increased emphasis on the psychological components of physical literacy, including confidence and motivation as well as social connectedness, which are all critical for physical literacy development through the life course.

More emphasis on the adolescent participant: Adolescence is a time when many youth become less active and involved with sport and physical activity, while others develop into high performance athletes. We provide more insight into the needs of the adolescent athlete in this resource.

Greater emphasis on stage of development versus chronological age: The important thing in development is not age, but how participants develop capabilities to move from stage to stage. In this revised framework, emphasis on chronological ages has been diminished while there is more emphasis on the biological markers.

Different types of sports: For simplicity, earlier editions of Sport for Life described only early and late specialization sports. Several more types of sport specialization are now recognized.

Alignment with system stakeholders: Working together is better than working in isolation, so we have included language used by other stakeholders to show how Long-Term Development in Sport and Physical Activity integrates with their approaches to sport and physical activity development.



Photo: Jason Ransom, Baseball Canada

The “Rectangle” has evolved: First Involvement and Awareness are integral components of everyone’s initial experiences in sport and physical activity. Physical literacy, while vital during the early stages, is not confined to the early stages—it can and should continue to be developed throughout the life course. The Podium Pathway describes the sport-defined excellence stages of Long-Term Development in Sport and Physical Activity and specifically applies to athletes on a trajectory toward podium results at the highest level of their sport. The updated rectangle reflects these changes.

Long-Term Development in Sport and Physical Activity:

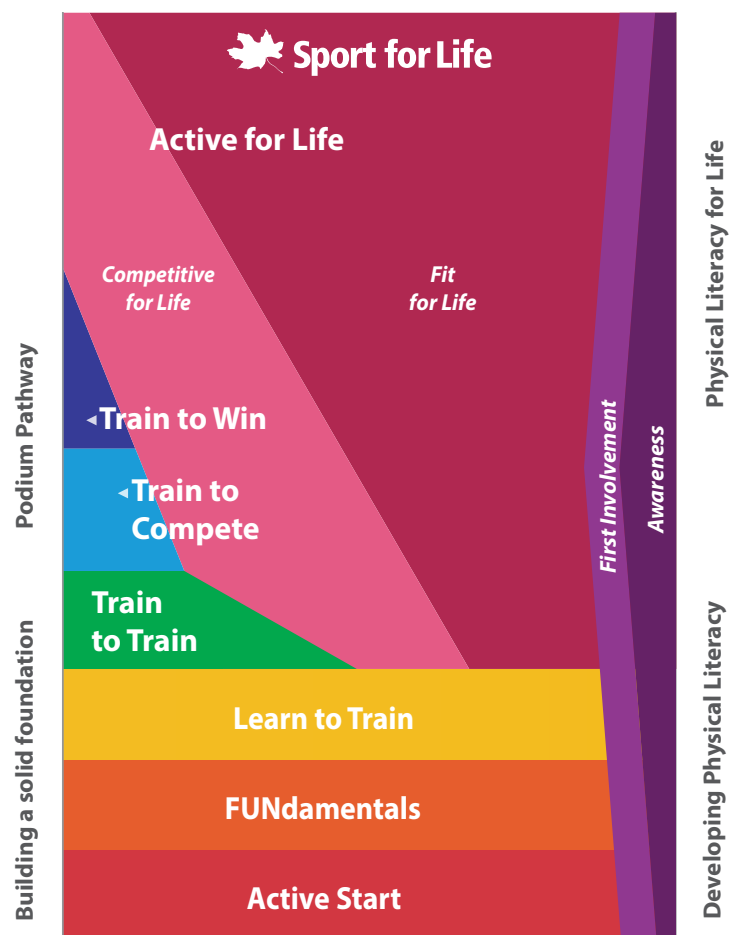


Figure 3: Sport for Life Rectangle

Evolution of Inclusion: Sport for Life strives to advance inclusion by ensuring that underserved populations of girls and women, individuals with disabilities, Indigenous Peoples, newcomers to Canada, the LGBTQI2S community, aging adults, and those living in poverty and isolated communities have access to barrier-free and quality sport and physical activity opportunities.

BUILDING A BETTER SYSTEM

For all Canadians to benefit from Long-Term Development in Sport and Physical Activity, we need to remove barriers to participation and performance, and help make our systems more effective. The following are some current system shortcomings and their consequences

SHORTCOMINGS

- Not all sport facilities and programs are accessible or welcoming to low-income and non-traditional participants.
- Differences in developmental age are ignored when sport is organized using chronological age groups.
- Athlete preparation is geared to the short-term outcome—winning—and not to the development process.
- Adult training and competition programs are imposed on developing athletes and sex difference in training and competition needs are poorly understood.
- Developmental training needs of athletes with a disability are not well understood.
- Coaches largely neglect periods of accelerated adaptation to training.
- Fundamental movement skills and foundation sport skills are not taught properly.
- Coaches working with developmental athletes are usually volunteers frequently without adequate training or certification.
- Parents and caregivers are not educated about Long-Term Development, and do not have the necessary information to make the best sport choices for their children.
- Multisport program options are not readily available.
- Drop out rates for youth are high—particularly for girls.
- In many sports, the competition system interferes with athlete development.
- Talent identification systems are poorly developed in many sports, and early success, often of early developing athletes, is mistaken for long-term potential.
- There is little integration between physical education programs in the schools, recreational community programs, and competitive sport programs.
- Early over-specialization is encouraged by sports and commercial interests in an attempt to attract and retain participants.
- Currently safe sport policies, procedures, and practices are applied inconsistently across the country.
- Positive values, that develop character, are not intentionally integrated into the sport experience.

CONSEQUENCES

What are the results of these shortcomings?

- Potential talent is excluded from sport.
- Poor movement capability, limited skill development, and lack of proper fitness.
- Developmental athletes often over-compete and under-train.
- Undeveloped and unrefined skills due to under-training.
- Bad habits developed from over-competition focused on winning.
- Female athlete potential not reached due to inappropriate programs.
- Children not having fun as they play in adult-based programs.
- Developing athletes pulled in different directions by school, club, and provincial teams because of the structure of competition programs.
- Over-specialization leading to burnout, injury and limited development.
- Reduced participation of youth in sport and physical activity, especially by girls.
- Remedial programs, implemented by provincial and national team coaches, frequently implemented to counteract the shortcomings in athlete preparation.
- Athletes failing to reach their genetic potential and optimal performance level.
- Failure to reach optimal performance levels in international competitions.
- Athletes may be exposed to harmful conditions with damaging consequences to their overall well-being. Individual sport leaders are not held to account for unethical, irresponsible, or illegal actions.
- Negative behaviours emerge and in some cases harm can occur.

To date, implementation in Canada and other nations indicates that following the Long-Term Development framework helps address these shortcomings and enhances sport systems.





Key Factors Underlying Long-Term Development in Sport and Physical Activity

To help all Canadians enjoy and reach their potential in sport and physical activity, we need to apply a rational, progressive Long-Term Development framework. The following Key Factors are the basis of that Long-Term Development framework. They operate at three levels: the individual (Personal Factors), each sport and physical activity-supporting organization (Organizational Factors) and across the Canadian system as a whole (System Factors).



PERSONAL FACTORS

The Personal Factors are particularly important for parents and caregivers, teachers, instructors and coaches to consider as they plan quality programs for young participants and athletes.

- 1. Developing Physical Literacy** in the early stages lays the foundation for later success and life-long engagement in physical activity for health.
- 2. Quality Environments:** By providing enhanced learning and training environments from a very early age, greater physical literacy and improved sport-specific skills are developed. Individuals carry this advantage to subsequent stages of Long-Term Development. A quality training and competition environment is a safe environment: physically, mentally and social-emotionally. Please note, an enhanced learning and daily training environment is not the same thing as early over-specialization!
- 3. Developmental Age:** People grow and develop at different rates. Sport and physical activity need to take each individual's stage of growth and development into account when designing training, competition, and recovery programs. Long Term Development addresses the complete physical, mental, cognitive and emotional development of participants—not just physical characteristics and performance qualities. Training, competition, and recovery programs also need to consider the mental, cognitive, and emotional development of each participant.
- 4. Sensitive Periods:** As children grow and develop, there are times when different types of practice and training will have a greater effect. These “sensitive periods” provide a special opportunity to train and develop important skills and physical capabilities that have a greater return on time invested and that can impact athletic performance throughout the life course..
- 5. Predisposition:** Not all individuals are equally capable in all sports, and both enjoyment and success are related to how proficient an individual is in the sport they play. Sampling many sports during Learn to Train and early Train to Train can help participants find sports and physical activities to which they are well suited.
- 6. Excellence Takes Time:** To reach full potential, athletes need well planned, progressive, high-quality training over many years. Success cannot be rushed, and in many cases, athletes or performers may have pursued sport for eight to 12 years of training and competing before mastering the activity. A “hot house” approach can produce early winners, but it hinders long-term development and ultimate athletic success, and can lead to burnout and overuse injuries.
- 7. For Life:** An over-the-life-course approach acknowledges there are critical periods in early life when social and cognitive skills, habits, coping strategies, attitudes, and values are more easily acquired. These early abilities and skills develop durability in a person's health in later life. It also considers life transitions—from late adolescence to early adulthood, for example—where life trajectories and future health can change positively or negatively. Taking a life-course approach, leaders are encouraged to reflect on the effects of programs on their participants years into the future.

ORGANIZATIONAL FACTORS

Organizational Factors inform the ways sport, recreation, education and other organizations create and deliver programs for their participants and athletes.

- 1.** Sports need to update their Long-Term Development **framework** to ensure they are incorporating the latest sport, societal and science developments.
- 2.** Long-Term Development is most successful when it is **fully embedded** in a sport organization. This includes governance, the competition structure and rules, coaching education, and officials' development.
- 3. Awareness and First Involvement:** Participants need to be made aware of a wide range of sporting and physical activity opportunities, and their first involvement should be a positive (safe, welcoming and inclusive) experience.
- 4. Different Activities:** have different demands and different pathways.
 - i. High acrobatic:** Such as gymnastics, diving, and figure skating are early specialization sports that favour small bodies capable of fast rotation.
 - ii. High kinesthetic:** Activities where developing an early "feel" for the environment or equipment is important. Examples would be swimming, soccer and racquet sports.
 - iii. Common (standard):** typical timing of specialization, with peak performance in late-20s or early-30s.
 - iv. Late specialization:** Sports in which peak performance can occur in the mid-30s or later, such as golf, rowing or triathlon.
 - v. Transfer:** These are sports that individuals do not generally take part in prior to late adolescence, such as bobsleigh.
- 5. Appropriate Specialization:** There are right and wrong times to specialize in a sport or physical activity and this depends on the type of sport. Specialize too early, and athletes may limit their development and success at older ages. Specialize too late, and the athlete may miss key developmental opportunities. Except in early specialization sports—such as gymnastics, figure skating, and diving—athletes should not over-specialize until their early teens. Before that they should participate in a wide range of sports and activities to build a high level of physical literacy and well-rounded sport skills.
- 6. Periodization:** Periodization is time management of training in annual and seasonal training plans in order to bring about optimal improvements in athlete performance at the right times. Periodization plans connect the Long-Term Development stage of the athlete with the training and development requirements of that stage.
- 7. Competition:** Athletes need to train and compete according to training-to-competition ratios that develop skills and fitness while preventing injury and burnout. The quality of competition and the timing of competitive events need to serve the needs of the participant, allowing them to test the stage-appropriate skills they are developing.
- 8. Transitions:** Development in sport has many transitions—the transition into a sport, the transition between Long-Term Development stages, transition between sports, and the transition to be active for life. Transitions that are well planned and well executed maximize sport talent enabling individual potential to be reached.

SYSTEM FACTORS

System Factors are important for policy-makers and organization leaders, informing the ways organizations cooperate and collaborate to build an optimal system.

- 1. Collaboration:** There is an opportunity to improve collaboration between organizations, sectors and systems to support the optimal development of the individual to succeed.
- 2. System Alignment:** Many sports work with Sport for Life, Own the Podium, the Coaching Association of Canada and others to create programs and resources. To avoid confusion it is essential that content (e.g. skills, drills and tactics/strategy), and the language used to describe them, be consistent across all documents. It is equally important that the sport-specific content at Learn to Train and Train to Train merge seamlessly with the demands of a sport's excellence stages of the Podium Pathway including Winning Style of Play and Gold Medal Profile where appropriate.
- 3. Safe and Welcoming:** The system should plan to welcome all participants by providing Safe Sport programming. Diversity is a reality and corresponding participant-centered programs supporting diversity are a necessity.
- 4. Diversification:** To develop a well-rounded individual, it is important that they participate in many activities and multiple sports. Parents must not be pressured to choose a single sport for their child too early. Because sport and physical activity is delivered by sport-specific organizations, local early childhood programs, in recreation programs, by physical education and school sport, and by active living programs offered within the health system, there is a need to ensure that programs are aligned, that individuals are not pulled in different directions by different programs, and that the overall demands placed on the individual are kept reasonable.
- 5. Long-Term Development:** Excellence takes time, so it is essential organizations not build systems that create pressure for immediate success. Systems, business models, processes and metrics (e.g. series points or rankings) must not influence sport leaders and coaches to favour earlier and more intense sport specialization—particularly pressure to play a single sport year-round. Sport organizations and funding agencies must reward long-term impact over short-term outputs.
- 6. Continuous Improvement:** The concept of continuous improvement is integral to Long-Term Development in Sport and Physical Activity. By constantly seeking improvements in our understanding and practice, this framework will continuously evolve to accommodate new breakthroughs in sport science and physical literacy research, new innovations in technology, and evolving best practices in coaching and instruction.
- 7. Evidence Based:** To shift from an old paradigm, evidence supporting the new is critical. This means assessment, monitoring, and research in all aspects of sport and physical activity programming and practice.

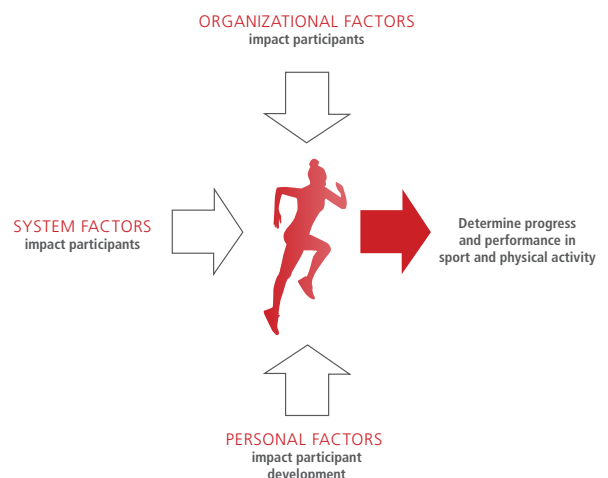
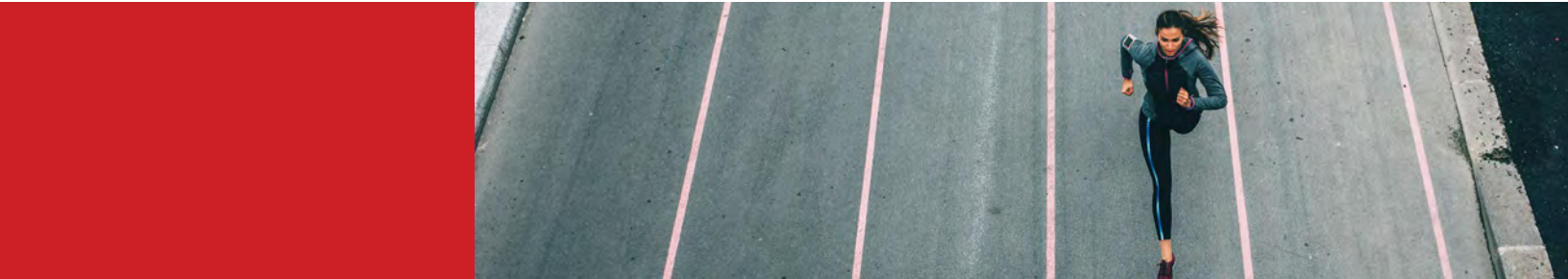


Figure 4: Key Factors underlying Long-Term Development in Sport and Physical Activity



Long-Term Development in Sport and Physical Activity Framework

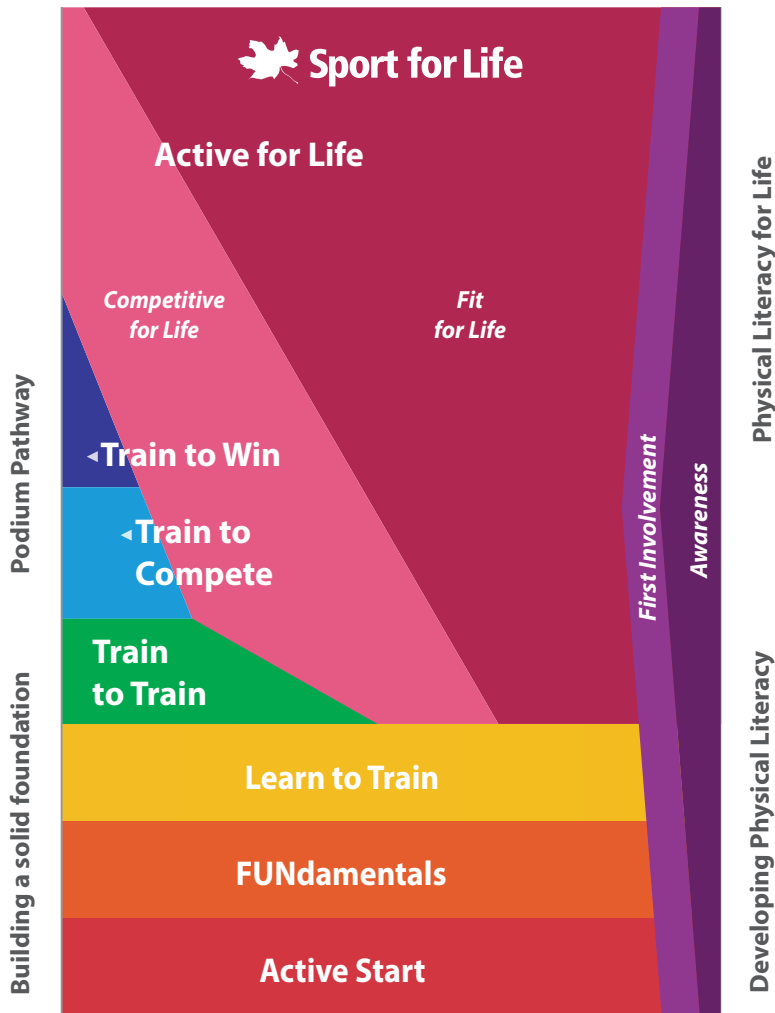


Figure 3: Sport for Life Rectangle

The three main goals of Long-Term Development in Sport and Physical Activity are to support the development of physical literacy, strive for excellence, and empower people to be active for life. The Sport for Life rectangle diagram depicts developmental paths toward attaining these goals. The rectangle includes all who are active, unlike the old pyramid models that systematically exclude individuals who do not reach the pinnacle of sporting success.

The basic Sport for Life Long-Term Development in Sport and Physical Activity framework has seven stages. In addition, there are two pre-stages, and the Active for Life stage is sub-divided into two phases for greater clarity.

AWARENESS AND FIRST INVOLVEMENT

Getting children, youth and adults into sport and physical activity is critical to creating a more active, healthier population and generating sporting success for Canada. The process of getting people involved—and keeping them involved—has two distinct pre-stages.

Awareness: You need to be aware of an activity in order for you, or someone within your care, to take part in it, so you need to know:

- that it exists, and
- where to find it.

Being made aware of sport and activity options is particularly important for underserved groups:

- girls and women,
- individuals with disabilities,
- Indigenous Peoples,
- newcomers to Canada,
- individuals identifying as LGBTQI2S,
- aging adults, and
- those living in poverty or in isolated communities.

First Involvement: Once someone knows about a sport or activity and decides they want to try it out, their first experience with that activity becomes critically important.

A positive first involvement is likely to bring them back to continue, and a negative experience makes their return far less likely. Organizations should carefully plan the first experience of new participants to ensure:

- there are no barriers to participation—especially for persons with a disability and those from visible and invisible minorities,
- that new participants feel included, knowing they will be welcomed back the next time,
- that new participants have the opportunity to get to know current participants,
- that it is affordable for participants to get and stay involved,
- that there is appropriate facilities and equipment, and
- the leader of the program has the appropriate skills to adapt to the participant's needs.

For example, opportunities for persons with disabilities to participate in sport and physical activity are not always well known to the general public. The purpose of Awareness is to inform the general public and prospective participants, of all abilities and backgrounds, of the range of opportunities available. To this end, sport and recreation organizations need to develop awareness plans to make their offerings and resources known. The purpose of First Involvement is to ensure everyone has a positive first experience of an activity and remains engaged. Accordingly, organizations need to train coaches and develop programs that provide suitable orientation for any and all prospective participants, helping them to feel confident, comfortable, and safe in their surroundings, and welcome among peers and training personnel.

PHYSICAL LITERACY

Physical literacy is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life.

Physical literacy is a catalyst for change. From the World Health Organization and the Public Health Agency of Canada, to sector-specific policies including the Canadian Sport Policy, the Recreation Framework, and Active 2020, the concept of physical literacy has become a key element in the way we think about physical activity. The importance of physical literacy development is now embedded in provincial/territorial and municipal plans, policies and curriculum.

Physical literacy is a lifelong journey. It begins to develop in early childhood, and grows into a greater array and complexity of skills, capacities, and understandings during adolescence and adulthood. At different stages of life, physical literacy may serve different purposes and answer different needs for different individuals. For some people, physical literacy will provide a foundation for athletic success, while for others it may provide the means to pursue a vocational career. For everyone, it will provide the means to live a healthy active lifestyle at all stages of life and grant the opportunity to age gracefully in good health.

Providing a quality physical literacy experience should be the key focus of everyone involved in delivering physical activity, including everyone from teachers, coaches, and recreation leaders to administrators and policymakers in education, sport, recreation, and health. Different individuals, groups, and sectors

Physical literacy

is the...



Figure 5: Physical Literacy Cycle

of society are involved at different stages, and it is important that they work together for the benefit of children and adults who may be physically active with different groups or organizations.

Given the importance of physical literacy within the Long-Term Development in Sport and Physical Activity framework, a separate document *Developing Physical Literacy 2.0* has been developed and is available from Sport for Life.

BUILDING A SOLID FOUNDATION: THE FIRST THREE STAGES

The first three stages: Active Start, FUNdamentals, and Learn to Train are designed to give Canadians the best possible start in sport and physical activity.



Active Start is about mastering basic human movements and developing habits of physical activity.



FUNdamentals is about developing fundamental movement skills and enjoying being physically active, and



Learn to Train is about learning a wide range of foundation sport skills.

Children pass through these stages in large part simply because they are growing and developing. Adults when learning a new sport or physical activity pass through the FUNdamentals and Learn to Train stages. Transition from stage to stage is therefore **developmentally based**.



Active Start



Males and females: birth to approximately six years of age.

STAGE

Begin the physical literacy journey.

Make activity FUN and part of the child’s daily routine

Activity and movement skills development

Focus on developing locomotor, object manipulation and balance skills on land, water, ice/snow and in the air in a variety of movements.

Meet the 24-hour movement guidelines for young children of being active for 180 minutes/day.

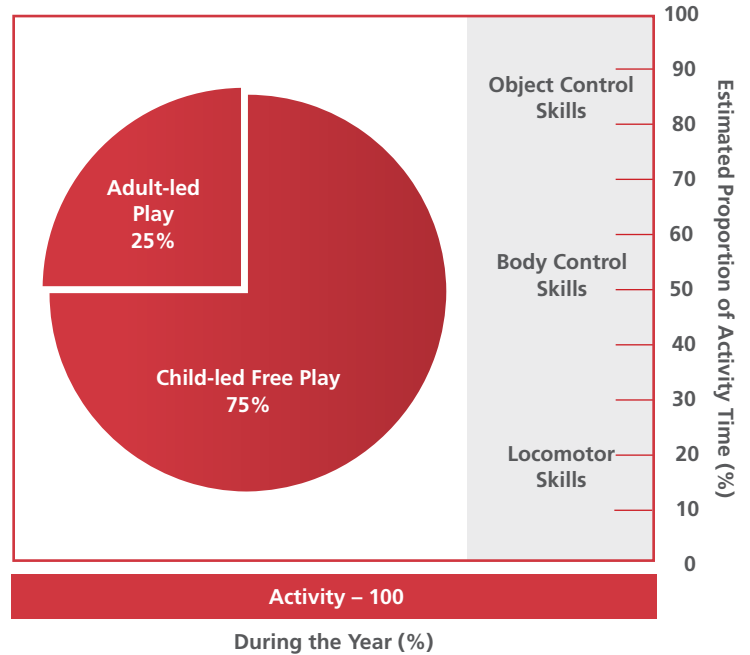


Figure 6: Active Start Activity Summary

Encourage play:

- structured (adult led),
- unstructured (child led), and
- opportunities for play in natural environment.

Include activities that develop executive function:

- working memory,
- cognitive flexibility, and
- building self control.

Provide a series of challenges with both successes and failures to help develop better confidence.

Exploration of risks and limits in a safe environment—including outdoor play in nature.

Active movement environment combined with well-structured gymnastics and swimming programs. Outside play on snow and ice.

Create mini-challenges to extend children’s comfort range.

Ensure activities are fun and allow for social connectedness.

FUNdamentals



Boys approximately six to nine years, and girls approximately six to eight years.

STAGE

Further development of physical literacy.

Develop fundamental movement skills, with emphasis on participation and having FUN on a daily basis.

Emphasize activities that develop agility, balance, coordination and speed – The ABCs. The building blocks for Canadians to move more.

Encourage running, jumping wheeling, throwing and catching, as well as swimming, and activities on ice and snow.

Build up physical capacities through medicine ball, Swiss ball, and own body-weight strength exercises.

Introduce simple rules and etiquette of sport, with a focus on fair play and respect for others.

No periodization, but well-structured programs.

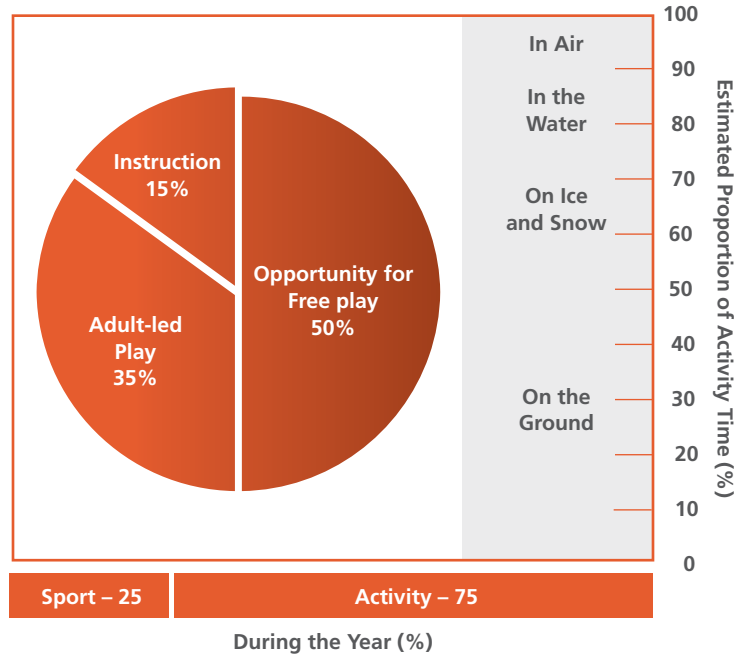


Figure 7: FUNdamentals Activity Summary

Continue to build executive function with focus on:

- building working memory,
- increasing mental flexibility, and
- strengthening inhibition control.

Provide and respect children’s activity choices.

Competition should be informal with no record of results.

Learn to Train



Boys from approximately nine and girls from approximately eight: **to onset of adolescent growth spurt**

STAGE

Continue to develop physical literacy

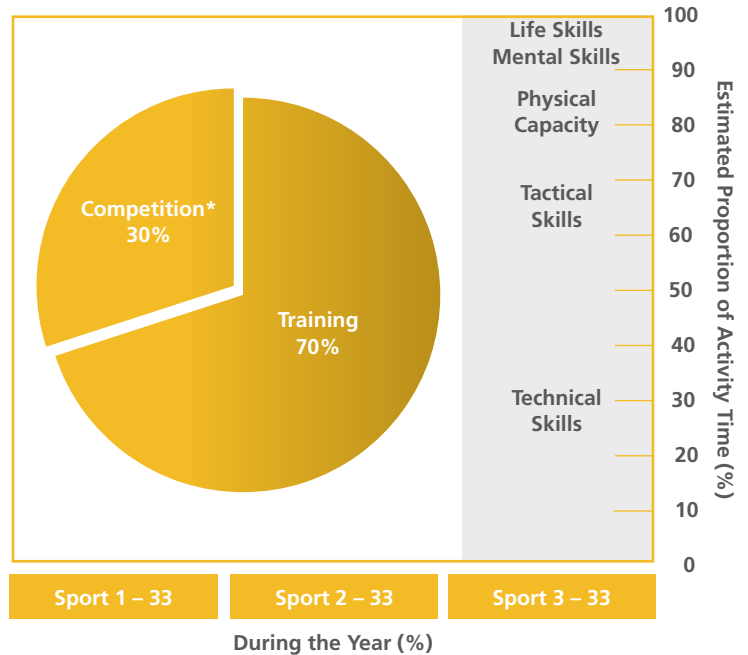
Brain and body primed for skill acquisition. Build fundamental skills in a wide range of sports and activities—on the ground, in water, in air and on ice/snow—before entering Train to Train stage.

Ensure environment promotes and supports fun and friendship.

Avoid early over-specialization.

Take into account individuals' variations in physical, psychological, cognitive, emotional, and moral development.

Build up physical capacities through medicine ball, Swiss ball, and own body-weight strength exercises, with additional focus on building flexibility and arm/leg speed.



*Includes both competition, and competition specific training

Figure 8: Learn to Train Activity Summary

Introduce ancillary capacities: warm up/cool down, nutrition, hydration, and recovery including sleep and mental preparation such as anxiety control.

Informal talent identification with opportunity to move participants to an enriched training environment.

Introduction to formal local competition, with emphasis on fair play, and opportunities to try different events or positions.

Single or double periodization.

Sport-specific training three times per week plus participation in other sports or activities three times a week.

THE ADOLESCENT PARTICIPANT: TRAIN TO TRAIN



It is at the **Train to Train** stage—which often starts in early adolescence—where the future of many athletes is determined. It is the stage at which athletes are made, or broken.

