

MINUTES

Of a Special Meeting of Council – Held under the requirements of the Planning Act

**Tuesday, April 21, 2015
City Council Chambers
At 11:00 a.m.**

PRESENT: Mayor D. Canfield
Councillor M. Goss
Councillor R. McMillan
Councillor S. Smith
Councillor D. Reynard
Councillor L. Roussin
Councillor C. Wasacase
Karen Brown, CAO
Charlotte Caron, Property & Planning Manager
Tara Rickaby, Planning Administrator
Rick Perchuk, Operations Manager
Heather Lajeunesse, Deputy Clerk

Call to Order

Mayor Canfield called the meeting to order.

Public Information Notices as per By-law Number 144-2007

Take Notice that as required under Notice By-law #144 -2007, Council hereby advises the public of its intention to adopt the following at today's meeting:-

N/A

Declaration of Pecuniary Interest & General Nature Thereof

Mayor Canfield then asked if any Member of Council had any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:-

- i) On Today's Agenda or from a previous Meeting
- ii) From a Meeting at which a Member was not in Attendance

There were none declared.

This public meeting is being held by the City of Kenora in accordance with Section 26, 28 and 34 of the *Planning Act* to consider a new Official Plan, a new comprehensive Zoning By-law and a Keewatin Community Improvement Plan.

Mayor Canfield indicated that notice was given by publishing in the Daily Miner and News and on the City of Kenora portal which in the opinion of the Clerk of the City of Kenora, is of sufficiently general circulation in the area to which the draft documents would apply, and that it would give the public reasonable notice of the public meeting.

Mayor Canfield explained that any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the City's draft Official Plan and/or Zoning By-law. If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Kenora before the Official Plan or Zoning By-law are passed, the person or public body is not entitled to appeal the decision of the City of Kenora to the Ontario Municipal Board (OMB). If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Kenora before the Official Plan or Zoning By-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the OMB unless, in the opinion of the Board, there are reasonable grounds to do so.

Mayor Canfield indicated that if anyone wishes to receive written notice of the adoption of the by-laws is to leave their name and address with the Clerk.

Mayor Canfield introduced Nadia De Santi, of FoTenn Planning and Urban Design and agent for the City of Kenora, who will provide the background information and planning report after which anyone who wishes to speak either for or against the applications will be given the opportunity to do so, and a record will be kept of all comments.

Official Plan and Zoning By-law:

Nadia De Santi made a powerpoint presentation to Council which outlined the key changes to the Official Plan and Zoning By-law and explained the process for adoption. The presentation forms part of these minutes.

Mayor Canfield indicated that any person may express his or her views of the amendment and a record will be kept of all comments.

Planning Administrator, Tara Rickaby, explained the proposed change to limit the number of lots created through a consent process from four to five. The reason being is that there are a few larger acreages still outstanding in the City. It was noted that five is the highest threshold across the province.

Councillor Roussin expressed concerns about allowing secondary units on properties zoned R1, noting it is not mandated under the Planning Act. This policy is included in the 2010 Official Plan and Zoning By-law but not mandated as it is left to municipalities to decide on their own, in which zones secondary units should be permitted. He inquired as to why it is necessary to allow secondary units in R1 when they are not mandated, adding that there

are enough R2 and R3 zoned properties in Kenora and this could burden R1 locations and be perceived by R1 property owners as another download eg. housing. In essence R1 will become an R2 zone. He asked if sufficient notice was given to R1 property owners regarding the change.

Tara Rickaby explained that the current Official Plan does include policies for secondary dwelling units, and in the zoning by-law provisions, currently in the R1 zone, you can have a secondary dwelling but it can only be 40% of the existing structure. The change offers an opportunity for the City to provide an affordable housing choice, nowadays to accommodate aging parents, student children, etc. It was confirmed that although a notice was not provided to every person that owns R1 property, sufficient notice was provided to all residents by way of advertising and public information sessions.

Nadia indicated that as per direction from the Provincial Policy Statement, municipalities are encouraged to use existing infrastructure for housing and secondary dwellings. It is up to the landowner to decide if they want to do so. She added that the City gave notice in accordance with the Planning Act.

