



City of Kenora  
Planning Advisory Committee  
60 Fourteenth St. N., 2<sup>nd</sup> Floor  
Kenora, Ontario P9N 4M9  
807-467-2292

**Meeting Minutes**  
**City of Kenora Planning Advisory Committee**  
**Regular Meeting held in the Operations Centre Building**  
**60 Fourteenth St. N., 2<sup>nd</sup> Floor – Training Room**  
**June 18, 2019**  
**6:00pm**

**Present:**

|                 |                     |
|-----------------|---------------------|
| Wayne Gauld     | Chair               |
| Ray Pearson     | Member              |
| Bev Richards    | Member              |
| John Barr       | Member              |
| Tanis McIntosh  | Member              |
| John McDougall  | Member              |
| Devon McCloskey | City Planner        |
| Kylie Hissa     | Secretary Treasurer |

**Regrets:**

|                 |        |
|-----------------|--------|
| Graham Chaze    | Member |
| Robert Kitowski | Member |
| Andrew Koch     | Member |

**DELEGATION:**

- (i)** Wayne Gauld, Chair, called the meeting to order at 6:00 pm and reviewed the meeting protocol for those in attendance.
- (ii)** Additions to agenda – there were none.
- (iii)** Declaration of interest by a member for this meeting or at a meeting at which a member was not present
  - John Barr declared an indirect conflict on concurrent files D09-19-02 and D14-19-07, Bed n' Bale, as his personal residence is located across the lake from the subject property.
- (iv)** Adoption of minutes of previous meeting
  - The Chair asked the Committee if there were any questions or corrections to the minutes as circulated.
  - Approved as amended: May 21<sup>st</sup>, 2019 minutes of the regular Kenora Planning Advisory Committee meeting.

- (v) Correspondence relating to the application before the Committee – there was none.
- (vi) Consideration of applications for minor variance
  - D13-19-09, Buffett

Melanie Buffett, Applicant  
815 Ottawa Street, Keewatin

The Applicant thanked the committee for their consideration of her application. She indicated that she is requesting approval for an accessory structure to be built in her front yard in the case of corner lot. It would be 7.3 m by 3.7 m and setback approximately 1m from the front property line.

The Planner read the planning report for the file. She explained that the Roads Department confirmed that the location of the structure would not interfere with snow clearing etc. and that no comments had been received by the public. The existing dwelling had been constructed along the rear lot line and other properties in the area also have parking and garage access closer to the street than the dwellings. In this instance, the structure was considered characteristic to the surrounding area.

The Chair asked if there was anyone in the public whom wished to speak in favour of or against the application. There were none.

The Chair asked the Committee for questions.

John Barr asked how tall the carport would be. The Applicant showed John Barr the submitted design drawings. He had no other questions.

The Chair asked the Committee for discussion. There was none.

**Moved by: John Barr**

**Seconded by: Bev Richards**

That the Kenora Planning Advisory Committee approves application for minor variance, file no. D13-19-09, to seek relief from the City of Kenora Zoning By-law 101-2015, Section 3.34.1 (b) iii. to allow for a 7.3 m by 3.7 m accessory structure (carport) to be built in the front yard in the case of a corner lot; built closer to the street than the main building is to the street, and to be located 1 m from the front lot, meets the four (4) tests and should be approved.

Carried.

- (vii) Consideration of applications for consent
  - D10-19-05, Neniska

Tara Rickaby, Agent  
TMER Consulting

The Agent presented her planning rationale to the committee. She noted that access to the severed lot would be off of Coker Road and that an entrance permit had already been approved. She also indicated that the owner has an aggregate business and that in conversation, it was disclosed that if there were aggregate potential, they would not be developing the property for residential use, as it is proposed.

The Planner read the planning report. There were no comments received from property owners.

The Chair asked if there was anyone in the public whom wished to speak in favour of or against the application. There were none.

The Chair asked the Committee for questions. There were none.

The Chair asked the Committee for discussion. There was none.

**Moved by: Ray Pearson**

**Seconded by: John McDougall**

That property located at 284 Coker Road, Kenora Ontario; described as Part 1 of Reference Plan 23R-3443; PIN 42134-0193; being application D10-19-05, for consent to sever for the creation of one RU-Rural zoned lot with 136.9m of frontage, and a retained area of approximately 19.6 ha, be granted provisional approval subject to conditions as outlined in the planning report.

Carried.

- D10-19-06, Vanasse

Kate McIver, Agent  
Blueprints Design Inc.

The Agent introduced herself to the Committee and explained that the purpose of the application is to resolve several encroachments on the subject property, including residential structures and septic field.