Train to Train coincides with the transition from childhood to adulthood, when many individuals make the decision to strive for excellence and commit to being an athlete—in the full sense of the word; or decide that they will no longer commit the time, energy and resources to achieving excellence in their sport. Sometimes that decision is made for them, through injury, lack of opportunity, or inability to progress.

Train to Train also marks entry into the excellence stages of Long-Term Development. As athletes achieve success, they will transition in the Podium Pathway. Note: in some sports, there is an additional stage called Learn to Compete.

SPECIAL ISSUES IN TRAIN TO TRAIN

Train to Train is critical for the development and retention of athletes. There is so much going on in the lives of youth during adolescence that it is not surprising many drop out of sport or physical activity. A collaborative, coherent approach among coaches, organizations and system stakeholders is needed to support the Train to Train athlete's continued development toward excellence, or transfer into ongoing activity for life. When these stakeholders understand the issues and show patience in development, more youth will be retained in sport and physical activity and progress to Train to Compete.

Table 1: Special Issues to Address at the Train to Train Stage

TRAIN TO TRAIN ATHLETES...

...feel that Sport is	...report that they	...lack balance	Other issues
Too focused on results	Don't feel welcome	Demands by multiple sports	Unqualified coaches
Too expensive, too far away	Have poor leadership	Demands by multiple teams	Training not developmentally appropriate
Not athlete centred	Feel unsafe (physically)	No athlete planning between sports	Prone to injury
No longer fun, is unfair	Feel unsafe (psychologically)	Academic and life demands not considered	Training is not periodized
Too easy or too hard	Lack of support	Meaningless competition	Training load increased too rapidly
Taking up too much time	Can't balance sport, school, friends and part time work	Conflict between club and school—rep and club etc.	Not making sufficient progress

Train to Train



Period of the adolescent growth spurt. Around 11–15 females and 12–16 males.

STAGE

A critical stage in the development of high performance athletes. During this stage participants typically:

- commit to high performance and begin their journey on their sport’s Podium Pathway, or
- enter Competitive for Life or Fit for Life in their sport or sports of choice, or
- drop out of sport.

For those on their sport’s Podium Pathway, this is the stage for tremendous skill refinement, and for greater position/event specialization.

Major fitness development stage: aerobic and strength. The onset of the adolescent growth spurt and the time of Peak Height Velocity (PHV) are key markers and growth must be tracked. Stage for development of whole body speed.

Cultivate life skills.

Ensure environment promotes and supports fun and friendship.

Introduce free weights with emphasis on correct technique.

Greater attention to mental preparation.

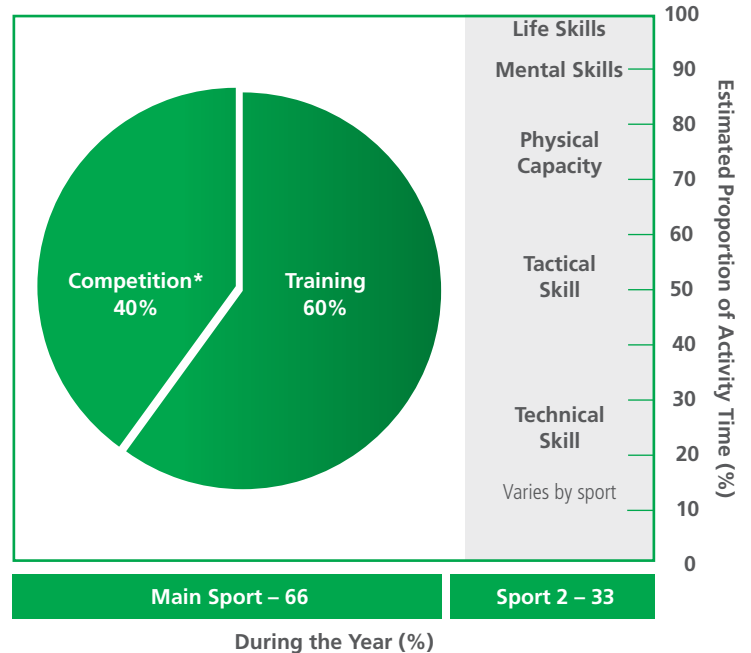
Develop ethical approach to sport including respect for opponents and fair play and commitment to doping-free sport.

Formalized competition and standings/rankings.

Build ancillary capacities and sport-life balance.

Single or double periodization.

Sport-specific training six to nine times per week including complementary sports.



*Includes both competition, and competition specific training
Figure 9: Train to Train Activity Summary

TRAINING, RECOVERY AND MEANINGFUL COMPETITION

Training, recovery and meaningful competition are critical components of Long-Term Development in Sport and Physical Activity.

DEVELOPMENTALLY APPROPRIATE TRAINING:

- increases duration, volume and intensity progressively,
- takes advantage of sensitive periods,
- is based on the stage of physical development of the participant,
- supports the individual needs of participants,
- incorporates equipment and playing spaces that are appropriate for the stage of the participant,
- uses movement preparation as part of warm-up, and
- develops all round athleticism and general fitness before sport-specific fitness.

OPTIMUM RECOVERY:

- recognizes that recovery is as important as training,
- is sufficient to allow participants to recuperate before next training session or competition,
- recognizes that quality sleep can help in skill learning and retention as well as in physical recovery, and
- requires post-training and post-competition nutrition.

MEANINGFUL COMPETITION:

- is designed to support what has been practiced in training,
- is modified in terms of game duration, size of playing area, and rules to match developmental of participants,
- offers equal competition opportunities by keeping participants in events rather than eliminating them (A finals, B finals, C finals, round robins, and cross-overs),
- in early stages, focuses on the process of competing and using recently learned skills in competitive situations—not on results, and
- is in the “challenge zone”—not too difficult or too easy, resulting in close competition without blowouts or humiliating defeats, and cuts down on travel time and cost.

Photo credit: I-SPARC, Team BC, 2017 Toronto NAIG



THE PODIUM PATHWAY

The Podium Pathway is about developing high performance athletes capable of winning at the highest levels of international competition, and bringing home medals from Olympic Games, Paralympic Games or World Championships. The stages in the Podium Pathway are:



Train to Compete: which is generally for athletes in national development teams, la relève, or NextGen squads. These are outstanding athletes who have a serious chance of playing for their national squad, or qualifying to go to World Championships. In some sports, the Podium Pathway may begin at the end of the Train to Train or the Learn to Train stages as athletes are specializing within their primary sport for selection to international age group competitions.



Train to Win: Is reserved for athletes who have a realistic chance of placing in World Championships, or bringing home medals. They are the best of the very best in their sport, and not everyone on a national team will fall into this category.

Athletes enter the Podium Pathway based on performance demonstrating their acquisition and development of skills (refer to Gold Medal Profile or Athlete Development Matrix). Note: while the Podium Pathway is often referred to Olympic or Paralympic Sports, Long-Term Development in Sport and Physical Activity refers to Podium Pathway as all sports that host World Championships.

PODIUM PATHWAY PRINCIPLES

Podium Pathway is:

1. A concept that can be used by all Canadian organizations committed to high performance sport.
2. A component of an NSO's Long-Term Athlete Development framework that specifically addresses identification and development of podium potential athletes.
3. Integral to guiding key foundational skills in physical literacy stages.
4. An approach to targeted excellence that identifies an enhanced daily training and competition environment needed to achieve podium performances.
5. An evidence-based approach to determining and defining critical performance components and standards for achieving podium-level results.
6. A development and implementation process shared by NSO high performance and development staff along with provincial/territorial sport organization leaders.

Train to Compete



Dependent on sport progress – beyond end of adolescent growth spurt. Athletes generally at provincial, junior national or early national level.

STAGE

Requires specialized coaching in a specialized training environment.

The stage for specialization in sport, position or event then specific training design for physical conditioning and technical/tactical preparation to maximize development.

Test tactics and practice under competitive conditions.

Evidence-based training built on testing to identify strengths and weaknesses.

Optimize ancillary capacities, and balance sport, work/school, and family/friend life obligations.

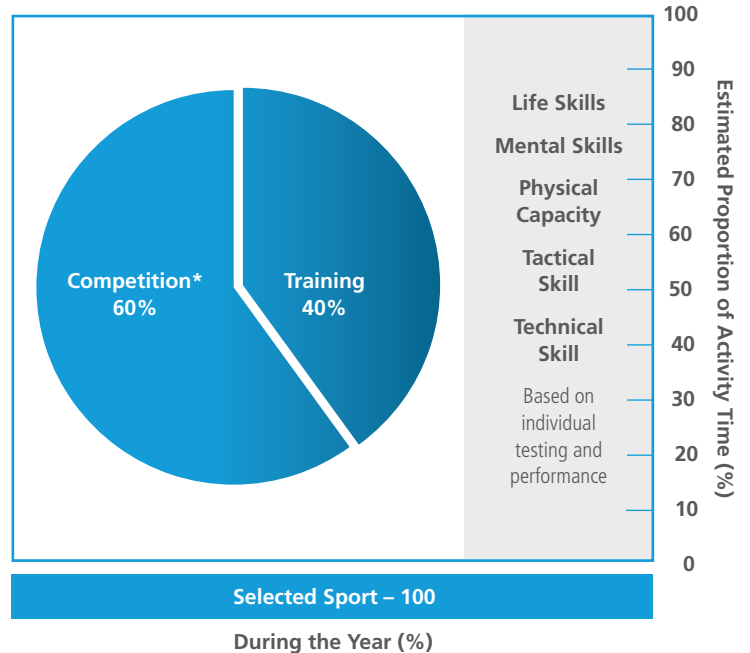
Advanced mental preparation, and practice under highly competitive conditions.

Strengthen ethical approach to sport including respect for opponents, fair play, and commitment to doping-free sport.

Single, double or triple periodization.

Sport-specific technical, tactical and physical capacity training nine to 12 times per week.

For team sports, training geared to sport’s Winning Style of Play (refer to glossary on page 42).



*Includes both competition, and competition specific training

Figure 11: Train to Compete Activity Summary

Train to Win



Dependent on sport progress – around the age of optimum performance in the sport
 Athletes competitive at the highest level: Olympics, Paralympics and World Championships.

STAGE

Focus is on podium performances at highest-level international events.

Improvement or maintenance of all physical capacities required for optimum performance through evidence-based training prescription; aligned with Winning Style of Play.

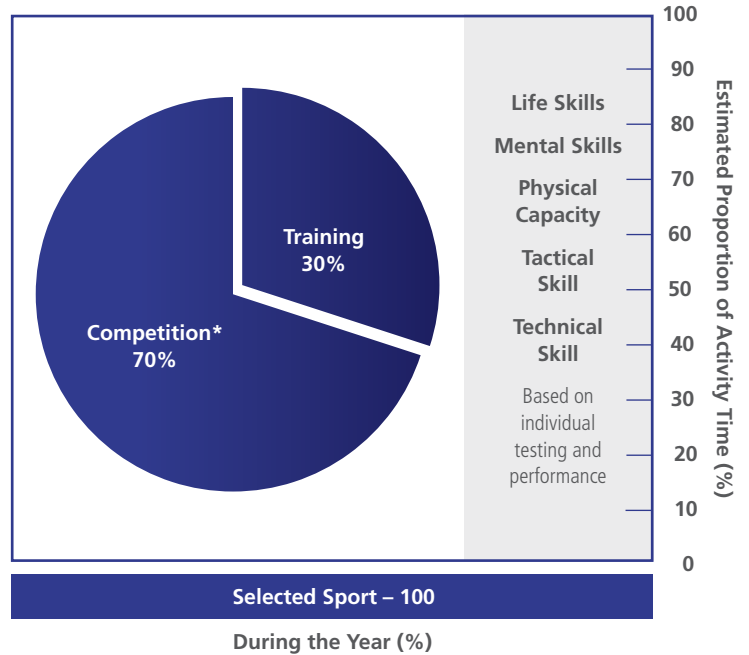
Further development of technical, tactical, and performance skills, with modelling of all aspects of training and competition performance.

Frequent prophylactic breaks for recovery and regeneration.

Maximize ancillary capacities, with support from knowledge specialists.

Single, double, triple, or multiple periodization with focus on the most important events.

Sport-specific technical, tactical, and fitness training nine to 15 times per week.



*Includes both competition, and competition specific training

Figure 12: Train to Win Activity Summary

Active for Life



STAGE



The overwhelming majority of people playing just about any sport fall into the Active for Life stage. Having built a solid foundation in the first three stages of the framework, they progress to playing the sport or sports of their choice for enjoyment, satisfaction or for the health benefits they obtain. Some compete in organized sport, while others do not.

Competitive for Life is the phase of Active for Life for those who compete within the formal structure of their sport. This could be at the U-14 or U-17 level in a house league, all the way to World Masters Competition. It differs from Fit for Life because competitive athletes are striving to improve and to win, and they train accordingly.

Fit for Life is the phase for those who participate simply because they get satisfaction from sport or physical activity. They may, from time to time, compete at a recreational level, but that is not their primary purpose. Fit for Life also describes those who engage in non-sporting physical activity.

Sport and Physical Activity Leaders include those individuals who contribute in ways other than being an athlete or participant in the sport or activity itself, such as coaches and instructors, officials, administrators, and those involved in sport science and medicine.

Given the importance of being active for life, particularly for mature adults, a separate document *Active for Life: Durable by Design* has been developed and is available from Sport for Life.

An individual is not restricted to one of these pathways at any given time. Often, individuals in the Active for Life stage will be actively involved in multiple pathways.

Physical literacy, increased activity and recreational sport—being “fit for life”—can be the gateway to a healthier Canada. The benefits of regular physical activity are well documented: sustained long-term health, increased social connectedness, improved

general mental and physical well-being and better quality of life. Yet in spite of the clear evidence demonstrating numerous benefits associated with regular exercise, particularly for mature adults, only 15% of Canadian adults meet national physical activity recommendations and rates of sport participation have declined in the past several decades among Canada’s growing population of older adults.

There are eight essential factors for healthy adulthood and successful aging: they describe the basic elements of the Active for Life stage and are the key components of being durable by design. The eight factors are interdependent and each is critical to be fit for life.

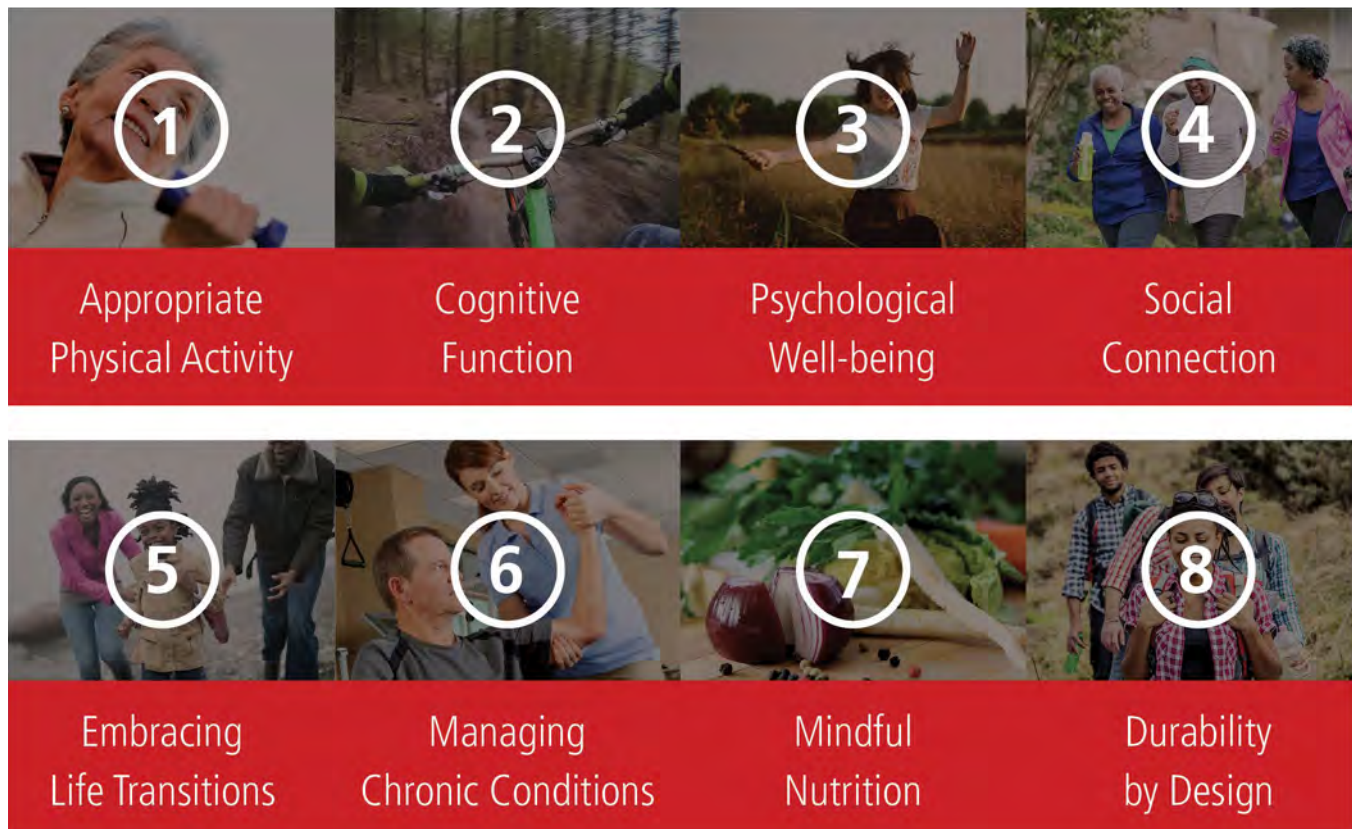


Figure 13: Eight Essential Factors

UNIQUE PATHWAYS

Individuals' journeys in sport and physical activity is unique and often vary greatly. While all begin with an awareness of an activity, which leads to being involved and learning the fundamentals, these individuals could take a variety of pathways depending on their characteristics and capabilities. Ideally, these pathways will lead the individual to achieving their potential, and then being active for life.

The "Top" can be varied from Olympic or World Championship Gold to World Masters Championships.

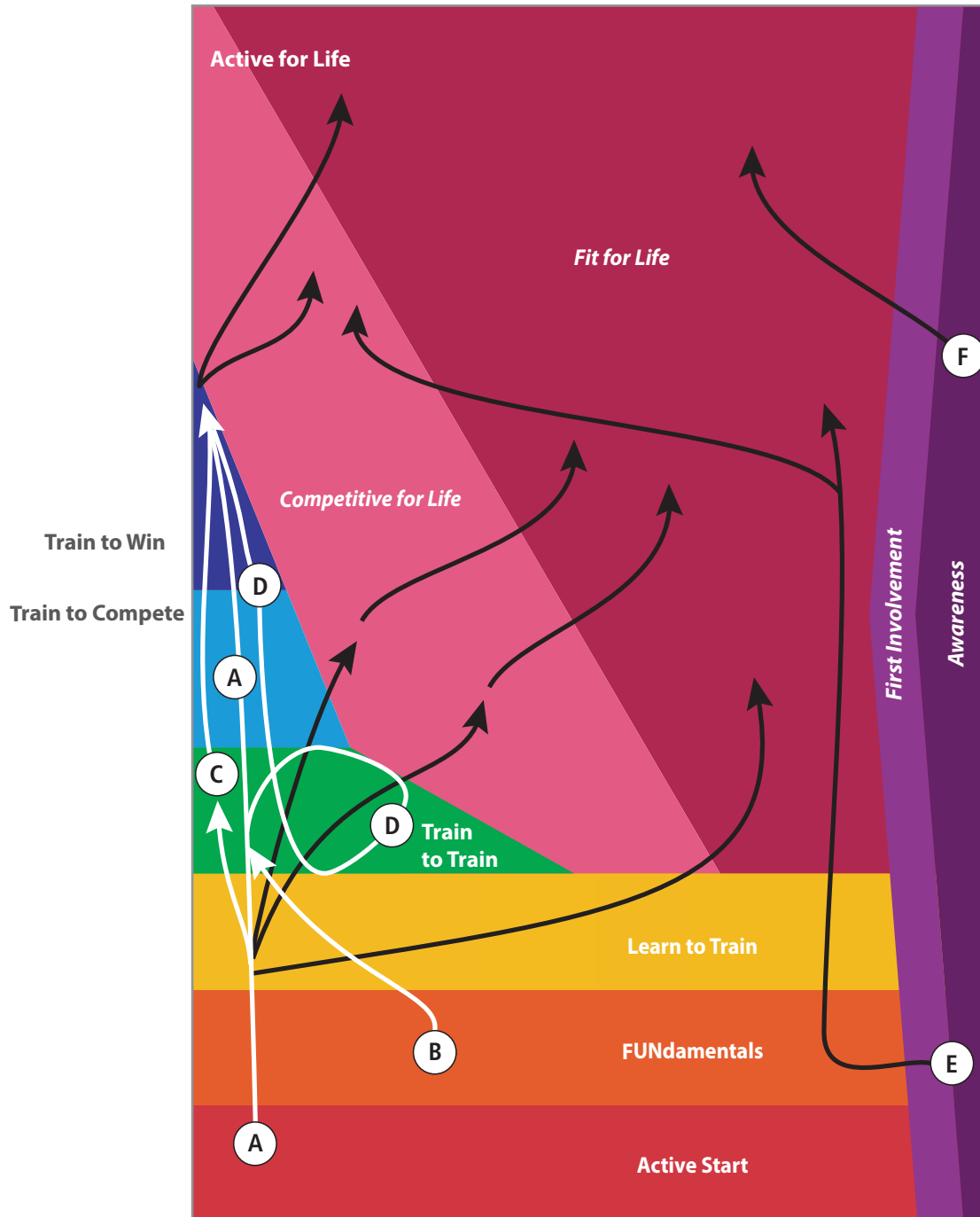


Figure 14: Unique Pathways

MANY PATHWAYS TO ACHIEVE...

There are many pathways for participants to take to achieve their potential; their path is rarely straight.

Participant A might stay in one of their first sports from entry right through to World Championships.

Participant B starts in a different sport or begins their journey later, then during adolescence finds the sport they pursue through to the Paralympics or Olympics.

Participant C starts with A having early success in one sport, then focuses on another sport before returning to focus on their first love.

Participant D achieves a high level of success in one sport but then transfers to another sport, which results in having to go back through stages of development before succeeding in their new sport.

Participant E becomes involved in many sports, never pursuing or advancing into the Train to Train stage, but has quality experiences and is active for life.

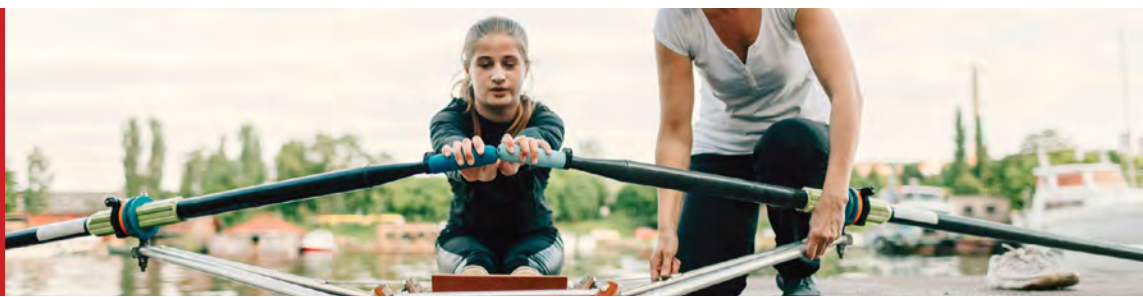
Participant F becomes aware of opportunities later in life, then through a positive first involvement becomes active for life.

These are many pathways in sport and physical activity. It is important to recognize that everyone's journey is unique and should always be in quality environments to allow for individuals to achieve their potential and be able to be active for life.

Four things are important:

- 1.** Participants are supported along their journey to find appropriate sport and physical activity in which they have the opportunity to achieve their potential.
- 2.** There are multiple pathways for participants to achieve success including changing focus then returning later to a sport.
- 3.** Sports ensure that Long-Term Development pathways align from the early stages through to the Podium Pathway.
- 4.** Regardless of the pathway, or at what stage they leave the competitive stream, all participants end up in Active for Life, either:
 - by being Competitive for Life, or
 - by taking part, to be Fit for Life, and
 - have a good experience so they want to "give back" as Sport and Physical Activity Leaders.

Balanced development in sport and physical activity means paying attention to more than just skills and physical capacities. Development across a range of domains including physical, technical, tactical, psychological, and life skills must be addressed for individuals' personal advancement throughout all stages of the Long-Term Development framework.



Quality Sport and Physical Activity

At its essence, quality sport and physical activity is achieved when good people do the right thing at the right times. Quality sport and physical activity is developmentally appropriate, well run, safe and inclusive. These components each comprise a number of elements that lead to a quality experience in any sport and physical activity program. The following checklist has key points that are useful when planning programs in your community.

Quality sport

based on Long-Term Development in Sport and Physical Activity is...



Figure 15: Quality Sport Elements

A MULTI-SECTORAL APPROACH

Across their life span individuals come into contact with the school system and physical education; sport at the community, school, provincial/territorial, or national level; community recreation programming; and the health system. It is in everyone’s best interest that ALL of these organizations and sectors work together and follow a common approach to developing physical literacy and athletic potential, thereby ensuring that everyone has access to quality sport and physical activity. The common objective must be to increase retention in sport and physical activity and reduce dropout. Confusion, frustration, and burnout that can result from trying to work in an uncoordinated system tend to increase dropout rates.

Long-Term Development is a vehicle for system change because it acknowledges that physical education, school sports, competitive sports, and recreational activities are mutually interdependent. It stands in sharp contrast to the current Canadian sport system. Traditionally, physical education in the schools, community activity, and elite sport have been developed separately; an approach that is ineffective and expensive. It fails to ensure that all children, including those who may choose to become elite athletes, and those who just want to play, are given a solid foundation and knowledge base—physical, technical, tactical, and mental—upon which to build their athletic abilities. When stakeholders work together, everyone wins.

Multi-Sectoral

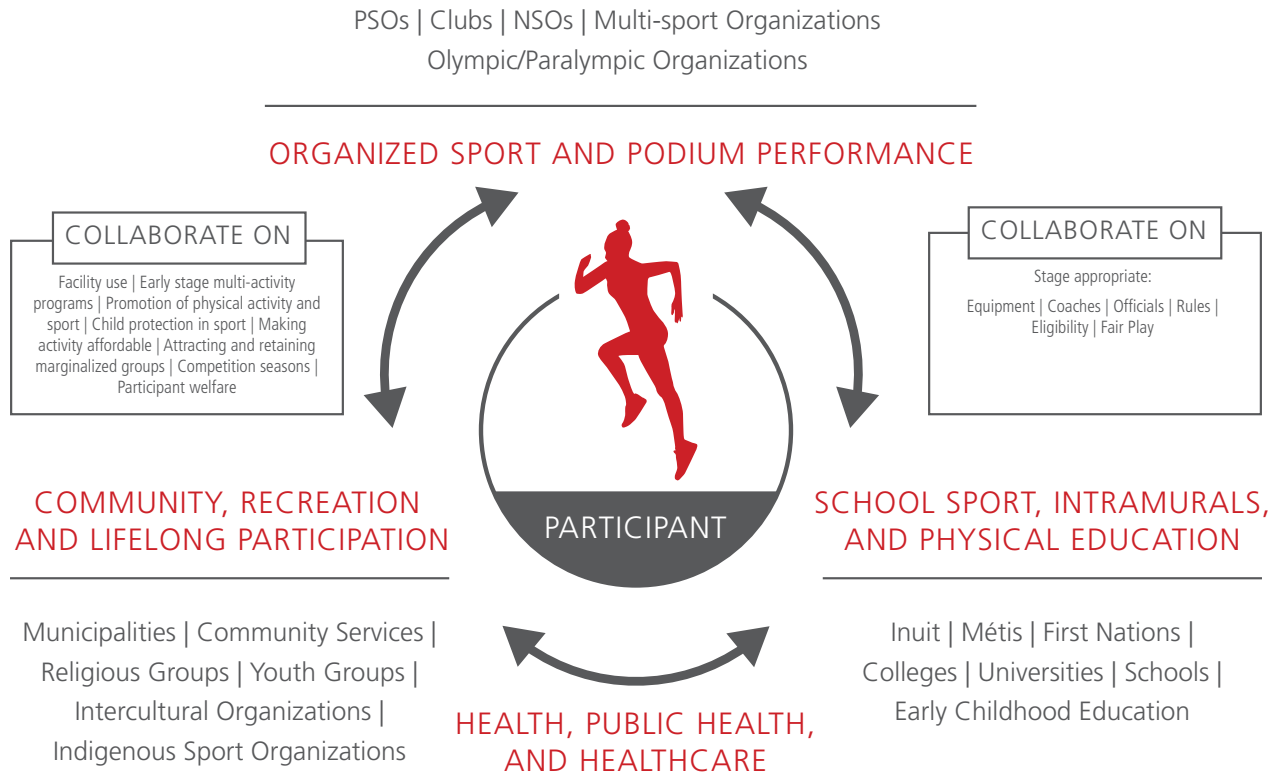


Figure 16: Multi-sectoral

A NEW WAY FORWARD

Although we have come a long way since the Canadian Sport for Life: Long-Term Athlete Development 1.0 resource paper was released in 2005, there remains a long way to go. We still need a system-wide paradigm shift that includes policy makers; national, provincial, territorial and local organizations; as well as program deliverers. Changing a long-established system is never easy, but breaking down the task makes it less daunting. A real paradigm shift will require moving:

- From a system that cuts and excludes participants to a system that includes everyone and helps those who are not having the success they want, transfer to other sports or activities in which they can thrive.
- From age-based programs that are appropriate for the average participant to stage-of-development appropriate participation for all
- From chasing wins and accumulating points for standings in leagues, to athletes taking part in meaningful competition where blow-outs are rare, and learning can take place.
- From training children and youth as though they were miniature adults, to providing them with periodized training appropriate to their stage of development.
- From a focus on physical activity to a focus on developing physical literacy across the life-span from preschoolers to seniors.
- Towards all levels within a sport, from grassroots to World Championship teams working together to maximize benefits and reduce overlaps while providing athletes and participants a clear, unified, path to reaching their sporting goals
- From community sport, recreation, education, health and performance sport working in isolation to all system working together with common goals and common purpose.
- To a Canadian sport system that is both good for sport and good for society.

