



October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET – BRANTFORD, ON, N3T 2J2
TELEPHONE 519-759-4150

COMMITTEE OF ADJUSTMENT
DECISION OF THE COMMITTEE

File Number: A25-2025
Related File Numbers: n/a
Address: 245 Brock Street
Roll Number: 2906040001329000000
Agent/Applicant: George JP Ziotek
Owner: Xueqin Lin

In the matter of an application for variance made under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter 13 as amended:

Proposal:

A Minor Variance application was received for the lands municipally addressed as 245 Brock Street. The purpose of the minor variance application is to facilitate the addition of a third unit in a 2-unit 2-storey dwelling. There is currently 1 unit on the main floor and 1 unit on the second floor, as well as 1 parking space in the front yard. The applicant is proposing to add a third unit in the basement and add another parking space in the front yard for a total of 2 parking spaces. The applicant is requesting relief from the following section(s) of Zoning By-law 124-24:

- Section 5.0 Table 5.3.b.5 to permit two parking spaces for a triplex, whereas a minimum of 3 parking spaces is otherwise required
- Section 5.5 Table 5.5.a.4 – to permit a parking space 5.6m in length, whereas 6.0m is otherwise required.
- Section 7.4.1 Table 7.4.1.5 to permit a rear yard setback of 3.6 m for the existing rear addition, whereas a minimum of 7.5 m is otherwise required (existing)

Decision: **Approved**

Date: **October 1, 2025**

THAT minor variance application A25-2025 seeking relief from Section 5.0 Table 5.3.b.5 of Zoning By-law 124-2024 to permit two parking spaces for three dwelling units (triplex), whereas three spaces are otherwise required, BE APPROVED;

THAT minor variance application A25-2025 seeking relief from Section 5.5 Table 5.5.a.4 of Zoning By-law 124-2024 to permit one of the two required parking spaces to have a length of 5.6 m, whereas 6.0 m is otherwise required, BE APPROVED;

THAT minor variance application A25-2025 seeking relief from Section 7.4.1 Table 7.4.1.5 of Zoning By-law 124-2024 to recognize an existing rear yard of 3.6 m for the existing addition on the existing dwelling, whereas 7.5 m is otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance application are as follows: the proposed variance application is in keeping with the general intent and purpose of the Official Plan and Zoning By-law, the relief requested is considered minor in nature, and desirable for the appropriate development of the subject lands; and,

THAT pursuant to 45(8) – (8.2) of the Planning Act, R.S.O 1990, c.P.13, the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, as discussed in Section 5.2 of Report No. 2025-496”.

**Electronically signed by G. Kempa,
Chair/Member**

**Electronically signed by V. Kershaw,
Member**

**Electronically signed by M. Bodnar,
Member**

**Electronically signed by M. Simpson,
Member**

**Electronically signed by T. Cupoli,
Member**

**Electronically signed by A. Patel,
Member**

Certification

I hereby certify that this is a true copy of the original document



K. Pongracz, Secretary-Treasurer

Additional Information

If you require additional information regarding the application, please contact Secretary-Treasurer, Committee of Adjustment, (519)759-4150 CofA@brantford.ca.

Appeal Deadline

The last date for filing a notice of appeal to the Ontario Land Tribunal of this Decision is **October 21, 2025 at 4:30 p.m.**

End of Decision

APPEAL INFORMATION – MINOR VARIANCES

1. Who may file an appeal of the Decision of the Committee of Adjustment or Consent Authority?

Please note neighbours and other interested parties not defined are no longer eligible to file Planning Act Section 45(12) appeals. See [Bill 23, More Homes Built Faster Act, 2022](#) for more information.

Planning Act Section 45(12) appeals may be filed by the applicant, the Minister of Municipal Affairs and Housing, a “specified person” (as defined by Planning Act 1(1)), and any “public body that has an interest in the matter” (as defined by Planning Act 1(1)).

2. When must an appeal be received to be considered?

Planning Act Section 45(12) appeals must be received no later than the end of business on the last date of appeal listed on the Notice of Decision. The last date of appeal is 20 days from the date of the Decision. Please see Notice of Decision for exact date and time.

3. Where must the appeal be filed to be considered?

Planning Act Section 45(12) appeals must be received in one of the following formats:

Hardcopy: At City Hall and addressed to the Secretary-Treasurer of the Committee of Adjustment, Brantford City Hall, 58 Dalhousie Street, Brantford ON N3T 2J2. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of second-hand mailing will be time barred and of no effect.

