



City of Kenora  
Planning Advisory Committee  
60 Fourteenth St. N., 2<sup>nd</sup> Floor  
Kenora, Ontario P9N 4M9  
807-467-2059

**Minutes  
City of Kenora Planning Advisory Committee  
Regular Meeting held in the Operations Centre Building  
60 Fourteenth St. N., 2<sup>nd</sup> Floor  
March 18, 2014  
7:00 P.M.**

**Present:**

Wayne Gauld	Chair
Wendy Cuthbert	Member
Ted Couch	Member
Terry Tresoor	Member
Vince Cianci	Member
Ray Pearson	Member
James Tkachyk	Member
Tara Rickaby	Secretary-Treasurer
Charlotte Caron	Manager of Property and Planning

**Regrets:** None

**Delegation:** None requested.

**(i) Call meeting to order**

Wayne Gauld called the March 18, 2014 meeting of the Kenora Planning Advisory Committee to order at 7:00 p.m.

Mr. Gauld reviewed the meeting protocol for those in attendance.

**(ii) Additions to the Agenda - None**

**(iii) Declaration of Interest**

The Chair called for declarations of conflict of interest – at this meeting or a meeting at which a member was not present:

**(iv) Adoption of Minutes of previous meeting:**

Adoption of minutes of previous meeting: (February 18, 2014).

**Business arising from minutes:** None.

**Moved by: James Tkachyk      Seconded by: Ray Pearson**

That the minutes of the February 18, 2014 meeting of the Kenora Planning Advisory Committee and Committee of Adjustment be approved as distributed.

**Carried**

**(v) Correspondence relating to applications before the Committee - None**

**(vi) Other correspondence**

- a) MMAH – Provincial Policy Statement (2014) – Distributed together with website address. The Committee was encouraged to review the documents, online; the statement has been broken down and includes specific statements for Northern Ontario.

**(vii) Consideration of Applications for Minor Variance - None**

## Considerations of Applications for Land Division -

- B01/14 Holmstrom  
In attendance:

Application for Lot Addition  
Candice Holmstrom, Agent and property owner  
Reverend John Morley, Pentecostal Church

Candice Holmstrom, Agent for the Pentecostal Assemblies of Canada, property owner, presented the application for the addition of property 5m x 42.7m to the property she and Daniel Prouty own. The purpose of the addition is to provide driving access to the rear of their property. Ms. Holmstrom reviewed the issues surrounding the development of the property in explaining the reason for the application.

The Secretary Treasurer indicated that there were no objections/issues or conditions identified through the circulation process, and that there was no correspondence received from neighbours or outside agencies. There are no planning issues. The staff recommendation is approval of the application.

No questions or discussion by the Committee members.

**Moved by: Ted Couch**

**Seconded by: Terry Tresoor**

That application B01/14 Holmstrom, for consent for a lot addition, to add a .02 hectare parcel from property described as CON 6J ML 266P RP 23R3857 PTS 2 & 3 PCL30549 ROW OVR PTS 4 & 6 RP KR2 LESS 23R10018 PART 1 to property described as CON 6J ML 266P RP 23R10018 Pt 4 PCL 43290, be approved as the application has regard for the Provincial Policy Statement (2005), section 51(24) of the Planning Act, and complies with the intent of the City of Kenora Official Plan (2010) and Zoning By-law No. 160 – 2010 as amended.

It is recommended that the Committee approve the application, with the following conditions:

- 1) The original executed Transfer/Deed of Land form, a duplicate original and one photocopy for City records be provided
- 2) A Schedule to the Transfer/Deed of land form on which is set out the entire legal description of the parcel(s) in question and containing the names of the parties indicated on page 1 of the Transfer/Deed of Land form be provided.
- 3) Three original copies (not photocopies) of the reference plan of survey, bearing the Land Registry Office registration number and signatures as evidence of deposit therein, and illustrating the parcel(s) to which the consent approval relates and which must show in general the same area and dimensions as the sketch forming part of the application be provided.
- 4) 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.
- 5) That prior to endorsement of the deeds, the Secretary-Treasurer shall receive a letter, from the owner or owner's Agent/Solicitor, confirming that conditions #1 through #4 have been fulfilled. Clearance letters from the City of Kenora and external agencies are to be included.

NOTE: The following section(s) of the Planning Act apply:

Conditions not fulfilled

53(41) If conditions have been imposed and the applicant has not, within a period of one year after notice was given under subsection (17) or (24), whichever is later, fulfilled the conditions, the application for consent shall be deemed to be refused but, if there is an appeal under subsection (14), (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of one year from the date of the order of the Municipal Board issued in respect of the appeal or from the date of a notice issued by the Board under subsection (29) or (33). 1994, c. 23, s. 32.

Lapse of consent

53 (43) A consent given under this section lapses at the expiration of two years from the date of the certificate given under subsection (42) if the transaction in respect of which the consent was given is not carried out within the two-year period, but the council or the Minister in giving the consent may provide for an earlier lapsing of the consent. 1994, c. 23, s. 32.

**Carried**

**(viii) Old Business**

- Building location survey/Real property reports – Guidelines for staff re. when required  
The Chair requested that this item be re-visited in order to clarify/provide parameters for Staff to explain to prospective applicants.

**Moved by: Vince Cianci                      Seconded by: Ray Pearson**

That the motion of February 18, 2014, regarding the requirement for applicants to provide surveys as part of their application be amended as follows:

That proof of a real property report/building location survey be required as part of every application for a minor variance, subject to the following guidelines provided to Staff and Applicants;

- Variance applications must be based on reliable measurements.
- Each application must include some plan (building location survey/real property report), regardless of age (as long as structure(s) still exist; this could include the survey/report for the abutting neighbours' property, as long as the common boundary is used as the benchmark. Measurements cannot be extrapolated across the subject property, and scaling of a photocopied document cannot be used;
- Applications which do not include the required information will not be considered complete and will not be accepted by the City of Kenora Planning Department.

**Carried**

- PAC Terms of Reference – By-law was adopted today and will be distributed to the Committee and posted on the website for the next meeting.

**(ix) New Business – None**

Ray Pearson advised that he would be away for the next meeting.

**(x) Adjourn**

**Moved by: Terry Tresoor**

**That** the March 18, 2014 Planning Advisory Committee meeting be adjourned at 7:48: pm.

**Minutes adopted as presented this 15<sup>th</sup> day of April, 2014**

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**CHAIR**

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**SECRETARY-TREASURER**