Table 2: *The Change We Need*

Lead	From	To
System (refer to governments, NOCs, MSOs etc.)	Exclusionary development models (pyramid)	Inclusive development framework (rectangle)
System	Goals for sport	Goals for society
System	Separate systems	System alignment
System	Physical activity	Physical literacy
System	Working alone	Working together
Organizations (refers to NSOs, PTSOs & LSOs)	Chasing wins	Meaningful competition
Organizations	Exclusion/cutting	Inclusion/transfer/tiering
Organizations	Age-based coaching, training and competition	Stage-based coaching, training and competition
Organizations	National team single-sport periodization	Stage-based periodization

ADVANCING LONG-TERM DEVELOPMENT IN SPORT AND PHYSICAL ACTIVITY ACROSS CANADA

The ultimate goal of Sport for Life is to fundamentally change sport and physical activity in Canada for the better, and this requires aligning the actions of:

- governments at the federal and provincial/territorial level,
- sport and physical activity organizations, and
- coaches and leaders who work daily with athletes and participants.

It also requires:

- awareness, education and training of leaders,
- delivery of quality sport and developing physical literacy programs,
- alignment of policies, including funding models, between federal and provincial/territorial ministries responsible for sport and physical activity,
- alignment of sport and physical activity best practices within and across sectors,
- providing evidence through research and assessment, and
- inclusion of all, which requires planning and intentional supports.

This figure takes a “Logic Model” approach and illustrates the primary actors of influence within our sport ecosystem, their contributions and responsibilities to the advancement of Long-Term Development in Canada through identified outcomes and impact.

Table 3: A Catalyst for Cultural Change

Who	Responsibility	To Promote	Leading to	Resulting in	Outcomes	Long-Term Development Impact More physically literate population, more excellent athletes, and more people active for life
Governments (F-P/T)	Long-Term Development pathway and physical literacy policies	Sport for Life Framework at F-P/T levels	Sector and system alignment	Sport for development and physical literacy strategies	Sport for Life contributing to community health and wellness	
Organizations	Long-Term Development frameworks (for all participants)	Good: leadership governance policy staffing	Quality programming	Developmentally appropriate activity and competition	Greater retention of athletes and participants	
Leaders and coaches	Long-Term Leadership and Coaching Development framework and education strategy	Stage-based coach/leader training curriculum	Stage-based periodization and training	Developmentally appropriate training and physical activity	Planned meaningful competition	



Photo: CPC, Canadian Blind Sports

Glossary of Terms

Adaptation is response to a stimulus or a series of stimuli that induces functional and/or morphological changes in an athlete, and the degree of adaptation is dependent on both the genetic endowment of the individual and their history of training—since it becomes more difficult to make gains as individuals approach their genetic limits. Exercise science has provided well-researched and well-understood guidelines for generating optimal adaptations. Adaptations can be either positive or negative.

Adolescence is the period between childhood and adulthood. During this period, most body systems become adult in both structure and function. Structurally, adolescence begins with an increase in the rate of growth in stature, which marks the onset of the adolescent growth spurt. The rate of increase in height reaches a peak, begins to slow, and ends with the attainment of adult stature. Functionally, adolescence is usually viewed in terms of sexual maturation, which begins with changes in the neuroendocrine system prior to overt physical changes and terminates with the attainment of mature reproductive function.

Ancillary Capacities refer to the mental and physical abilities of an athlete other than sport technical skills and physical training. It includes warm-up and cool-down procedures, stretching, nutrition, hydration, rest, recovery, restoration, regeneration, mental preparation, and taper and peak. The more knowledgeable athletes are about these training and performance factors, the more they can enhance their training and performance levels. When athletes

reach their genetic potential and physiologically cannot improve anymore, sport performance can be improved by using the ancillary capacities to full advantage.

Athlete Development Matrix (ADM): Within the Long-Term Development in Sport and Physical Activity framework, the ADM describes the skills and attributes of athletes progressing through the stages of the framework.

Childhood ordinarily spans the end of infancy—the first birthday—to the start of adolescence and is characterized by relatively steady progress in growth and maturation and rapid progress in cognitive and motor development. It is often divided into early childhood, which includes preschool children aged one to five years, middle childhood from ages six to eight or nine, and late childhood, from age eight or nine to the onset of adolescence.

Chronological age is “the number of years and days elapsed since birth.” Children of the same chronological age can differ by several years in their level of growth and maturation (see Developmental Age).

Development refers to “the interrelationship between growth and maturation in relation to the passage of time. The concept of development also includes the social, emotional, intellectual, and motor realms of the child.” The terms “growth” and “maturation” are often used together and sometimes synonymously. However, each refers to specific biological activities.

Growth refers to “observable, step-by-step, measurable changes in body size such as height, weight, and percentage of body fat.”

Maturation refers to changes in structure and function in the athlete’s progress toward maturity; for example, in the change of cartilage to bone in the skeleton, in changes to teeth (baby to adult teeth) in changes to sex organs, or in changes in body proportions. Maturation takes place at varying rates and at different times in each individual.

Developmental age is the age in years and months of the average youth with the same development as the individual in question. If a 15-year-old has the same development as the average 13-year-old, their developmental age is 13. Developmental age can be based on different body systems, including skeletal maturity or sexual maturity and different systems may give slightly different developmental ages, and therefore should be treated as an approximation unless measured by skilled evaluators with specialized equipment. In sport developmental age should be used as an indicator.

Enhanced training environments refer to NSO-driven identification and development of environments for targeted athletes that include access to state-of-art training facilities, world-leading coaches, and that advance support in technology, research, sport science and sport medicine. Enhanced training environments have the required quality, daily training hours to achieve gold medal profile indicators and required competition results.

Gold Medal Profile (GMP) is the collection of skills and attributes that underpin the performance of an athlete capable of stepping onto the Olympic, Paralympic or World Championship podium. The GMP is based on validated metrics with clear benchmarks for each of the skills and attributes, scaled according to the stage the athlete is at along the Podium Pathway.

Nationally-led refers to deliberate leadership from the national sport organization to drive the concept of a Podium Pathway and to implement the programmatic structures and services to achieve podium success.

Peak height velocity (PHV) is the maximum rate of growth in stature during the adolescent growth spurt. The age of maximum velocity of growth is called the age at PHV.

Peak strength velocity (PSV) is the maximum rate of increase in strength during the adolescent growth spurt. The age of maximum increase in strength is called the age at PSV.

Peak weight velocity (PWV) is the maximum rate of increase in weight during growth spurt. The age of maximum increase in weight is called the age at PWV.

Physical literacy is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life. In more practical terms is the life-long development of fundamental movement skills and fundamental sport skills in a wide variety of environments.

Podium Identification and Development is the entry point to the Podium Pathway characterized by deliberate athlete identification and development processes using podium results track benchmarks and gold medal profile indicators.

Podium Pathway describes the sport-defined excellence stages of Long-Term Development in Sport and Physical Activity and specifically applies to athletes on a trajectory toward podium results at the highest level of their sport. Podium Pathway encompasses both the Podium Results Track and the Gold Medal Profile (GMP).

Podium Potential describes the targeted athlete tracking to podium success based on predictive competition results and gold medal profile indicators. Athletes with podium potential will be monitored in the enhanced training environment and tracked in competition to predict progression towards podium success.

Podium Success is the desired performance end-state. It describes athletes achieving podium performances at the Olympics, Paralympics or World Championships.

Podium Results Track (PRT), derived from competition results, is the progression of performance benchmarks required to move through the Podium Pathway and successfully reach the Olympic, Paralympic or World Championship podium. Winning Style of Play (WSP) connotes this concept as it applies to team sport and possibly other sports such as Tennis, Badminton, or combat sports.

Puberty refers to the stage of maturation during which an individual becomes sexually mature and able to reproduce.

Quality Sport means good, developmentally appropriate, values-based programs, run in a safe, welcoming and inclusive environment by good people who are adequately qualified and are committed to the True Sport principles.

Readiness refers to the child's level of growth, maturity, and development that enables him or her to perform tasks and meet demands through training and competition. Readiness and sensitive periods of trainability during growth and development of young athletes signal the correct time for using certain stimuli to achieve optimum adaptation in skills, physical capacities, and competition.

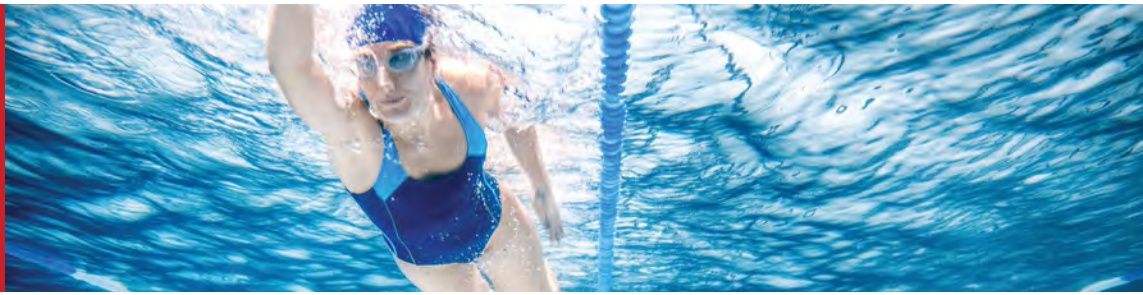
Sensitive periods of development refer to a period in the development of a specific behaviour or body adaptation when experience or training has a greater impact than at other times. All systems are always trainable, and a sensitive period is when a system has optimal trainability.

Skeletal age refers to the maturity of the skeleton and is determined by the degree of ossification of bones compared to the average age of that degree of ossification. It can be used as one way of accurately determining Developmental Age, but requires the use of sophisticated instruments (X-ray, MRI, etc.)

Targeted Excellence refers to a focused strategy to achieve podium success at the Olympics, Paralympics or World Championships.

Trainability Is the responsiveness of individuals to training stimuli. Trainability can refer to the speed of adaptation to a training stimulus or the degree of adaptation for a given level of training stimulus.

Training Age Is a measure of how long an athlete has been training in a specific sport.



References

The *Long-Term Development in Sport and Physical Activity* resource is informed by, and supported by, the coaching and exercise science literature, but it is written in non-technical terms for coaches and sport and physical activity technical and administrative leaders. The comprehensive list of references for this resource is compiled in the Sport for Life document *Handbook of References: Supplement to Long-Term Development in Sport and Physical Activity*. View at: sportforlife.ca/handbook-of-references.

This *Handbook of References* provides relevant literature to support Long-Term Development. For each identified topic, highlights from the literature are summarized followed by select references. Additional references from leading researchers who have helped to shape our understanding of athlete development and high performance sport are packaged at the end of the document.

The *Handbook of References* is available to anyone wishing to know more about the underpinnings of Long-Term Development. We encourage all readers to understand the landscape of athlete development and high performance sport is ever-changing—most data, findings, conclusions and interpretations are not universally accepted—there are many different ways to build a champion. Use this bank of information to inform your thinking, actions and discussions with others. Be open to new ideas and new ways of thinking about this exciting area of Long-Term Development in Sport and Physical Activity.



Sport for Life

sportforlife.ca





December 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Kevan Sumner, City Planner

Re: Parkland Dedication By-law

Recommendation:

That Council hereby adopts the Parkland Dedication By-law; and further

That three readings be given to a by-law for this purpose.

Background:

Under Section 42 of Ontario's Planning Act, as part of the municipal approval process for land development and redevelopment, municipalities can require developers to either contribute land for parks; and/or provide cash-in-lieu of Parkland where there is limited opportunity to provide land for parkland. The Planning Act specifies the following as it relates to parkland dedication requirements:

- Commercial or industrial: 2% of site area
- All other purposes (including residential): 5% of site area
- Permits increased dedication rates using 'alternative rate' for residential development based on the following:
 - 1 hectare/300 dwelling units when parkland is dedicated;
 - 1 hectare/500 dwelling units when cash-in-lieu is provided;
- Municipality must have a Parks Plan to use alternative rate; and
- Municipality's Official Plan must have policies about using the alternative rate.

The City of Kenora adopted a new Parks & Recreation Master Plan in 2022.

The City of Kenora Official Plan (2015) included policies to allow the City to require parkland dedication at the rates specified above, but this policy has never been enacted with a corresponding Parkland Dedication By-law.

If the by-law is passed, parkland dedication or cash-in-lieu will be required for all subdivision of property, and prior to issuance of Site Plan Control approval and/or building permits for all development or redevelopment, except for certain types of development exempted under the by-law.

Budget: 100% of cash-in-lieu payments collected through the Parkland Dedication By-law will be dedicated to the development of municipal parkland.

Risk Analysis: If the by-law is not adopted, the City is unable to require parkland dedication for development and redevelopment of properties.

Communication Plan/Notice By-law Requirements: Notice of the public meeting was published in the Kenora Miner & News and on the City of Kenora website and social media.

Strategic Plan or Other Guiding Document:

Goal 3.1 Deliver coordinated four-season cultural and recreational infrastructure, programs, and events.

BY-LAW NO. ____-2023

A by-law to require the conveyance of land for park or other public recreation purposes as a condition of the development or redevelopment of land within the City of Kenora or the payment of money in lieu of such conveyance, pursuant to the Planning Act, RSO 1990, c P.13, as amended,

WHEREAS Sections 42, 51.1, and 53 of the Planning Act, RSO 1990, c P.13, as amended authorizes the Council of the Municipality to require, by By-law, the conveyance of land for park or other public recreational purposes as a condition of the development or redevelopment, the subdivision of land, or the granting of a consent within the Municipality;

AND WHEREAS Sections 42 and 51.1 of the Planning Act, RSO 1990, c P.13, as amended further provide for an Alternative Parkland Rate of up to one ("1") hectare for each three hundred ("300") residential units proposed for Development or Redevelopment provided the municipality has an official plan that contains specific policies dealing with the provision of lands for park and other public recreational purposes;

AND WHEREAS Sections 42 and 51.1 of the Planning Act, RSO 1990, c P.13, as amended further provides that if a rate authorized by subsection (1) applies, the Council of the Municipality may require the payment of money in lieu of the value of the land otherwise required to be conveyed;

AND WHEREAS The Corporation of the City of Kenora has an Official Plan in effect that contains specific policies dealing with the provision of lands for park or other public recreational purposes and the use of the alternative requirement authorized under section 42(3) of the *Planning Act*;

AND WHEREAS Sections 23.1 to 23.3 of the Municipal Act authorize the delegation of powers or duties of the municipality subject to restrictions;

NOW THEREFORE the Council of The Corporation of the City of Kenora enacts as follows:

Short Title:

1. This By-law may be referred to as the Parkland Dedication By-law.

Severability:

2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid, illegal, unenforceable or of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law will continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

Definitions:

3. The following definitions apply in this By-law:
 - a) "Board of Education" has the same meaning as "board" as that term is defined in the Education Act, RSO 1990, c E.2, as amended, or any successor thereto;
 - b) "Building" means a building as defined in the Ontario Building Code, O. Reg. 332/12, as amended, or any successor thereto;
 - c) "Building Code Act" means the Building Code Act, SO 1992 chapter 23 and includes any amendments thereto, successor legislation, and where the context requires includes precursor legislation;

- d) "By-law" means this Parkland Conveyance By-law;
- e) "Cash-in-lieu" means a payment of money for park or other public recreational purposes which is collected in lieu of a conveyance of land which would otherwise be required to be conveyed pursuant to the parkland provisions of the Planning Act as incorporated into this by-law;
- f) "College" means a college established under the Ontario Colleges of Applied Arts and Technology Act, 2002, as amended, or any successor thereto;
- g) "Cemetery" means land set aside to be used for the interment of human remains and includes a mausoleum, columbarium or other structure intended for the interment of human remains;
- h) "City" means the City of Kenora or The Corporation of the City of Kenora as the context dictates;
- i) "Commercial purposes" means the use of non-residential land, buildings or structures for offices, sales and services, other than for Industrial, or Institutional purposes;
- j) "Council" means the Council for the City of Kenora;
- k) "Develop" means:
 - i) the construction, erection or placing of one or more buildings on land
 - ii) the making of an addition or alteration to a building that has the effect of substantially increasing the size by increasing the Gross Floor Area of the building by fifty percent (50%) or more, or by substantially increasing the usability thereof
 - iii) the addition of one or more new Dwelling Unit(s)
 - iv) the laying out and establishment of a commercial parking lot
 - v) "Developed", "Development", "Redevelop", "Redeveloped" and "Redevelopment" have their corresponding meanings;
- l) "Dwelling unit" means any property that is used or designed for use as a domestic establishment in which one or more persons may sleep and prepare and serve meals;
- m) "Gross Floor Area" has the same meaning given to Floor Area, Gross in the Zoning By-law;
- n) "Industrial purposes" means the use of land, buildings or structures used for or in connection with:
 - i) manufacturing, producing, fabricating, processing, storing or distributing goods;
 - ii) research or development in connection with manufacturing, producing, fabricating or processing goods;
 - iii) retail sales by a manufacturer, producer, fabricator or processor of goods they manufactured, produced, fabricated or processed, if the retail sales are at the site where the manufacturing, producing, fabricating or processing takes place; or,
 - iv) office or administrative purposes, if they are,
 - i. i. carried out with respect to manufacturing, producing, fabricating, processing, storing or distributing of goods; and,
 - ii. in or attached to the building or structure used for that manufacturing, producing, fabricating, processing, storing or distributing;
- o) "Institutional purposes" means the use of land, buildings or structures for a public or non-profit purpose including a religious, charitable, educational, health or welfare purpose, and without limiting the generality of the foregoing, may include such uses as schools, hospitals, places of worship, recreation facilities, community centres and government buildings;

- p) "Land" means, for the purposes of this By-law, the lesser of the area defined as:
 - i) The whole of a parcel of property or parcels of property associated with the Development or Redevelopment; or
 - ii) The whole of a lot or lots or a block or blocks on a registered plan of subdivision or a unit or units within a vacant land condominium that is associated with the Development or Redevelopment.
 - iii) For Industrial or Commercial Redevelopment, the portion of property where the Development or Redevelopment is occurring.
- q) "Market Value" means the value of the Land determined in accordance as nearly as may be with section 14 of the Expropriations Act, RSO 1990 c E.26, as amended or any successor thereto, as of the day before the day of the issuance of the first building permit for the Development;
- r) "Parkland" means land for parks and other public recreational purposes;
- s) "Planning Act" means the Planning Act, RSO 1990 c P.13 and includes any amendments thereto, successor legislation, and where the context requires includes precursor legislation;
- t) "Place of Worship" means a premises used by one or more religious groups for the practice of religious services;
- u) "Qualified Appraiser" means a member of the Appraisal Institute of Canada in good standing;
- v) "Record of Site Condition" means a record of site condition under Part XV.1 of the Environmental Protection Act, RSO 1990 c E.19, as amended, or any successor thereto;
- w) "Zoning By-law" means the City of Kenora Zoning By-law No. 101-2015, as amended, or any successor thereto.

General Requirement:

- 4. The entirety of the City is hereby established as an area for which the conveyance of a portion of Land to be Developed or Redeveloped, or the payment of money in lieu of such conveyance, shall be required as a condition of Development or Redevelopment.
- 5. No person shall Develop or Redevelop Land within the City unless they have first conveyed a portion of the Land to the City for Parkland, or paid money in lieu of such conveyance, in accordance with this By-law.

Delegation of Authority — Conveyance of a Portion of Land or Money in Lieu:

- 6. The authority to determine whether a conveyance of a portion of the Land associated with Development or Redevelopment for Parkland or the payment of money in lieu of such conveyance shall be required is hereby delegated to the Director of Building and Planning, any successor thereto, or an officer or employee of the City designated by the Director of Building and Planning, or their successor.
- 7. The determination of whether a conveyance of a portion of the Land for Parkland or the payment of money in lieu of such conveyance shall be required shall be made in accordance with this By-law, the relevant policies of the City's Official Plan, and generally in accordance with any other policies and guidelines established by the City from time to time for that purpose.

8. Council retains the authority to determine at its discretion:
 - a) whether a conveyance of a portion of the Land for Parkland or the payment of money in lieu of such conveyance shall be required; and
 - b) an alternative process to that set out in this By-law to determine the Market Value of the Land.

Where Conveyance of a Portion of the Land Required:

9. Where it has been determined that a portion of the Land will be required to be conveyed to the City as Parkland, the following shall apply:
 - a) Where Land in the City is to be Developed or Redeveloped for Commercial purposes or Industrial purposes or Institutional purposes, a portion of the Land not exceeding 2% of the total area of the Land shall be conveyed to the City for Parkland.
 - b) Where Land in the City is to be Developed or Redeveloped for residential purposes, the greater of:
 - i) a portion of the Land not exceeding 1hectare (1ha) per three hundred (300) Dwelling Units proposed as part of the Development or Redevelopment, or
 - ii) five percent (5%) of the total area of the Land shall be conveyed to the City for Parkland.
 - c) Where Land in the City is to be Developed or Redeveloped for any use other than for Commercial purposes, Industrial purposes, Institutional purposes or residential purposes, a portion of the Land not exceeding five percent (5%) of the total area of the Land shall be conveyed to the City for Parkland.
10. Where a Development or Redevelopment will include a mix of uses, and two or more of the requirements under section 9 a) - c) of this By-law may apply to the Development or Redevelopment, the area of the Land required to be conveyed to the City for Parkland shall be determined solely in accordance with whichever single requirement under section 9 a) — c) of this By-law applies to the Development or Redevelopment which results in the greatest total area of the Land being required to be conveyed to the City for Parkland. In calculating a single requirement under each of section 9 a) — c) of this By-law only the portion of Land or Dwelling Units associated with the purposes listed in the applicable subsection shall be used for calculating the total area of Land required to be conveyed to the City for Parkland.

Acceptance of Land for Park or Other Public Recreational Purposes:

11. Any portion of Land required to be conveyed to the City for Parkland shall be:
 - a) Free of encumbrances except as may be satisfactory to the City Solicitor; and
 - b) in a condition satisfactory to the City and in accordance with the requirements of the City's Official Plan and other policies respecting the acquisition of real property.
12. The City may require that a Record of Site Condition be filed in respect of the Land prior to accepting the conveyance of a portion of the Land for Parkland required under this By-law.
13. The following shall not be accepted by the City in satisfaction of a requirement to convey a portion of the Land for Parkland under this By-law:

- a) Areas of Hazard Land as identified in the City of Kenora Official Plan;
 - b) Areas of Land that are required to accommodate stormwater management facilities;
 - c) Areas of Land that are deemed to be contaminated in any way, subject to acceptance by the City pursuant to section 12 of this By-law;
 - d) Areas of Land that are used or proposed to be used for utility corridors or other infrastructure incompatible with their use as a public park; and
 - e) Land that is encumbered by easements or other instruments that would unduly restrict or prohibit public use.
14. Any costs associated with a conveyance of a portion of Land for Parkland purposes required under this By-law, including but not limited to costs related to the preparation and registration of documents, surveys or reference plans, and any applicable taxes, shall be borne by the person seeking to Develop or Redevelop the Land at no cost to the City.
15. Any requirement to convey a portion of Land to the City for park and other recreational purposes is fulfilled only when title of that portion of the Land is transferred to the City.

Payment of Money in Lieu of Conveyance:

16. The City may determine, in its discretion, whether it seeks a conveyance of a portion of Land for Parkland, a payment of money in lieu of conveyance of a portion of Land for Parkland, or a combination of both.
17. Where it has been determined that the payment of money will be required in lieu of a conveyance of a portion of the Land for Parkland, the following shall apply:
- a) Where Land in the City is to be Developed or Redeveloped for Commercial purposes or Industrial purposes or Institutional purposes, the payment required in lieu of the conveyance of a portion of the Land for Parkland shall be two percent (2%) of the Market Value of the Land.
 - b) Where Land is to be Developed or Redeveloped for residential purposes, the payment required in lieu of the conveyance of a portion of the Land for Parkland shall be the greater of:
 - i) the equivalent Market Value of 1 hectare (1 ha) per five hundred (500) Dwelling Units proposed to be added by the Development or Redevelopment, or;
 - ii) Five percent (5%) of the total Market Value of the Land.
 - c) Where Land in the City is to be Developed or Redeveloped for any use other than Commercial purposes, Industrial purposes, Institutional purposes or residential purposes, the payment required in lieu of the conveyance of a portion of the Land for Parkland shall be five percent (5%) of the Market Value of the Land.
18. Where a Development or Redevelopment will include a mix of uses, and two or more of the requirements under section 17 a) - c) of this By-law may apply to the Development or Redevelopment, the payment required in lieu of a conveyance of a portion of the Land to the City for Parkland shall be determined in accordance with whichever single requirement under section 17 a) — c) of this By-law applies to the Development or Redevelopment which will result in the greatest total payment to the City being required. In calculating a single

requirement under each of section 17 a) — c) of this By-law only the portion of Land or Dwelling Units associated with the purposes listed in the applicable subsection shall be used for calculating the payment required in lieu of a conveyance of a portion of the Land to the City for Parkland.

Maximum permitted dedication requirement:

19. In the case of land proposed for development or redevelopment where the rate of one hectare per three-hundred dwelling units is applied, or where a cash-in-lieu payment of the equivalent market value of one hectare per five-hundred dwelling units is required, the required conveyance or payment in lieu may not exceed:
 - a) 10 per cent of the land or the value of the land in the case of property that is five hectares or less in area, and
 - b) 15 per cent of the land or the value of the land in the case of property that is greater than five hectares in area.

Determination of Market Value:

20. The owner of the Land shall obtain and furnish the City with an appraisal of the Market Value of the Land from a certified professional appraiser of real estate who is designated as an Accredited Appraiser by the Appraisal Institute of Canada (AIC), and who is a member in good standing of the AIC, at no expense to the City. All appraisals must comply with the current Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) as adopted by the Appraisal Institute of Canada. No limiting conditions will be accepted that restrict distribution of the appraisal report, in part or in whole, to owner(s) of the subject property, any representative of the owner, or representative of the City.
21. The value of the land shall be determined as of:
 - a) The date before granting draft approval for development or redevelopment in the case of a draft plan of subdivision or draft condominium declaration; or
 - b) The date before the granting of provisional consent in the case of a consent application; or
 - c) The date before the issuance of Site Plan Control approval for development or redevelopment; or
 - d) The date before the issuance of a building permit for the development or redevelopment in all other cases. In cases where more than one building permit is required for the development or redevelopment, the value of the land shall be determined as of the day before the first permit is issued.
22. Where the City is satisfied with the Market Value determined by the appraisal submitted in accordance with section 20 of this By-law, that value shall be used in the determination of the payment required.
23. Where the City is not satisfied with the Market Value determined by the appraisal submitted in accordance with section 20 of this By-law, the City may obtain its own appraisal of the Market Value of the Land from a certified professional appraiser of real estate who is designated as an Accredited Appraiser by the Appraisal Institute of Canada (AIC), and who is

a member in good standing of the AIC, which appraisal shall be shared with the owner of the Land.

24. Where the City has obtained an appraisal under section 23 of this By-law, the owner of the Land may agree to fix the Market Value of the Land in accordance with the appraisal obtained by the City, or the City and the owner of the Land may agree to fix the Market Value of the Land at another amount, which shall in no case be less than the lowest estimate of Market Value in either appraisal or more than the highest estimate of Market Value in either appraisal.
25. Where the City has obtained an appraisal under section 23 of this By-law, and the City and the owner of the Land cannot agree on the Market Value of the Land to be used in determining the required payment, the Market Value may be fixed in accordance with subsections 42(10) to 42(13) of the Planning Act.
26. Appraisals submitted to or obtained by the City for the purposes of this By-law shall be considered valid for a maximum period of six (6) months from the date the appraisal was completed, or such less time as may be specified in the appraisal.

Requirement of Dedication or Payment Before Approval or Permit

27. Any payment of money or conveyance of land required to be made to the City pursuant to the provisions of this By-law shall be made prior to:
 - a) The granting of draft approval for development or redevelopment in the case of a draft plan of subdivision or draft condominium declaration; or
 - b) The granting of a provisional consent in the case of a consent application; or
 - c) The issuance of a building permit in respect of the development or redevelopment or where more than one building permit is required for the development or redevelopment, prior to the issuance of the first permit.

Form of Payment:

28. Any payment of money required under this By-law shall be made in the form of certified cheque, bank draft, electronic funds or wire transfer or another form acceptable to the City.
29. Payment of any amount required under this By-law does not include any applicable taxes, which may be added to the payment if required.

Special account:

30. All money received by the City in lieu of the conveyance of a portion of Land for Parkland, or received on the sale of any property that has been conveyed to the City pursuant to this By-law shall be paid into a special account established in accordance with section 42(15) of the Planning Act, and only as permitted under the Planning Act.
31. The City Treasurer shall give Council the financial statement of any special account established pursuant to this By-law in accordance with the requirements of subsections 42(17) of the Planning Act.

Other Powers Not Affected:

32. Nothing in this By-law is intended to or has the effect of restricting, limiting and/or altering the authority of Council to require a conveyance for Parkland or the payment of money in lieu of such conveyance as a condition of the approval of a plan of subdivision in accordance with section 51.1 of the Planning Act, or the authority of Council, the Committee of Adjustment or any successor body thereto established under section 44 of the Planning Act, to require a conveyance for Parkland or the payment of money in lieu of such conveyance as a condition of the approval of a consent given under section 53(12) of the Planning Act.

Where land conveyed:

33. If land has been conveyed or is required to be conveyed for park or other public purposes or a payment in lieu has been received or is owing to it under this By-law or a condition imposed under section 51.1 or 53 of the Planning Act no additional conveyance or payment in respect of the land subject to the earlier conveyance or payment may be required in respect of subsequent development or redevelopment unless,

- a) there is a change in the proposed development or redevelopment which would increase the density of development; or
- b) land originally proposed for development or redevelopment for commercial or industrial purposes is now proposed for development or redevelopment for other purposes.

Reduction for Previous Conveyance or Payment in Lieu:

34. Where section 32 of this By-law applies, and a change referred to in (a) or (b) of that section has occurred, any conveyance that has previously been made or is required to be made for Parkland, or any payment of money that has previously been made or is required to be made in lieu of such conveyance, as the case may be, shall be deducted from the portion of the Land required to be conveyed for Parkland or the payment of money in lieu of such conveyance required under this By-law.