Councillor Wasacase thanked everyone and acknowledged the community efforts put into the process, adding that it gives everyone a sense of ownership of the community.

Mayor Canfield asked if anyone, other than the Applicant, wished to speak in favour of the draft document(s). There were no comments.

Mayor Canfield asked if anyone wished to speak in opposition of the draft document(s). There were no comments.

Mayor Canfield asked if there were any questions.

Dale Hogg asked if the new plan allows laneway housing and it was clarified that it does.

Duncan Carmichael asked if there a restriction on boathouses in the new plan. Tara Rickaby confirmed that it does not exclude boathouses on Lake of the Woods, but does on Black Sturgeon Lake, and is actually increasing permitted size of boathouses where they are permitted. She explained that when a municipality receives a large amount of variance requests to the zoning by-law they will go through the process to make the changes, and then this is reviewed to change it permanently to what most people want.

Keewatin Community Improvement Plan (CIP):

Nadia De Santi then made another powerpoint presentation to Council, outlining the purpose of the Keewatin Community Improvement Plan (CIP) and explained the process for adoption. The presentation forms part of these minutes.

Mayor Canfield indicated that any person may express his or her views of the amendment and a record will be kept of all comments.

Lisa Moncrief suggested that Council think twice about where to implement affordable housing as it should be in places where people want to live, adding that incentives should be offered across the community not to a specific area. Developers should be offered the same opportunity across the community and not be limited to Keewatin.

Fay Clark asked that the community be developed for other aspects as well, such as mixed housing and community spaces, so that people can have meeting places outside of their homes which also ensures a sense of community. She added that there is a distance between Kenora and Keewatin and transportation is a concern that should be also addressed.

Mayor Canfield asked if anyone, other than the Applicant, wished to speak in favour of the draft document(s). There were no comments.

Mayor Canfield asked if anyone wished to speak in opposition of the draft document(s). There were no comments.

Mayor Canfield asked if there were any questions.

Jeff Strachan inquired as to whether or not there are other affordable housing sites, stating that the only property listed was the Bigway Foods location in Keewatin. Nadia de Santi explained that the photos, included in the CIP document, are renderings only.

Mayor Canfield declared the Public Meeting closed at 11:58 a.m.



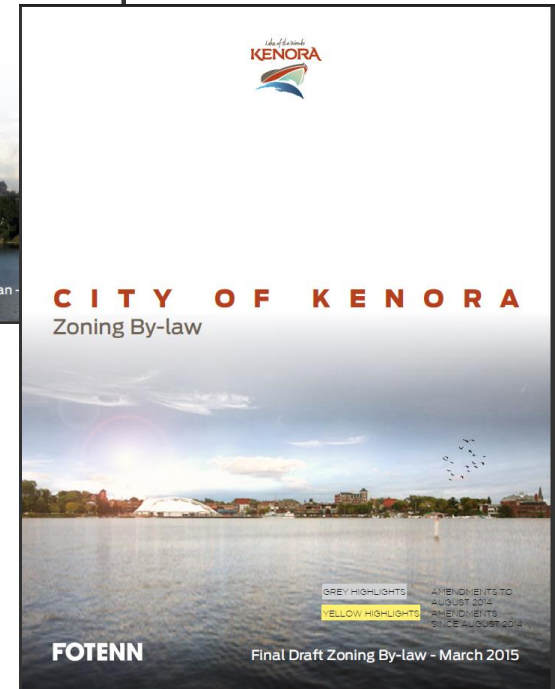
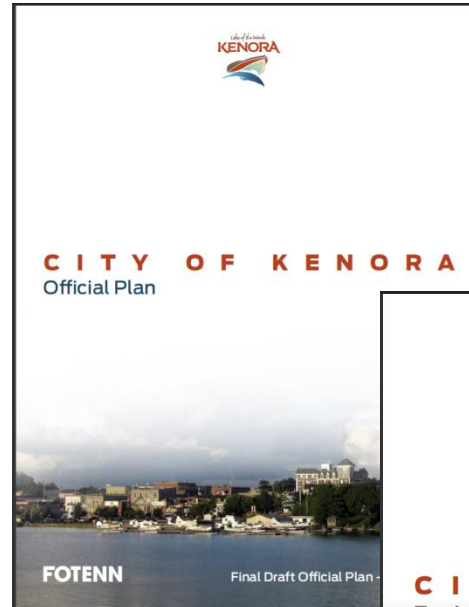
Presentation to the Council of the City of Kenora

