



City of Kenora
Planning Advisory Committee
60 Fourteenth Street N., 2nd Floor
Kenora, Ontario P9N 4M9
807-467-2292

Minutes
City of Kenora Virtual Planning Advisory Committee
Hybrid meeting
Wednesday, February 21, 2024
6:00pm (CST)
Video Recording:

Present:

Tara Rickaby
Jay Whetter
Robert Bulman
Renee Robert
Keric Funk
Andrea Campbell
Christopher Price
Janis Pochailo
Melissa Shaw
Nadine Gustavson

Chair
Vice Chair
Member
Member
Member
Member
Member
Director of Planning and Building
Secretary-Treasurer
Minute Taker

Regrets: Andrea Campbell, Member

i. Call meeting to order.

The meeting was called to Order by the Chair, Tara Rickaby, at 6:01 PM Central Time, and a Land Acknowledgement was provided recognizing the traditional territories of Treaty Three First Nations and Metis people. The Chair advised that the meeting being recorded and that all participants agree to be recorded by choosing to attend. The Chair described the expected protocols and processes to be followed during the meeting.

ii. Additions to the Agenda - None

iii. Declaration of Interest by a member for this meeting or at a meeting at which a member was not present. - None

iv. Approval of the minutes from previous meetings

That the minutes of the Kenora Planning Advisory Committee meeting of December 19, 2023 be approved as circulated.

Moved by: Robert Bulman **Seconded by:** Jay Whetter

Approve: 5 **Opposed:** 0 **Abstained:** 0

Carried

That the minutes of the Kenora Planning Advisory Committee meeting of January 17, 2024 be approved as amended.

Moved by: Jay Whetter Seconded by: Renee Robert
Carried

v. Correspondence before the Committee

Applicant for D13-24-02 confirmed property boundary which was in question by the City of Kenora.

vi. Other Correspondence

Resignation of a member and Committee will hold a election under New Business - presiding officers.

vii. Adjournment Requests – D13-23-19 – Ross

Amended application or location survey not received – Deferred.

THAT the Kenora Planning Advisory Committee defers Application D13-23-19 until an amended application, including a building location survey, is provided to the City.

Motion: Keric Funk **Seconded:** Renee Robert
Approve: 5 **Opposed:** 0 **Abstained:** 0

viii. Consideration of Applications for Minor Variance

i) D13-24-02 - Wong

Director Planning & Building Development, Janis Pochailo, presented the Planning Report.

Purpose of Application: Variance to Zoning By-law #101-2015 for property located at 114 Sixth Street South.

The Effect of Approval: Would be to reduce the minimum required rear yard setback from 8.0 metres to 4.7 metres to enable the construction of a sunroom on the rear of the house. No concerns raised when circulated internally and externally. No letters received from public as of date of this report.

Property zoned "R1" Residential – First Density Zone which allows for the development of single detached housing or other compatible uses serviced by municipal sewer and water or municipal water only.

The minimum required rear yard setback in the R1 Zone is 8.0 metres. To permit the construction of the proposed sunroom, this variance is required to reduce the required rear yard to 4.7 metres. The shallow size of the lot makes it difficult to construct any addition to the existing dwelling without a variance.

Planning proposes approval of the variance as the application also meets the Four (4) Point Test.

Public in favour of the application: None

Public in opposition of the application: None

Letters in Favour: None

Letters in Opposition: None

Questions or comments from the committee. None

Decision: That application D13-24-02, to seek relief of 3.3 metres from the required 8 metres, per Section 4.1.3(f) of the City of Kenora Zoning By-law #101-2015 to enable the development of an addition/sunroom and to allow a single detached dwelling with a minimum required rear yard of 4.7 metres, meets the Four (4) Point Tests and is approved.

Moved By: Keric Funk

Seconded By: Renee Robert

In favour: 5

Opposed: 0

Abstained: 0

Carried

The Secretary-Treasurer indicated that the applicant received approval from the Committee, and identified the appeal period and stipulations that must be followed prior to the application being able to receive a building permit.

ix. Consideration of Applications for Land Division -None

x. Recommendations to Council for Zoning By-law Amendment - None

xi. Old Business

- i) The Chair asked for an update on recommendations that the Committee has made to Council. Ms. Pochailo advised that all the applications were approved. The Chair suggested that, going forward, the status of ~~to put~~ any recommendations to Council could be on the agenda, under Old Business, so there is a record of the outcome.

xii. New Business

- i) Presiding Officers – The Chair asked Ms. Shaw, as Secretary-Treasurer to preside over an election. As result of resignation of Vice-Chair the Committee needs to elect a member for that position. Ms. Shaw called for nominations.
- ii) Tara Rickaby nominated Robert Bulman as Vice-Chair which was accepted by Robert Bulman. The Secretary-Treasurer called two more times for nominations. No other nominations were received for second or third round and Ms. Shaw indicated that no vote is necessary and Robert Bulman is now Vice-Chair for the remainder of this year.
- iii) Volunteer Chair for Feb. 28th Special Meeting is no longer needed as Vice-Chair will be acting Chair during that 6:00pm meeting.

ix. Adjournment

Motion for adjournment. Moved: That pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization for the Planning Advisory Committee and the Committee of Adjustments to move into a Closed Session to discuss items pertaining to the following:

- education and training members of PAC

The closed meeting adjourned at 6:14pm with no reports.

Moved by: Renee Robert That the meeting is adjourned at 6:44 pm.