The Planner read the planning report. She noted that the application proposes enough room to accommodate setback requirements for the encroaching structures. The septic field had been installed by a previous owner with a permit; however, the final inspection had not been undertaken at that time. The Planner noted that one of the added conditions was to show easements for buried hydro service on a reference plan as needed. The Planner also requested that an additional condition be added to the planning report, which states that a merger agreement be entered into and that the PINS are consolidated.

There was no one in the public to speak in favour of or against the application.

The Chair asked the Committee for questions.

Ray Pearson asked why the area proposed to be severed and added to the abutting property could not extend to the south west property line. The Planner explained that

it had been a concern by the property owner that they would lose some of their frontage. They had only been willing to work with the land that the structures currently encroach.

The Chair asked the Committee for discussion. There was none.

**Moved by: Tanis McIntosh**

**Seconded by: Ray Pearson**

That provisional consent be granted to allow approximately 0.17 ha of land to be transferred from 39 Hidden Trail Road to the adjacent property, 41 Hidden Trail Road subject to the amended conditions as outlined in the planning report; being property described as Part 4 of Reference Plan 23R 9107; PIN 42134-0274; being application D10-19-06, for consent (lot addition). That approval will resolve several encroachments on the subject property, including a portion of a septic field and accessory structures, and bring the abutting property into compliance with Zoning By-law No. 101-2015.

Carried.

John Barr left the meeting at 6:33 p.m.

**(viii) New Business**

- Recommendation(s), Application for an Amendment to the Official Plan and Zoning By-law:
  - i. D09-19-02 & D14-19-07, Bed n' Bale

Dave & Laura Loohuizen, Applicant(s)  
66 Cambrian Drive, Kenora ON

The Applicants introduced their proposal, which is for a new tourist venture in Kenora. They were seeking approval to add campground and resort to the permitted uses in their current zone, which is RU-rural. They explained that they want to maintain the RU zone to permit agricultural uses, with the added uses of campground and resort.

The Planner presented the planning report, which was for both files D09-19-02 and D14-19-07. Based on the submitted site plan, a total of 12 campsites had been identified and the existing RU-Rural zoning enabled use as a small farm. All permits had been received for current development. She noted that lands to the west are already contaminated and are not conducive for residential development. Additionally, residential development would not be realistic at the subject location due to the terrain.

The Planner also indicated that the Applicants had emailed a couple days earlier requesting the ability to have more than 12 campsites in the future. Small scale commercial operations are permitted in the Rural Area, per the Official Plan; however, it needed to be determined what small-scale is. She highlighted that nothing would stop the Applicants from coming back to do more than 12 at a future time and that if everything worked out well, there should not be an issue with getting support. She noted that travelling through a residential area could be a concern with additional traffic.

The Applicants explained that traffic was not an issue, as residential development would be capable of causing far more traffic. They noted that there would not be increased traffic from their development, especially during the winter months.

The Planner explained that even if there was residential development proposed, the City could request a traffic impact study and to reduce the total lots created. Although the property is currently designated "Residential Development Area" in the Official Plan, it does not necessarily mean a high density residential development would be permitted without additional requirements. The Planner also informed the Committee that it was verified that campsites require site plan approval, per the City's designation By-law for Site Plan Control. It was the Planner's professional opinion that the applications are approved.

The Applicants expressed that they had concerns if the approval would only be to permit a total of 12 campsites, partly related to costs associated with purchasing a transformer for electrical. On a percentage basis, their development is small scale and would be no more than 25% of the total lot area. With 12 campsites, their development would cover only 3%.

The Chair asked the Planner whether a recommendation would need to be deferred if the number of campsites is altered.

The Applicants stated that they do not currently know how many campsites they will want to have, and that they will be developing as demand dictates. They did not want to be limited.

The Planner explained that the number 12 was used because it was clear that the number is small-scale. There was the option to have "small-scale" noted in the recommendation; however, it would not be clear at a future time if they wanted to do future expansion. The City will have the opportunity to review phase 1 and phase 2 of the site plan. She encouraged the Applicants to amend the rationale to include an argument for how the development is still "small" in concept.

There was no one in the public to speak in favour of or against the application.

The Chair asked the Committee for questions.

John McDougall indicated that the Applicants mentioned a "phase 3". He asked what that may be. The Applicants explained that there was no definite plan at this time; it would depend on the market and funding. The topography also limits where they can develop so they want to ensure they have the flexibility to do more in the future.

Tanis McIntosh asked the Planner if it would be beneficial to define "small-scale" for their process going forward. The Planner indicated that she thought it was helpful; however, it would be difficult to trace the steps. She explained that the Applicants need to be comfortable with everyone being familiar with the application, especially in the future, since staff can change and processes may change. The Applicants noted

that a percentage of max. development would be more consistent with what they are planning on doing.

Ray Pearson noted that the Planning Report specifically discusses the site plan approval process. He wanted to make sure the Applicants were aware of the site plan approval, as there are more steps beyond the PAC meeting. He highlighted that the Fire Department will need to be comfortable with how things are developed.