Statutory Public Meeting on Final Draft Official Plan and Final Draft Zoning By-law (March 2015)

**Tuesday, April 21, 2015
11:00 am**

Presentation Overview

- Notification and Circulation
- Proposed Changes
- Comments
- Recommendations and Next Steps





Notification and Circulation

- City of Kenora website portal (www.kenora.ca)
- Kenora Daily Miner and News
- Prescribed public agencies (Regulation 543/06)
- Ontario Ministry of Municipal Affairs and Housing

Engagement

- August 2014 – Public Open House
- First Nations
- Métis
- Making Kenora Home
- Northwestern Health Unit
- online





Key Changes – Official Plan

Section	Change
Section 1.3.1 (The Challenge Ahead – Kenora’s Growth Strategy)	Revised to include a summary of future population trends & specific projection figures.
Principles in Sections 2.2 (Guiding Principles and Objectives)	Revised to refer to provincial interests and other directions (active transportation, affordable housing, economic diversity, clustering complementary uses, creating recreational linkages, design of public streets).
New Section 3.2 (Affordable Housing)	Added to establish policies for affordable housing. Includes the Council-approved definition of “affordable,” and lists a range of measures that will contribute to the creation of affordable housing units.



Key Changes – Official Plan

Section	Change
Section 3.7 (Development in the Vicinity of the Kenora Airport)	Revised to stipulate that all development in the vicinity of the Kenora Airport must comply with federal height restrictions and regulations.
Section 3.12 (Group Homes)	Revised to delete content that is inconsistent with recent decisions by the Ontario Human Rights Commission.
New Section 3.13.2 (Wildland Fire Hazards)	Established to address wildland fires, in accordance with provincial direction.
Section 3.15 (Land Use Compatibility)	Revised to reorganize the section into subsections and introduce new policies that refer to provincial guidelines for land use compatibility.



Key Changes – Official Plan

Section	Change
New Section 3.16 (Laneway Housing)	Established to define laneway housing, prohibit new laneway housing development, and recognize existing laneway housing as non-conforming uses
Section 3.19 (Private Sewage Disposal and Water Systems)	Revised to restrict rural lots to 1.0 hectare in area and ensure that septic systems are located at a safe distance from water bodies
Section 3.21 (Secondary Dwelling Units)	Revised to ensure that the property owner lives in either the primary dwelling unit or the secondary dwelling unit. In the case of investment properties, the owner may seek a minor variance to permit the secondary dwelling unit.



Key Changes – Official Plan

Section	Change
Section 4.2.2(g) (Residential Development Area Policies)	Revised to encourage an interconnected system of open space and recreational areas, where possible.
Section 4.8.2(c) (Rural Area Policies)	Revised to establish a 1.0-hectare minimum lot area for back lots on Black Sturgeon Lake.
Section 4.8.5 (Industrial Uses in the Rural Area)	Revised to permit industrial uses, subject to appropriate regulatory approvals. Subsection (d) is revised to stipulate that large-scale industrial uses are only permitted in the Rural Area through an Official Plan Amendment.
Section 4.9.1(e) (Waste Disposal Site Policies)	Revised to include up-to-date statistics for the landfill.



Key Changes – Official Plan

Section	Change
New Section 4.10.2 (Wetlands Policies)	Established to create policies for wetlands.
New Section 5.1.1 (Wildlife Habitat)	Established to create policies protecting Wildlife Habitat.
Section 5.2 (Cultural Heritage Resources)	Revised to update the definition of “built heritage resources” & “cultural heritage resources”; recognize the interests of local Aboriginal communities in conservation; and refer to the forthcoming Mink Bay wetland heritage designation.



Key Changes – Official Plan

Section	Change
Section 6.1(e) and (h) (Municipal Services)	Revised to maintain sewage capacity through phasing of large-scale developments and to require sufficient evidence to support the need to expand the settlement area boundary.
Section 6.2 (Private Services)	Revised to include policies controlling the extent and safety of private servicing. New subsections (c) to (g) are established for these new policies.
Section 7.6(b) (Trail Pathway System)	Revised to refer to the Beaches, Parks and Trails Development Project, encourage a connected system of trails and bike paths, and consideration for a City of Kenora Trails and Cycling Master Plan.



