

June 28, 2025



City Council Committee Report

To: Mayor & Council

Fr: Janis Pochailo, Director of Planning & Building

Re: New Site Plan Control By-Law

Recommendation:

That Council hereby approves an amendment to the Site Plan Control By-Law to consolidate previously adopted changes to security calculations and incorporate additional administrative and policy refinements that align with Council's overall direction; and further

That bylaw number 47-2025 be hereby repealed; and further

That three readings be given to a bylaw for this purpose.

Executive Summary

In April 2025, Council adopted By-law number 47-2025 to modernize the City's Site Plan Control framework. While that by-law correctly implemented key changes related to financial securities, it did not fully incorporate several additional policy refinements that align with Council's intended direction and support improved clarity and administration. These include a new purpose section, enhanced exemption provisions, and definitional consistency.

This report recommends replacing By-law 47-2025 with an updated version that consolidates all intended amendments. This approach maintains continuity in policy implementation while improving clarity and alignment with best practices.

Background

The City of Kenora updated its Site Plan Control framework in 2023 through By-law 23-2023. In early 2025, further changes were proposed to address security deposit calculations and departmental structure updates.

By-law 47-2025, adopted in April 2025, correctly reflected Council's approval of a revised securities model:

- On-site Works: 10% of construction costs (excluding buildings), with a \$1,000 minimum.
- Off-site Works: 100% of costs within the municipal right-of-way or on City property.
- Provisions for exceptional circumstances and staged release.

However, several additional changes that were part of the intended policy direction; such as a new purpose section, updated exemption criteria for residential projects, and improved definitions; were inadvertently excluded or not fully incorporated.

Proposed Changes in the Replacement By-law

The updated by-law being brought forward includes all of the provisions from By-law 47-2025 plus the following refinements which are outlined in the attachment.

Budget: There is no budget impact associated with this report.

Risk Analysis: There is a low risk associated with this report.

Communication Plan/Notice By-law Requirements: updated bylaw circulated within Planning team.