Exemptions from General Requirement:

35. This By-law does not apply to the following classes of Development or Redevelopment:

- a) Development or Redevelopment of Land owned by and/ or used for the purposes of the City;
- b) Development or Redevelopment of Land owned by and used by a Board of Education;
- c) Development or Redevelopment of Land owned by a college for non-commercial institutional and/or educational purposes;
- d) Development or Redevelopment of a hospital as defined in Section 1 of the Public Hospitals Act,
- e) Development or Redevelopment of Land owned by and used for the purposes of the Ontario Provincial Police;
- f) The enlargement of an existing residential dwelling unit;
- g) Development or redevelopment consisting of a total of ten (10) or fewer dwelling units on a single lot;
- h) Development or Redevelopment consisting solely of a secondary dwelling unit permitted by the City's Official Plan or Zoning By-law;
- i) Development or Redevelopment that consists solely of a temporary building or structure;

- j) Development or Redevelopment that consists solely of the replacement of any building destroyed due to fire or other accidental cause beyond the control of the owner of the Land, provided that no intensification or change in use is proposed, including but not limited to increasing the total number of Dwelling Units, or increasing the size or usability of the Gross Floor Area of the original building;
- k) Development or Redevelopment of a Place of Worship or of a cemetery exempt from taxation under the Assessment Act, R.S.O. 1990, c. A.31, or any successor thereof;
- l) Such other land uses, projects or specific Development or Redevelopment as may be exempted by resolution of Council.

This By-law shall come into force and take effect on December ____, 2023.

Enacted by the City of Kenora Council this December ____, 2023.

Andrew Poirier, Mayor

Heather Pihulak, City Clerk



December 6, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Janis Pochailo, Director Planning and Building Services
Kevan Sumner, City Planner**

Re: Acquisition of Block C M712, Open and Establish a Public Street

Recommendation:

That Council hereby authorizes the Mayor and Clerk to execute a transfer agreement between the Corporation of the City of Kenora and Rees Snow for property identified as Block C Plan M712; and further

That Council gives three readings to a bylaw to open and establish a public highway of The Corporation of the City of Kenora, bearing the name "Snow Drive", legally described as Block C Plan M712, Kenora, PIN 42136-0023 (LT) as identified in Schedule 'A'; and further

That in accordance with public notices bylaw 160-2022 public notice is hereby given that Council intends to acquire lands and establish a public highway bearing the name of Snow Drive; and further

That three readings be given to the applicable by-laws for these purposes.

Background Information:

Upon completing a title search for a client along Snow Drive, Hook Seller Lundin LLP revealed a one-foot reserve on the southern boundary of Snow Drive that is still in the name of the original developer, Rees Snow. This one-foot reserve is legally described as Block C on Plan M712.

We are requesting Block C be transferred to the City and dedicated as public highway to secure legal access to the properties along the south side of Snow Drive.

The purpose of a one-foot reserve is to prevent access to a property and control development until conditions of a subdivision agreement are complete. Once development conditions are complete reserves are typically transferred to the City and dedicated a public highway. Review of the parcel register indicates no record of a subdivision agreement for M712; therefore, we are unable to comment on the specific purpose of the one-foot reserve, or why the reserve was not addressed in the 1980's by Jaffray Melick.

While Snow Drive would have automatically been transferred to the Township of Jaffray Melick per the dedication clause on the plan of subdivision, Block C would have needed to be transferred separately.

Assuming that there are no outstanding obligations under the subdivision agreement, Block C should be transferred to the City and rightfully dedicated as public highways to

allow legal access to the properties on Snow Drive and to ensure there are no issues in the future.

There are no associated costs to the City of Kenora as the dedication is a condition of an agreement of purchase and sale between a buyer and seller for a parcel on Snow Drive. Hook Seller and Lundin will prepare all paperwork on behalf of the City of Kenora for the transfer, and will register the dedication by-law on title, the seller is bearing these costs.

Budget: This is an administrative function requiring that the council approve the transfer of Block C to the City of Kenora and then dedicate the reserves as public highways. There is no cost to the Corporation.

Risk Analysis:

There is low risk in proceeding with transfer of Block C to the City of Kenora and the dedication of Block C as public highway. The proper assumption and dedication will ensure abutting property owners have legal access on Snow Drive.

Communication Plan/Notice By-law Requirements: 2 bylaws

Strategic Plan or another Guiding Document:

Goal 1.1- Position Kenora for growth through proactive infrastructure planning.

Goa 2.1- A) Promote new investment and development of City-owned and private lands in Kenora.



December 1, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Janis Pochailo, Director Planning and Building

Re: Acquisition of land from Mark and Anice Skrzypek, PIN: 42175-0133

Recommendation:

Whereas the Corporation of the City of Kenora has reached an Agreement with Mark and Anice Skrzypek to transfer property legally described as: PCL 361 SEC DKF; PT LOCATION D39 JAFFRAY PT 7, 8, 9 & 10 KR279, EXCEPT PT 10 & 11 23R2839, S/T PT 7 KR279 AS IN LT68670, LT68671, LT68778 & LT68779; KENORA, PIN: 42175-0133 for municipal purposes and more particularly for a right-of-way, locally known as Johnson Road; and further

That the purchase price shall be satisfied via a tax receipt issued by the City of Kenora in the amount of the Current Value Assessment (CVA) being \$6,900; and further

That all legal fees shall be the responsibility of the Corporation of the City of Kenora; and further

That in accordance with notices bylaw #160-2022 public notice is hereby given that Council intends to acquire said lands for municipal purposes; and further

That Mayor and Clerk of the Corporation of the City of Kenora are hereby authorized to execute the Agreement on behalf of the City of Kenora in accordance with the terms and conditions set out therein and to affix the Seal of the Corporation thereto.

Background:

The subject lands legally described as PCL 361 SEC DKF; PT LOCATION D39 JAFFRAY PT 7, 8, 9 & 10 KR279, EXCEPT PT 10 & 11 23R2839, S/T PT 7 KR279 AS IN LT68670, LT68671, LT68778 & LT68779; KENORA is locally known as Johnson Road, although the Kenora Roads Department has historically plowed Johnson Road, the right of way is privately owned by Mark and Anice Skrzypek.

Johnson Road is approximately 10 m wide and grants legal access to owners of Lots 1-6 KR 279 (Civic addresses 2, 4, 8, 10 and 12 Johnson Road) via an easement for right-of-way over and along Part 7 Plan KR 279.

Transferring Parts 7, 8, 9, and 10 KR279 would maintain existing access to lots within civic address 2, 4, 8 10 and 12 Johnson Road, and would also create legal access for lots municipally addressed 14, 16 and 18 Johnson Road, which were inadvertently created by Jaffray Melick as land locked property.

The Strzypeks are willing to transfer the lands to the City of Kenora, under the condition that the purchase price to be satisfied via a tax receipt issued by the City of Kenora in the amount of the Current Value Assessment at \$6900, and that the City of Kenora agree to cover the associated legal fees regarding the transaction.

The acquisition of Johnson Road may also trigger the acquisition of Hager Road, as the City of Kenora Official Plan supports lot creation where there is permanent frontage on City owned roads, this acquisition creates opportunity for lot creation and potential residential development.

Budget: All legal fees shall be the responsibility of the City of Kenora. the purchase price to be satisfied via a tax receipt issued by the City of Kenora in the amount of the Current Value Assessment at \$6,900.

Risk Analysis: As per the requirements of the City's ERM policy, there would be a moderate risk if the assumption of Johnson Road is not supported. This project is an example of a positive improvement to inventory of City owned lands and clean-up of municipally maintained roads/lanes/highways. The acquisition of Johnson Road creates an opportunity for lot creation and residential development.

Communication Plan/Notice By-law Requirements:

- By-law required.
- Notice to the Director of Finance, Director of Planning and Building Services, Director of Engineering and Infrastructure Services and the Land Acquisition and Divestment Officer

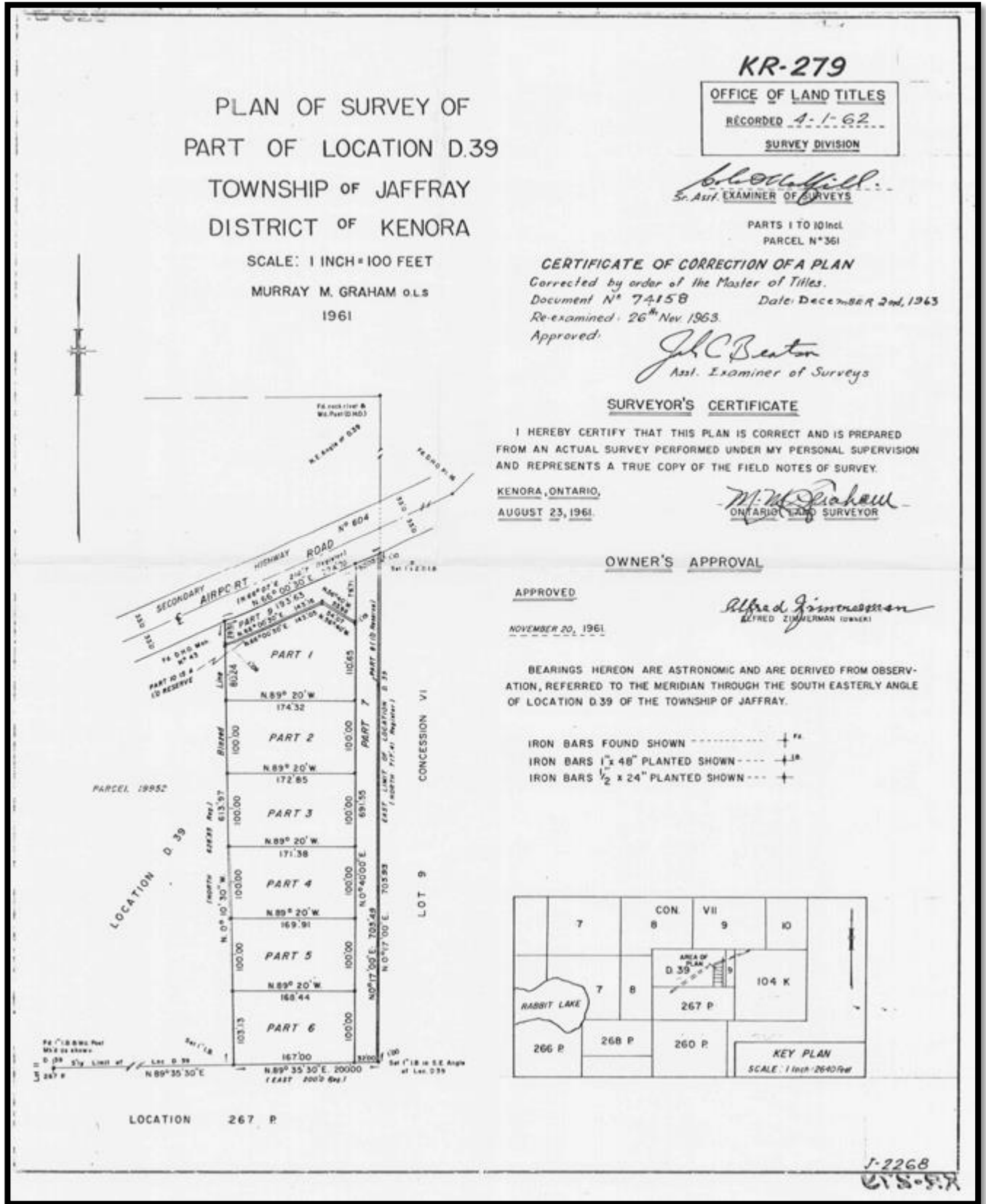
Strategic Plan or another Guiding Document:

Economic Growth, and Development Focus Area:

- Goal 2.1 (A) Promote new investment and development of City-owned and private lands in Kenora.
- Goal 2.1 (B) Facilitate opportunities for more and diverse housing development across the housing spectrum.

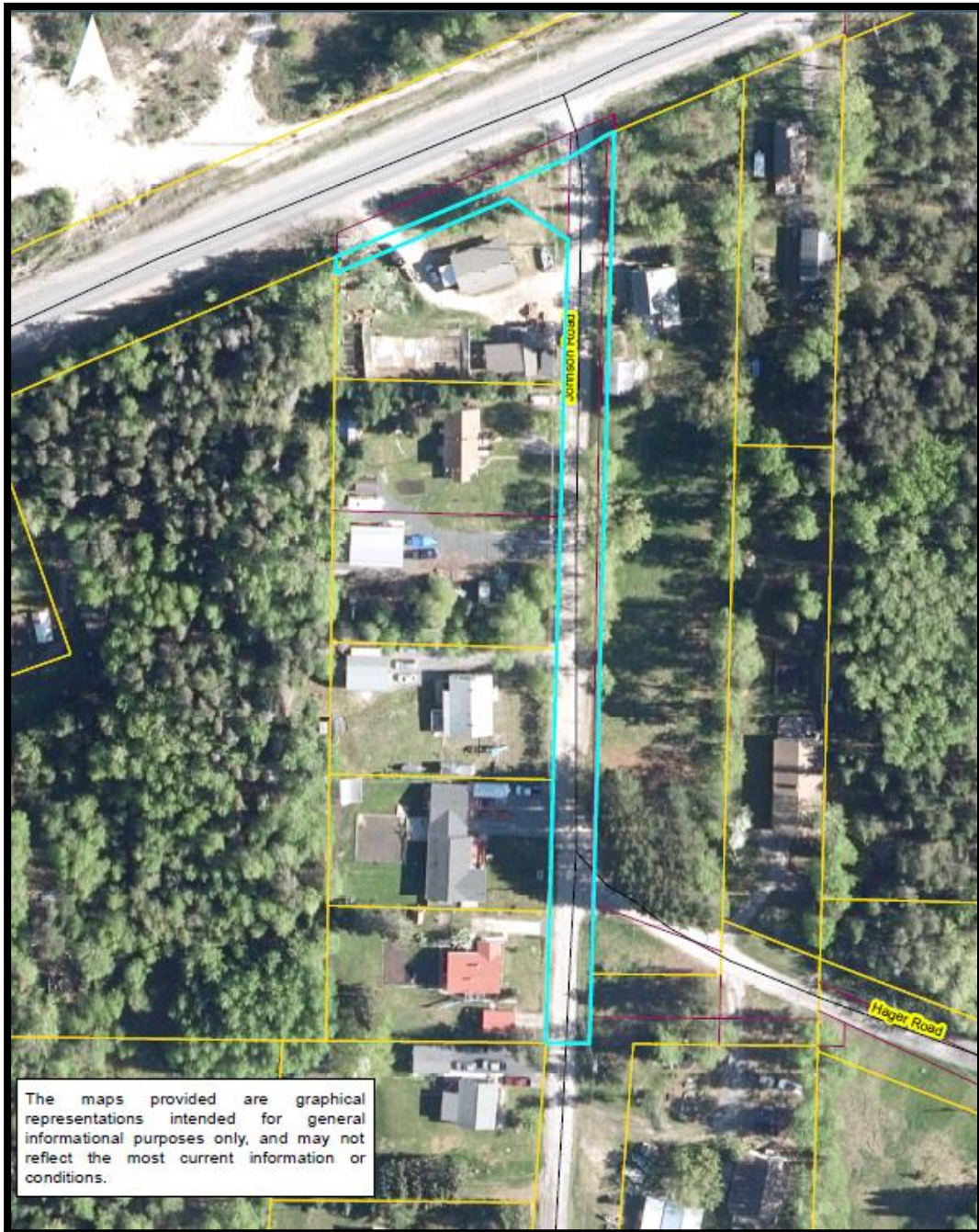
Schedule A

Plan KR 279



Schedule B

Aerial photograph Johnson Road, Kenora GIS 2022





December 13, 2023

City Council Committee Report

To: Kyle Attanasio, CAO

Fr: Stace Gander, Director of Economic Development and Tourism

Re: Development Contribution By-law Amendment

Recommendation:

That Council hereby approves an amendment to the Development Contribution By-law; and further

That in accordance with Notice By-law Number 160-2022, public notice is hereby given that Council intends to give three readings to an amendment to the Development Contribution By-law at its December 20, 2023 meeting; and further

That Council gives three readings to a by-law for this purpose.

Background:

At its May 17, 2023 meeting, Council provided approval for staff to proceed with the creation of a Development Contribution By-law that would enable the City of Kenora to provide financial support for private sector developments that can clearly demonstrate public benefit in the interest of the municipality.

The Development Contribution By-law was approved at Council's June 21, 2023 Council meeting. Upon review, the definition of "Public Benefit" is too broad.

The current definition is:

"Public Benefit" means a tangible benefit to the City and public as a whole, including long-term employment creation, the development or operation of a destination or tourist attraction, the installation of infrastructure that results in broader use by the community, or a development project that will stabilize or increase the municipal tax base.

The proposed revision is:

"Public Benefit" means a tangible benefit to the City and public as a whole, including long-term employment creation, the development or operation of a destination or tourist attraction, and/or the installation of infrastructure that results in broader use by the community.

Budget: This change will act to reduce financial liability to the City for future private sector projects.

Risk Analysis: This amendment to the by-law will act to reduce financial risk to the City while maintaining the intended purpose of the by-law which is to enable the City to provide financial support to certain projects that provide an overall "Public Benefit" to the City.

Communication Plan/Notice By-law Requirements: Resolution and by-law required. This by-law will become a tool utilized by Economic Development to promote investment in the community.

Strategic Plan or other Guiding Documents:

2022-2027 City of Kenora Strategic Plan

2.1.5 Activate the City of Kenora 5-Year Tourism and Economic Development Strategy.

2021 Five Year Tourism and Economic Development Strategy

2.1 Activate development on Kenora's vacant and underutilized lands.

The Corporation of the City of Kenora

By Law Number 23-XXXX

Development Contribution By-law

Whereas Section 106 of the Municipal Act, 2001 (the “Act”) prohibits any municipality to assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose; and

Whereas under Section 107 of the Act despite any provision relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants, to any person, group or body that Council considers to be in the interest of the municipality;

Whereas Council wishes to encourage and promote private sector development in the City of Kenora; and

Whereas the Municipal Capital Facilities By-law for Municipal Housing Project Facilities is the appropriate policy tool to support affordable housing development in the City of Kenora; and

Whereas Council is desirous of enacting a Development Contribution By-law to authorize the City to enter into agreements for private sector projects, excluding affordable housing development, that can clearly demonstrate public benefit in the interest of the municipality;

Now Therefore the Council of The Corporation of the City of Kenora Enacts as follows:

1. **Definitions:** In this By-law,

“Act” means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and the Regulations thereunder;

“City” means The Corporation of the City of Kenora;

“Council” means Council of The Corporation of the City of Kenora;

“Development” means private sector investment by a Proponent into a project that demonstrates a public benefit subject to Section 107 of the Act;

“Development Lands” means the lands, under the ownership or control of the Proponent, on which a Development is located;

“Proponent” means a private sector investor(s) that submitd an application for support under the Development Contribution By-law;

“Public Benefit” means a tangible benefit to the City and public as a whole, including long-term employment creation, the development or operation of a destination or tourist attraction,

~~and/or the installation of infrastructure that results in broader use by the community, or a development project that will stabilize or increase the municipal tax base.~~

2. Council may pass by-laws authorizing the City to enter into Development Contribution Agreements for the provision of municipal capital facilities with any person, including another Municipality, pursuant to Section 107 of the *Act*, as amended, for the provision of Development.
3. The City shall not enter into an Agreement under Section 2 of this by-law unless Council has determined that the Development demonstrates public benefit in the interest of the City.
4. Applications for Development support must be submitted in writing through the prescribed form to the City designee.
5. With respect to the Development that is subject to the agreement, Council may provide financial assistance or other assistance at less than fair market value or at no cost to the Proponent.
6. A Development Contribution Agreement shall contain, but not be limited to, the following provisions:
 - a) a list of the benefits being conferred on the Proponent under Subsection 107 of the *Act*;
 - b) any conditions to the financial or other assistance provided to the Proponent;
 - c) that if the Proponent does not comply with the terms and conditions of the Agreement, the Proponent shall, at the request of the City, re-pay to the City the entire amount or portion of benefits conferred under the agreement, together with any costs, administrative or otherwise, incurred by the City; an assignmanet clause providing that the Agreement shall be binding on the Proponents, and the Proponent's successors and permitted assignssuchthat during the period in which the Development Contribution Agreement is in force, the Proponent shall, as a condition precedent to a sale or other disposition of the Development or any portion thereof, require the Transferee or Lessee to agree to be bound by the terms hereof in a form satisfactory to the City; or
 - d) other terms or conditions deemed appropriate by the City, including without limitation any and all forms of required property transactions together with any general or and specific security as the City considers necessary and desirable.
7. This by-law may be cited as the "Development Contribution By-law".
8. This by-law shall come into force and take effect upon its passing.

By-law read a first and second time this 21st day of June, 2023

By-law read a third and final time this 21st day of June, 2023

The Corporation of the City of Kenora:-

Andrew Poirier, Mayor

Heather Pihulak, City Clerk



November 30, 2023

Staff Report

File No: D09-23-01

To: Kyle Attanasio, CAO

Fr: Janis Pochailo, Director of Planning and Building

Re: Application for Official Plan Amendment

Location: City-wide

Applicant: City of Kenora

Recommendation

That Council hereby approves the Application for Official Plan Amendment, File No. D09-23-01, to bring the Official Plan policies into compliance with *Bill 23: More Homes More Choices Act*; and further,

That Council gives three readings to a by-law to that effect.

1. Introduction

The City of Kenora Planning Department is proposing to amend the Official Plan, to bring the policies of the City of Kenora into compliance with *Planning Act* amendments made under *Bill 23, the More Homes Built Faster Act*.

D09-23-01 was originally considered by Council at a public meeting on April 12, 2023. Following the public hearing the item was tabled. Administration is now proposing amendments to the by-law to simplify the text. The general intent of the by-law remains the same. The amendment as currently proposed represents the minimum changes required for compliance with Bill 23.

2. Description of Proposal

The purpose and effect of the Official Plan Amendment is to bring policies into compliance with recent amendments to the *Planning Act* by:

- Deleting Section 3.16 Laneway Housing, and
- Replacing Parts B and C of Section 3.21 Secondary Dwelling Units with policies to support the addition of up to two residential units as follows:

3.21 Secondary Dwelling Units

- a) Secondary dwelling units are permitted in the Established Area, Residential Development Area, Harbourtown Centre, and Rural Area designations.
- b) Secondary dwelling units shall be permitted in detached, semi-detached, duplex, or multiple-attached dwellings or in an ancillary structure in accordance with provisions of the zoning by-law.
- c) Only two secondary dwelling units may be established per lot.

3. Results of Interdepartmental and Agency Circulation

The proposed Official Plan amendment was circulated for comment on March 3rd, 2023. City administration as well as Bell Canada and Synergy North have no concerns.

4. Public Comments

The public had the opportunity to make representation both to the Planning Advisory Committee at an open house on March 21st, 2023, and to Council at a statutory public meeting on April 12th, 2023. Notice of the application was given in accordance with Section 17 of the Planning Act, whereby it was published in the Municipal Memo of the Newspaper on March 16th, 2023, and circulated to persons and public bodies as legislated.

Comments were received from two members of the public expressing concern over the protection of drinking water in rural areas. Correspondence is attached for reference.

5. Evaluation

Under the amendments to the Planning Act made by Bill 23, no Official Plan may contain a policy that has the effect of prohibiting up to two additional residential units on urban residential land (two in the primary dwelling, or one in the primary dwelling and one in an accessory structure). This has the effect of granting an “as of right” to develop additional residential units on such properties, regardless of the policies of the local Official Plan.

The proposed new policies will bring the Official Plan into compliance with the Planning Act amendments, by increasing the number of permitted secondary dwelling units from one to two per lot.

Section 3.21(a) of the Official Plan allows for “secondary dwelling units” in Established Area, Residential Development Area, Harbourtown Centre, and Rural Area designations. No changes to this part of the policy are proposed. The amendment to Section 3.21(b) as proposed will allow for differing requirements in rural and urban areas under the provisions of the zoning by-law.

The Laneway Housing policy is recommended for removal as it prohibits this type of housing, thereby prohibiting a key right granted under Bill 23.

Attachments

- Complete Application for Official Plan Amendment
- Planning Rationale
- Notice of Application and Public Meeting
- Minutes of the Planning Advisory Committee meeting of March 21st, 2023
- Letters of concern from Susan Cone and Cathy Bilyk
- Planning Advisory Committee Resolution
- March 21, 2023 Planning Report.
- Draft By-law

OFFICE USE ONLY

Date Stamp - Date Received:

File Number: D09-23-02

Roll Number: N/A

Date Received: 24 January 2023

Application Fee Paid: _____

Application Deemed Complete (Date): 24 January 2023

CONCURRENT APPLICATIONS FILED

Please check if you have any concurrent applications filed:

Zoning By-law Amendment

Plan of Subdivision or Condominium

Site Plan Application

Other (Please Specify): _____

Consent

Minor Variance

REQUIREMENTS/CHECKLIST FOR A COMPLETE APPLICATION:

Pre-consultation meeting

Completed application form (keep a copy for your own records)

Any reports/letters of support etc.

Information/reports as indicated on application form

The required fee of \$3000.00 and deposit of \$1400.00 as per the schedule of fees By-law

Planning Rationale

Required studies identified at pre-consultation (See section 8.10 of the Official Plan for list of studies)

Authorization of Owner(s) or completion of the Owner's Authorization, if the Owner is not filing the application.

Electronic version of all required information

Ontario Land Tribunal (OLT) cost recovery undertaking

Entrance Permit or MTO clearance if fronting a Provincial Highway

PLEASE LIST THE REPORTS AND/OR STUDIES THAT WILL ACCOMPANY THIS APPLICATION.

N/A

THIS APPLICATION MUST BE SUBMITTED TO:

City of Kenora Planning Department – planning@kenora.ca

City Planner - Tel: (807) 467-2059

Planner – Tel: (807) 467-2059

60 Fourteenth Street North, 2nd Floor

Kenora, ON P9N 4M9

PRESCRIBED INFORMATION

Personal Information collected in response to this planning notice will be used to assist City staff to process this application and will be made public. The information prescribed in this application is contained in Ontario Regulation 543/06 (as amended), of the Planning Act, R.S.O. 1990 (as amended).

The undersigned hereby applies to the Council of the City of Kenora under Section 22 of the Planning Act, R.S.O. 1990 (as revised), for an amendment to the Official Plan, as described in this application.

This application also sets out other information that will assist City Council in their evaluation of the application and Staff review. In the absence of this information, it may not be possible to do a complete review within the legislated timeframe for making a decision. As a result, the application may be refused.

It is the sole responsibility of the authorized agent and/or owner to ensure that this application form is complete and that the information provided is accurate and correct. This application form will not be accepted until all required questions have been answered and all other requirements have been satisfied.

1.0 - APPLICANT INFORMATION

Date Application Submitted to the City of Kenora: 24 January 2023

SUBJECT PROPERTY INFORMATION

Civic Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Registered Plan Number	M-			
Legal Description				
Reference Plan Number	23R-			
Lot No.(s)/Block No.(s)				
Concession Number(s)/PT LOT				
Part Numbers(s)				
Tax Roll Number	6016			
Lot Frontage (Metres)				
Depth (Metres)				
Area (Ha.)				

OWNER/APPLICANT INFORMATION

Check Appropriate Box:	<input type="checkbox"/> Person(s)		<input checked="" type="checkbox"/> Company Corporation of the City of Kenora	
Registered Land Owner	Surname:		First Name:	
Mailing Address	Street No.: 1	Street Name: Main Street South	Postal Code: P9N 3X2	Unit Num.:
City	Kenora		Province: Ontario	
Contact Information	Phone: 807 467 2000		Fax:	
Email				
Acquisition Date of Subject Land				

PLANNING AGENT/SOLICITOR INFORMATION

Company or Firm Name				
Name	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				

MORTGAGES, ENCUMBRANCES, HOLDERS OF CHARGES ETC. OF SUBJECT LAND

Company			
Contact Person	Surname:	First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code: Unit Num.:
Contact Information	Phone:	Fax:	
Email			

2.0 - POLICY

Does the requested amendment add, change, replace or delete a policy in the Official Plan? YES NO

If yes, what is the purpose of the requested amendment, and what Section(s) of the Official Plan are being altered?

Delete sections 3.16 Laneway Housing and 3.21 Secondary Dwelling Units.
Add new section 3.21 Additional Residential Units, as detailed in planning rationale.

3.0 - DESIGNATION (Please see www.kenora.ca/planning for schedules/maps)

What is the current designation of the subject land in the Official Plan and the uses that the designation authorizes?

N/A

4.0 - PROPOSED DESIGNATION

If the requested amendment changes or replaces a designation in the Official Plan, what is the designation that is being proposed and the new land uses that change would authorize?

N/A

5.0 - TEXT AND SCHEDULE

If a Policy, Designation or Schedule in the Official Plan is being added, changed, replaced or deleted, provide the text and the schedule that accompanies it. Attach a separate sheet if needed.

Proposed new section 3.21:

3.21 Additional Residential Units

- a) a second residential unit is to be permitted in any detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
- b) a third residential unit is to be permitted in a detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or
- c) one additional residential unit is to be permitted in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; and
- d) A second residential unit is to be permitted in any detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house contains any residential units or sleeping quarters; or
- e) One additional residential unit is to be permitted in a building or structure ancillary to a detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if the detached house contains no more than one residential unit and no other building or structure ancillary to the detached house contains any residential units or sleeping quarters.

6.0 - SUBJECT PROPERTY WATER SUPPLY

- Municipal Water Private Well Communal Well
 Lake Other: N/A – not site-specific

7.0 - SEWAGE DISPOSAL

- Municipal Sewer Private Septic System/Field Communal Septic System/Field
 Privy Other: N/A – not site-specific

If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following studies are required:

- A servicing options report; and
- A hydrogeological report

8.0 - SUBJECT PROPERTY DRAINAGE

Subject Property Site Drainage is provided by:

- Storm Sewers Swales Ditches Other (Please explain) N/A – not site-specific

*A preliminary stormwater management report is recommended, and should be prepared concurrent with any Hydrogeological reports for submission with the application. A stormwater management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval.

9.0 - AREA OF SETTLEMENT

Do either of the requested amendments require alteration to the boundaries of an existing area of settlement or require a new area of settlement implemented? YES NO

If yes please provide the current Official Plan policies, if any dealing with the alteration or establishment of an area of settlement:

10.0 - EMPLOYMENT LANDS

Does the Requested amendment remove land from an area of employment? YES NO

If yes, please provide the current Official Plan policies, if any, dealing with the removal of employment lands:

11.0 - OTHER APPLICATIONS UNDER THE PLANNING ACT

Is the subject land, or land within 120 metres of the subject lands, the focus of any other applications under the planning act or has the subject property been subject to an application in the past? YES NO

If yes, please indicate which applications are being undertaken.

	Draft Plan of Subdivision	File No.:	Status:
	Condominium Description	File No.:	Status:
	Official Plan Amendment	File No.:	Status:
	Zoning By-law Amendment	File No.: D14-23-02	Status: Active (concurrent)
	Minister's Zoning Amendment	File No.:	Status:
	Site Plan Application	File No.:	Status:
	Consent	File No.:	Status:
	Minor Variance	File No.:	Status:
	Part Lot Control	File No.:	Status:
	Other (Please Specify)	File No.:	Status:

If you answered yes to any of the above, please describe the land the "other" application affects, the purpose of that application, and the effect that application will have on the amendment requested through this application:

Zoning By-law amendment D14-23-02 is intended to amend and introduce additional dwelling unit regulations enabled by this amendment of the Official Plan.