Key Changes – Official Plan

Section	Change
Section 8.2 (Community Improvement)	Revised to update past, present, and future Community Improvement Areas.
New Section 8.7 (Section 37)	Established to allow the City to pass a by-law for density bonusing, in accordance with Section 37 of the Planning Act.
Section 8.10 (Pre-Application Consultation and Prescribed Information for Planning Applications)	Revised to supplement the list of possible requirements for development applications; new statement is included to clarify that water quality in Lake of the Woods falls under the jurisdiction of the International Joint Commission.
Section 8.11.3 (Consents)	Revised to limit the number of lots created through a consent process to five.



Key Changes – Official Plan

Section	Change
A new Subsection 8.11.4(i) (Creation of New Lots)	Established to limit the area of rural lots to 1.0 hectare; allow sufficient room for contingency septic systems; reduce density along shorelines.
Appendix A	Revised to update the list of Species at Risk.
Schedule A – Land Use Designations	Settlement Area defined
Schedule A – Land Use Designations	Anomalies corrected



Key Changes – Zoning By-law

Section	Change
Section 2 (Definitions)	Revised to refine certain definitions: Helicopter landing pads added to definition of “Accessory”; Bed & Breakfasts must be owner-occupied; auto-wrecking and/or salvage yard removed from Light Industrial; “Carport,” “Farm,” “Food Service Vehicle,” “Night Club,” “Recreational Rental Establishment,” and “Seasonal Dwelling” added.
Table 4 in Section 3.23.1 (Required Parking Spaces)	Revised to increase minimum parking requirements for multi-unit residential dwellings (e.g. apartment dwelling, multiple-attached dwelling, stacked dwelling) from 1 to 1.5 spaces per dwelling unit.



Key Changes – Zoning By-law

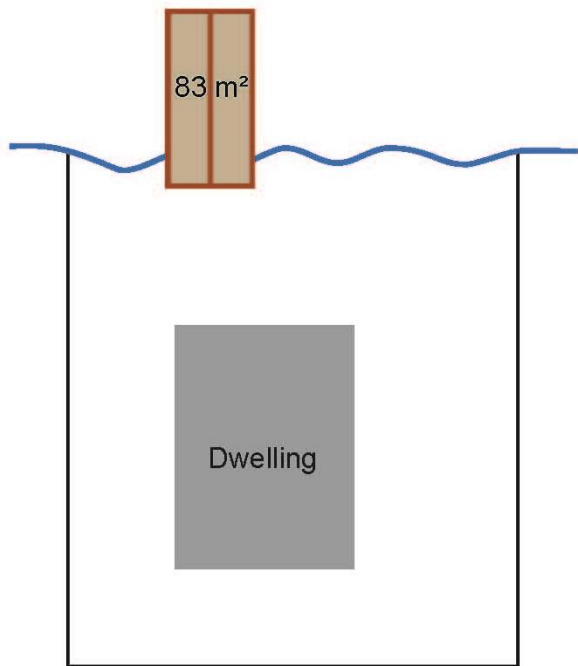
Section	Change
Sections 3.13.7 (Outdoor Wood Burning Furnaces), Section 4.5 (Rural Residential Zone), Section 4.6 (Local Commercial Zone), Section 4.8 (Highway Commercial Zone), Section 4.9 (Tourist Recreational Zone), Section 4.10 (Light Industrial Zone), Section 4.11 (Light Industrial Zone), Section 4.19 (Black Sturgeon Lake [Restricted Development Area] Zone)	Revised to restrict rural lots to a minimum lot size of 1.0 hectare. The minimum lot area for lots in the Rural Zone (RU) remains 2.0 hectares.
Section 3.28 (Secondary Dwelling Units)	Revised to ensure that the owner lives in either the primary dwelling unit or in the secondary dwelling unit; property must be the primary residence of the owner.