Bev Richards asked if the Applicants could potentially have 75 campsites, if the property had originally been planned to have that many lots. The Planner explained that there was no contemplation at the time for how the properties would be accessed and whether it was realistic. She was uncertain that Cambrian Drive would have been developed as it is now than when the draft plan of subdivision was laid out. She noted that there was no approval given for it and that currently, that draft plan does not make sense.

Bev Richards noted that she would prefer to give them as much flexibility for expansion.

The Applicants explained the manure aspect of their development, noting that agencies like Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) prorate livestock when use is seasonal. In their situation, the campsites are only used for roughly 3 months of the year.

Tanis McIntosh asked the Applicants how much they thought "small" was. The Applicants expressed that they would prefer to use a percentage footprint and that 25% was "small-scale".

Ray Pearson preferred to use a percentage and Bev Richards stated that she would prefer to give them more than 25%.

John McDougall agreed that "small-scale" should be defined in order to have some control with future use of the property. He wasn't sure how to establish that.

The Committee agreed that the definition would be geography-based and not financially-based. The Planner explained that it would still be a risk to the City and that in her professional opinion, it is not clear enough with the wording of future development. She stated that it would be explained during the Statutory Public Meeting that the Committee recommended 25% coverage rather than the wording of "12 campsites."

The Planner also explained that the number 12 of campsites was taken from the site plan, as that is what was shown. It was also explained that the 25% geographic area limitation would be specific to this application and would not be used for all applications. Each application would be evaluated on its own merits.

There were no further questions.

The Committee agreed to amend the recommendation as per the Planning Report.

**Moved by: Tanis McIntosh**

**Seconded by: Bev Richards**

Resolved that the Planning Advisory Committee recommends that the Council of the Corporation of the City of Kenora approve applications D09-19-02 and D14-19-07, subject property located at 66 Cambrian Drive, described as Part Lot 5 Con 6 Jaffray, Part 2, Plan 23R-9587; being PIN 42172-0097, and 1 ft reserve Plan M639 being PIN 4217-0261, to:

Proposed Official Plan Amendment:

- Change the Official Plan Designation from "Residential Development Area" to "Rural Area". The proposed site specific amendment to the Zoning By-law would then be consistent with the Official Plan Designation.

AND

Proposed Zoning By-law Amendment:

- Add site specific permitted uses under the RU zone provisions, including campground and resort. This will enable use of the property as a small farm and campground, offering people travelling with horses short term accommodation, and the potential for summer and year round cabins in a future phase of development, not exceeding 25% of the subject property.

That the Committee has made an evaluation of the applications upon their merits against the Official Plan, Zoning By-law and the Provincial Policy, and provides a recommendation to Council purely passed on these matters; whereas the Committee may not have had the opportunity to hear public comments in full.

Carried.

**(ix) Old Business**

- June 25, 2019 Meeting & OACA follow-up

The Secretary Treasurer noted that the next meeting will be June 25, 2019 and that only one *Planning Act* application will be considered. The Committee will then carry on with a follow-up on the OACA conference.

In regard to file D10-19-04, Small, which had been granted provisional approval on the May 21, 2019 meeting, Bev Richards noted that the decision was recorded incorrectly. She explained that after the meeting, it was agreed to include the requirement of registering three easements; however, only two were noted. It was stated that the solicitor would be responsible for changing the wording on the easement agreements.

The Planner noted that there would be no issue to stamp another easement and that there would be no need to go through another process, as the parts are already surveyed out. It would be a matter of reaching a new easement agreement. The

Planner then explained that if there is a requirement for a minor change to the conditions, the Committee could make a formal motion during the next meeting.

The Chair tabled the discussion item to the next meeting.

The Chair wished to bring forward an idea the Committee about how the meetings proceed. He suggested reversing who speaks first to present the application, so that the Planner would speak first. That way, information is not repeated. If the Committee was agreeable, the process would be to have the Planner speak first, then the Applicant, then the public, etc.

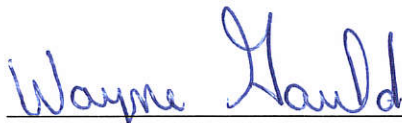
The Chair requested that this comes into effect for the July 16, 2019 meeting.

**(x)** Adjourn

**Moved by: Bev Richards**

That the June 18<sup>th</sup>, 2019 Planning Advisory Committee meeting be adjourned at 7:36 p.m.

Minutes of the Kenora Planning Advisory Committee meeting, Tuesday June 18<sup>th</sup>, 2019, are approved this 16<sup>th</sup> day of July, 2019.

  
Wayne Gauld, Chair

  
Kylie Hissa, Secretary-Treasurer