



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

**Minutes**  
**City of Kenora Virtual Planning Advisory Committee**  
**Hybrid meeting**  
**Wednesday, January 15, 2025**  
**6:00pm (CST)**  
**Video Recording:**

**Present:**

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

Chair  
Vice Chair  
Member  
Member  
Member  
Member  
Director of Planning and Building (virtually)  
Associate Planner  
Planner  
Secretary-Treasurer  
Minute Taker

**Absent:**

Andrea Campbell

***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. Additions to the Agenda - None***

***iii. Declaration of Pecuniary Interest by a member for this meeting or at a meeting at which a member was not present - None***

***iv. Approval of the minutes from previous meetings:***

**i) December 18, 2024**

**Moved By:** Robert Bulman **Seconded By:** Linda Mitchell

**In Favour:** 5 **Opposed:** 0 **Abstained:** 0

**v. Correspondence before the Committee:** None

**vi. Adjournment Requests** – None

**vii. Consideration of Applications for Minor Variance:**

i) D13-25-01 – 1000089155 Ontario Inc.

Associate Planner, Tara Vader, presented the Planning Report.

Purpose of Application: The purpose of this minor variance application is to seek relief from the City of Kenora Zoning By-law 101-2015 to permit a two-storey dwelling. The application is seeking relief from Section 4.1.3 (d) which requires an interior side yard (minimum) of 2.5 metres for a two-storey dwelling. This application proposes to reduce the interior side yard by 1 metre to permit a 1.5 metre interior side yard.

The Effect of Approval: The requested relief is to permit a two-storey dwelling with a 1.5 metre interior side yard. The proposed variance is not expected to have a significant impact on the surrounding area, nor will it impact the ability of adjacent neighbours to utilize their properties for permitted uses. The variance is considered minor in nature and impact.

Letters in Favour: 0

Letters in Opposition: 0

Questions or comments from the Committee:

Robert Bulman: There is 4 metres on the north side of the new build and they are asking for a variance on the south side, so if they shifted the build by one metre would that not eliminate the need for the variance and would also give more space between an existing dwelling and the new dwelling?

Tara Vader: The north side yard is the exterior side yard, so it abuts Lakeside Crescent. There is a different zoning requirement to allow site lines for corners. The requirement for the exterior side yare is 4 metres so that is why the Applicant is seeking one metre from the south side yard.

Questions or comments from the Public: Four (4) people were in attendance: Mark Richards, Tyler Edwards and Joe and Rhonda Pritchard. Questions revolved around blasting, drainage and elevation from the road.

Melissa Shaw showed the four guests the elevations site plans on her computer.

Hayley and Tyler White entered the meeting via zoom at 6:15:47 PM.

Tara Rickaby asked the Applicants if blasting was going to be a requirement for their build, what were the elevations from the road,

H. White: No blasting is required. As for the elevation they would have to shoot it. The water table is high but are trying to make it as flush with the road as possible.

Tara Rickaby wants the minutes to show that there is an established requirement that the elevation of the build has to be 2 or 3 feet above street level.

Decision: Approved

**Moved By:** Keric Funk                      **Seconded By:** Chris Price

**In favour:** 5                      **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.

viii. **Consideration of Applications for Land Division:** None

ix. **Recommendations to Council for Zoning By-law Amendment:** None

x. **Old Business:** None

xi. **New Business:**

i) Is election of Chair and election of Vice Chair.

Keric Funk nominates Tara Rickaby and Linda Mitchell seconds that nomination. Nomination carried. No other nominations presented.

Tara Rickaby accepts the nomination.

Secretary Treasurer called for nominations two further times with no other nominations.

**In Favour:** 5                      **Opposed:** 0                      **Abstained:** 0

Renee Robert nominates Robert Bulman for Vice-Chair and Tara Rickaby seconds the nomination. Nomination carried. No other nominations presented.

Robert Bulman accepts the nomination.

Secretary Treasurer called for nominations two further times with no other nominations.

***In Favour: 5***

***Opposed: 0***

***Abstained: 0***

***ix. Question by Tara Rickaby:*** Is Mr. Stevenson still leasing the lot next to Dufresne's?

Janis Pochailo: Mr. Stevenson is still currently occupying that site.

Tara Rickaby: At one time there had been discussions about not having that site for commercial use and allowing the people in that subdivision to access to the lake. So was just wondering what became of those discussions.

Janis Pochailo: The gate has been removed, and there is nothing stopping the public from accessing the lake.

Tara Rickaby thanked staff for all the support they give her and the rest of the committee.

Chris Price: Can the Terms of Reference be updated as to what procedure to follow when Chair or Vice Chair are not present to lead a meeting. Procedure is to ask for volunteers in that instance and Mr. Price is not comfortable that the Terms of Reference do not state that is to be taken to choose the person to lead the meeting.

Melissa Shaw: The Panning Director is reviewing the Terms of Reference so she will have something drafted to be added in that regard.

Robert Bulman: Will there be a February meeting as he will be out of the country for that meeting?

Tara Vader: Yes, there is a February meeting.

***x. Adjournment:***

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

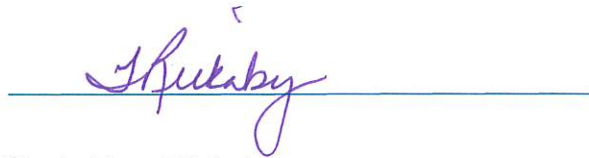
***In Favour: 5***

***Opposed: 0***

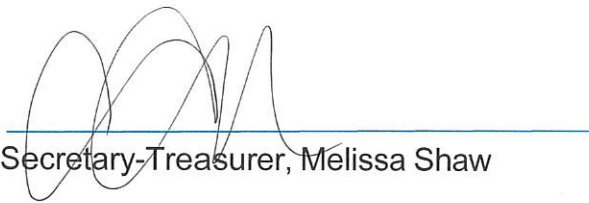
***Abstained: 0***

Meeting Adjourned at 6:34 PM.

Minutes of the Kenora Planning Advisory Committee meeting, January 15, 2025, are approved as of February 19, 2025.



Chair, Tara Rickaby



Secretary-Treasurer, Melissa Shaw