12.0 - IS THE PLAN CONSISTENT WITH POLICY STATEMENTS ISSUED UNDER SUBSECTION 3(1) OF THE PLANNING ACT?

Please state how this application is consistent with the 2020 Provincial Policy Statement (PPS).

The following PPS policies are supportive of providing for additional dwelling units:

Policy 1.1.1: Healthy, liveable, and safe communities are sustained by:

- b) accommodating an appropriate range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment..., institutional..., recreation, park and open space, and other uses to meet long-term needs;

Policy 1.4.3: Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

b) permitting and facilitating:

- 2. all types of residential intensification, including additional residential units, and redevelopment...

13.0 - ADDITIONAL INFORMATION

Please provide any additional information that you feel would be beneficial to Staff, outside agencies or council in evaluating the application:

These Official Plan amendments are required to bring the City of Kenora's Official Plan in to compliance with amendments to the Planning Act that were made under Bill 23, which received Royal Assent on November 28, 2022. If approved by Council, these additional residential unit policies may not be appealed (Planning Act s.17(24.1)).

14.0 - DIRECTIONS

Please provide directions to the subject property:

N/A – not site-specific

15.0 - SITE HISTORY

What is the current use(s) of the subject land?

N/A – not site-specific

Please state all previous known uses of the subject land.

Has there been an industrial or commercial use on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? YES NO

If yes please be specific:

What information did you use to determine the answers to the above questions?

If yes to the above, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

CONTAMINATION

YES NO UNKNOWN

Has the grading of the subject land been changed by adding earth or other material?

Has a gas station ever been located on the subject land or adjacent land at any time?

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Is there any reason to believe the subject land or adjacent lands may have been contaminated by former uses (brownfields, industrial waste etc.)?

What information did you use to determine the answers to the above questions? If an environmental assessment has been performed please submit it with the application.

N/A – not site-specific

*If the answer to any of the above questions from regarding contamination were checked yes or if there was an industrial or commercial use, please attach a previous use inventory with this application form showing all former uses of the subject land. A soils investigation study may also be required.

16.0 - SUBSURFACE RIGHTS

Are the subsurface rights and the surface rights to the property held by the same owner? YES NO

If no, who owns the subsurface rights?

N/A – not site-specific _____

If no, please have the owner complete the following declaration:

AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS

(If subsurface rights are different from the Owner of the lands)

I, _____, the Owner of the subsurface rights for the subject property, am aware of this application and consent to it. (please print)

_____ (signature)

_____ (date)

_____ (address)

_____ Telephone Number

_____ Facsimile Number

17.0 - SIGNIFICANT FEATURES CHECKLIST

Check through the following list. Indicate under YES, NO or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements.

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	UNKNOWN	IF YES, PLEASE SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas			N/A		Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹			N/A		Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²			N/A		Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³			N/A		Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			N/A		Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			N/A		Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond			N/A		Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line			N/A		Evaluate impacts within 300 metres.

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	UNKNOWN	IF YES, PLEASE SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Operating mine site			N/A		Will Development hinder continuation or expansion of operations?
Non-operational mine site within 1 kilometre of subject land			N/A		Have potential impacts been addressed? has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise projection (NEP) is 28 or greater			N/A		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric Transformer Facility			N/A		Determine possible impacts within 200 metres.
High Voltage Transmission Lines			N/A		Consult the appropriate electric power service.
Transportation and Infrastructure corridors			N/A		Will corridor be protected? Noise Study Prepared?
Agricultural Operations			N/A		Development to comply with the Minimum Distance Separation Formulae and Official Plan.
Mineral Aggregate Resource area			N/A		Will development hinder access to the resource or the establishment of new resource operations?
Mineral Aggregate Operations			N/A		Will development hinder continuation of extraction? Noise and Dust Study completed?
Existing Pits and Quarries			N/A		Will development hinder continued operation or expansion? Noise and Dust Study completed?
Mineral and Petroleum Resources			N/A		Will development hinder access to the resource or the establishment of new resource operations?
Significant Wetlands or potentially significant Wetlands			N/A		Provide Environmental Impact Study(EIS). Must demonstrate that no negative impacts will occur.
Significant portions of habitat of Endangered or Threatened Species			N/A		Provide Environmental Impact Study(EIS). Must demonstrate that no negative impacts will occur.
Significant Fish Habitat, Wildlife Habitat and areas of Natural and Scientific Interest			N/A		Provide Environmental Impact Study(EIS). Must demonstrate that no negative impacts will occur.
Sensitive Groundwater Recharge Areas, Headwaters and Aquifers			N/A		Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant Built Heritage Resources and Cultural Heritage Landscapes			N/A		Development should conserve significant built heritage resources and cultural heritage landscapes.

FEATURE OR DEVELOPMENT CIRCUMSTANCE	YES	NO	UNKNOWN	IF YES, PLEASE SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Significant Archaeological Resources			N/A		Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Lake of the Woods: Within defined Portions of Dynamic Beach and 1:100 year flood level along connecting channels			N/A		Development not permitted
Lands Subject to Flooding and/or Erosions			N/A		Development may be permitted. Must demonstrate that hazards can be addressed.
Erosion Hazards			N/A		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains			N/A		Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous Sites ⁴			N/A		Slope Study, Flood line Study. Demonstrate that hazards can be addressed.
Rehabilitated Mine Sites			N/A		Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated and/or Brownfield sites			N/A		Assess and inventory of previous uses in areas of possible contamination.

¹Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

³Class 3 Industry - Indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

18.0 - AFFIDAVIT OR SWORN DECLARATION

I, Kyle Athanasio, ^{as chief Administrative officer} of the City of Kenora in the province of Ontario, make oath and say (or solemnly declare) that the information required under Ontario Regulation 543/06 (as amended), and provided in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the City of Kenora in the District of Kenora this 20 day of March in the year 2023

[Signature]
Heather L. Pihulak, a Commissioner of Oaths
District of Kenora, while CITY CLERK for the
Corporation of the City of Kenora.

[Signature]
Applicants(s)

I/We also authorize and consent to representatives from the City of Kenora and the persons and public bodies conferred with under the Planning Act (R.S.O. as amended) entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Date

Applicant(s)

Personal information contained on this form is collected pursuant to the *Municipal Act*, and will be used for the purpose of processing and approval of this application and associated applications. Questions about this collection should be directed to:

The Freedom of Information and Privacy Coordinator, City of Kenora,
1 Main Street South, Kenora, ON P9N 3X7, (807) 467-2295.

March 10, 2023



Planning Rationale

1. Introduction

This Planning Rationale outlines the identified housing need in the City of Kenora, recent changes to the Planning Act regarding additional dwelling units as a result of Bill 23, and current and proposed Official Plan policies and Zoning By-law regulations.

The intent of the proposed Official Plan and Zoning By-law amendments is to bring our local policies and regulations in to compliance with the new changes to the Planning Act and to remove regulatory restrictions to make it easier for local residents to add up to two additional dwelling units to residential properties.

2. Housing Need

The 2022-2027 Strategic Plan (City of Kenora: Charting Our Course 2027) identifies housing as one of the top six priorities for the city. Goal 2.1(b) of the Plan is to facilitate opportunities for more and diverse housing development across the housing spectrum.

The City of Kenora has documented local housing need through the *2018 State of Housing Progress Report*, which identified three Problem Statements in regards to housing:

1. There is a lack of multi-residential stock that creates a challenge in improving the standard of living for those with low to moderate incomes and adapting to the growing prevalence of lone-parent households and ageing demographics.
2. The combination of high rental rates and housing prices in private developments and a long waiting list for subsidized housing, creates a risk of homelessness for low income households
3. Kenora's existing housing stock is ageing resulting in higher energy cost and repairs that affect affordability.

In *A Place for Everyone: 10 Year Housing & Homelessness Updated Plan (2020)*, the Kenora District Services Board identified that average market rents in Kenora remain significantly higher than in other local communities, with the waiting list for social housing in the region increasing by 186% between 2011 and 2020 and 1% of the population being identified as homeless in 2018. The Plan recommends as a goal that community housing stock should be increased to meet what is described as an extreme imbalance of current housing stock in relation to need.

The Plan notes that a shortage of available housing stock creates a barrier to economic development, limiting the ability of local economies to grow and respond to market demands. It states that more private-market housing stock is urgently needed in order to recruit professionals.

3. Bill 23: the More Homes Built Faster Act

On November 28, 2022, Bill 23 received assent. Bill 23 made numerous amendments to existing laws with the intention of facilitating new housing development in Ontario. This included amendments to the *Planning Act* to create a new provincial threshold for what is permitted to be built by strengthening the additional residential unit framework.

Specifically, the new amendments permit landowners to add up to two additional residential units “as of right” for land zoned for one home in urban residential areas without requiring a zoning by-law amendment. The additional units can be within the existing residential structure or could take the form of a residence with an in-law, basement suite, plus a laneway or garden home. Zoning by-law standards respecting matters such as height and lot coverage remain and continue to apply.

Bill 23 requires that all official plans and zoning by-laws permit the use of up to two additional residential units in a detached house, semi-detached house, or rowhouse, or one additional residential unit in the house plus one in a separate ancillary building or structure on the same property, on all parcels of urban residential land. There may be no appeal of Official Plan policies or Zoning By-law regulations that are passed to authorize additional residential units on any residential land, urban or rural.

4. City of Kenora Official Plan (2015) – Current Policies

The Official Plan refers to additional dwelling units as secondary dwelling units.

The Official Plan currently prohibits the development of new laneway housing as secondary dwelling units, and designates existing laneway housing as non-conforming (Section 3.16).

The Official Plan sets out the following policies governing secondary dwelling units (Section 3.21):

- a) Secondary dwelling units are permitted in the Established Area, Residential Development Area, Harbourn Centre, and Rural Area designations.
- b) Secondary dwelling units shall be permitted only in detached, semi-detached, duplex, or multiple-attached dwellings. Secondary units shall be permitted in ancillary structures where they are not accessible via public laneway.
- c) Only one secondary dwelling unit may be established per lot.

5. City of Kenora Zoning By-law No. 101-2015 – Current Regulations

Secondary Dwelling units are regulated under section 3.28, which contains the following regulations:

A secondary dwelling (interior) and secondary dwelling (detached) shall be permitted in the R1, R2, and R3 zones subject to the following provisions:

- a) A maximum of one secondary dwelling unit shall be permitted in any single-detached, semidetached, or multiple-attached dwelling, or in an accessory building, provided that:
 - i. It does not change the streetscape character along the road on which it is located
 - ii. It is not a stand-alone, principal unit capable of being severed;
 - iii. It must be located on the same lot as its principal dwelling unit;
 - iv. The principal dwelling and the secondary dwelling must be connected to both municipal water and municipal sewage services.

- b) No secondary dwelling shall be permitted on a lot that is legally non-complying with respect to lot frontage or lot area, or within a building that is a legal non-conforming use.
- c) The doorway entrance that leads to a secondary dwelling is limited to locations on the ground floor only, except where Building and Fire Codes dictate otherwise.
- d) The following shall apply to vehicular access and parking for secondary dwellings:
 - i. Vehicular access shall be provided directly from an open public road, and in no case shall access be permitted from a lane or private road;
 - ii. A secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit;
 - iii. Parking for the secondary dwelling shall be provided in accordance with the parking provisions in this By-law. Notwithstanding this, the required parking may be stacked behind the required parking of the host dwelling in a driveway;
 - iv. The maximum width of a driveway cannot exceed 40% of the lot frontage, or 10 metres, whichever is the lesser.
- e) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.
- f) A secondary dwelling shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.

3.28.2 Interior Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (interior) is proposed, the following shall apply:

- a) A secondary dwelling (interior) shall not exceed 40% of the gross floor area of the principal dwelling if any portion of the secondary dwelling is located at or above grade. Except for entrances, any secondary dwelling located entirely in the basement may occupy the entire basement, regardless of size.

3.28.3 Detached Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (detached) is proposed, the following shall apply:

- a) Notwithstanding Section 3.28.1(d), a secondary dwelling (detached) shall not be permitted at or below grade and shall have a minimum gross floor area of 40 m², but shall not exceed 40% of the gross floor area of the principal dwelling.
- b) A designated amenity area of 6 m² shall be provided.
- c) Notwithstanding Section 3.34.1(b), the maximum height of the accessory building in which the secondary dwelling (detached) is located shall be a minimum of 2 metres less than the principal dwelling.
- d) The minimum lot size for a secondary dwelling (detached) shall be 1,000 m².
- e) The maximum setback from a public road is 50 metres.
- f) No secondary dwelling (detached) shall be permitted on a lot with water frontage.

6. Official Plan and Zoning By-law Review

The review of the Official Plan and zoning by-law is currently paused while we await a response from the provincial review of an initial draft of official plan. This review has lasted 17 months so far, and municipal staff have been advised by the Ministry of Municipal Affairs and Housing not to expect a provincial response until late spring. When we do receive comments back, several months will be required to make any necessary changes due to provincial comments, then

conduct statutory public and stakeholder consultations prior to completing a final draft for consideration by Council. The zoning by-law review will not be completed and a new by-law adopted until after the Official Plan is adopted first. This means that it could be close to a year before Kenora's regulations for additional dwelling units are updated if left to be implemented through the review.

7. Recommended new Policies and Regulations

Proposed Official Plan Policy Amendments (Replacing Sections 3.16 and 3.21)

Delete section 3.16 Laneway Housing

Delete current section 3.21 and replace with the following:

3.21 Additional Residential Units

- a) a second residential unit is to be permitted in any detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
- b) a third residential unit is to be permitted in a detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or
- c) one additional residential unit is to be permitted in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; and
- d) A second residential unit is to be permitted in any detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house contains any residential units or sleeping quarters; or
- e) One additional residential unit is to be permitted in a building or structure ancillary to a detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if the detached house contains no more than one residential unit and no other building or structure ancillary to the detached house contains any residential units or sleeping quarters.

The benefit of this change is to eliminate the current restriction of one additional residential unit (accessory dwelling unit) per lot in the Settlement Area, thereby enabling a significant increase in the number of available residential rental units in our community through infill and redevelopment.

This will:

- help enable the redevelopment of older dwellings
- enable owners of unpermitted accessory units to bring their units into compliance, provided they meet Building Code standards and are otherwise compliant with municipal by-laws
- give more flexibility for new home builders to incorporate revenue generating units,
- increase the supply of rental housing and therefore the range of housing types and tenures needed to meet the needs of a variety of households.
- potentially offset the increased cost of housing,

- help make new home ownership more accessible to first-time homebuyers and homebuyers with limited income due to revenue generating opportunities with the additional units,
- allow older home owners to generate income from rental units or create suites for family members or live-in caregivers, enabling them to remain in their home and “age in place”, and
- help make more efficient use of existing municipal infrastructure (roads, sewers, etc) and public services (schools, parks, public transit, etc) by alleviating the need for new lot development and expansion of existing infrastructure and services to meet housing needs.

Removing the restriction on laneway housing is necessary to honour the intent of the Bill 23 amendments to the Planning Act, as the current restriction effectively eliminates the possibility to create additional residential units in ancillary structures throughout much of the City’s central urban settlement area. The restriction was put in place to alleviate traffic and maintenance demands on residential laneways, but it is already common to have parking spaces off of laneways in many neighbourhoods, Parking for both primary and additional dwelling units may be provided via driveways off of front property lines, but this can be difficult in some areas.

Allowing up to two additional residential units in urban residential land will reflect the requirements of Bill 23. Allowing one additional residential unit on rural residential land is not required by Bill 23, but will help to address the same concerns outlined above. Currently, a single sleep cabin is permitted on rural residential properties, and may include all of the elements of a dwelling with the exception of a kitchen. The proposed policies would enable a sleep cabin to be converted to a residential unit through the addition of a kitchen, but does not permit an additional residential unit if there is already a sleep cabin with sleeping quarters on the property.

Proposed Zoning By-law Regulation Amendments

Delete the definitions of Secondary dwelling (interior) and Secondary dwelling (detached).

Add the following definition of Additional Residential Unit: a self-contained residential unit with private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a single-detached, semi-detached or townhouse building. It can be located within the main residential building and/or in an accessory building on the same lot.

Delete Section 3.28 Secondary Dwelling Units and replace with Section 3.28 Additional Residential Units

3.28.1 Additional Residential Units in Urban Areas

Additional residential units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if all ancillary buildings and structures cumulatively will contain no more than one residential unit.
- b) A third residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- c) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than two residential units and no other building or structure ancillary to the primary use contains any residential units.

- d) Additional residential units must be connected to both municipal water and municipal sewage services.

3.28.2 Additional Residential Units in Rural Areas

One additional residential unit is permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- b) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.
- c) Additional residential units must be connected to private sewer and water services approved by the Northwestern Health Unit.

3.28.3 General Regulations for Additional Residential Units

The following regulations apply to all additional residential units:

- a) Additional residential units must be located on the same lot as the principal dwelling unit;
- b) The following shall apply to vehicular access and parking for additional dwelling units:
 - i. An additional residential unit must not eliminate a required parking space for the principal dwelling unit;
 - ii. Parking for the additional residential unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for an additional residential unit may be stacked behind the required parking of the host dwelling in a driveway but must be wholly located within the boundaries of the lot;
- c) Additional residential units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.
- d) An additional residential unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.
- e) An additional dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.

The benefit of implementing these proposed changes is to change our zoning terminology to reflect provincial policies, and to implement regulatory changes that reflect the proposed changes to the Official Plan policies and remove unnecessary restrictions that limit the development of additional residential units while preserving regulations that are necessary to protect municipal interests.

The proposed new regulations will replace existing rules that limited additional residential units to one unit per lot, and align with the provincial requirement that two units be allowed in the urban area. This could include two units within the primary residence or one within the residence and one within an ancillary building or structure, effectively doubling the number of additional residential units permitted in the City of Kenora.

The requirement that the lot must not be legally non-complying with respect to lot frontage or area has been removed, enabling the redevelopment of many undersized lots that exist in the City. The redevelopment will still need to comply with general zoning regulations with respect to such matters as setback requirements, height requirements and lot coverage limits.

The proposed by-law would remove the current restriction on additional residential units from having parking that is accessed off of a lane or private road. This restriction was unique to additional residential units, and applied to no other uses permitted in residential zones. One additional parking space is still required for each additional residential unit, and all applicable general parking regulations that apply to all parking in the City, as set out in section 3.23 of the zoning by-law, will still apply.

The new regulations remove the restriction in the current zoning by-law that an additional residential unit cannot exceed 40% of the gross floor area of the principal dwelling. This restriction was of no benefit to the City of Kenora, and will allow more flexibility in the conversion of dwellings to include an additional dwelling unit.

For additional residential units in ancillary buildings or structures, these new regulations would remove restrictions on the gross floor area and height, creating the opportunity for “small homes” as an additional unit, or unnecessarily constraining the size of additional units when the principal dwelling is a smaller than average home. Ancillary structures must be compliant with the Ontario Building Code. The requirement for a designated amenity area has also been removed, as this is difficult for the City to enforce and is effectively accomplished with current lot coverage restrictions.

The proposed regulations also eliminate the minimum lot size for development of an additional residential unit, as the current 1,000 m² limit effectively eliminates most of Kenora’s central urban settlement area. The maximum setback requirement from a public road and the restriction of additional residential units from waterfront lots is also eliminated. This will make it easier to develop additional residential units on large or rural lots, and remove the necessity of a zoning amendment each time a unit is built on a waterfront lot. The municipality’s primary concern regarding waterfront development is related to water quality. This is being addressed through a requirement that all such units in urban areas be connected to municipal water and sewer, and that all rural units be connected to an approved septic system.

Prepared by the City of Kenora Planning Department



The Corporation of the City Of Kenora
Notice of Complete Application and Public Meeting for an Official Plan Amendment,
File Number D09-23-01, and Zoning By-law Amendment, File Number D14-23-02
Planning Act, R.S.O 1990, c.P13, s. 17 and 34

Take Notice that Council of the Corporation of the City of Kenora will hold a Statutory Public Meeting, under Sections 17 and 34 of the *Planning Act*, to consider City-initiated Official Plan Amendment as it pertains to the City of Kenora Official Plan, Council Adoption May 19, 2015, Ministerial Approval November 5, 2015 (By-law No. 75-2015), and a City-initiated Zoning By-law Amendment as it pertains to Zoning By-law No. 101-2015, as amended, at the following time and location:

**Statutory
Public Meeting**

When: Wednesday, April 12th, 2023, at 12:00 noon.

Location: Council Chambers, City Hall, 1 Main Street South, Kenora, ON

Council will be hosting a virtual meeting by live stream to allow for public viewing. Access to speak at the meeting can be made by registering with the City Planner at planning@kenora.ca

The Council of the Corporation of the City of Kenora will then have the opportunity to consider a decision regarding the application during their regular meeting on Wednesday, April 19th, 2023 at 5:00 p.m.

You are also invited to attend The Kenora Planning Advisory Committee (PAC), who hears applications and considers recommendations to Council, commencing at the following time and location:

PAC Open House

When: Tuesday, March 21st, 2023 at 6:00 p.m.

Location: PAC will be hosting a virtual meeting via Zoom Meeting.

Access to the virtual meeting will be made available by registering with the Secretary-Treasurer at planning@kenora.ca.

Be Advised that the Corporation of the City of Kenora considered the Official Plan Amendment and Zoning By-law Amendment applications to be complete on February 21st, 2023.

Purpose and Effect:

The purpose and effect of the Official Plan Amendment is to update policies for Additional Residential Units (formerly referred to as Secondary Dwelling Units), to bring policies into compliance with recent amendments to the *Planning Act* made by Bill 23, More Homes Built Faster Act, by:

- Deleting Section 3.16 Laneway Housing, and
- Replacing section 3.21 Secondary Dwelling Units with section 3.21 Additional Residential Units, to permit up to two additional residential units for dwellings in urban areas and one additional residential unit for dwellings in rural areas.

The purpose and effect of the Zoning By-law Amendment is to:

- Amend Section 2 Definitions to delete the definitions for “Secondary Dwelling (Interior)” and “Secondary Dwelling (Exterior), and add a new definition for “Additional Residential Unit”;
- Delete the current section 3.28 Secondary Dwelling Units and replace with a new section 3.28 Additional Residential Units, as follows:

3.28.1 Additional Residential Units in Urban Areas

Additional residential units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if all ancillary buildings and structures cumulatively will contain no more than one residential unit.
- b) A third residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- c) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than two residential units and no other building or structure ancillary to the primary use contains any residential units.
- d) Additional residential units must be connected to both municipal water and municipal sewage services.

3.28.2 Additional Residential Units in Rural Areas

One additional residential unit is permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- b) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.

- c) Additional residential units must be connected to private sewer and water services approved by the Northwestern Health Unit.

3.28.3 General Regulations for Additional Residential Units

The following regulations apply to all additional residential units:

- a) Additional residential units must be located on the same lot as the principal dwelling unit;
- b) The following shall apply to vehicular access and parking for additional dwelling units:
 - i. An additional residential unit must not eliminate a required parking space for the principal dwelling unit;
 - ii. Parking for the additional residential unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for an additional residential unit may be stacked behind the required parking of the host dwelling in a driveway, but must be wholly located within the boundaries of the lot;
- c) Additional residential units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.
- d) An additional residential unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.
- e) An additional dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.

Description of the Lands: As all lands within the City of Kenora are affected by the proposed City-initiated amendments to the Official Plan (By-law No. 75-2015) and Zoning By-law (By-law No. 101-2015), no key map is provided.

Virtual Statutory Public Meeting: Although Council meetings are being held virtually via live stream, there are still several ways in which the general public can provide input on the proposed application, as follows:

- a. **Submit comments in writing:** Persons wishing to provide comments for consideration at the Statutory Public Meeting may submit such comments in writing no later than Friday, April 7th, 2023, by email, to planning@kenora.ca, or by regular mail to the address listed below, quoting File Numbers: **D09-23-01** and/or **D14-23-02**.

Mr. Alberic Marginet, Associate Planner
60 Fourteenth Street North, 2nd Floor, Kenora, ON P9N 3X2

- b. **Register to Speak at the PAC Virtual Meeting:** If you wish to speak at the PAC Meeting, you are asked to register in advance by email, to planning@kenora.ca no later than noon on Friday, March 17th, 2023 and quote File Numbers: **D09-23-01** and/or **D14-23-02**. To register by phone please call: 807-467-2152.
- c. **Register to Speak at the Statutory Public Meeting:** If you wish to speak at the Statutory Public Meeting, you are asked to register in advance by email, to planning@kenora.ca no later than noon on Friday, April 7th, 2023 and quote File Numbers: **D09-23-01** and/or **D14-23-02**. To register by phone please call: 807-467-2152.

Failure To Make Oral Or Written Submission: If a person or a public body does not make oral submissions at a public meeting or make written submissions to the Council of The Corporation of the City of Kenora before the by-law amendment is passed:

- a. the person or public body is not entitled to appeal the decision of the Council of The Corporation of the City of Kenora to the Ontario Land Tribunal.
- b. the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Appeal of a decision of the Municipality in respect of this Zoning By-Law Amendment may be made by any person or public body not later than 20 days after notice of the decision is given.

Notice of Decision: If you wish to be notified of the decision of the Council of The Corporation of the City of Kenora in respect of the application for zoning by-law amendment, you must make a written request to Heather Pihulak, Clerk of The Corporation of the City of Kenora at 1 Main Street South, Kenora, ON P9N 3X2

Additional Information is available during regular office hours at the Operations Centre. Please contact Alberic Marginet, Associate Planner, if you require more information: Tel: 807-467-2152 or Email: planning@kenora.ca. *Personal information that accompanies a submission will be collected under the authority of the Planning Act and may form part of the public record which may be released to the public.*

Dated at the City of Kenora this 24th of February, 2023



The Corporation of the City of Kenora

PLANNING ADVISORY COMMITTEE MEETING RESOLUTION

MOVED BY: Andrea Campbell

SECONDED BY: Jay Whetter

DATE: March 21, 2023

RESOLVED THAT the **PLANNING ADVISORY COMMITTEE** recommends that the Council of the Corporation of the City of Kenora approve Application for Official Plan Amendment, File No. D09-23-01 and Application for Amendment to the Zoning By-law, File No. D14-23-02 in lieu of public comments that may yet be received.

The purpose of the Official Plan Amendment and the Zoning By-law Amendment is to bring the policies and regulations of the City of Kenora into compliance with *Planning Act* amendments made under Bill 23, the More Homes Built Faster Act.

The effect of the Official Plan Amendment, File No. D09-23-01 and the Zoning By-law Amendment, File No. D14-23-02 is to remove or replace regulations that unnecessarily restrict development of additional residential units within the settlement area allowing up to two additional residential units on parcels of urban residential land, remove the restriction on laneway housing and to permit one additional residential unit on rural residential parcels of land outside of the urban area that are privately serviced.

DIVISION OF RECORDED VOTE				CARRIED	DEFEATED
Declaration of Interest (*)	NAME OF PLANNING MEMBER	YEAS	NAYS		
	Bulman, Robert	✓		<hr/> CHAIR	
	Campbell, Andrea	✓			
	Funk, Kerik	✓			
	Kitowski, Robert	✓			
	Rickaby, Tara		✓		
	Robert, Renée YM	✓			
	Whetter, Jay	✓			

Re: Official Plan Amendment D09-23-01 and Zoning By Law D14-23-02

To : Planning, Mayor and Council of the City of Kenora

From: Cathy Bilyk, 602 James Rd. Cabilyk@hotmail.com 204 805 4833

Thanking the Mayor and the Council Members in advance for their consideration in regards to the proposed changes to the by laws on BSL.

My family has been a member of this community since 1989 and in that time we have seen many changes and developments.

On March 25, I attended the virtual PAC meeting regarding changes to the by laws to be in line with Doug Ford's Bill C23. In Kevan Sumner's presentation, he stated that although Ford's Bill was focused on urban areas, it was decided to exceed the provincial expectations and include RR and BSL. Sumner also stated that they had looked at Southern Ontario for their template.

As you are aware, Bill C 23 is a controversial Bill that has come under strong criticism by many environmental groups and concerned citizens. Many smaller cities in Southern Ontario, which are experiencing an influx of residents, are facing challenges surrounding fresh water, sewage, infrastructure such as roads, police, schools, ambulance, fire and health care. Building affordable housing is a real issue, but it is more complex than just building houses faster. It would therefore make sense for Kenora to start with the urban areas which already have sewer, water and roads. It would also make sense that affordable housing be closer to transportation, schools, shopping, etc.

Another concern for residents north of the by pass, is access to fresh water. The Province of Ontario has spent billions of dollars on the preservation of fresh water. In 2006, the Ontario Government in collaboration with Ontario Water Resources and the Environmental Protection Act, established the Clean Water Act. The mandate was "protecting and conserving lakes for our own benefit and for future generation". Water is one of the most crucial aspects of our lives and therefore should be protected.

In 2007 the City of Kenora, commissioned an Environmental Management group to conduct a study of water quality on BSL. The report is 147 pages long and contains valuable information on the water quality of BLS and recommendations for future development. Black Sturgeon Lake is a managed lake with water quality testing conducted twice a year. Last year there was a rise in the phosphorus levels and a proliferation of green algae on some shorelines. These are the first signs of eutrophication of our "managed" lake. Eutrophication is a direct result of poor management, failing septic systems, phosphate detergents, lawn fertilizers etc. Eutrophication is almost impossible to reverse and may result in the City eventually supplying BLS with potable water.

I urge city council to reconsider the amendments to the bylaws until there is a comprehensive plan in place to address water quality due to the impact of residential density. The plan should include enforcement and compliance with already established regulations.

At the conclusion of the PAC meeting it was agreed that it could be considered discriminatory not to include BLS in the bylaw. In my mind it is more discriminatory to exclude citizens of the city to fresh water. It is up to the municipality, our people and our communities to protect this critical resource.

“Our lakes should be drinkable, swimmable and fishable” Ontario Clean Water Act

Yeah

March 23, 2023

**Re: Official Plan Amendment D09-23-01 and Zoning By-law Amendment D14-23-02
Statutory Meeting April 12 2023**

To: Planning, Mayor and Council and Citizens of Kenora at the April 12, 2023 open meeting

From: Susan Cone, 410 Williams Rd, Kenora

I am writing today to express my strong concern with the amendments to the official plan and zoning by-laws that were accepted by PAC on Mar 21, 2023.

