



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

**Minutes  
City of Kenora Virtual Planning Advisory Committee  
Regular meeting held by way of Zoom Meeting  
Wednesday, August 30, 2023  
12:00pm (CST)  
Video Recording:**

DELEGATION:

**Present:**

**Tara Rickaby – Chair, Jay Whetter - Vice Chair, Robert Bulman - Member, Renee Robert – Member –Andrea Campbell - Member, Janis Pochailo - Director of Planning and Building, Kevan Sumner – City Planner, Alberic Marginet - Secretary-Treasurer, Alex Stornel -Minute Taker.**

**Members of Public:**

***i. Call meeting to order***

The meeting was called to Order by the Chair, Tara Rickaby, at 12:02 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. Additions to the Agenda***

i. None

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

Chair Tara Rickaby stated a conflict of interest regarding the Application of land division D07-23-02 – Riverwood. The chair will remove herself from the meeting and vice chair Jay Whetter will chair that portion of the meeting

***iv. Approval of Minutes from previous meetings***

- Will Take place at the next regular meeting September 18, 2023

***v. Correspondence relating to applications before the Committee.***

No correspondence has been received.

**vi. Other Correspondence - None**

**vii. Adjournment Requests**

No adjournment requests.

**viii. Consideration of Applications for Minor Variance**

**i) D13-23-14 – 1000059403 ON Inc – Evergreen Project**

- Laura Wheatley is present to represent the application.
- Kevan Sumner, City Planner presented the Staff Report.
- Public in favour of the application. None.
- Public in opposition of the application. None.
- Letters in favour. None
- Letters in opposition. None
- The Chair asked if any members of the Committee had questions or comments.

**The Secretary Treasurer read out the draft decision for D13-23-14:**

That the application, D13-23-14 to seek relief from the City of Kenora Zoning By-law 101-2015, Section 3.13.1 to increase the number of duplex and triplex dwellings that may be located on a single lot from one to twenty-four, Section 4.3.3(f) to decrease the minimum required rear yard from 8m to 5m, and Section 4.3.3(i) to increase the maximum building height from 10m to 10.5m; meets the Four (4) Tests and should be approved.

Moved By: Member Andrea Campbell

Seconded By: Vice Chair Jay Whetter

**In favour: 5      Opposed: 0      Abstained: 0      Carried**

The Secretary-Treasurer indicated that the applicant received approval from the Committee and identified the 20-day appeal period and stipulations that must be followed prior to the application being able to apply for a building permit after September 19, 2023.

**ii) D13-23-17 Cross**

- Kim Carlson is present as representative for the application.
- Kevan Sumner, City Planner presented the Staff Report.
- Public in favour of the application. None.
- Public in opposition of the application. None.
- One letter was received in opposition.

- The Chair asked if any members of the Committee had questions or comments.

**The Secretary Treasurer read out the draft decision for D13-23-17:**

That the application, D13-23-17 for 114 Government Road, legally identified as Plan M26 E of Lot 8; RP 23R3077 Part 1 to Part 2 Parcel; 29344, City of Kenora, District of Kenora, to seek relief from the City of Kenora Zoning By-law 101-2015, Section 3.34.1(b)(iv) to allow for an accessory garage to be constructed closer to the street than the main building; meets the Four (4) Tests and should be approved.

Moved by: Member Andrea Campbell

Seconded by: Member Renee Robert

**In favour: 5      Opposed: 0      Abstained: 0      Carried**

The Secretary-Treasurer indicated that the applicant received approval from the Committee and identified the appeal period of 20 days and stipulations that must be followed prior to the application being able to apply for a building permit after September 19, 2023.

Chair Tara Rickaby turns the meeting over to Vice Chair Jay Whetter and leaves the meeting at 12:34pm

ix. ***Consideration of Applications for Land Division.***

**. D07-23-02 - Riverwood**

- Jeff Port and Chris Krueger are present as representative for the application.
- Jeff Port presents a summary of their application.
- Janis Pochailo, Director of Building and planning presented the Staff Report.
- Circulation concerns were mentioned.
- Two letters were received in opposition.
- Public to speak in favour of the application. None.
- Public to speak in opposition of the application. None.
- The Chair asked if any members of the Committee had questions or comments. Question asked.

**The Secretary Treasurer read out the draft decision for D13-23-17:**

That Draft Plan for Subdivision D07-23-02 to create ten (10) lot on subject property legally identified as Broken Lot 2, Concession 7, Geographic Township of Jaffray, PIN 42174-0138 meets the criteria as set out in Section 51(24) of the Planning Act, and that Draft Approval may be given by the Planning Advisory Committee, subject to the identified conditions.