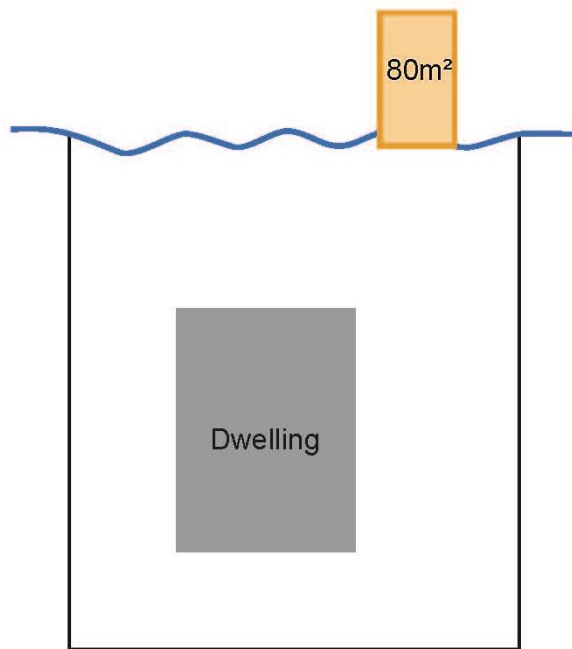
Key Changes – Zoning By-law

Section	Change
New Section 3.33.2 (Height Restrictions on Lands in the Vicinity of the Airport)	Established to stipulate that development on lands in the vicinity of the Kenora Airport must comply with federal height regulations.
Section 3.34.1(b) (Accessory Buildings, Uses or Structures)	Revised to increase maximum building heights for accessory uses from 4.5 metres to 7.0 metres to account for sleep cabins above detached garages.
Section 3.34.1(c)	Revised to prohibit boathouses from the Black Sturgeon Lake Zone. In other zones, new provisions permit one of either a boathouse or boat port per lot, which shall not exceed 83 m ² in area. A restriction of 80 m ² in area is applied to docks.

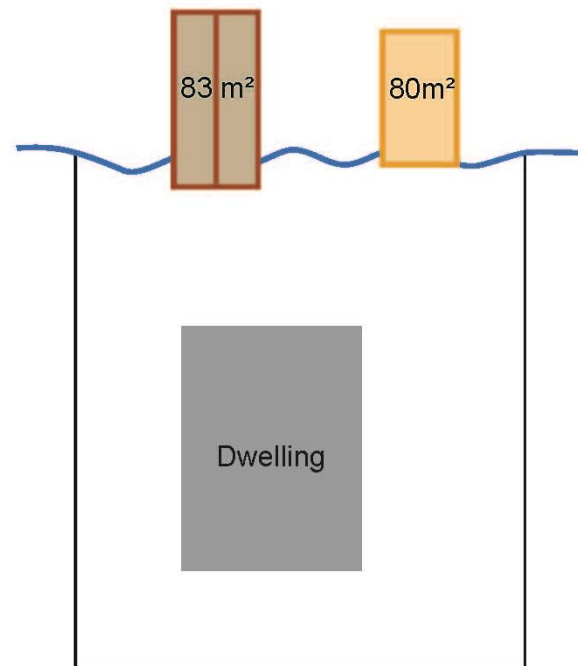
Boathouse / Boat Port



Dock



Boathouse / Boat Port & Dock





Key Changes – Zoning By-law

Section	Change
New Section 4.1 (Residential – First Density Zone), Section 4.2 (Residential Second Density Zone), Section 4.3 (Residential – Third Density Zone), Section 4.5 (Rural Residential Zone), and Section 4.13 (Rural Zone)	New provision to limit the width of modular homes to 6 metres.
Section 4.5 (Rural Residential Zone), Section 4.13 (Rural Zone), and Section 4.19 (Black Sturgeon Lake)	Revised to add “seasonal dwelling” to the list of permitted uses.



Key Changes – Zoning By-law

Section	Change
Section 4.7 (General Commercial Zone)	Revised to establish new provisions for dwelling units in the General Commercial Zone (40% of ground floor in one-storey buildings; rear of one-storey buildings, upper floors in multi-storey buildings). Commercial uses limited to the ground floor of a building.
Schedule A – Zoning Map	Anomalies addressed, previous Zoning By-law Amendments consolidated into the document.