The concern is regarding RR zones and the ability to add an additional housing unit on their lot. Understanding the City is trying to increase available leased housing in the City of Kenora as per the Provincial Mandate of Bill 23.

The amendment is written with several insufficiencies for Rural areas due to the fact the rural areas depend on drinking water from their lakes, example, Black Sturgeon Lakes, and rural areas have septic fields that are built to the specifications of the existing house on the property.

It was requested that the planning department do further research and rewrite the amendments with regard to RR in such away that it is spelled out in our City Zoning Bylaws what the expectations are for the second residential building with regards to the following:

1. Location on the lot, for example: waterfront or not, what lot size would allow for the second dwelling to be on waterfront, etc.
2. Size of the second house in relation to the original house. For example: bigger? same size? Smaller? How much smaller?
3. Size of septic field required for size of additional house that the new amendments are allowing for.

For example: someone may have a bunky with a compost toilet and partial kitchen and not be hooked up to the existing septic and just have a holding tank or grey water pit for showers or sink water and it is within the regulated size of 500sq ft. What if they convert this to a leased housing unit. Are they required to hook up to the septic field? Are they required to build a new septic field? Or to add onto the existing field?

My point is that the special circumstances involved with adding additional housing onto an existing RR lot N of the Bypass necessitates more research, investigation and planning than what is included in Kevin Sumner's proposed amendments.

NOTE: it is not sufficient to state “in accordance with NWHU” as the only guideline for the following reasons.

In order to have compliance, transparency, and to reduce opportunity for abuse, the Zoning Bylaws need to include the specifications that NWHU is using to determine the answers to the questions regarding septic fields.

In this way all interested parties will be properly informed: the planning division staff, the property owners, the leasor, the citizens of Kenora, the contractors and the building inspectors.

This is the best way to ensure compliance. The more people with the same information and the right information the better.

Help us protect RR properties and their water sources. City of Kenora needs to take ownership of water quality on BSL and has in the past by controlling density on lakefront properties and testing and needs to continue this ownership in this new initiative of additional housing.

Unfortunately, this plea/opinion translated to discrimination against RR at the PAC meeting which was a gross disservice and misinterpretation. I am not requesting discrimination but protection of a special area of Kenora that has special circumstances.



April 12, 2023

Staff Report

File Nos.: D09-23-01

To: Kyle Attanasio, CAO

Fr: Kevan Sumner, City Planner

Re: Application for Official Plan Amendment

Location: City-wide

Applicant: City of Kenora

Recommendation

That Council hereby approves the Application for Official Plan Amendment, File No. D09-23-01, to bring the Official Plan policies into compliance with *Bill 23: More Homes More Choices Act*; and further

That Council gives three readings to a by-law to that effect.

1. Introduction

The City of Kenora Planning Department is proposing to amend the Official Plan, to bring the policies of the City of Kenora into compliance with *Planning Act* amendments made under Bill 23, the More Homes Built Faster Act and remove policies that restrict development of additional residential units with laneway access.

2. Description of Proposal

The purpose and effect of the Official Plan Amendment is to update policies for Additional Residential Units (formerly referred to as Secondary Dwelling Units), to bring policies into compliance with recent amendments to the *Planning Act* by:

- Deleting Section 3.16 Laneway Housing, and
- Replacing Section 3.21 Secondary Dwelling Units with Section 3.21 Additional Residential Units, containing policies supporting up to two additional residential units for dwellings in urban areas and one additional residential unit for dwellings in rural areas, as follows:

3.21 Additional Residential Units

- a) a second residential unit is to be permitted in any detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;*
- b) a third residential unit is to be permitted in a detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential*

use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or

- c) one additional residential unit is to be permitted in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; and*
- d) A second residential unit is to be permitted in any detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house contains any residential units or sleeping quarters; or*
- e) One additional residential unit is to be permitted in a building or structure ancillary to a detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if the detached house contains no more than one residential unit and no other building or structure ancillary to the detached house contains any residential units or sleeping quarters.*

The policies regarding Laneway Housing, which can be found in Section 5(c) below, are considered by the Planning Department to be unnecessarily restrictive and contrary to the spirit and intent of Bill 23 by making it impossible to develop detached accessory residential structures on many urban residential lots. For this reason, it is proposed that they be removed from the Official Plan to align with the direction and "as of right" under Bill 23.

The proposed new policies for Additional Residential Units (a) through (c) are reflective of the policies for urban residential areas as set out in the new amendments to the Planning Act. Policies (d) and (e) carry forward the existing policy supporting an additional residential unit in Rural Areas while clarifying that a unit may either be within a dwelling or within an ancillary structure and removing an existing loophole that would support both an additional residential unit and a separate structure with sleeping quarters (sleep cabin) on a single property.

Other references to "secondary dwelling units" elsewhere in the Official Plan will be updated to refer to "additional residential units".

3. Existing Conditions

As the proposed amendments are not site-specific, information regarding existing conditions of specific lands is not applicable.

4. Site Visit

As the applications affect all lands within the applicable zones in the City of Kenora, a site visit was not conducted.

5. Legislated Policy and City Directives

a) Provincial Policy Statement (PPS) 2020

The PPS states that healthy, liveable, and safe communities are sustained by accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing, and housing for older persons)... to meet long-term needs (Policy 1.1.1). In rural areas, permitted uses include residential development that is locally appropriate (Policy 1.1.5.2).

The PPS requires that planning authorities provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents by permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities, and all types of residential intensification, including additional residential units. (Policy 1.4.3).

The PPS policies state that long-term economic prosperity should be supported, in part, by encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce (Policy 1.7.1).

b) Bill 28: More Homes Built Faster Act

On November 28, 2022, Bill 23 received assent. Bill 23 made numerous amendments to existing laws with the intention of supporting the Province of Ontario's Housing Supply Action Plan and facilitating new housing development in Ontario. The Act included amendments to the Planning Act to create a new provincial threshold for what is permitted to be built by strengthening the additional residential unit framework. Specifically, the new amendments permit urban landowners to add up to two additional residential units "as of right" for land zoned for one home in urban residential areas without requiring a zoning by-law amendment. The additional units can be within the existing residential structure or can take the form of a residence with one internal unit plus an accessory laneway or garden home. Zoning by-law standards respecting matters such as height and lot coverage are permitted to remain and continue to apply.

Bill 23 requires that all official plans and zoning by-laws permit the use of up to two additional residential units in a detached house, semi-detached house, or rowhouse, or one additional residential unit in the house plus one in a separate ancillary building or structure on the same property, on all parcels of urban residential land. It further requires that no policy or regulation may have the effect of requiring more than one parking space in connection with an addition residential unit, or requiring a minimum floor area. **Any current policy that contravenes any of these requirements is of no effect.**

There may be no appeal of Official Plan policies that are passed to authorize additional residential units on any residential land, whether urban or rural.

c) City of Kenora Charting Our Course 2027: 2022-2027 Strategic Plan

Housing is identified as one of the top six priorities stated under the Strategic Plan. Goal 2.1(b) of the Plan is to facilitate opportunities for more and diverse housing development across the housing spectrum.

d) City of Kenora Official Plan (2015)

To ensure that adequate and affordable housing is available for all residents, particularly seniors and new entrants to the housing market, the City of Kenora will encourage and promote the development of affordable housing by providing a toolkit of planning incentives and direct supports, including but not limited to more flexible zoning, and permitting Secondary Dwelling Units (Policy 3.2).

The existing policies 3.16 and 3.21 would be replaced by the proposed amendment:

3.16 Laneway Housing

Laneway housing refers to small, detached dwellings constructed along public lanes at the rear of developed lots. These units are secondary to a primary detached dwelling on the same lot, and gain access only from the public lane at the rear. Laneway housing may also refer to dwelling units located above garages accessed from public lanes.

Public lanes are of limited width and are not designed to handle significant vehicular or pedestrian traffic. Additionally, maintenance, waste collection, and snow removal is difficult in narrow lanes, presenting potential hazards or inconveniences to users. Further development along public lanes can exasperate these challenges and increase strain on infrastructure.

The following policies apply to laneway housing in Kenora:

- a) Development of new laneway housing is prohibited.*
- b) Where laneway housing already exists, such as in Keewatin and Lakeside, these dwellings will be considered non-conforming and are subject to the provisions established in the Zoning By-law.*

3.21 Secondary Dwelling Units

Secondary dwelling units are dwelling units accessory to a primary dwelling. The following policies govern secondary dwelling units in Kenora:

- a) Secondary dwelling units are permitted in the Established Area, Residential Development Area, Harbourn Centre, and Rural Area designations.*
- b) Secondary dwelling units shall be permitted only in detached, semi-detached, duplex, or multiple-attached dwellings. Secondary units shall be permitted in ancillary structures where they are not accessible via public laneway.*
- c) Only one secondary dwelling unit may be established per lot.*

The policies of Section 3.16 Laneway Housing effectively prohibit the development of additional residential units in detached ancillary structures in the urban area. These policies single out laneway housing, but do not similarly restrict any other developments that utilise parking off of back lanes, including primary residential units, and thus may be considered prejudicial against additional residential units and contrary to the spirit and intent of the recent Planning Act amendments under Bill 23.

Policy 3.21 supports “secondary dwelling units” (additional residential units) in urban and Rural Area designations, but restricts laneway access and limits the number of units to one per lot.

6. Results of Interdepartmental and Agency Circulation

The proposed Official Plan amendment was circulated for comment on March 3rd, 2023. The following is a summary of comments received in response.

Building	No concerns
Community Services	No concerns
Engineering	No concerns
Economic Development	No concerns
Fire and Emergency Services	No concerns
Roads	No concerns
Water / Wastewater	No concerns
Bell Canada	No concerns
Synergy North	<p>No concerns, but re-iterate their conditions of service:</p> <p><i>In the City of Kenora, all new lots created by severance or subdivision shall be serviced as approved by the City of Kenora’s requirements.</i></p> <p><i>Where practical, there shall be only one Supply Point to each land parcel. In all cases, there shall be only one service to a building.</i></p> <p><i>In circumstances where multiple services are installed to a building and one service is to be upgraded, the upgraded service will replace all existing services.</i></p> <p><i>Under special conditions, where SYNERGY NORTH determines feasible, a second service may be allowed to a second unattached building on the same property. This service will be at full cost to the Customer. The total amperage under this condition on a single land parcel will not exceed 300-amps. For semi-detached buildings with required fire separation, there may also be two services.</i></p> <p><i>Residential services will include all services up to and including 400-amp, 120/240 V single-phase 3-wire. Residential Customers requiring an electrical service greater than 400-amp single-phase 120/240 V, shall be treated the same as General Service in Section 3.2 or 3.3 as applicable. In some cases, at the sole discretion of SYNERGY NORTH, a 600-amp single phase service may be considered.</i></p>

7. Public Comments

A public meeting is scheduled to be held by Council on April 12th, 2023. Notice of the application was given in accordance with Section 17 of the Planning Act, whereby it was published in the Municipal Memo of the Newspaper on March 16th, and circulated to persons and public bodies as legislated.

The notice also stated that the Planning Advisory Committee would have the opportunity to consider recommendation for the application to Council at the meeting on March 21st, 2023. The minutes and relevant resolution from this meeting are attached. Please note that both the Official Plan amendment and the associated zoning by-law amendment were considered under a single report. The report has been separated for the public meeting, to more clearly differentiate the two sets of amendments.

As of the date of this report, three sets of comments have been received from one person and are attached to this report with identifying information redacted. It expresses concern regarding the regulation of additional residential units in rural areas with respect to density provisions, ownership, sizes, location on waterfront lots. The writer recommends against permitting additional residential units in the RR and BSL zones.

8. Evaluation

We know that there is a need for additional housing in the City of Kenora, and for affordable housing in particular. There is no simple solution for meeting this need, but encouraging and facilitating the development of additional residential units can be a significant step towards helping to address this need.

The benefits of additional residential units have been proven across Canada. These include enabling older homeowners to age in place, enabling first-time home buyers and others to incorporate revenue generating units to offset the high price of housing, and enabling cities to make more efficient use of existing infrastructure.

Under the amendments to the Planning Act made by Bill 23, no Official Plan may contain a policy that has the effect of prohibiting up to two additional residential units on urban residential land (two in the primary dwelling, or one in the primary dwelling and one in an accessory structure). This has the effect of granting an "as of right" to develop additional residential units on such properties, regardless of the policies of the local Official Plan. In situations like this, it is best practice to update the local policies and regulations to remove any discrepancies and help avoid confusion on the part of the public.

The proposed new Official Plan policies replace current policies regarding "secondary dwelling units" (additional residential units) in urban residential areas, which are considered to have no effect as a result Planning Act amendments made by Bill 23. The proposed new policies will bring the Official Plan into compliance with the Planning Act amendments with regards to urban properties.

For rural properties, the new policies support a single additional residential unit, which is a continuation of the current policy. The text has been updated to be consistent with the "additional residential unit" terminology and the structure of the urban policies. The new rural policies also clarify that an additional residential unit

is only permitted in an accessory structure if no other accessory structure contains an additional residential unit or sleeping quarters. This prevents both an additional residential unit and a sleep cabin from being built on the same property, but would permit a sleep cabin to be converted to an additional residential unit with the addition of a kitchen. A sleep cabin, more commonly referred to as a "bunkhouse" may contain sleeping and bathroom facilities, but does not contain a kitchen.

The Laneway Housing policy is recommended to be removed because it has the effect of prohibiting an additional residential unit on most urban residential properties, and thus has the effect of broadly prohibiting a key right granted under Bill 23. At the same time, it appears to be prejudiced in ignoring all other land uses that commonly make use of parking off of public lanes.



Kevan Sumner MCP

City Planner

Attachments

- Complete Application for Official Plan Amendment
- Planning Rationale
- Notice of Application and Public Meeting
- Minutes of the Planning Advisory Committee meeting of March 21st, 2023
- Planning Advisory Committee Resolution
- Draft By-law

To amend The Corporation of the City of Kenora

By Law Number XX-2023

A By-law to Amend the Official Plan (By-law No. 75-2015)

Whereas the Council of the Corporation of the City of Kenora passed By-law No. 75-2015; and

Whereas Council has amended By-Law No. 75-2015 from time to time; and

Whereas it is deemed advisable and expedient to further amend By-Law No. 75-2015;

Now therefore the Council of the City of Kenora Enacts as follows:

1. That Section 3.16 Laneway Housing be deleted.
2. That Section 3.21 Secondary Dwelling Units be amended as follows: Part A remains unchanged, Part B and C are deleted and replaced as noted in red:

3.21 Secondary Dwelling Units

- a) Secondary dwelling units are permitted in the Established Area, Residential Development Area, Harbourtown Centre, and Rural Area designations.
 - b) Secondary dwelling units shall be permitted in detached, semi-detached, duplex, or multiple-attached dwellings or in an ancillary structure in accordance with provisions of the zoning by-law.
 - c) Only two secondary dwelling units may be established per lot.
3. That this By-Law shall come into force as provided in the *Planning Act* c. 13, R.S.O. 1990, as amended, and thereupon shall be effective from the date of its final passing.
 4. The City's Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this By-law, in accordance with the *Planning Act* c. 13, R.S.O. 1990, as amended.

By-law read a first and second time this _____ day of _____, 2023

By-law read a third and final time this _____ day of _____, 2023

The Corporation of the City of Kenora:

Andrew Poirier, Mayor



November 30, 2023

Staff Report

File No.: D14-23-02

To: Kyle Attanasio, CAO

Fr: Janis Pochailo, Director of Planning and Building

Re: Application for Zoning By-law Amendment

Location: City-wide

Applicant: City of Kenora

Recommendation

That Council hereby approves the Application for Zoning By-law Amendment, File No. D14-23-02, to amend the existing definition and regulations for Secondary Dwellings; and further

That Council gives three readings to a by-law to that effect.

1. Introduction

The City of Kenora Planning Department is proposing to amend the Zoning By-law No. 101-2015, to implement the policies being proposed under the associated Official Plan amendment (D09-23-01) and remove or update regulations that unnecessarily restrict development of additional residential units.

D09-23-02 was originally considered by Council at a statutory public meeting on April 12, 2023. Following the public hearing the item was tabled. Administration is now proposing amendments to the by-law to simplify the text, combine the regulations for secondary dwellings in rural areas with those for sleep cabins, and make provision for size limitations in rural areas. Changes to the proposed by-law are highlighted by red text in Section 2 of this report.

2. Description of Proposal

The purpose and effect of the Zoning By-law Amendment is to implement the associated Official Plan Amendment by:

- Amending Section 2 Definitions to delete the definitions for "Secondary Dwelling (Interior)" and "Secondary Dwelling (Exterior)", and add a new definition for "Secondary Dwelling Unit", as follows:

*Secondary Dwelling Unit: A self-contained residential unit with private kitchen, bathroom facilities, and sleeping areas within dwellings or within structures ancillary to a single-detached, semi-detached, or multiple attached dwelling. It can be located within the main residential building and/or in an accessory building on the same lot and has a smaller gross **or equivalent** floor area than the primary residential unit.*

- Deleting the current section 3.28 Secondary Dwelling Units and replacing it with a new section 3.28 Secondary Dwelling Units and Sleep Cabins, as follows:

3.28 Secondary Dwelling Units and Sleep Cabins

3.28.1 Secondary Dwelling Units in Urban Areas

Secondary dwelling units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) A maximum of two secondary dwelling units are permitted per lot.*
- b) One secondary dwelling unit is permitted in an ancillary building or structure if the principal dwelling contains no more than one secondary dwelling unit and no other building or structure ancillary to the primary use contains any residential units.*
- c) Secondary dwelling units must be connected to both municipal water and municipal sewage services.*

3.28.2 Secondary Dwelling Units and Sleep Cabins in Rural Areas

Secondary dwellings unit and sleep cabins are permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A maximum of one secondary dwelling unit is permitted per lot.*
- b) A secondary dwelling unit is permitted in the dwelling if no ancillary building or structure contains any residential dwelling units.*
- c) One secondary dwelling unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.*
- d) One sleep cabin is permitted in an ancillary building or structure if no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.*
- e) If located within an ancillary building, the habitable floor area of a secondary dwelling or sleep cabin shall not exceed 70 m².*
- f) A secondary dwelling or sleep cabin may be incorporated into the second floor of a detached garage.*
- g) A secondary dwelling or sleep cabin shall not be incorporated into a boathouse or any other building, except as provided in subsection (e) above; and*

- h) *Secondary dwellings and sleep cabins containing washroom, laundry or kitchen facilities must be connected to private sewer and water services approved by the Northwestern Health Unit.*

3.28.3 General Regulations for Secondary Dwelling Units

The following regulations apply to all secondary dwelling units:

- a) *Secondary dwelling units must be located on the same lot as the principal dwelling unit;*
 - b) *The following shall apply to vehicular access and parking for secondary dwelling units:*
 - i. *A secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit;*
 - ii. *Parking for the secondary dwelling unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for a secondary dwelling unit may be stacked behind the required parking of the host dwelling in a driveway but must be wholly located within the boundaries of the lot;*
 - c) *Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.*
 - d) *A secondary dwelling unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.*
 - e) *A secondary dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.”*
 - f) *A parking space must be provided in compliance with section 3.23 of this by-law.*
- **Deleting Section 3.32 Sleep Cabins.**

The regulations under proposed Subsection 3.28.1 are intended to implement policies 3.21 (b) and (c) of the associated Official Plan amendment. Additionally, they require that all additional residential units in the urban area must be connected to municipal sewer and water, as is required under the existing regulations.

The regulations under proposed section 3.28.2 are intended to implement policy 3.21 (a) of the existing Official Plan which permits secondary dwellings in Rural Area designations and align the regulations for secondary dwellings with those for sleep cabins which are currently permitted within the 'RR' Rural Residential Zone and 'BSL' Black Sturgeon Lake Restricted Development Area Zone. Under the proposed amendment:

- Sleep cabins would also be permitted in the 'RU' Rural Zone.

- A sleep cabin or a secondary dwelling unit (but not both) could be constructed in an ancillary building.
- If a secondary dwelling unit is located within the primary residence, a sleep cabin could still be constructed in an ancillary building.
- The habitable floor area for a sleep cabin or secondary dwelling in an ancillary building is 70 m². This is an increase of 17 m² for sleep cabins and a new requirement for secondary dwellings.
- Any proposed structure with a washroom, laundry or kitchen facility must connect to private sewer services approved by the Northwest Health Unit. This is an existing requirement.
- Secondary dwellings would not be permitted in boat houses.

The general regulations under proposed section 3.28.3 are intended to apply to both rural and urban areas. They are intended to ensure that it is clear that detached units must be on the same lot as the primary dwelling (3.28.3(a)) and that parking is provided on the property (3.28.3(b)).

3.28.3(c) is an existing regulation that is being carried forward to these proposed new regulations, and clarifies that additional residential units are not included in density calculations. This is primarily a consideration in urban areas, where certain Official Plan policies and zone regulations are tied to density. For example, large portions of the urban area are designated as Established Area under the Official Plan, and requiring a zoning amendment if the number of dwellings exceeds 40 units/net hectare. Any more than two dwellings on a typical residential lot would exceed this density calculation. This would go against the spirit and intent of the recent Planning Act amendments under Bill 23.

3.28.3(d) is another existing regulation being carried forward, which clarifies that additional residential units may not be developed in addition to other, similar uses that similarly add additional residential living spaces on a property.

3.28.3(e) clarifies that accessory structures containing additional residential units are subject to the same zoning regulations that apply to other accessory structures on a property and prevents the redevelopment of existing non-compliant accessory structures into additional residential units.

Section 3.32 Sleep Cabins is no longer required as the policies have been integrated into Subsection 3.28.2

3. Zoning By-law No. 101-2015

Secondary Dwelling units are currently regulated under Section 3.28, which contains the following regulations. Notations have been added to indicate which regulations are being carried forward, amended, or deleted in the proposed new regulations. In the case of regulations being carried forward, some are being implemented differently, such as through clarifying language under Definitions.

3.28.1 General

A secondary dwelling (interior) and secondary dwelling (detached) shall be permitted in the R1, R2, and R3 zones subject to the following provisions: *[Amended to add the SH zone]*

- a) A maximum of one secondary dwelling unit shall be permitted in any single-detached, semidetached, or multiple-attached dwelling, or in an accessory building, provided that:
 - i. It does not change the streetscape character along the road on which it is located *[Deleted – required subjective assessment]*
 - ii. It is not a stand-alone, principal unit capable of being severed; *[Carried Forward (Definition for Secondary Dwelling Unit)]*
 - iii. It must be located on the same lot as its principal dwelling unit; *[Carried Forward (Definition for Secondary Dwelling Unit)]*
 - iv. The principal dwelling and the secondary dwelling must be connected to both municipal water and municipal sewage services. *[Carried Forward]*
- b) No secondary dwelling shall be permitted on a lot that is legally non-complying with respect to lot frontage or lot area, or within a building that is a legal non-conforming use. *[Deleted – eliminated many older lots]*
- c) The doorway entrance that leads to a secondary dwelling is limited to locations on the ground floor only, except where Building and Fire Codes dictate otherwise. *[Deleted – added difficulty to designing some units, such as second-floor units over garages]*
- d) The following shall apply to vehicular access and parking for secondary dwellings:
 - i. Vehicular access shall be provided directly from an open public road, and in no case shall access be permitted from a lane or private road; *[Deleted – Access and parking requirements will be the same as for any other residential use under the by-law’s section 3.23 Parking]*
 - ii. A secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit; *[Carried Forward]*
 - iii. Parking for the secondary dwelling shall be provided in accordance with the parking provisions in this By-law. Notwithstanding this, the required parking may be stacked behind the required parking of the host dwelling in a driveway; *[Carried Forward]*
 - iv. The maximum width of a driveway cannot exceed 40% of the lot frontage, or 10 metres, whichever is the lesser. *[Deleted - Conflicts with Parking regulations, which limits driveway width to 6m in R1 and R2 zones]*
- e) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts. *[Carried Forward]*
- f) A secondary dwelling shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed. *[Carried Forward]*

3.28.2 Interior Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (interior) is proposed, the following shall apply:

- a) A secondary dwelling (interior) shall not exceed 40% of the gross floor area of the principal dwelling if any portion of the secondary dwelling is located at or above grade. Except for entrances, any secondary dwelling located entirely in the basement may occupy the entire basement, regardless of size. *[Deleted (not permitted under Bill 23)]*

3.28.3 Detached Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (detached) is proposed, the following shall apply:

- a) Notwithstanding Section 3.28.1(d), a secondary dwelling (detached) shall not be permitted at or below grade *[Deleted – makes it difficult to incorporate units in basements, or on sloping lots]* and shall have a minimum gross floor area of 40 m², but shall not exceed 40% of the gross floor area of the principal dwelling. *[Deleted - not permitted under Bill 23]*
- b) A designated amenity area of 6 m² shall be provided. *[Deleted – difficult to regulate and accomplished with limits on lot coverage %]*
- c) Notwithstanding Section 3.34.1(b), the maximum height of the accessory building in which the secondary dwelling (detached) is located shall be a minimum of 2 metres less than the principal dwelling. *[Deleted – makes it difficult to develop detached dwellings on sloping properties or on lots with 2+ storey dwellings]*
- d) The minimum lot size for a secondary dwelling (detached) shall be 1,000 m². *[Deleted – made it impossible to develop detached dwellings on most residential lots]*
- e) The maximum setback from a public road is 50 metres. *[Deleted – made it difficult to develop detached dwellings on many rural properties]*
- f) No secondary dwelling (detached) shall be permitted on a lot with water frontage. *[Deleted – eliminated a significant portion of both urban and rural lots]*

4. Results of Interdepartmental and Agency Circulation

The proposed zoning amendment was circulated for comment on March 3rd, 2023. No concerns were identified by City Administration, Bell Canada or Synergy North.

5. Public Comments

The public had the opportunity to make representation both to the Planning Advisory Committee at an open house on March 21st, 2023, and to Council at a statutory public meeting on April 12th, 2023. Notice of the application was given in accordance with Section 17 of the Planning Act, whereby it was published in the Municipal Memo of the Newspaper on March 16th, 2023, and circulated to persons and public bodies as legislated.

Comments were received from two members of the public expressing concern over the protection of drinking water in rural areas. Correspondence is attached for reference.

Several amendments were made to the proposed by-law to address these concerns including:

- Limiting the size of secondary dwelling units to 70 m²
- Carry forward current requirements for private sewer systems to be approved by the NWHU.
- Prohibit secondary dwelling units in boat houses.

6. Evaluation

The primary intent of these amendments is to comply with Bill 23 and facilitate low impact infill development. Although Bill 23 only applies to urban areas, the Planning Department has received inquiries for secondary dwellings in rural areas. We also know that secondary dwelling units have been developed without permits in both urban and rural areas of the City, in part because homeowners are discouraged by restrictive regulations or intimidated by the need for variances or zoning amendments.

The current Official Plan states that secondary dwellings are permitted in rural areas. This policy, however, was not carried forward into the zoning by-law. As a result, a minor variance or zoning amendment is required before a landowner can apply for a building permit. The required process is onerous for both the landowner and the department. It is our hope that these amendments will reduce the number of zoning and variance applications, and property owners will be more likely to obtain building permits, ensuring that the standards of the Ontario Building Code are met and the structures are safe for their inhabitants.

Like sleep cabins, any new secondary dwelling units in rural areas will be required to connect to a sewage system that is approved by the Northwestern Health Unit. This will ensure that the water quality of our lakes is protected and is consistent with our approach to similar redevelopment of any rural property.

For development adjacent to designated environmental areas such as provincially significant wetlands or the Black Sturgeon Lake, Site Plan Control approval is and will continue to be required for new development, including new detached additional residential units.

Attachments

- Complete Application for Zoning By-law Amendment
- Planning Rationale
- Notice of Application and Public Meeting
- Minutes of the Planning Advisory Committee meeting of March 21st, 2023
- Letters of concern from Susan Cone and Cathy Bilyk
- Planning Advisory Committee Resolution
- March 21, 2023, Planning Report.
- Draft By-law

4.0 Applicant Information				
SUBJECT PROPERTY INFORMATION				
Civic Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Registered Plan Number	M-			
Legal Description				
Reference Plan Number	23R-			
Lot No.(s)/Block No.(s)				
Concession Number(s)/Part Lot				
Part Numbers(s)				
Tax Roll Number	6016			
Lot Frontage (Metres)				
Depth (Metres)				
Area (Ha.)				
PIN				
OWNER/APPLICANT INFORMATION				
Check Appropriate Box:	<input type="checkbox"/> Person(s) <input checked="" type="checkbox"/> Company: <u>The Corporation of the City of Kenora</u>			
Registered Land Owner	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
	1	Main Street South	P9N 3X2	
City	Kenora		Province Ontario	
Contact Information	Phone: 807 467 2000		2nd Phone or Fax:	
Email				
Acquisition Date of Subject Land	N/A			
PLANNING AGENT/SOLICITOR INFORMATION				
Company or Firm Name				
Name	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				
MORTGAGES, ENCUMBRANCES, HOLDERS OF CHARGES ETC. OF SUBJECT LAND				
Company				
Contact Person	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Contact Information	Phone:		Fax:	
Email				
5.0 Please list the reports/studies that will accompany this application				
None				

6.0 – Current Zoning (Please see www.kenora.ca/planning for schedules/maps)

What is the current zoning of the subject land under Zoning By-law No. 101-2015 as amended?

N/A – not site-specific

7.0 – Proposed Zoning

What proposed zone or zones are you seeking for the subject land?

N/A – not site-specific

8.0 – Nature of Proposal (Brief Description – use rationale to provide detail)

Please describe the reasons (purpose) and nature/extent of the proposed rezoning or temporary use request:

**Indicate if application is for the removal of a holding provision (H Symbol)*

The purpose of the proposed amendments is to update zoning regulations to reflect more current terminology, replacing references to “secondary dwelling units” with “additional residential units”, and to update associated regulations to align with proposed changes to the Official Plan and the recent Bill 23 amendments to the *Planning Act*.

The proposed regulations will allow up to two additional residential units on every urban property that currently contains a detached house, semi-detached house, or rowhouse and which is currently zoned for residential use, and one additional residential unit on rural properties. Certain zoning requirements will still apply, but the new regulations will make it much easier to add additional residential units in the City, and to bring currently unpermitted units in to compliance with the zoning by-law. Detailed proposed regulations are provided in the Planning Rationale.

9.0 – Reason for Zoning Amendment or Temporary Use By-law

Please describe why it is not possible to comply with the provision of Zoning By-law No. 101-2015 as amended:

Additional residential units will help ease the housing need that has been identified in the City of Kenora, and will bring our zoning by-law into compliance with amendments to the Planning Act made under Bill 23, which received Royal Assent on November 28, 2022. Those amendments require that all official plans and zoning by-laws permit the use of up to two additional residential units in a detached house, semi-detached house, or rowhouse, or one additional residential unit in the house plus one in a separate ancillary building or structure on the same property.

