



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

Minutes
City of Kenora Virtual SPECIAL Planning Advisory Committee
Hybrid meeting
Friday, March 28, 2025
12:00pm (CST) Via Zoom
Video Recording:

Present:

Tara Rickaby
Renee Robert
Keric Funk
Christopher Price
Janis Pochailo
Melissa Shaw
Nadine Gustavson

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

Regrets: Robert Bulman and Linda Mitchell

i. Call meeting to order:

The meeting was called to Order by the Chair, Tara Rickaby, at 12:00 PM Central Daylight Time, and a Land Acknowledgement was provided recognizing the traditional territories of Treaty Three First Nations and Metis people. The Chair stated the meeting was 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.

At 12:02 PM Committee Member Andrea Campbell entered meeting via zoom.

ii. Declaration of Interest by a member for this meeting or at a meeting at which a member was not present:

On Today's Agenda: None

From at meeting at which a member was not in attendance: None

iii. Adjournment Requests: None

iv. Consideration of Applications for Minor Variance: None

v. Consideration of Applications for Land Division: None

The Committee may consider an amended application for a consent or variance after the statutory public meeting. The Committee will determine whether the amended application addresses concerns raised by the public or public agencies at the statutory public meeting. If it lessens the impacts of concerns raised by the public or public agencies at the statutory public meeting, the Committee may proceed to render its decision without further public notice and circulation of materials. If the amended application does not address or increases the impacts of concerns raised by the public or public agencies at the statutory meeting, the Committee will issue fresh notice and circulate the amended application materials for a further public meeting prior to deliberating on and rendering a decision.

4. That various housekeeping changes were needed to both by-laws to eliminate duplication, make corrections and clarify current processes.

The Planning Advisory Committee reviewed and provided input on the proposed changes to the PAC Terms of Reference.

Suggested Changes by Committee Members:

Chris Price asked for an amendment to Section 15.0 to receive Honorarium before Christmas, after the December meeting. That there was no mention of a dress code. That all meetings should have a Chair.

Janis Pochailo stated that under the new Terms of Reference Section 2.50 states "Should the Vice-Chair also be unavailable for a meeting or hearing, the remaining Members will appoint a Chair at the outset of the meeting, should they have quorum to proceed."

Tara Rickaby commented that the Committee was presiding in accordance with the *Planning Act* which states all meetings must have a Chair.

15.0 – Honorarium

15.10 – An honorarium for Committee Members shall be established by Council. Payment of the honorarium shall be twice annually, after the June meeting and after the December meeting.

Requested an amendment to Section 4.0 – Regardless of retirement and including Members not returning or not reappointed.

Committee; and further supports the delegation of Approval of Plans of Subdivision and Condominium to the Director of Planning and Building Services.

Approved

Moved by: Keric Funk **Seconded by:** Andrea Campbell
In Favour: 4 **Opposed:** 0 **Abstained:** 0

The Secretary-Treasurer indicated that it was resolved that the Planning Advisory Committee as established under By-law 74-2021 recommends an amended Terms of Reference and Rules of Order and Procedure for the City of Kenora Committee of Adjustment and Property Standards Committee; and further supports the delegation of Approval of Plans of Subdivision and Condominium to the Director of Planning and Building Services.

ix. Adjournment:

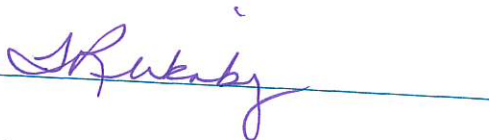
Motion for adjournment. **Moved By:** Member Chris Price

In Favour: 4 **Opposed:** 0 **Abstained:** 0

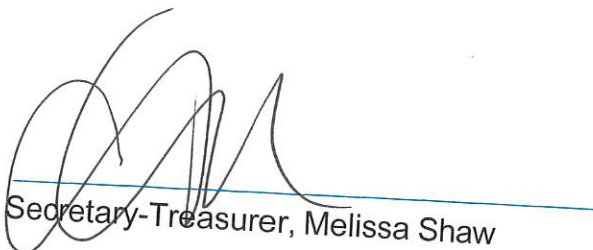
Meeting Adjourned at 12:52 PM.

**Please refer to PAC Meeting Video for full details of all questions and responses.*
[Kenora Planning Advisory Committee Special Meeting March 28, 2025 \(youtube.com\)](https://youtu.be/Cv8b_4EhW0c)
https://youtu.be/Cv8b_4EhW0c

Minutes of the Kenora Planning Advisory Committee meeting, March 28, 2025 are approved as of April 16, 2025.



Chair, Tara Rickaby



Secretary-Treasurer, Melissa Shaw