Changes to Draft OP and ZBL dated March 2015 Since Circulation

- Replace references to “septic systems” or “septic fields” in the Official Plan with “leaching beds,” where the context refers to the distance from the high water mark of a water body.
- Amend the Official Plan Schedule A to apply the Future Development Area Overlay to the former mill site.
- Anomalies are corrected on Schedule A.

- Remove “and used as a secondary place of residence for seasonal vacations and recreational purposes and not as the principal residence of the owner or occupant thereof” from definition of “seasonal dwelling” in the Zoning By-law Definitions section.
- Sleep cabins will be listed as permitted uses in the Zoning By-law to Rural (RU), Rural Residential (RR), and Black Sturgeon Lake [Restricted Development Area] (BSL) Zones to provide clarity. They are permitted in Section 3.32 – Sleep cabins.
- Anomalies are corrected on Schedule A.

Recommendation

That Council:

1. Adopt the City of Kenora Official Plan;
2. Forward the Official Plan as adopted, along with the "Record," as required under the Planning Act, to the Minister of Municipal Affairs and Housing for final approval;
3. Give 1st and 2nd Reading of the City of Kenora By-law No. ##, including text and associated schedules (maps), as approval in principle, pending provincial approval of the Official Plan;
4. That Zoning By-law 160-2010 be repealed.

Next Steps

After today's statutory public meeting:

- Council Adoption
- Submit Council-adopted Official Plan to MMAH for Ministerial decision



Next Steps

- April Council Meeting – 3 Readings and adoption of by-law to the OP
- April Council Meeting – 2 Readings of the by-law for the ZBL
- April Council Meeting – 2 Readings of the by-law for the CIP
- Council adopted OP goes to MMAH for Minister’s Decision
- Minister’s Decision is followed by the 20-day appeal period
- Appeal period on OP is over. OP in Full force and effect (assuming no appeals)
- Council meeting – 3rd Reading of the by-law and adoption of the ZBL
- Council meeting – 3rd Reading of the by-law and adoption of the CIP
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Questions?



Thank you!



**City of Kenora
Keewatin
Community Improvement Plan
Statutory Public Meeting**

**Tuesday, April 21, 2015
11:00 am**

Presentation Overview

- Purpose of a CIP
- Process
- Community Engagement
- Notification / Circulation
- Highlights of Draft CIP
- Next Steps



Purpose of a CIP

- Planning and economic development tool that enables municipalities to provide incentives on specific properties to stimulate economic development
- Implements goals and objectives of Kenora Strategic Plan, Kenora Official Plan, Kenora Economic Development Plan
 - Affordable housing
 - Complete communities
 - Business attraction & retention



Purpose of Keewatin's CIP

- Stimulate private sector investment in targeted areas
- Promote revitalization and place-making to attract tourism, business investment and economic development opportunities
- Develop affordable housing
- Promote brownfield cleanup and redevelopment
- Enhance streetscapes and building façades
- Effectively use community infrastructure

Keewatin CIP Process

Phase 1 (July–August 2014)

- Initial Start-Up, Define CIP Area, Analysis of Existing Conditions

Phase 2 (August 2014)

- KWG Workshop, Vision & Goals

Phase 3 (August-September 2014)

- Survey & public engagement

Phase 4 (October 2014 – March 2015)

- Prepare Draft CIP

Phase 5 (April 2015 – August/September 2015)

- Statutory Public Meeting, Council Adoption of Final CIP
- 20-day appeal period

Keewatin Working Group (KWG)