10.0 – Height and Density

Is the subject land located in an area of the City which has pre-determined minimum and maximum requirements for height and density other than those set out in the Zoning By-law?

Yes

No (N/A – not site-specific)

If yes, please provide a statement of those requirements:

11.0 – Area of Settlement

Does the rezoning alter the boundaries of an existing area of settlement or require a new area of settlement to be implemented?

The Settlement Area is explained in section 1.4 off the Official Plan and identified on Schedule A of the Plan.

Yes

No

If yes, please provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement:

12.0 – Employment Lands

Will the application remove land from an area of employment?

An area of employment means those areas designated in the Official Plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Yes

No

If yes, please provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:

13.0 – Official Plan Context (*Please see www.kenora.ca/planning for schedules/maps*)

a) What is the Official Plan Land Use Designation of the Subject Land?

N/A – not site-specific

b) How does the proposed zoning amendment or temporary use comply with the Official Plan?

The proposed amendments reflect and enact the policy amendments being proposed under concurrent Official Plan amendment application D09-23-01.

c) Is the subject land within an area where zoning with conditions applies?

Yes

No

If answer to question (c) is yes, please provide an explanation of how the proposed amendment or temporary use complies with the Official Plan Policies relating to zoning with conditions.

Existing use of the subject land:

N/A – not site-specific

Proposed use of the subject land:

Length of time existing uses have continued:

14.0 – Site Suitability

Are the subject lands a suitable site and location for the requested zone(s) and what are the physical characteristics of the subject land?

N/A – not site-specific

15.0 – Surrounding Land Uses

Is the requested zone compatible with surrounding land uses? In what way?

N/A – not site-specific

16.0 Access

Type of Access:

- | | | |
|--|---|---|
| <input type="checkbox"/> Municipal maintained road | <input type="checkbox"/> Seasonally maintained municipal road | <input type="checkbox"/> Provincial highway |
| <input type="checkbox"/> Private road or laneway | <input type="checkbox"/> Water * | <input type="checkbox"/> Other public road |

N/A – not site-specific

* If access is by water only please describe the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road:

17.0 – Water Supply

Subject Property Water Supply:

- Municipal water Private well Communal well
 Lake Other: N/A – not site-specific

18.0 – Sewage Disposal

Subject Property Sewage Disposal:

- Municipal sewer system/field Private septic system/field Communal septic system/field
 Privy Other: N/A – not site-specific

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed, you are required to provide:

- A servicing options report; and
- A hydrogeological report

19.0 – Other Applications Under the Planning Act

Is the subject land, or land within 120 metres of the subject lands, the focus of any other applications under the planning act or has the subject property been subject to an application in the past?

- Yes No

If yes, please indicate which applications are being undertaken:

	Draft Plan of Subdivision	File No.:	Status:
	Condominium Description	File No.:	Status:
X	Official Plan Amendment	File No.:D14-23-02	Status: Active (concurrent)
	Zoning By-law Amendment	File No.:	Status:
	Minister's Zoning Amendment	File No.:	Status:
	Site Plan Application	File No.:	Status:
	Consent	File No.:	Status:
	Minor Variance	File No.:	Status:
	Part Lot Control	File No.:	Status:
	Other (Please Specify)	File No.:	Status:

If you answered yes to any of the above, please describe the land the "other" application affects, the purpose of that application, and the effect that application will have on the amendment requested through this application:

Official Plan amendment D09-23-01 is intended to implement new policies for additional residential units to bring City of Kenora policies in to compliance with recent amendments to the Planning Act as a result of Bill 23

20.0 – Site Structures

Existing Structures:

	Principle	Accessory	Accessory	Parking
Ground Floor Area				
Total Gross Floor Area				
Number of Storeys				
Length				
Width				
Height				
Front Yard Setback				
Rear Yard Setback				
Side Yard Setback				
Side Yard Setback				
Date Constructed				
Lot Coverage (%)				
Floor Area Ratio				

Proposed Structures:

	Principle	Accessory	Accessory	Parking
Ground Floor Area				
Total Gross Floor Area				
Number of Storeys				
Length				
Width				
Height				
Front Yard Setback				
Rear Yard Setback				
Side Yard Setback				
Side Yard Setback				
Date Constructed				
Lot Coverage (%)				
Floor Area Ratio				

21.0 - Sketch

A sketch or site plan, preferably prepared to scale by a professional shall be submitted as part of each application. The sketch or site plan must clearly demonstrate:

- (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 their distance from the front lot line, rear lot line and side lot lines;
- (c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (d) the current uses of 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 travelled road, a private road or a right of way;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) the location and nature of any easement affecting the subject land.

All necessary information must be contained on one single sketch or site plan. Please see section 27.0 for a sample sketch.

Applications and plans will be accepted in Metric only (1 foot = 0.3048 metres, 1 acre = 0.4046 hectares). The maximum size for the accompanying sketch/site plan shall be 11"x 17". If there is information provided on larger sizes, at least one copy shall be provided on the 11"x 17" format.

Elevation drawings shall also be provided if applicable.

A copy of the most recent available survey of the subject property completed by a registered Ontario Land Surveyor (OLS) should also accompany the application.

22.0 – Is the plan consistent with policy statements issued under Subsection 3(1) of the Planning Act?

Please state how this application is consistent with the 2020 Provincial Policy Statement (PPS).

The following PPS policies are supportive of providing for additional dwelling units:

Policy 1.1.1: Healthy, liveable, and safe communities are sustained by:

- b) accommodating an appropriate range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment..., institutional..., recreation, park and open space, and other uses to meet long-term needs;

Policy 1.4.3: Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

b) permitting and facilitating:

- 2. all types of residential intensification, including additional residential units, and redevelopment...

23.0 – Additional Information

Please provide any additional information that you feel would be beneficial to Staff, outside agencies or Council in evaluating the application:

These zoning amendments are required to implement proposed amendments to the Official Plan, which in turn is being brought into compliance with amendments to the Planning Act that were made under Bill 23, which received Royal Assent on November 28, 2022. If approved by Council, these additional residential unit regulations may not be appealed (Planning Act s.34(19.1)).

24.0 - Directions

Please provide directions to the subject property:

N/A – not site-specific

25.0 – Site History

What is the current use(s) of the subject land:

N/A – not site-specific

Please state all previous known uses of the subject land:

Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

Yes

No

If yes please be specific:

What information did you use to determine the answers to the above questions?

*If yes to the above, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant.

26.0 Contamination	Yes	No	Unknown
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Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a gas station ever been located on the subject land or adjacent land at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason to believe the subject land or adjacent lands may have been contaminated by former uses (i.e. brownfields, industrial waste, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What information did you use to determine the answers to the above questions?
 If an environmental assessment has been performed please submit it with the application.

N/A – not site-specific

*If the answer to any of the above questions from regarding contamination were checked yes or if there was an industrial, or commercial use, please attach a previous use inventory with this application form showing all former uses of the subject land. A soils investigation study may also be required.

27.0 – Subsurface Rights

Are the subsurface rights and the surface rights to the property held by the same owner?

Yes No

If no, who owns the subsurface rights?

If no, please have the owner complete the following declaration (Section 27.1):

27.1 Authorization from the Owner of the Subsurface Rights (If subsurface rights are different from the Owner of the lands)
--

I, _____, the Owner of the subsurface rights for the subject property, am aware of this application and consent to it. (please print)

_____ (signature) _____ (date)

_____ (address)

_____ Telephone Number _____ Email address

28.0 – Significant Features Checklist

Check through the following list. Indicate under Yes, No or Unknown if a listed feature is on-site or within 500 metres. Indicate under Yes, No or Unknown if a listed development circumstance applies. Be advised of the potential information requirements.

Feature or Development Circumstance	Yes	No	Don't Know	If yes, specify distance in metres (m)	Potential Information Needs
Non-farm development near designated urban areas or rural settlement areas			N/A		Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹			N/A		Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ²			N/A		Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³			N/A		Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site			N/A		Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant			N/A		Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond			N/A		Assess the need for a feasibility study for residential and other sensitive land uses.
Active Railway Line			N/A		Evaluate impacts within 300 metres.
Operating mine site			N/A		Will Development hinder continuation or expansion of operations?
Non-operational mine site within 1 kilometre of subject land			N/A		Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise projection (NEP) is 28 or greater			N/A		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric Transformer Facility			N/A		Determine possible impacts within 200 metres.
High Voltage Transmission Lines			N/A		Consult the appropriate electric power service.
Transportation and Infrastructure corridors			N/A		Will corridor be protected? Noise Study Prepared?
Agricultural Operations			N/A		Development to comply with the Minimum Distance Separation Formulae and Official Plan.
Mineral Aggregate Resource area			N/A		Will development hinder access to the resource or the establishment of new resource operations?

Feature or Development Circumstance	Yes	No	Don't Know	If yes, specify distance in metres (m)	Potential Information Needs
Mineral Aggregate Operations			N/A		Will development hinder continuation of extraction? Noise and Dust Study completed?
Existing Pits and Quarries			N/A		Will development hinder continued operation or expansion? Noise and Dust Study completed?
Mineral and Petroleum Resources			N/A		Will development hinder access to the resource or the establishment of new resource operations?
Significant Wetlands or potentially significant Wetlands			N/A		Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Significant portions of habitat of Endangered or Threatened Species			N/A		Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Significant Fish Habitat, Wildlife Habitat and areas of Natural and Scientific Interest			N/A		Provide Environmental Impact Study (EIS). Must demonstrate that no negative impacts will occur.
Sensitive Groundwater Recharge Areas, Headwaters and Aquifers			N/A		Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant Built Heritage Resources and Cultural Heritage Landscapes			N/A		Development should conserve significant built heritage resources and cultural heritage landscapes.
Significant Archaeological Resources			N/A		Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
Lake of the Woods: Within defined Portions of Dynamic Beach and 1:100 year flood level along connecting channels			N/A		Development not permitted
Lands Subject to Flooding and/or Erosions			N/A		Development may be permitted. Must demonstrate that hazards can be addressed.
Erosion Hazards			N/A		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains			N/A		Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies.
Hazardous Sites ⁴			N/A		Slope Study, Flood line Study. Demonstrate that hazards can be addressed.
Rehabilitated Mine Sites			N/A		Application for approval from Ministry of Northern Development and Mines should be made concurrently.
Contaminated and/or Brownfield sites			N/A		Assess and inventory of previous uses in areas of possible contamination.

⁴Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

²Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
³Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
⁴Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography)

29.0 – Authorization of Agent or Solicitor

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We _____, am/are the owner(s) of the land that is subject of this application for a zoning by-law amendment and I/We hereby authorize _____ to make this application on my/our behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application .

 Date

 Signature of owner(s)

 Name and Signature of Witness

30.0 – Affidavit or Sworn Declaration

I, Kyle Attanasio of the City of Kenora in the province of Ontario, make oath and say (or solemnly declare) that the information required under Ontario Regulation 545/06 (as amended), and provided in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the City of Kenora in the District of Kenora this 20 day of March in the year 2023

[Signature]
 Commissioner of Oaths

Heather L. Pihulak, a Commissioner of Oaths
 District of Kenora, while CITY CLERK for the
 Corporation of the City of Kenora.

[Signature]
 Applicant(s) Signature

31.0 – Privacy Consent/Freedom of Information Declaration

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted by City Staff and members of Council and/or the Planning Advisory Committee.

I/We, _____ being the registered owner(s) of the lands subject of this application, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby 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 (R.S.O. 1990 as amended) for the purposes of processing this application.

I/We also authorize and consent to representatives from the City of Kenora and the persons and public bodies conferred with under the Planning Act (R.S.O. as amended) entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

_____	_____
Date	Owner(s) Signature

32.0 – Undertaking for Ontario Land Tribunal

Where if the City of Kenora chooses to support the Application for Zoning By-law Amendment

I/We undertake to pay, in accordance with By-Law 156-2021, as amended of the City of Kenora, upon receipt of invoice from the City, any and all legal costs, including all disbursements of the City, to full cost recovery in respect of preparation for and attendance at a Ontario Land Tribunal hearing, until the matter is finally resolved by the said Tribunal.

It is hereby acknowledged that “hearing” shall include all attendances before the Tribunal in respect of the said application whether in person, telephone conference call or other means as directed by the Tribunal.

Dated, in the City of Kenora this _____ day of _____, _____

Signature of Applicant or Authority to bind Corporation

Please print name

Signature of Witness

Personal information contained on this form is collected pursuant to the *Municipal Act*, and will be used for the purpose of processing and approval of this application and associated applications. Questions about this collection should be directed to:

The Freedom of Information and Privacy Coordinator, City of Kenora,
1 Main Street South, Kenora, ON P9N 3X7, (807) 467-2295.



March 10, 2023

Planning Rationale

1. Introduction

This Planning Rationale outlines the identified housing need in the City of Kenora, recent changes to the Planning Act regarding additional dwelling units as a result of Bill 23, and current and proposed Official Plan policies and Zoning By-law regulations.

The intent of the proposed Official Plan and Zoning By-law amendments is to bring our local policies and regulations in to compliance with the new changes to the Planning Act and to remove regulatory restrictions to make it easier for local residents to add up to two additional dwelling units to residential properties.

2. Housing Need

The 2022-2027 Strategic Plan (City of Kenora: Charting Our Course 2027) identifies housing as one of the top six priorities for the city. Goal 2.1(b) of the Plan is to facilitate opportunities for more and diverse housing development across the housing spectrum.

The City of Kenora has documented local housing need through the *2018 State of Housing Progress Report*, which identified three Problem Statements in regards to housing:

1. There is a lack of multi-residential stock that creates a challenge in improving the standard of living for those with low to moderate incomes and adapting to the growing prevalence of lone-parent households and ageing demographics.
2. The combination of high rental rates and housing prices in private developments and a long waiting list for subsidized housing, creates a risk of homelessness for low income households
3. Kenora's existing housing stock is ageing resulting in higher energy cost and repairs that affect affordability.

In *A Place for Everyone: 10 Year Housing & Homelessness Updated Plan (2020)*, the Kenora District Services Board identified that average market rents in Kenora remain significantly higher than in other local communities, with the waiting list for social housing in the region increasing by 186% between 2011 and 2020 and 1% of the population being identified as homeless in 2018. The Plan recommends as a goal that community housing stock should be increased to meet what is described as an extreme imbalance of current housing stock in relation to need.

The Plan notes that a shortage of available housing stock creates a barrier to economic development, limiting the ability of local economies to grow and respond to market demands. It states that more private-market housing stock is urgently needed in order to recruit professionals.

3. Bill 23: the More Homes Built Faster Act

On November 28, 2022, Bill 23 received assent. Bill 23 made numerous amendments to existing laws with the intention of facilitating new housing development in Ontario. This included amendments to the *Planning Act* to create a new provincial threshold for what is permitted to be built by strengthening the additional residential unit framework.

Specifically, the new amendments permit landowners to add up to two additional residential units “as of right” for land zoned for one home in urban residential areas without requiring a zoning by-law amendment. The additional units can be within the existing residential structure or could take the form of a residence with an in-law, basement suite, plus a laneway or garden home. Zoning by-law standards respecting matters such as height and lot coverage remain and continue to apply.

Bill 23 requires that all official plans and zoning by-laws permit the use of up to two additional residential units in a detached house, semi-detached house, or rowhouse, or one additional residential unit in the house plus one in a separate ancillary building or structure on the same property, on all parcels of urban residential land. There may be no appeal of Official Plan policies or Zoning By-law regulations that are passed to authorize additional residential units on any residential land, urban or rural.

4. City of Kenora Official Plan (2015) – Current Policies

The Official Plan refers to additional dwelling units as secondary dwelling units.

The Official Plan currently prohibits the development of new laneway housing as secondary dwelling units, and designates existing laneway housing as non-conforming (Section 3.16).

The Official Plan sets out the following policies governing secondary dwelling units (Section 3.21):

- a) Secondary dwelling units are permitted in the Established Area, Residential Development Area, Harbourn Centre, and Rural Area designations.
- b) Secondary dwelling units shall be permitted only in detached, semi-detached, duplex, or multiple-attached dwellings. Secondary units shall be permitted in ancillary structures where they are not accessible via public laneway.
- c) Only one secondary dwelling unit may be established per lot.

5. City of Kenora Zoning By-law No. 101-2015 – Current Regulations

Secondary Dwelling units are regulated under section 3.28, which contains the following regulations:

A secondary dwelling (interior) and secondary dwelling (detached) shall be permitted in the R1, R2, and R3 zones subject to the following provisions:

- a) A maximum of one secondary dwelling unit shall be permitted in any single-detached, semidetached, or multiple-attached dwelling, or in an accessory building, provided that:
 - i. It does not change the streetscape character along the road on which it is located
 - ii. It is not a stand-alone, principal unit capable of being severed;
 - iii. It must be located on the same lot as its principal dwelling unit;
 - iv. The principal dwelling and the secondary dwelling must be connected to both municipal water and municipal sewage services.

- b) No secondary dwelling shall be permitted on a lot that is legally non-complying with respect to lot frontage or lot area, or within a building that is a legal non-conforming use.
- c) The doorway entrance that leads to a secondary dwelling is limited to locations on the ground floor only, except where Building and Fire Codes dictate otherwise.
- d) The following shall apply to vehicular access and parking for secondary dwellings:
 - i. Vehicular access shall be provided directly from an open public road, and in no case shall access be permitted from a lane or private road;
 - ii. A secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit;
 - iii. Parking for the secondary dwelling shall be provided in accordance with the parking provisions in this By-law. Notwithstanding this, the required parking may be stacked behind the required parking of the host dwelling in a driveway;
 - iv. The maximum width of a driveway cannot exceed 40% of the lot frontage, or 10 metres, whichever is the lesser.
- e) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.
- f) A secondary dwelling shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.

3.28.2 Interior Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (interior) is proposed, the following shall apply:

- a) A secondary dwelling (interior) shall not exceed 40% of the gross floor area of the principal dwelling if any portion of the secondary dwelling is located at or above grade. Except for entrances, any secondary dwelling located entirely in the basement may occupy the entire basement, regardless of size.

3.28.3 Detached Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (detached) is proposed, the following shall apply:

- a) Notwithstanding Section 3.28.1(d), a secondary dwelling (detached) shall not be permitted at or below grade and shall have a minimum gross floor area of 40 m², but shall not exceed 40% of the gross floor area of the principal dwelling.
- b) A designated amenity area of 6 m² shall be provided.
- c) Notwithstanding Section 3.34.1(b), the maximum height of the accessory building in which the secondary dwelling (detached) is located shall be a minimum of 2 metres less than the principal dwelling.
- d) The minimum lot size for a secondary dwelling (detached) shall be 1,000 m².
- e) The maximum setback from a public road is 50 metres.
- f) No secondary dwelling (detached) shall be permitted on a lot with water frontage.

6. Official Plan and Zoning By-law Review

The review of the Official Plan and zoning by-law is currently paused while we await a response from the provincial review of an initial draft of official plan. This review has lasted 17 months so far, and municipal staff have been advised by the Ministry of Municipal Affairs and Housing not to expect a provincial response until late spring. When we do receive comments back, several months will be required to make any necessary changes due to provincial comments, then

conduct statutory public and stakeholder consultations prior to completing a final draft for consideration by Council. The zoning by-law review will not be completed and a new by-law adopted until after the Official Plan is adopted first. This means that it could be close to a year before Kenora's regulations for additional dwelling units are updated if left to be implemented through the review.

7. Recommended new Policies and Regulations

Proposed Official Plan Policy Amendments (Replacing Sections 3.16 and 3.21)

Delete section 3.16 Laneway Housing

Delete current section 3.21 and replace with the following:

3.21 Additional Residential Units

- a) a second residential unit is to be permitted in any detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
- b) a third residential unit is to be permitted in a detached house, semi-detached house or rowhouse on a parcel of urban residential land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or
- c) one additional residential unit is to be permitted in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; and
- d) A second residential unit is to be permitted in any detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house contains any residential units or sleeping quarters; or
- e) One additional residential unit is to be permitted in a building or structure ancillary to a detached house on a parcel of rural land on which residential use, other than ancillary residential use, is permitted, if the detached house contains no more than one residential unit and no other building or structure ancillary to the detached house contains any residential units or sleeping quarters.

The benefit of this change is to eliminate the current restriction of one additional residential unit (accessory dwelling unit) per lot in the Settlement Area, thereby enabling a significant increase in the number of available residential rental units in our community through infill and redevelopment.

This will:

- help enable the redevelopment of older dwellings
- enable owners of unpermitted accessory units to bring their units into compliance, provided they meet Building Code standards and are otherwise compliant with municipal by-laws
- give more flexibility for new home builders to incorporate revenue generating units,
- increase the supply of rental housing and therefore the range of housing types and tenures needed to meet the needs of a variety of households.
- potentially offset the increased cost of housing,

- help make new home ownership more accessible to first-time homebuyers and homebuyers with limited income due to revenue generating opportunities with the additional units,
- allow older home owners to generate income from rental units or create suites for family members or live-in caregivers, enabling them to remain in their home and “age in place”, and
- help make more efficient use of existing municipal infrastructure (roads, sewers, etc) and public services (schools, parks, public transit, etc) by alleviating the need for new lot development and expansion of existing infrastructure and services to meet housing needs.

Removing the restriction on laneway housing is necessary to honour the intent of the Bill 23 amendments to the Planning Act, as the current restriction effectively eliminates the possibility to create additional residential units in ancillary structures throughout much of the City’s central urban settlement area. The restriction was put in place to alleviate traffic and maintenance demands on residential laneways, but it is already common to have parking spaces off of laneways in many neighbourhoods, Parking for both primary and additional dwelling units may be provided via driveways off of front property lines, but this can be difficult in some areas.

Allowing up to two additional residential units in urban residential land will reflect the requirements of Bill 23. Allowing one additional residential unit on rural residential land is not required by Bill 23, but will help to address the same concerns outlined above. Currently, a single sleep cabin is permitted on rural residential properties, and may include all of the elements of a dwelling with the exception of a kitchen. The proposed policies would enable a sleep cabin to be converted to a residential unit through the addition of a kitchen, but does not permit an additional residential unit if there is already a sleep cabin with sleeping quarters on the property.

Proposed Zoning By-law Regulation Amendments

Delete the definitions of Secondary dwelling (interior) and Secondary dwelling (detached).

Add the following definition of Additional Residential Unit: a self-contained residential unit with private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a single-detached, semi-detached or townhouse building. It can be located within the main residential building and/or in an accessory building on the same lot.

Delete Section 3.28 Secondary Dwelling Units and replace with Section 3.28 Additional Residential Units

3.28.1 Additional Residential Units in Urban Areas

Additional residential units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if all ancillary buildings and structures cumulatively will contain no more than one residential unit.
- b) A third residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- c) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than two residential units and no other building or structure ancillary to the primary use contains any residential units.

- d) Additional residential units must be connected to both municipal water and municipal sewage services.

3.28.2 Additional Residential Units in Rural Areas

One additional residential unit is permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- b) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.
- c) Additional residential units must be connected to private sewer and water services approved by the Northwestern Health Unit.

3.28.3 General Regulations for Additional Residential Units

The following regulations apply to all additional residential units:

- a) Additional residential units must be located on the same lot as the principal dwelling unit;
- b) The following shall apply to vehicular access and parking for additional dwelling units:
 - i. An additional residential unit must not eliminate a required parking space for the principal dwelling unit;
 - ii. Parking for the additional residential unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for an additional residential unit may be stacked behind the required parking of the host dwelling in a driveway but must be wholly located within the boundaries of the lot;
- c) Additional residential units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.
- d) An additional residential unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.
- e) An additional dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.

The benefit of implementing these proposed changes is to change our zoning terminology to reflect provincial policies, and to implement regulatory changes that reflect the proposed changes to the Official Plan policies and remove unnecessary restrictions that limit the development of additional residential units while preserving regulations that are necessary to protect municipal interests.

The proposed new regulations will replace existing rules that limited additional residential units to one unit per lot, and align with the provincial requirement that two units be allowed in the urban area. This could include two units within the primary residence or one within the residence and one within an ancillary building or structure, effectively doubling the number of additional residential units permitted in the City of Kenora.

The requirement that the lot must not be legally non-complying with respect to lot frontage or area has been removed, enabling the redevelopment of many undersized lots that exist in the City. The redevelopment will still need to comply with general zoning regulations with respect to such matters as setback requirements, height requirements and lot coverage limits.

The proposed by-law would remove the current restriction on additional residential units from having parking that is accessed off of a lane or private road. This restriction was unique to additional residential units, and applied to no other uses permitted in residential zones. One additional parking space is still required for each additional residential unit, and all applicable general parking regulations that apply to all parking in the City, as set out in section 3.23 of the zoning by-law, will still apply.

The new regulations remove the restriction in the current zoning by-law that an additional residential unit cannot exceed 40% of the gross floor area of the principal dwelling. This restriction was of no benefit to the City of Kenora, and will allow more flexibility in the conversion of dwellings to include an additional dwelling unit.

For additional residential units in ancillary buildings or structures, these new regulations would remove restrictions on the gross floor area and height, creating the opportunity for “small homes” as an additional unit, or unnecessarily constraining the size of additional units when the principal dwelling is a smaller than average home. Ancillary structures must be compliant with the Ontario Building Code. The requirement for a designated amenity area has also been removed, as this is difficult for the City to enforce and is effectively accomplished with current lot coverage restrictions.

The proposed regulations also eliminate the minimum lot size for development of an additional residential unit, as the current 1,000 m² limit effectively eliminates most of Kenora’s central urban settlement area. The maximum setback requirement from a public road and the restriction of additional residential units from waterfront lots is also eliminated. This will make it easier to develop additional residential units on large or rural lots, and remove the necessity of a zoning amendment each time a unit is built on a waterfront lot. The municipality’s primary concern regarding waterfront development is related to water quality. This is being addressed through a requirement that all such units in urban areas be connected to municipal water and sewer, and that all rural units be connected to an approved septic system.

Prepared by the City of Kenora Planning Department



The Corporation of the City Of Kenora
Notice of Complete Application and Public Meeting for an Official Plan Amendment,
File Number D09-23-01, and Zoning By-law Amendment, File Number D14-23-02
Planning Act, R.S.O 1990, c.P13, s. 17 and 34

Take Notice that Council of the Corporation of the City of Kenora will hold a Statutory Public Meeting, under Sections 17 and 34 of the *Planning Act*, to consider City-initiated Official Plan Amendment as it pertains to the City of Kenora Official Plan, Council Adoption May 19, 2015, Ministerial Approval November 5, 2015 (By-law No. 75-2015), and a City-initiated Zoning By-law Amendment as it pertains to Zoning By-law No. 101-2015, as amended, at the following time and location:

**Statutory
Public Meeting**

When: Wednesday, April 12th, 2023, at 12:00 noon.

Location: Council Chambers, City Hall, 1 Main Street South, Kenora, ON

Council will be hosting a virtual meeting by live stream to allow for public viewing. Access to speak at the meeting can be made by registering with the City Planner at planning@kenora.ca

The Council of the Corporation of the City of Kenora will then have the opportunity to consider a decision regarding the application during their regular meeting on Wednesday, April 19th, 2023 at 5:00 p.m.

You are also invited to attend The Kenora Planning Advisory Committee (PAC), who hears applications and considers recommendations to Council, commencing at the following time and location:

PAC Open House

When: Tuesday, March 21st, 2023 at 6:00 p.m.

Location: PAC will be hosting a virtual meeting via Zoom Meeting.

Access to the virtual meeting will be made available by registering with the Secretary-Treasurer at planning@kenora.ca.

Be Advised that the Corporation of the City of Kenora considered the Official Plan Amendment and Zoning By-law Amendment applications to be complete on February 21st, 2023.

Purpose and Effect:

The purpose and effect of the Official Plan Amendment is to update policies for Additional Residential Units (formerly referred to as Secondary Dwelling Units), to bring policies into compliance with recent amendments to the *Planning Act* made by Bill 23, More Homes Built Faster Act, by:

- Deleting Section 3.16 Laneway Housing, and
- Replacing section 3.21 Secondary Dwelling Units with section 3.21 Additional Residential Units, to permit up to two additional residential units for dwellings in urban areas and one additional residential unit for dwellings in rural areas.

The purpose and effect of the Zoning By-law Amendment is to:

- Amend Section 2 Definitions to delete the definitions for “Secondary Dwelling (Interior)” and “Secondary Dwelling (Exterior), and add a new definition for “Additional Residential Unit”;
- Delete the current section 3.28 Secondary Dwelling Units and replace with a new section 3.28 Additional Residential Units, as follows:

3.28.1 Additional Residential Units in Urban Areas

Additional residential units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if all ancillary buildings and structures cumulatively will contain no more than one residential unit.
- b) A third residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- c) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than two residential units and no other building or structure ancillary to the primary use contains any residential units.
- d) Additional residential units must be connected to both municipal water and municipal sewage services.

3.28.2 Additional Residential Units in Rural Areas

One additional residential unit is permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.
- b) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.

- c) Additional residential units must be connected to private sewer and water services approved by the Northwestern Health Unit.

3.28.3 General Regulations for Additional Residential Units

The following regulations apply to all additional residential units:

- a) Additional residential units must be located on the same lot as the principal dwelling unit;
- b) The following shall apply to vehicular access and parking for additional dwelling units:
 - i. An additional residential unit must not eliminate a required parking space for the principal dwelling unit;
 - ii. Parking for the additional residential unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for an additional residential unit may be stacked behind the required parking of the host dwelling in a driveway, but must be wholly located within the boundaries of the lot;
- c) Additional residential units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.
- d) An additional residential unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.
- e) An additional dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.

Description of the Lands: As all lands within the City of Kenora are affected by the proposed City-initiated amendments to the Official Plan (By-law No. 75-2015) and Zoning By-law (By-law No. 101-2015), no key map is provided.

Virtual Statutory Public Meeting: Although Council meetings are being held virtually via live stream, there are still several ways in which the general public can provide input on the proposed application, as follows:

- a. **Submit comments in writing:** Persons wishing to provide comments for consideration at the Statutory Public Meeting may submit such comments in writing no later than Friday, April 7th, 2023, by email, to planning@kenora.ca, or by regular mail to the address listed below, quoting File Numbers: **D09-23-01** and/or **D14-23-02**.

