



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

**Minutes For
 City of Kenora
 Committee of Adjustment
 Hybrid Meeting
 Wednesday, August 20, 2025
 6:00 P.M. (CST)
 Video Recorded**

Present:

Tara Rickaby	Chair
Robert Bulman	Vice Chair
Keric Funk	Member
Linda Mitchell	Member
Christopher Price	Member
Renee Robert	Member
Janis Pochailo	Director of Planning and Building
Tara Vader	Associate Planner
Melissa Shaw	Secretary-Treasurer
Nadine Gustavson	Minute Taker

Regrets:

Andrea Campbell

1. Call Meeting to Order:

Meeting was called to order by the Chair, Tara Rickaby, at 6:00 PM Central Time, and a Land Acknowledgment was provided recognising 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.

2. Declaration of Interest by a Member for this meeting or at a meeting at which a member was not present: There were none.

Meeting at which member was not in attendance:

- Member, Keric Funk declared conflict on planning application, file number: D13-25-10

3. Additions to the Agenda: there were none.

4. Approval of the minutes from the previous meeting(s):

i. July 18, 2025, Committee of Adjustment Meeting

Linda Mitchell noted that the minutes mentioned Janis Pochailo's name twice. The minutes were amended to remove Janis Pochailo's name one time.

Moved By: Linda Mitchell

Seconded By: Robert Bulman

That the minutes of the July 18, 2025, Regular Meeting of Committee of Adjustments are approved as amended.

Carried.

5. Correspondence before the Committee: There were none.

6. Adjournment Requests: There were none.

7. Consideration of Applications for Minor Variance:

i. D13-25-12 – 360 Coney Island

William Wallace, Andrea Rivalin, Owners

The Associate Planner, Tara Vader, presented the Planning Report. The purpose of the application is to seek relief from Section 4.5.3 (b), which requires a minimum area of 1 hectare. This application proposes reducing the minimum lot area by 0.724 hectares to permit a minimum lot area of 0.276 hectares.

The subject property is located on Coney Island. It is used for seasonal residential purposes and is serviced by private, on-site sewage services and municipal water services. The subject lands are approximately 0.328 hectares.

The application for Minor Variance is required to support the concurrent application for lot addition, File No. D10-25-06, to correct encroachment of accessory structures.

There were no public comments in favour of or against the applications.

The Chair asked for questions or clarification from the Committee, Member Linda Mitchell asked if this application included the matter of additional encroachments that existed from an abutting property owner on Coney Island the Associate Planner confirmed that future applications may be brought forward to clean up additional encroachments.

That application D10-25-06 for consent, lot addition, to enable the clean up of encroachments of accessory structures at 414 Coney Island, proposing to sever 0.006 hectares of land from 414 Coney Island, and to consolidate 0.006 ha of land with 360 Coney Island is hereby given provisional approval and subject to the conditions within the Planning Report.

Carried.

D10-25-06 – 360 Coney Island – William Wallace & Andrea Rivalin

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

That application D10-25-06 for consent, lot addition, to enable the clean up of encroachments of accessory structures at 360 Coney Island, and to sever 0.052 hectares of land from 360 Coney Island (PIN 42162-0108) and consolidated said lands with 414 Coney Island (PIN 42162-0109) is hereby given provisional approval subject to the conditions within the Planning Report.

Carried.

9. Old Business:

- Official Plan and Zoning By-law Update:
 - I. Draft Policy Directions and Recommendation Report
 - II. Special Meeting to be held September 18, 2025, at 2:30 pm

Tara Rickaby asked how the population increase was calculated.

Janis Pochailo stated that it was done by Macro Economics, who used an app that they designed for other municipalities, to gather a tremendous amount of information. Things they looked at were populations pyramids, such as our aging population and how many people were now coming to what used to be their summer homes and retiring here. The types of jobs that are here are a lot of social services type jobs. It shows that with the growing number of people retiring here, more jobs are needed in the health care and social services area. Results showed majority of employment growth was in service industries and population growth was due to more services.

The special meeting on September 18th with WSP presenting the report and their feedback on it. We are hoping to have some draft policies in the next six months. When it is ready for viewing it will be circulated to the COA members for comments.

On the CIP side of things, the project is progressing as well. We have an open house coming in the next few months so WSP and staff can present the new draft CIP.