Community Engagement

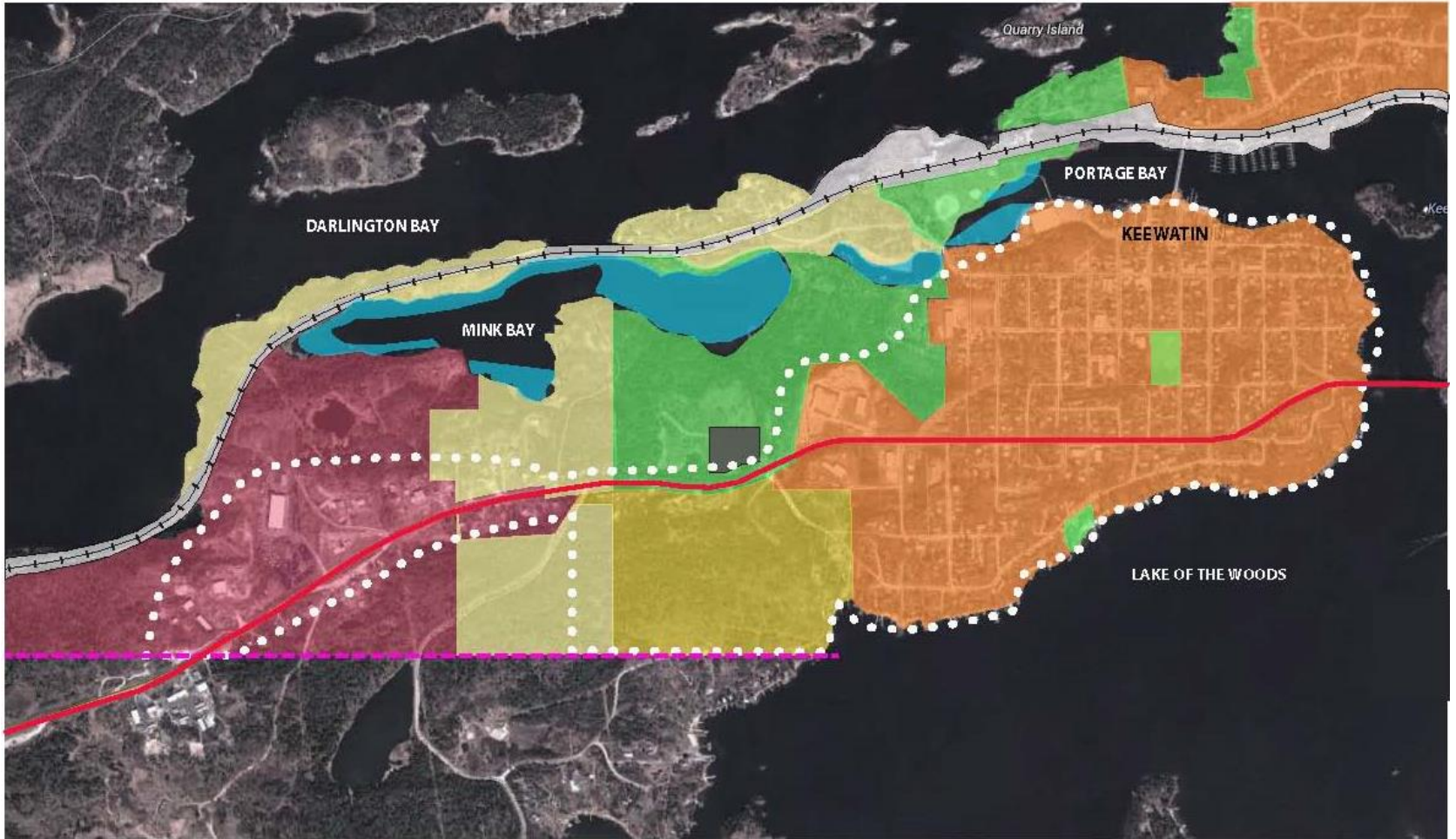
- August 20, 2014 – KWG Workshop and Walkabout
- August-September 2014 – Survey (online and paper)
- April 21, 2015 – Statutory Public Meeting & Council Meeting



CIP Project Area



CIP Project Area – Land Uses



Notification / Circulation

- Notice of today's Statutory Public Meeting was published:
 - In the Kenora Daily Miner and News on March 19, 2015
 - On the City's Portal at www.kenora.ca



Draft Vision

“Keewatin will be a quaint, year-round healthy lifestyle community offering passive and active recreational and cultural activities that are accessible by land and by water for all to enjoy. Its main streets will be visually appealing and vibrant, providing places to live, work, shop, and play for all members of the community.”