Conditions:

It is further recommended that the Draft Plan Approval be subject to the following conditions:

1. That all costs associated with development, technical/legal review and registration of the subdivision agreement shall be borne by the Developer.
2. That the Owner/Developer obtains approval for zoning by-law amendment D14-23-06 to amend the zoning for proposed lots 2, 3 and 4 from 'RU' Rural Zone to 'RR' Rural Residential Zone and Block A from 'RU' Rural Zone to 'OS' Open Space Zone.
3. That the Owner/Developer facilitate a site visit for a working group from Niisaachewan Anishinaabe and Wauzhushk Onigum Nations to identify environmental and cultural concerns. Access to the site will also be required prior to the commencement of development for ceremonial purposes. The cost of honourariums and tobacco are to be borne by the developer.
4. That the Owner/Developer makes satisfactory arrangements with Hydro One for the provision of electrical services for this Plan of Subdivision.
5. That the Owner/Developer agrees to grant such easements as may be required for utility purposes to Bell Canada, and show such easements on the reference plan or, alternatively, provide confirmation from Bell Canada that such easements are not required.
6. That the Owner/Developer agrees to grant such easements as may be required for utility purposes to Enbridge, and show such easements on the reference plan or, alternatively, provide confirmation from Enbridge that such easements are not required.
7. That the Owner/Developer shall receive approval from the Northwestern Health Unit, for the proposed lot configurations with respect to the location of private sewage systems.
8. That the Owner/Developer shall provide the City of Kenora with a Stage I Archeological Assessment. Where resources are found on site, the City shall require further investigations in accordance with the requirements of section 5.2.2 of the Official Plan.
9. That the Owner/Developer shall provide the City of Kenora with an engineered drainage plan and enter into a subdivision Agreement to address the construction, maintenance and transfer of the proposed public road.

10. That the Fish Habitat Assessment, prepared by KRC Consultants for the subject property be amended to address concerns regarding Sturgeon habitat.

11. Site Plan Control Agreements be obtained as necessary for the protection of fish habitat, riparian areas, flood hazards and any archaeological, cultural or natural resources that may be identified. A Site Plan Control Agreement will also be required for Block A.

12. That the Owner/Developer will be required to provide the cash equivalent of 5% of the land, based on current value assessment, as required under the City of Kenora Official Plan (2015) Policy 8.11.4(e).

13. That prior to final approval, a digital file of the plan to be registered, will be provided to the City of Kenora Planning Department in "pdf" format.

14. Three original copies (not photocopies) of the plan of survey, bearing the Land Registry Office registration number and signatures as evidence of deposit therein be provided; that illustrate the lots, the road, and any other items to which this approval relates. It must show in general, the same area and dimensions as the Draft Plan forming part of the application.

15. The final plan for registration must be in a registerable form together with all necessary instruments or plans describing an interest in the land.

16. That all terms and conditions of the Flooding Easement registered as Instrument No. KN109075 must be complied with and that said easement run with the Lands in accordance with Section 8(a) of the Flooding Easement and shall be registered on title for each individual lot created under the subdivision application.

17. That draft approval for this development is for a period of three (3) years. The owner may apply for any extension at least sixty (60) days prior to the lapsing date.

18. That the Owner/ Developer will be required to provide 5% parkland dedication to the City of Kenora. Parkland dedication may be a combination of land for public access to the river and cash-in-lieu of land.

19. 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.

20. That prior to the granting of Final Approval, the City of Kenora is to be advised by the Developer that Conditions 1 through 16 have been met. Clearance letters from the City of Kenora and external agencies are to be included.

Motioned: Member Robert Bulman

2<sup>nd</sup> : Member Andrea Campbell

**In Favour: 4**

**Opposed: 0**

**Abstained: 0**

**Carried**

The Secretary-Treasurer indicated that the applicant received approval from the Committee and identified the appeal period of 20 days and stipulations that must be followed.

Chair Tara Rickaby is informed that the Application Dealt with and she returns and resumes Chairing the meeting at 1:21 pm

**x. *Recommendation to Council for Zoning By-law and official Plan Amendment.***

- The committee has no recommendations at this time.

**xi. *Old Business***

- None

**xii. *New Business***

- None

**xiii. *Adjournment***

Member Renee Robert motioned to Adjourn - Meeting Adjourned at 1:22pm.