



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
Zoom meeting
Wednesday, March 19, 2025
6:00pm (CST)
Video Recording:

Present:

Tara Rickaby
Robert Bulman
Renee Robert
Linda Mitchell
Keric Funk
Andrea Campbell
Christopher Price
Janis Pochailo
Tara Vader
Ryan Haines
Melissa Shaw
Nadine Gustavson

Chair
Vice Chair
Member
Member
Member
Member (Entered at 6:04 PM)
Member
Director of Planning and Building
Associate Planner
Planner
Secretary-Treasurer
Minute Taker

I. Call meeting to order:

The meeting was called to Order by the Chair, Tara Rickaby, 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 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.

II. Declaration of Interest by a member for this meeting or at a meeting at which a member was not present: None for both

III. Additions to the Agenda: OACA Conference

The Secretary-Treasurer stated that the budget for attendance at the conference is \$6000.00. The recommendation is for Tara Vader, Tara Rickaby and Linda Mitchell to attend.

Moved by: Robert Bulman Seconded by: Keric Funk

IV. Approval of the minutes from previous meetings:

- a. That the minutes of the **February 19, 2025**, regular meeting be approved as distributed.

Moved By: Renee Robert **Seconded By:** Chris Price
In Favour: 7 **Opposed:** 0 **Abstained:** 0

V. Correspondence before the Committee: None

VI. Adjournment Requests – None

VII. Consideration of Applications for Minor Variance:

- i. D13-25-03 – Joseph, David & Shyla Kubisewsky
501 / 609 Sixth Avenue S.

Laura Wheatley was present to represent the application.

Associate Planner, Tara Vader, presented the Planning Report, which addressed both the Application for Minor Variance and Consent D07-25-01.

Purpose of Application: The proposed severance is to create one new residential lot, separating the two existing single-family dwellings on the subject property onto their own lots.

The Effect of Approval: This application proposes to reduce the minimum lot area by 190 m² to permit a minimum lot area of 260 m² which would apply to the proposed severed and retained lands.

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:

Renee Robert asked if it was an unusual occurrence to have a property that has two (2) dwellings on it.

Janis Pochailo stated that this situation took place in the distant past and back then it was not uncommon.

Decision: That the Planning Advisory Committee approves application D13-25-03 to seek relief from the City of Kenora By-law 101-2015, Section 4.1.3 (b) be approved to permit a minimum lot area of 260 m².

1. This variance shall apply to the severed and retained lands of consent application D10-25-01.

Moved By: Robert Bulman

Seconded By: Renee Robert

In favour: 7

Opposed: 0

Abstained: 0

Approved

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.

VIII. Consideration of Applications for Land Division:

- a. D10-25-01 – Joseph, David & Shyla Kubisewsky
501 / 609 Sixth Avenue S.

Purpose of Application: This consent application is for the creation of one new lot. The application proposes to sever the subject property which contains two existing single-family dwellings.

The Effect of Approval: The severance would result in each single-family dwelling being on their own lot.

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: None (were asked in item #7)

Decision: That application D10-25-01 for consent for lot severance on property located at 501/609 Sixth Avenue South, and legally described as PCL 13378 SEC DKF; LT 121 PL M38, PIN: 42166-0139; is approved and provisional Consent be granted, subject to the following:

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. One original copy 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.
5. That Minor Variance application D13-25-03 is approved permitting a minimum lot area of 260 m² for the severed and retained lots.

City Requirements

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 Land form, a duplicate original and one photocopy for City records be provided for each parcel.
8. A Schedule to the Transfer/Deed of Land form 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 Land form to be provide for each parcel.
9. 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 7 have been fulfilled. Clearance from the City of Kenora and external agencies as required are to be included.

Reasons for Decision: The Committee has evaluated the consent application based on the City of Kenora Official Plan (2015), Zoning By-law No. 101-2015 as amended, the provisions of section 51(24) of the Planning Act and the Provincial Planning

Statement, 2024 (PPS) Section 2.2 contains policies relating to Housing. Specifically, 2.2.1 c) states that Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation. Additionally, the PPS direct that settlement areas shall be the focus of growth and development. As this application is an efficient use of land and infrastructure, and is located within the settlement area, it is supported by these policies of the PPS.

Approved

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

In favour: 7 **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.

Chair, Tara Rickaby asked Andrea Campbell if she had any conflicts of interest as she entered the meeting late.

Andrea Campbell stated that she did not.

IX. Recommendations to Council for Zoning By-law Amendment:

- None

X. Old Business:

- a. None

XI. New Business:

- a. None

XII. Other

- a. Update OP, Zoning By-law and CIP Review

Janis Pochailo stated that they had 50 people sign in to the open house and that there were a lot of questions asked. They also received lots of great feedback from the public that were present.

Janis also reminded the Committee that there is presently a survey being conducted on the City of Kenora Website and that so far, the City had received 200 responses.

Janis informed the Committee that a PAC Special Meeting was being held on Friday, March 28th, 2025, at Noon via Zoom to discuss the Committee questions pertaining to the new Terms of Reference.

ix. Adjournment:

Motion for adjournment. **Moved By:** Member Keric Funk

In Favour: 7

Opposed: 0

Abstained: 0

Meeting Adjourned at 6:23 PM.

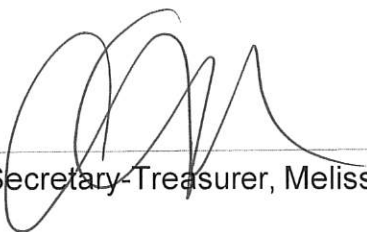
*Please refer to PAC Meeting Video for full details of all questions and responses.
[Kenora Planning Advisory Committee Meeting March 19, 2025 \(youtube.com\)](https://youtu.be/Cv8b_4EhWOc)

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Minutes of the Kenora Planning Advisory Committee meeting, March 19, 2025 are approved as of April 16, 2025.



Chair, Tara Rickaby



Secretary-Treasurer, Melissa Shaw

