



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, October 16, 2024
6:00pm (CST)
Video Recording:

Present:

Renee Robert	Member
Keric Funk	Member
Andrea Campbell	Acting Chair
Christopher Price	Member
Janis Pochailo	Director of Planning and Building
Ryan Haines	Planner
Melissa Shaw	Secretary-Treasurer
Nadine Gustavson	Minute Taker

Regrets:

Tara Rickaby	Chair
Robert Bulman	Vice Chair
Linda Mitchell	Member
Tara Vader	Associate Planner

i. Call meeting to order

Called for vote to make Member Andrea Campbell the Acting Chair.

Moved By: Renee Robert **Seconded By:** Keric Funk

In Favour: 3 **Opposed:** 0 **Abstained:** 0

The meeting was called to Order by the Acting Chair, Andrea Campbell, at 6:00 PM Central Time, and a Land Acknowledgement was provided recognizing the traditional territories of Treaty Three First Nations and Metis people. The Chair identified 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. **Declaration of Interest by a member for this meeting or at a meeting at which a member was not present Additions to the Agenda –**
 - **On Today’s Agenda – None**
 - **From a Meeting at which a member was not in attendance – None**
- iii. **Additions to the Agenda - None**
- iv. **Approval of the minutes from previous meetings:**
 - i) September 18, 2024, PAC Regular Meeting
Moved By: Renee Robert **Seconded By:** Chris Price
In Favour: 4 **Opposed:** 0 **Abstained:** 0
- v. **Correspondence relating to applications before the Committee: None**
- vi. **Other Correspondence:** An amendment on behalf of the city planner on Agenda Item 11 – Old Business. Change of Conditions to the draft plan of subdivision know as Riverwood, File # D07-23-02. An amendment was made to the planning report and recommendation. Making note to have that on record.
- vii. **Adjournment Requests – None**
- viii. **Consideration of Applications for Minor Variance:**
 - i) D13-24-08 – (EdgeCorp)

Andrew Brooks was present to represent the application.

Planner, Ryan Haines, presented the Planning Report.

Purpose of Application: The proposed variance will enable the construction of a 4-storey office building which will serve a mix of uses. The land is currently vacant, and the proposed development would bring adaptive re-use of the lands.

The Effect of Approval: As a result, it is recommended that minor variance application D13-24-08 to seek relief from the City of Kenora By-law 101-2015, Section 4.7.3 (c) be approved to permit a maximum building height of 15.55 metres, subject to the following condition:

RECOMMENDED CONDITION

1. No part of the proposed building may penetrate a 45-degree angular plane, beginning from a height of 11 metres projecting inwards from each lot line except for the permitted projections above the height limit as outlined in Section 3.24 of the City of Kenora Zoning By-law.

Public in favour of the application: 0

Public in opposition of the application: 0

Letters in Favour: 0

Letters in Opposition: 0

Questions or comments from the committee:

Keric Funk: Is there any concern with the 45-degree angular plane or with the height limit?

Ryan Haines: No

Renee Robert: Is it my understand that you will be having a covered parking parkade with offices above?

Andrew Brooks: That is correct.

Decision: **Passed**

Moved By: Keric Funk

Seconded By: Renee Robert

In favour: 4

Opposed: 0

Abstained: 0

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:

i) D10-24-08 (Moncrief)

Donna and Greg Moncrief were present to represent the application.

Planner, Ryan Haines, presented the Planning Report.

Purpose of Application:

This application proposes to sever a piece of land from 82 Reddit Road and merge it with the abutting property to the north (129 Anderson Branch Road). Approximately 1.2 ha of land is proposed to be severed and conveyed to the owners of 129 Anderson Branch Road, Gregory and Donna Moncrief. The proposed land to be severed has historically been occupied by the applicants. The retained land is approximately 5 ha in size.

The subject property is located and has frontage on Reddit Road and Anderson Branch Road. It is used as a contractor service yard and contains several storage buildings, storage tents, outdoor storage of construction materials, and the storage of construction machinery. The piece of land proposed to be severed is vacant. The subject property is serviced by on-site services.

The Effect of Approval:

As a result, it is recommended that the Planning Advisory Committee approve this consent application and grant conditional consent approval with the following conditions.

RECOMMENDED CONDITIONS

Expiry Period

1. Conditions imposed must be met within two years of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for three years from the date of notice of decision.

Survey/Reference Plan

2. Provide to the satisfaction of the City:
- a. A survey showing the lot lines of the severed parcel, and
 - b. A reference plan based on an approved survey.
3. Three original copies and one PDF copy of the reference plan of survey, bearing the Land Registry Office registration number and signatures as evidence of deposit therein, and illustrating the parts(s) to which the consent approval relates, which must show in general the same area and dimensions as the sketch forming part of the application be provided.

Zoning

4. Where a violation of any City Zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the City.

City Requirements

5. That the newly created parcel be consolidated on title with the adjacent lot identified as CON 7J N PT LOT 4;RP23R 7517 PART 2 PCL 37734 and if recommended on solicitor review, that a merger agreement be entered into.
6. That the payment of any outstanding taxes, including penalties and interest (and any local improvement charges if applicable) shall be paid to the City of Kenora.
7. The original executed Transfer/Deed of Landform, a duplicate original and one photocopy for City records be provided for each parcel.
8. A Schedule to the Transfer/Deed of Landform on which is set out the entire legal descriptions of the PINs in question and containing the names of the parties indicated on page 1 of the Transfer/Deed of Landform to be provide for each parcel.
9. That prior to endorsement of the deeds, the Secretary-Treasurer shall receive a letter, from the owner or the owner's Agent/Solicitor, confirming that conditions 1 through 5 have been fulfilled. Clearance from the City of Kenora and external agencies as required are to be included.

Public in favour of the application: 0

Public in opposition of the application: 0

Letters in Favour: 0

Letters in Opposition: 0

Questions or comments from the committee:

Keric Funk: You are transferring ownership from the business to personal?

Mr. Greg Moncrief: Correct.

Decision: **Passed**

Moved By: Keric Funk

Seconded By: Renee Robert

In favour: 4

Opposed: 0

Abstained: 0

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.

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

xi. Old Business:

i) D07-23-02 – (Riverwood)

Planner, Janis Pochailo, presented on the application.

The matter is a housekeeping amendment. At the time the application was passed there was Condition #12 – Land Development Dedication and Condition #18 – Park Land Dedication. It has not been brought to the cities attention that both Conditions are really Park Land Dedications. Hence the City of Kenora proposes to remove Condition #12 and to keep Condition #18.

Decision: **Passed**

Moved By: Keric Funk

Seconded By: Renee Robert

In Favour: 4

Opposed: 0

Abstained: 0

xii. New Business: None


ix. Adjournment:

Motion for adjournment. **Moved By:** Member Chris Price

Meeting Adjourned at 6:24 PM.

Minutes of the Kenora Planning Advisory Committee meeting, for Wednesday October 18th, 2024 , are approved the as of November 20th, 2024.

Chair, Tara Rickaby



Secretary-Treasurer, Melissa Shaw