Mr. Alberic Marginet, Associate Planner
60 Fourteenth Street North, 2nd Floor, Kenora, ON P9N 3X2

- b. **Register to Speak at the PAC Virtual Meeting:** If you wish to speak at the PAC Meeting, you are asked to register in advance by email, to planning@kenora.ca no later than noon on Friday, March 17th, 2023 and quote File Numbers: **D09-23-01** and/or **D14-23-02**. To register by phone please call: 807-467-2152.
- c. **Register to Speak at the Statutory Public Meeting:** If you wish to speak at the Statutory Public Meeting, you are asked to register in advance by email, to planning@kenora.ca no later than noon on Friday, April 7th, 2023 and quote File Numbers: **D09-23-01** and/or **D14-23-02**. To register by phone please call: 807-467-2152.

Failure To Make Oral Or Written Submission: If a person or a public body does not make oral submissions at a public meeting or make written submissions to the Council of The Corporation of the City of Kenora before the by-law amendment is passed:

- a. the person or public body is not entitled to appeal the decision of the Council of The Corporation of the City of Kenora to the Ontario Land Tribunal.
- b. the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Appeal of a decision of the Municipality in respect of this Zoning By-Law Amendment may be made by any person or public body not later than 20 days after notice of the decision is given.

Notice of Decision: If you wish to be notified of the decision of the Council of The Corporation of the City of Kenora in respect of the application for zoning by-law amendment, you must make a written request to Heather Pihulak, Clerk of The Corporation of the City of Kenora at 1 Main Street South, Kenora, ON P9N 3X2

Additional Information is available during regular office hours at the Operations Centre. Please contact Alberic Marginet, Associate Planner, if you require more information: Tel: 807-467-2152 or Email: planning@kenora.ca. *Personal information that accompanies a submission will be collected under the authority of the Planning Act and may form part of the public record which may be released to the public.*

Dated at the City of Kenora this 24th of February, 2023



The Corporation of the City of Kenora

PLANNING ADVISORY COMMITTEE MEETING RESOLUTION

MOVED BY: Andrea Campbell

SECONDED BY: Jay Whetter

DATE: March 21, 2023

RESOLVED THAT the **PLANNING ADVISORY COMMITTEE** recommends that the Council of the Corporation of the City of Kenora approve Application for Official Plan Amendment, File No. D09-23-01 and Application for Amendment to the Zoning By-law, File No. D14-23-02 in lieu of public comments that may yet be received.

The purpose of the Official Plan Amendment and the Zoning By-law Amendment is to bring the policies and regulations of the City of Kenora into compliance with *Planning Act* amendments made under Bill 23, the More Homes Built Faster Act.

The effect of the Official Plan Amendment, File No. D09-23-01 and the Zoning By-law Amendment, File No. D14-23-02 is to remove or replace regulations that unnecessarily restrict development of additional residential units within the settlement area allowing up to two additional residential units on parcels of urban residential land, remove the restriction on laneway housing and to permit one additional residential unit on rural residential parcels of land outside of the urban area that are privately serviced.

DIVISION OF RECORDED VOTE				CARRIED	DEFEATED
Declaration of Interest (*)	NAME OF PLANNING MEMBER	YEAS	NAYS		
	Bulman, Robert	✓		<hr/> CHAIR	
	Campbell, Andrea	✓			
	Funk, Kerik	✓			
	Kitowski, Robert	✓			
	Rickaby, Tara		✓		
	Robert, Renée YM	✓			
	Whetter, Jay	✓			

Re: Official Plan Amendment D09-23-01 and Zoning By Law D14-23-02

To : Planning, Mayor and Council of the City of Kenora

From: Cathy Bilyk, 602 James Rd. Cabilyk@hotmail.com 204 805 4833

Thanking the Mayor and the Council Members in advance for their consideration in regards to the proposed changes to the by laws on BSL.

My family has been a member of this community since 1989 and in that time we have seen many changes and developments.

On March 25, I attended the virtual PAC meeting regarding changes to the by laws to be in line with Doug Ford's Bill C23. In Kevan Sumner's presentation, he stated that although Ford's Bill was focused on urban areas, it was decided to exceed the provincial expectations and include RR and BSL. Sumner also stated that they had looked at Southern Ontario for their template.

As you are aware, Bill C 23 is a controversial Bill that has come under strong criticism by many environmental groups and concerned citizens. Many smaller cities in Southern Ontario, which are experiencing an influx of residents, are facing challenges surrounding fresh water, sewage, infrastructure such as roads, police, schools, ambulance, fire and health care. Building affordable housing is a real issue, but it is more complex than just building houses faster. It would therefore make sense for Kenora to start with the urban areas which already have sewer, water and roads. It would also make sense that affordable housing be closer to transportation, schools, shopping, etc.

Another concern for residents north of the by pass, is access to fresh water. The Province of Ontario has spent billions of dollars on the preservation of fresh water. In 2006, the Ontario Government in collaboration with Ontario Water Resources and the Environmental Protection Act, established the Clean Water Act. The mandate was "protecting and conserving lakes for our own benefit and for future generation". Water is one of the most crucial aspects of our lives and therefore should be protected.

In 2007 the City of Kenora, commissioned an Environmental Management group to conduct a study of water quality on BSL. The report is 147 pages long and contains valuable information on the water quality of BLS and recommendations for future development. Black Sturgeon Lake is a managed lake with water quality testing conducted twice a year. Last year there was a rise in the phosphorus levels and a proliferation of green algae on some shorelines. These are the first signs of eutrophication of our "managed" lake. Eutrophication is a direct result of poor management, failing septic systems, phosphate detergents, lawn fertilizers etc. Eutrophication is almost impossible to reverse and may result in the City eventually supplying BLS with potable water.

I urge city council to reconsider the amendments to the bylaws until there is a comprehensive plan in place to address water quality due to the impact of residential density. The plan should include enforcement and compliance with already established regulations.

At the conclusion of the PAC meeting it was agreed that it could be considered discriminatory not to include BLS in the bylaw. In my mind it is more discriminatory to exclude citizens of the city to fresh water. It is up to the municipality, our people and our communities to protect this critical resource.

“Our lakes should be drinkable, swimmable and fishable” Ontario Clean Water Act

Yeah

March 23, 2023

**Re: Official Plan Amendment D09-23-01 and Zoning By-law Amendment D14-23-02
Statutory Meeting April 12 2023**

To: Planning, Mayor and Council and Citizens of Kenora at the April 12, 2023 open meeting

From: Susan Cone, 410 Williams Rd, Kenora

I am writing today to express my strong concern with the amendments to the official plan and zoning by-laws that were accepted by PAC on Mar 21, 2023.

The concern is regarding RR zones and the ability to add an additional housing unit on their lot. Understanding the City is trying to increase available leased housing in the City of Kenora as per the Provincial Mandate of Bill 23.

The amendment is written with several insufficiencies for Rural areas due to the fact the rural areas depend on drinking water from their lakes, example, Black Sturgeon Lakes, and rural areas have septic fields that are built to the specifications of the existing house on the property.

It was requested that the planning department do further research and rewrite the amendments with regard to RR in such away that it is spelled out in our City Zoning Bylaws what the expectations are for the second residential building with regards to the following:

1. Location on the lot, for example: waterfront or not, what lot size would allow for the second dwelling to be on waterfront, etc.
2. Size of the second house in relation to the original house. For example: bigger? same size? Smaller? How much smaller?
3. Size of septic field required for size of additional house that the new amendments are allowing for.

For example: someone may have a bunky with a compost toilet and partial kitchen and not be hooked up to the existing septic and just have a holding tank or grey water pit for showers or sink water and it is within the regulated size of 500sq ft. What if they convert this to a leased housing unit. Are they required to hook up to the septic field? Are they required to build a new septic field? Or to add onto the existing field?

My point is that the special circumstances involved with adding additional housing onto an existing RR lot N of the Bypass necessitates more research, investigation and planning than what is included in Kevin Sumner's proposed amendments.

NOTE: it is not sufficient to state “in accordance with NWHU” as the only guideline for the following reasons.

In order to have compliance, transparency, and to reduce opportunity for abuse, the Zoning Bylaws need to include the specifications that NWHU is using to determine the answers to the questions regarding septic fields.

In this way all interested parties will be properly informed: the planning division staff, the property owners, the leasor, the citizens of Kenora, the contractors and the building inspectors.

This is the best way to ensure compliance. The more people with the same information and the right information the better.

Help us protect RR properties and their water sources. City of Kenora needs to take ownership of water quality on BSL and has in the past by controlling density on lakefront properties and testing and needs to continue this ownership in this new initiative of additional housing.

Unfortunately, this plea/opinion translated to discrimination against RR at the PAC meeting which was a gross disservice and misinterpretation. I am not requesting discrimination but protection of a special area of Kenora that has special circumstances.



April 12, 2023

Staff Report

File No.: D14-23-02

To: Kyle Attanasio, CAO

Fr: Kevan Sumner, City Planner

Re: Application for Zoning By-law Amendment

Location: City-wide

Applicant: City of Kenora

Recommendation

That Council hereby approves the Application for Zoning By-law Amendment, File No. D14-23-02, to replace existing definition and regulations for Secondary Dwellings with a definition and regulations for Additional Residential Units; and further

That Council gives three readings to a by-law to that effect.

1. Introduction

The City of Kenora Planning Department is proposing to amend the Zoning By-law No. 101-2015, to implement the policies being proposed under the associated Official Plan amendment (D09-23-01), and remove or update regulations that unnecessarily restrict development of additional residential units.

2. Description of Proposal

The purpose and effect of the Zoning By-law Amendment is to implement the associated Official Plan Amendment by:

- Amending Section 2 Definitions to delete the definitions for "Secondary Dwelling (Interior)" and "Secondary Dwelling (Exterior)", and add a new definition for "Additional Residential Unit", as follows:

Additional Residential Unit: A self-contained residential unit with private kitchen, bathroom facilities, and sleeping areas within dwellings or within structures ancillary to a single-detached, semi-detached, or multiple attached dwelling. It can be located within the main residential building and/or in an accessory building on the same lot, and has a smaller gross floor area than the primary residential unit.

- Replace all references to "Secondary Dwelling (Interior)" and "Secondary Dwelling (Exterior)" with "Additional Residential Unit" throughout the by-law.
- Deleting the current section 3.28 Secondary Dwelling Units and replacing it with a new section 3.28 Additional Residential Units, as follows:

3.28 Additional Residential Units

3.28.1 Additional Residential Units in Urban Areas

Additional residential units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, the R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if all ancillary buildings and structures cumulatively will contain no more than one residential unit.*
- b) A third residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.*
- c) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than two residential units and no other building or structure ancillary to the primary use contains any residential units.*
- d) Additional residential units must be connected to both municipal water and municipal sewage services.*

3.28.2 Additional Residential Units in Rural Areas

One additional residential unit is permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A second residential unit is permitted in the dwelling if no ancillary building or structure contains any residential units.*
- b) One residential unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.*
- c) Additional residential units must be connected to private sewer and water services approved by the Northwestern Health Unit.*

3.28.3 General Regulations for Additional Residential Units

The following regulations apply to all additional residential units:

- a) Additional residential units must be located on the same lot as the principal dwelling unit;*
- b) The following shall apply to vehicular access and parking for additional dwelling units:*
 - i. An additional residential unit must not eliminate a required parking space for the principal dwelling unit;*

- ii. Parking for the additional residential unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for an additional residential unit may be stacked behind the required parking of the host dwelling in a driveway, but must be wholly located within the boundaries of the lot;*
- c) Additional residential units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.*
- d) An additional residential unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.*
- e) An additional dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.*

The regulations under proposed section 3.28.1 are intended to implement policies 3.21 (a) through 3.21 (c) of the associated Official Plan amendment. Additionally, they require that all additional residential units in the urban area must be connected to municipal sewer and water, as is required under the existing regulations.

The regulations under proposed section 3.28.2 are intended to implement policies 3.21 (d) and 3.21 (e) of the proposed Official Plan amendment. Additionally, they require that additional residential units in the rural area must be serviced by approved sewer and water services. It is important to note that in rural areas, a detached additional residential unit is only permitted if no other accessory structures contain a residential unit or sleeping quarters. Sleep cabins are currently permitted in rural zones, and could be converted to a residential unit through addition of a kitchen, but an additional residential unit may not be added if a sleep cabin is already located on a property.

The general regulations under proposed section 3.28.3 are intended to apply to both rural and urban areas. They are intended to ensure that it is clear that detached units must be on the same lot as the primary dwelling (3.28.3(a)) and that parking is provided on the property (3.28.3(b)).

3.28.3(c) is an existing regulation that is being carried forward to these proposed new regulations, and clarifies that additional residential units are not included in density calculations. This is primarily a consideration in urban areas, where certain Official Plan policies and zone regulations are tied to density. For example, large portions of the urban area are designated as Established Area under the Official Plan, and requiring a zoning amendment if the number of dwellings exceeds 40 units/net hectare. Any more than two dwellings on a typical residential lot would exceed this density calculation. This would go against the spirit and intent of the recent Planning Act amendments under Bill 23.

3.28.3(d) is another existing regulation being carried forward, which clarifies that additional residential units may not be developed in addition to other, similar uses that similarly add additional residential living spaces on a property.

3.28.3(e) clarifies that accessory structures containing additional residential units are subject to the same zoning regulations that apply to other accessory structures on a

property, and prevents the redevelopment of existing non-compliant accessory structures into additional residential units.

Other references to “secondary dwelling units” elsewhere in the Zoning By-law will also be updated to refer to “additional residential units”.

3. Existing Conditions

As the proposed amendments are not site-specific, information regarding existing conditions of specific lands is not applicable.

4. Site Visit

As the applications affect all lands within the applicable zones in the City of Kenora, a site visit was not conducted.

5. Legislated Policy and City Directives

a) Provincial Policy Statement (PPS) 2020

The PPS states that healthy, livable, and safe communities are sustained by accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing, and housing for older persons)... to meet long-term needs (Policy 1.1.1). In rural areas, permitted uses include residential development that is locally appropriate (Policy 1.1.5.2).

The PPS requires that planning authorities provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents by permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities, and all types of residential intensification, including additional residential units. (Policy 1.4.3).

The PPS policies state that long-term economic prosperity should be supported, in part, by encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce (Policy 1.7.1).

b) City of Kenora Official Plan (2015)

To ensure that adequate and affordable housing is available for all residents, particularly seniors and new entrants to the housing market, the City of Kenora will encourage and promote the development of affordable housing by providing a toolkit of planning incentives and direct supports, including but not limited to more flexible zoning, and permitting Secondary Dwelling Units (Policy 3.2).

Details of the amendments being proposed for the Official Plan under application D09-23-01 may be found in associated report.

c) Zoning By-law No. 101-2015

Secondary Dwelling units are regulated under section 3.28, which contains the following regulations. Notations have been added to indicate which regulations are being carried forward, amended, or deleted in the proposed new regulations. In the case of regulations being carried forward, some are being implemented differently, such as through clarifying language under Definitions.

3.28.1 General

A secondary dwelling (interior) and secondary dwelling (detached) shall be permitted in the R1, R2, and R3 zones subject to the following provisions: [Amended to add the SH zone]

- a) *A maximum of one secondary dwelling unit shall be permitted in any single-detached, semidetached, or multiple-attached dwelling, or in an accessory building, provided that:*
 - i. *It does not change the streetscape character along the road on which it is located [Deleted – required subjective assessment]*
 - ii. *It is not a stand-alone, principal unit capable of being severed; [Carried Forward (Definition for Additional Residential Unit)]*
 - iii. *It must be located on the same lot as its principal dwelling unit; [Carried Forward (Definition for Additional Residential Unit)]*
 - iv. *The principal dwelling and the secondary dwelling must be connected to both municipal water and municipal sewage services. [Carried Forward]*
- b) *No secondary dwelling shall be permitted on a lot that is legally non-complying with respect to lot frontage or lot area, or within a building that is a legal non-conforming use. [Deleted – eliminated many older lots]*
- c) *The doorway entrance that leads to a secondary dwelling is limited to locations on the ground floor only, except where Building and Fire Codes dictate otherwise. [Deleted – added difficulty to designing some units, such as second-floor units over garages]*
- d) *The following shall apply to vehicular access and parking for secondary dwellings:*
 - i. *Vehicular access shall be provided directly from an open public road, and in no case shall access be permitted from a lane or private road; [Deleted – unnecessarily restrictive. Access and parking requirements will be the same as for any other residential use under the by-law's section 3.23 Parking]*
 - ii. *A secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit; [Carried Forward]*
 - iii. *Parking for the secondary dwelling shall be provided in accordance with the parking provisions in this By-law. Notwithstanding this, the required parking may be stacked behind the required parking of the host dwelling in a driveway; [Carried Forward]*
 - iv. *The maximum width of a driveway cannot exceed 40% of the lot frontage, or 10 metres, whichever is the lesser. [Deleted - Conflicts with Parking regulations, which limits driveway width to 6m in R1 and R2 zones]*

- e) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts. *[Carried Forward]*
- f) A secondary dwelling shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed. *[Carried Forward]*

3.28.2 Interior Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (interior) is proposed, the following shall apply:

- a) A secondary dwelling (interior) shall not exceed 40% of the gross floor area of the principal dwelling if any portion of the secondary dwelling is located at or above grade. Except for entrances, any secondary dwelling located entirely in the basement may occupy the entire basement, regardless of size. *[Deleted (not permitted under Bill 23)]*

3.28.3 Detached Secondary Dwellings

In addition to Section 3.28.1, where a secondary dwelling (detached) is proposed, the following shall apply:

- a) Notwithstanding Section 3.28.1(d), a secondary dwelling (detached) shall not be permitted at or below grade *[Deleted – makes it difficult to incorporate units in basements, or on sloping lots]* and shall have a minimum gross floor area of 40 m², but shall not exceed 40% of the gross floor area of the principal dwelling. *[Deleted - not permitted under Bill 23]*
- b) A designated amenity area of 6 m² shall be provided. *[Deleted – difficult to regulate and accomplished with limits on lot coverage %]*
- c) Notwithstanding Section 3.34.1(b), the maximum height of the accessory building in which the secondary dwelling (detached) is located shall be a minimum of 2 metres less than the principal dwelling. *[Deleted – makes it difficult to develop detached dwellings on sloping properties or on lots with 2+ storey dwellings]*
- d) The minimum lot size for a secondary dwelling (detached) shall be 1,000 m². *[Deleted – made it impossible to develop detached dwellings on most residential lots]*
- e) The maximum setback from a public road is 50 metres. *[Deleted – made it difficult to develop detached dwellings on many rural properties]*
- f) No secondary dwelling (detached) shall be permitted on a lot with water frontage. *[Deleted – eliminated a significant portion of both urban and rural lots]*

These current regulations were structured around the current Official Plan policies, with their limit of one unit per lot and restriction on laneway housing. While the current Official Plan policies supported secondary dwelling units in Rural Areas, that policy was never implemented in the Zoning By-law, which restricted secondary units to the R1, R2, and R3 zones. The SH Small Home Zone was added to the by-law in 2019, but secondary dwelling unit regulations weren't updated at that time, and as an urban residential zone it must allow for additional residential units.

In addition to the restriction on laneway housing, there are other current regulations that may be seen as unreasonably restrictive and being in conflict with Bill 23 and the proposed new Official Plan policies. This includes restricting detached units to lots of 1,000m², which eliminated the majority of residential lots in the urban area, where a typical residential lot (originally surveyed at 50' x 120') is approximately half that size (557 m²). Other broadly limiting regulations include restricting detached units from undersized lots and from waterfront lots, which eliminates large numbers of lots throughout the City.

General regulations elsewhere in the by-law pertaining to all accessory structures will still apply, meaning that individual accessory structures are limited to 10% of the area of a lot and total lot coverage in urban residential zones is limited to 40%. Additionally, detached accessory structures are not permitted in waterfront front yards, which ranges in depth from 7.5m in urban zones to 20m in the BSL zone (or 1m in all zones, if there is also a 20m shoreline public reserve between the lot and the water).

Similarly, the requirement for amenity areas is not being carried forward as it singled out additional residential units without applying the same requirement to duplexes and other situations where eight or fewer residential units are on the same property. Lot coverage restrictions require that at least 60% of urban residential lots remain clear of structures.

Regulations that served no clear purpose or benefit have been removed under the same by-law. This includes requiring the height of an accessory unit to be within 2m of the height of the primary dwelling, limiting entrances to the ground floor only, and restricting residences in accessory structures from being located below grade, all of which can be particularly troublesome on the sloping lots that are common in Kenora. Also proposed for removal is the requirement that additional units “not change the streetscape character”, which requires a subjective assessment or opinion that is all but impossible to regulate. The requirement that detached units must be within 50m of a public road was irrelevant in most urban areas and unnecessarily restrictive for large rural lots.

Regulations that were seen as beneficial have been carried through to the new regulations.

6. Results of Interdepartmental and Agency Circulation

The proposed zoning amendment was circulated for comment on March 3rd, 2023. The following is a summary of comments received in response.

Building	No concerns
Community Services	No concerns
Engineering	No concerns
Economic Development	No concerns
Fire and Emergency Services	No concerns
Roads	No concerns
Water / Wastewater	No concerns
Bell Canada	No concerns

<p>Synergy North</p>	<p>No concerns, but re-iterate their conditions of service:</p> <p><i>In the City of Kenora, all new lots created by severance or subdivision shall be serviced as approved by the City of Kenora's requirements.</i></p> <p><i>Where practical, there shall be only one Supply Point to each land parcel. In all cases, there shall be only one service to a building.</i></p> <p><i>In circumstances where multiple services are installed to a building and one service is to be upgraded, the upgraded service will replace all existing services.</i></p> <p><i>Under special conditions, where SYNERGY NORTH determines feasible, a second service may be allowed to a second unattached building on the same property. This service will be at full cost to the Customer. The total amperage under this condition on a single land parcel will not exceed 300-amps. For semi-detached buildings with required fire separation, there may also be two services.</i></p> <p><i>Residential services will include all services up to and including 400-amp, 120/240 V single-phase 3-wire. Residential Customers requiring an electrical service greater than 400-amp single-phase 120/240 V, shall be treated the same as General Service in Section 3.2 or 3.3 as applicable. In some cases, at the sole discretion of SYNERGY NORTH, a 600-amp single phase service may be considered.</i></p>
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7. Public Comments

Notice of the application was given in accordance with Section 34 of the Planning Act, whereby it was published in the Municipal Memo of the Newspaper on March 16th, and circulated to persons and public bodies as legislated.

The notice also stated that the Planning Advisory Committee would have the opportunity to consider recommendation for the application to Council at the meeting on March 21st, 2023. The minutes and relevant resolution from this meeting are attached. Please note that both the zoning amendment and the associated Official Plan amendment were considered under a single report. The report has been separated for the public meeting, to more clearly differentiate the two sets of amendments.

As of the date of this report, three sets of comments have been received from one person and are attached to this report with identifying information redacted. It expresses concern regarding the regulation of additional residential units in rural areas with respect to density provisions, ownership, sizes, location on waterfront lots. The writer recommends against permitting additional residential units in the RR and BSL zones.

8. Evaluation

Zoning regulations implement the policies of the Official Plan. In some areas the policies provide clear guidance, such as in regards to the number of units to be permitted in urban and rural zones. In others, the spirit and intent of the policies must be considered. Regulations that single out additional residential units without applying the same standards of similar types of development appear not to reflect the intent of the policies or, and could even be seen as exclusionary or even discriminatory.

Other zoning regulations have little or not directly relationship to the policies of the Official Plan. In reviewing the existing secondary dwelling regulations and proposing the new additional residential unit regulations, the Planning Department has attempted to maintain regulations that are seen as having a significant benefit while removing or amending those that were seen as having little or no benefit.

The primary intent of these amendments is to facilitate new development, but we know that units have been developed without permits in both urban and rural areas of the City, in part because homeowners are discouraged by restrictive regulations or intimidated by the need for variances or zoning amendments. We hope that the new regulations may encourage some of these property owners to obtain the necessary permits, so that we can be assured these units meet Ontario Building Code standards and are safe for their inhabitants.

The current Official Plan states that secondary dwellings (additional residential units) are permitted in rural areas, but this policy hasn't previously been implemented in the zoning by-law. As a result, the City of Kenora has been requiring that such dwellings be approved through a Minor Variance application, which is a questionable use of that process. Uses of property are generally considered to be outside the scope of what can be approved under a variance. For units on waterfront properties in both urban and rural areas, a zoning amendment has been required, which adds expense, time, and public scrutiny to any proposal.

The new regulations require that any new additional residential units in rural areas must be connected to a septic system that is approved by the Northwestern Health Unit. This will ensure that the water quality of our lakes is protected, and is consistent with our approach to similar redevelopment of any rural property, such as when a seasonal dwelling is replaced with a permanent dwelling, or when an addition is made to an existing dwelling. The Northwestern Health Unit acts as Chief Building Official for approving all septic systems in the City of Kenora.

We heard concerns at the Planning Advisory Committee meeting and received three letters from a single member of the public with concerns regarding the design and inspection of septic systems in rural areas. It may be advisable to consult with the Northwestern Health Unit and the public as we review our general policies and regulations in the ongoing review of our Official Plan and zoning by-law, but it would be unfair to use such concerns as reason to prevent development of additional residential units without putting a similar moratorium on all other developments requiring private septic systems.

For any development adjacent to designated environmental areas such as provincially significant wetlands or Black Sturgeon Lake, Site Plan Control approval is and will

continue to be required for new development, including new detached additional residential units.

If Council has concerns regarding permitting new additional residential units in ancillary structures or allowing conversion of sleep cabins to additional residential units on rural waterfront lots where septic systems are required, an option is to add an additional regulation for rural areas as follows:

3.28.2 (d) No additional residential unit is permitted in any ancillary building on a waterfront property in a rural area.

If Council chooses to make this amendment, the matter may be further considered as part of the ongoing review of the Official Plan and Zoning By-law.



Kevan Sumner MCP

City Planner

Attachments

- Complete Application for Zoning By-law Amendment
- Planning Rationale
- Notice of Application and Public Meeting
- Minutes of the Planning Advisory Committee meeting of March 21st, 2023
- Planning Advisory Committee Resolution
- Draft By-law

The Corporation of the City of Kenora

By Law Number **XX**-2023

A By-law to Amend Comprehensive Zoning By-law 101-2015

Whereas the Council of the Corporation of the City of Kenora passed Comprehensive Zoning By-law No. 101-2015 on December 15, 2015; and

Whereas Council has amended By-Law 101-2015 from time to time; and

Whereas it is deemed advisable and expedient to further amend By-Law 101-2015;

Now therefore the Council of the City of Kenora Enacts as follows:

1. That Section 2 Definitions be amended to:
 - a. delete the definitions for “Secondary dwelling (interior)” and “Secondary dwelling (exterior)”; and
 - b. add the following definition:

*“Secondary dwelling: A self-contained residential unit with private kitchen, bathroom facilities, and sleeping areas within dwellings or within structures ancillary to a single-detached, semi-detached, or multiple attached dwelling. It can be located within the main residential building and/or in an accessory building on the same lot and has a smaller gross **or equivalent** floor area than the primary residential unit.”*
2. That Section 3.13.1 Residential Lot Occupancy be amended by deleting the word “detached.”
3. That Section 3.28 Secondary Dwelling Units be deleted and replaced with the following text:

3.28 Secondary Dwelling Units **and Sleep Cabins**

3.28.1 Secondary Dwelling Units in Urban Areas

Secondary dwelling units are permitted on any lot containing a single-detached dwelling, semi-detached dwelling or multiple attached dwelling in the R1 – Residential First Density Zone, the R2 – Residential Second Density Zone, R3 – Residential Third Density Zone, and the SH - Residential Small Home Zone, subject to the following provisions:

- a) *A maximum of two secondary dwelling units are permitted per lot.*
- b) *One secondary dwelling unit is permitted in an ancillary building or structure if the principal dwelling contains no more than one secondary dwelling unit and no other building or structure ancillary to the primary use contains any residential units.*
- c) *Secondary dwelling units must be connected to both municipal water and municipal sewage services.*

3.28.2 Secondary Dwelling Units and Sleep Cabins in Rural Areas

Secondary dwellings unit and sleep cabins are permitted on any lot containing a single-detached dwelling in the RU – Rural Zone, RR – Rural Residential Zone, and the BSL – Black Sturgeon Lake (Restricted Development Area) Zone, subject to the following provisions:

- a) A maximum of one secondary dwelling unit is permitted per lot.*
- b) A secondary dwelling unit is permitted in the dwelling if no ancillary building or structure contains any residential dwelling units.*
- c) One secondary dwelling unit is permitted in an ancillary building or structure if the primary dwelling contains no more than one residential unit and no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.*
- d) One sleep cabin is permitted in an ancillary building or structure if no other building or structure ancillary to the primary use contains any residential units or sleeping quarters.*
- e) If located within an ancillary building, the habitable floor area of a secondary dwelling or sleep cabin shall not exceed 70 m².*
- f) A secondary dwelling or sleep cabin may be incorporated into the second floor of a detached garage.*
- g) A secondary dwelling or sleep cabin shall not be incorporated into a boathouse or any other building, except as provided in subsection (e) above; and*
- h) Secondary dwellings and sleep cabins containing washroom, laundry or kitchen facilities must be connected to private sewer and water services approved by the Northwestern Health Unit.*

3.28.3 General Regulations for Secondary Dwelling Units

The following regulations apply to all secondary dwelling units:

- a) Secondary dwelling units must be located on the same lot as the principal dwelling unit;*
- b) The following shall apply to vehicular access and parking for secondary dwelling units:
 - i. A secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit;*
 - ii. Parking for the secondary dwelling unit shall be provided in accordance with the parking provisions in this by-law. Notwithstanding this, one required parking space for a secondary dwelling unit may be stacked behind the required parking of the host dwelling in a driveway but must be wholly located within the boundaries of the lot;**
- c) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.*

- d) *A secondary dwelling unit shall not form part of a bed and breakfast, emergency shelter, group home, rooming unit, or boarding house and shall not be permitted on the same lot where any of the said uses are proposed.*
- e) *A secondary dwelling unit is not permitted in any ancillary building or structure that is not compliant with section 3.34.1 of this by-law.”*
- f) *A parking space must be provided in compliance with section 3.23 of this by-law.*

4. That Section 3.32 Sleep Cabin be deleted.

- 5. That this By-Law shall come into force as provided in the *Planning Act* c. 13, R.S.O. 1990, as amended, and thereupon shall be effective from the date of its final passing.
- 6. The City’s Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this By-law, in accordance with the *Planning Act* c. 13, R.S.O. 1990, as amended.

By-law read a first and second time this _____ day of December 2023

By-law read a third and final time this _____ day of December 2023

The Corporation of the City of Kenora:

Andrew Poirier, Mayor

Heather Pihulak, City Clerk