- Committee of Adjustment Terms of Reference:

Tara Rickaby had provided detailed comments in an email, for consideration at the public meeting. A copy of the email is provided as Schedule A to these minutes.

Chair, Tara Rickaby asked if NWHU had any response to this application circulation. The Associate Planner confirmed that no response had been received.

Moved By: Keric Funk

Seconded By: Linda Mitchell

That application D13-25-12 to seek relief from the City of Kenora By-law 101-2015, Section 4.5.3 (b) which requires a minimum lot area of 1 hectare, and to reduce the minimum lot area by 0.724 hectares to permit a minimum lot area of 0.276 hectares for the subject property located 360 Coney Island, Kenora, ON is approved and subject to the following condition:

1. This variance, Application D13-25-12, shall only be valid upon the approval of consent application D10-25-06.

Carried.

In Favour: 6

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.

8. Consideration for Application for Consent

- i. D10-25-06 – 414 Coney Island
- ii. D10-25-06- 360 Coney Island

*These applications were presented as one but will be voted on independently.

William Wallace, Andrea Rivalin, Owners
Norman Maclead, Owner
Maclead

The Associate Planner, Tara Vader, presented the Planning Report. This applications for consent, lot additions are to correct encroachments of accessory structures. The consent applications propose to sever 0.052 hectares of land from 360 Coney Island (PIN 42162-0108) to be consolidated with 414 Coney Island (PIN 42162-0109), and to sever 0.006 hectares of land from 414 Coney Island, and to consolidate with 360 Coney Island.

The subject properties are located on Coney Island. They are used for seasonal recreational purposes and contain seasonal residences. The subject properties are serviced by private, on-site sewage services and municipal water services.

There were no public comments in favour of or against the applications. Additionally, there were no questions from the Committee.

D10-25-06- 414 Coney Island- Norman Maclead

Moved By: Keric Funk

Seconded By: Renee Robert

Janis Pochailo stated that while she was on vacation there was a bit of a miscommunication. The lawyer provided the viral edited copy but had neglected to remove some comments that were attached to it. There was some confusion as to what to do with the comments. So, some of the things that they had agreed would not go into the text had gone into the text. The copies handed out to you today are the cleaned-up copies. Janis had received Tara Rickaby's comments, and they would be reviewed with the lawyer.

Robert Bulman asked about Conflict of Interest, Item #6, seems to only address pecuniary conflicts, but what about personal conflicts?

Tara Rickaby stated that # 6.1 address' that. Tara asked if staff had spoken with any one at OCA about the Terms of Reference; to which Janis stated that the lawyer drew this document up using Province of Ontario Best Practices.

Robert Bulman asked if Items 6.4 and 6.5 had now been illuminated? Janis Pochailo stated that they had indeed been removed.

Linda Mitchell stated that direct, indirect and deemed pecuniary interests should be defined under definitions.

Tara Rickaby asked that under # 13.11 "subsequent motion to take an alternate action shall be the next order of business. Is that action to refuse or defer?

Janis Pochailo explained that if a motion was denied and a member felt that if the motion was modified in a way as to get the application passed, then they would bring forward that motion and it would then be voted upon. Would also be particularly helpful if there had been a tie vote.

Tara inquired if the committee would be seeing the revised policies, to which Janis stated that no it will be going directly to Council.

Linda Mitchell and Tara Rickaby both felt that under item number 5.1 – the 30-minute timeline was too long and should be changed to 15 minutes.

Tara Rickaby stated that she would not be here for the September COA meeting and that Robert Bulman would be chairing that meeting.

10. New Business: There was none.

11. Adjournment:

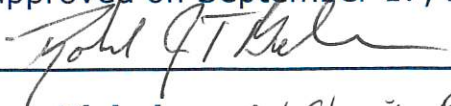
Moved By: Member Chris Price

That the August 20, 2025, Meeting of the Committee of Adjustments adjourned at 6:40 p.m.

***Please refer to the Planning Committee of Adjustment Video for full details of all questions and responses.**

Link to video: https://youtu.be/-CAkcFS_gWs

Minutes of the Kenora Planning Committee of Adjustment meeting, August 20, 2025,
will be approved on September 17, 2025.



~~Chair, Tara Rickaby~~

A/Chair, Robert Bilman



Secretary-Treasurer, Melissa Shaw