Draft Goals

Goal #1

Improve streetscape and the public realm

Goal #2

Encourage development of affordable housing

Goal #3

Enhance existing businesses and promote establishment of new businesses, and encourage the clustering of complementary uses

Goal #4

Improve wayfinding

Goal #5

Establish a set of design guidelines for Keewatin

Design Guidelines

Public Spaces

Parks

1. Balance between paved and green spaces
2. Utilize natural shades (trees) and natural seating (rocks, stumps, etc).
3. Encourage local crafts and events
4. Create safe playgrounds for children
5. Install water features, fountains, and shallow pools to encourage outdoor activities
6. Plant evergreens to improve winter scenery
7. Designate an area for community gardens
8. Utilize Lake of the Woods for seasonal recreation, such as swimming in the summer and skating in the winter
9. Install temporary structures for seasonal recreation



Green spaces with paved walkways



Wooden bench and landscaping



Gazebos make excellent event venues



Water features for public enjoyment



Community gardens – social networking



Ice rink in Whitecap Pavilion, Kenora

Streetscape

Signage

1. Improve signage with large, bold, clear and modern displays
2. Design clear wayfinding signage, mapping, sightlines, points of interest, address, etc.
3. Account for snow, snow clearance, and surrounding vegetation when locating and designing signage
4. Consider light, grade changes, and surrounding features when designing for visibility



Streetlight banners to advertise events or places



Information kiosks direct pedestrians (Kenora Signage Study)



Directional signage to major destinations



Unique street signage



Wayfinding for tourism and recreation



Signs directing to local businesses



Sign using local materials / colour palette

Incentive Programs

Program	Description
Affordable Living Grant	Promotes the development of new affordable living in and around Keewatin through the funding of background studies
Mixed Use Development Grant	Promotes the development of multi-use buildings to include new affordable living along with a commercial / retail use.
Affordable Housing Tax Increment-Based Grant	Stimulate the rehabilitation, renovation, or redevelopment of existing buildings, vacant lands, or under-utilized sites to promote the creation of affordable housing.

Incentive Programs

Program	Description
Seniors Housing Study Grant	Encourages development of new housing for Keewatin’s seniors population by providing grants for studies in support of development.
Commercial Space Conversion Grant	Incentivizes businesses to locate in converted buildings in Keewatin.
Building Façade Design Grant	Provides funds to design improvements the aesthetics of buildings, including façades, signage, and lighting.
Building Façade Improvements Grant	Provides funds for façade improvements (construction phase).

Incentive Programs

Program	Description
Signage Grant	Provides funds for private property owners who replace an existing sign that does not comply with the urban design guidelines included in the CIP.
Landscaping and Property Management Grant	Provides funds for private property owners to improve the aesthetics of their outdoor landscaping.
Application and Permit Fees Grant	Waives planning approval and building permit fees for eligible landowners / developers.
Accessibility Grant	Provides funds to improve the accessibility of existing buildings.

Implementation Strategy

Step 1 Pre-consultation & Application Submission

- Applicant presents project to City Staff
- Staff provides comments regarding project eligibility and required application submission materials
- Applicant submits complete application

Step 2 Application Review & Evaluation

- Staff reviews application in relation to CIP objectives
- Staff prepared report to Council's designate for review and the appropriateness of the project to access program funding

Step 3 Application Approval

- Application is approved by Council's designate and an agreement is executed between the City and the applicant

Step 4 Payment of Funds

- Applicant demonstrates to Staff that work has been completed, as outlined in agreement
- Funds are distributed to applicant

Marketing Strategy

- City website
- Social media
- Marketing brochure
- Word-of-mouth (KWG)
- “Shop Local” initiative
- Programming public spaces
- Evening events
- Informational signs



Monitoring Strategy

- Number of approved / unsuccessful applications
- Total value of funding under each program
- Number of housing / commercial units created
- Increase in municipal property taxes
- Improvements to visual appearance
- Participant feedback
- Annual report on the success of the plan

Amendments to the CIP

- Financial incentive programs may be altered without amendment
- Expansion of CIP area or increase to the value of financial programs requires amendment



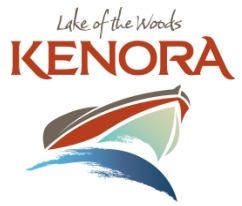
Next Steps

- April 2015: Finalize CIP before Council meeting
- June 2015: Council Meeting to adopt CIP by by-law (following Official Plan adoption)
- 20-day Appeal period



Next Steps

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Questions?

Thank you!