Electronic copy: By email delivered to cofa@brantford.ca. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly addressed emails will be time barred and of no effect. If the information submitted will include large file sizes not able to be sent in one email, please contact cofa@brantford.ca in advance to request a file sharing link.

E-file Portal: By filing an appeal through the OLT E-file Portal at <https://olt.gov.on.ca/e-file-service/> to **Brantford (City) – Secretary-Treasurer**” (select appropriate approval body as outlined on the Notice of Decision) (first-time users will need to register for a My Ontario Account). Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly chosen approval authority will be time barred and of no effect.

Please note only one of the above options needs to be completed. If your preferred method of appeal is not available at the time of appeal, the appeal must be filed with one of the other two options. Appeals received after the date of appeal because of one of the methods being unavailable will be time barred and of no effect.

4. What information must be submitted for the appeal to be considered?

Planning Act Section 45(12) appeals must include:

- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted if there is not sufficient room in the form;
- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

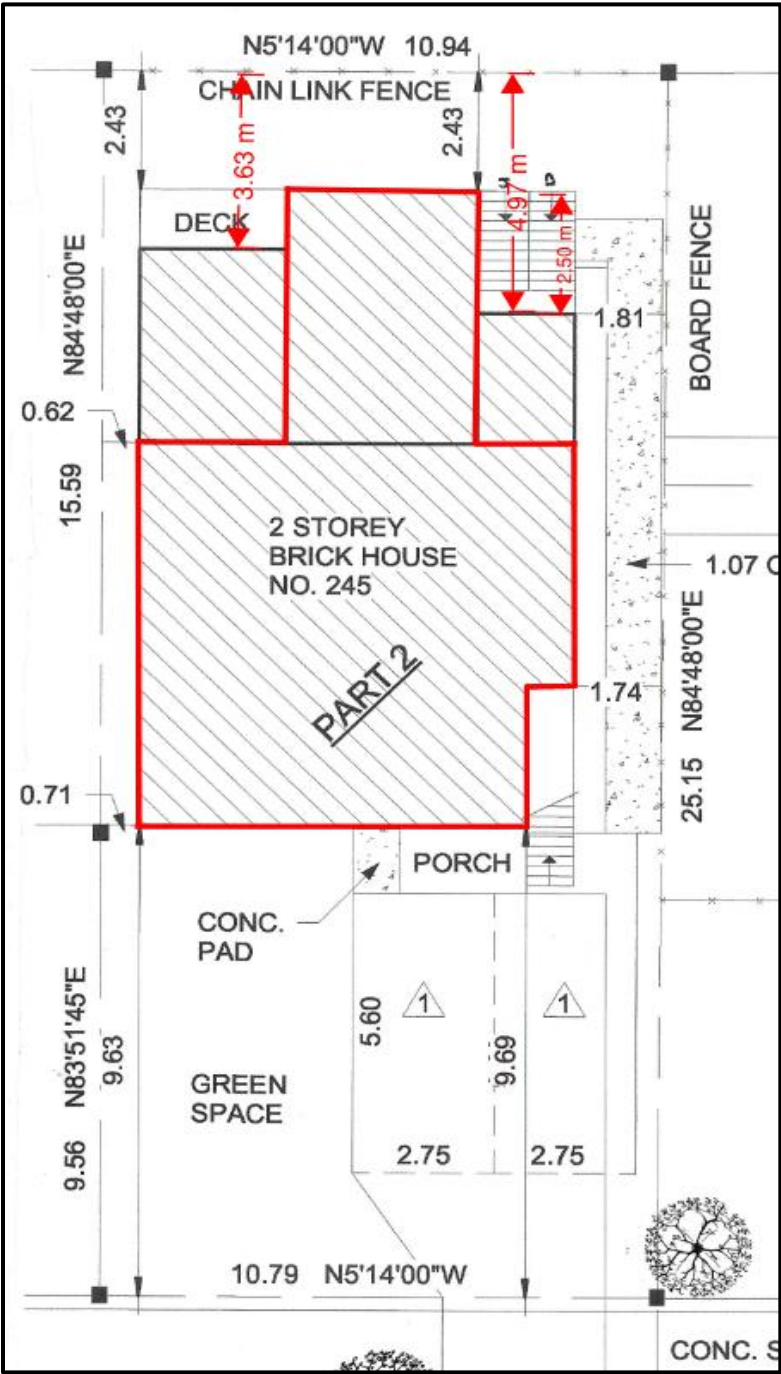
Questions or Information:

Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP
Application: A25-2025
245 Brock Street



Concept Plan





October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET – BRANTFORD, ON, N3T 2J2
TELEPHONE 519-759-4150

COMMITTEE OF ADJUSTMENT
DECISION OF THE COMMITTEE

File Number: A26-2025
Related File Numbers: n/a
Address: 185-187 Dalhousie Street
Roll Number: 2906030001037000000
Agent/Applicant: Joel Bartlett Architect (Joel Bartlett)
Owner: The Salvation Army

In the matter of an application for variance made under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter 13 as amended:

Proposal:

A Minor Variance application was received for the lands municipally addressed as 185-187 Dalhousie Street. The purpose of the minor variance is to facilitate the conversion of existing offices into 9 additional emergency shelter beds at the existing salvation army facility. The applicant is requesting relief from the following section(s) of Zoning By-law 124-24:

- Section 5.6 b) - to permit 0 additional parking spaces, where 3 are otherwise required.

Decision: **Approved**

Date: **October 1, 2025**

THAT minor variance application A26-2025 seeking relief from Section 5.6 b) of Zoning By-law 124-2024 to permit 0 parking spaces, whereas 3 are otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance application are as follows: the proposed variance application is in keeping with the general intent and purpose of the Official Plan and Zoning By-law, the relief requested is considered minor in nature, and desirable for the appropriate development of the subject lands; and,

THAT pursuant to 45(8) – (8.2) of the *Planning Act*, R.S.O 1990, c.P.13, the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, as discussed in Section 5.2 of Report No. 2025-486”.

**Electronically signed by G. Kempa,
Chair/Member**

**Electronically signed by V. Kershaw,
Member**

**Electronically signed by M. Bodnar,
Member**

**Electronically signed by M. Simpson,
Member**

**Electronically signed by T. Cupoli,
Member**

**Electronically signed by A. Patel,
Member**

Certification

I hereby certify that this is a true copy of the original document



K. Pongracz, Secretary-Treasurer

Additional Information

If you require additional information regarding the application, please contact Secretary-Treasurer, Committee of Adjustment, (519)759-4150 CofA@brantford.ca.

Appeal Deadline

The last date for filing a notice of appeal to the Ontario Land Tribunal of this Decision is **October 21, 2025 at 4:30 p.m.**

End of Decision

APPEAL INFORMATION – MINOR VARIANCES

1. Who may file an appeal of the Decision of the Committee of Adjustment or Consent Authority?

Please note neighbours and other interested parties not defined are no longer eligible to file Planning Act Section 45(12) appeals. See [Bill 23, More Homes Built Faster Act, 2022](#) for more information.

Planning Act Section 45(12) appeals may be filed by the applicant, the Minister of Municipal Affairs and Housing, a “specified person” (as defined by Planning Act 1(1)), and any “public body that has an interest in the matter” (as defined by Planning Act 1(1)).

2. When must an appeal be received to be considered?

Planning Act Section 45(12) appeals must be received no later than the end of business on the last date of appeal listed on the Notice of Decision. The last date of appeal is 20 days from the date of the Decision. Please see Notice of Decision for exact date and time.

3. Where must the appeal be filed to be considered?

Planning Act Section 45(12) appeals must be received in one of the following formats:

Hardcopy: At City Hall and addressed to the Secretary-Treasurer of the Committee of Adjustment, Brantford City Hall, 58 Dalhousie Street, Brantford ON N3T 2J2. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of second-hand mailing will be time barred and of no effect.

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E-file Portal: By filing an appeal through the OLT E-file Portal at <https://olt.gov.on.ca/e-file-service/> to **Brantford (City) – Secretary-Treasurer**” (select appropriate approval body as outlined on the Notice of Decision) (first-time users will need to register for a My Ontario Account). Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly chosen approval authority will be time barred and of no effect.

Please note only one of the above options needs to be completed. If your preferred method of appeal is not available at the time of appeal, the appeal must be filed with one of the other two options. Appeals received after the date of appeal because of one of the methods being unavailable will be time barred and of no effect.

4. What information must be submitted for the appeal to be considered?

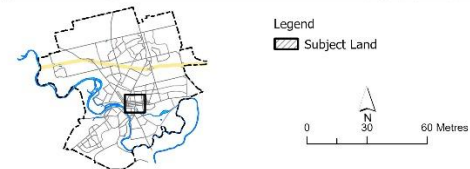
Planning Act Section 45(12) appeals must include:

- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted if there is not sufficient room in the form;
- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

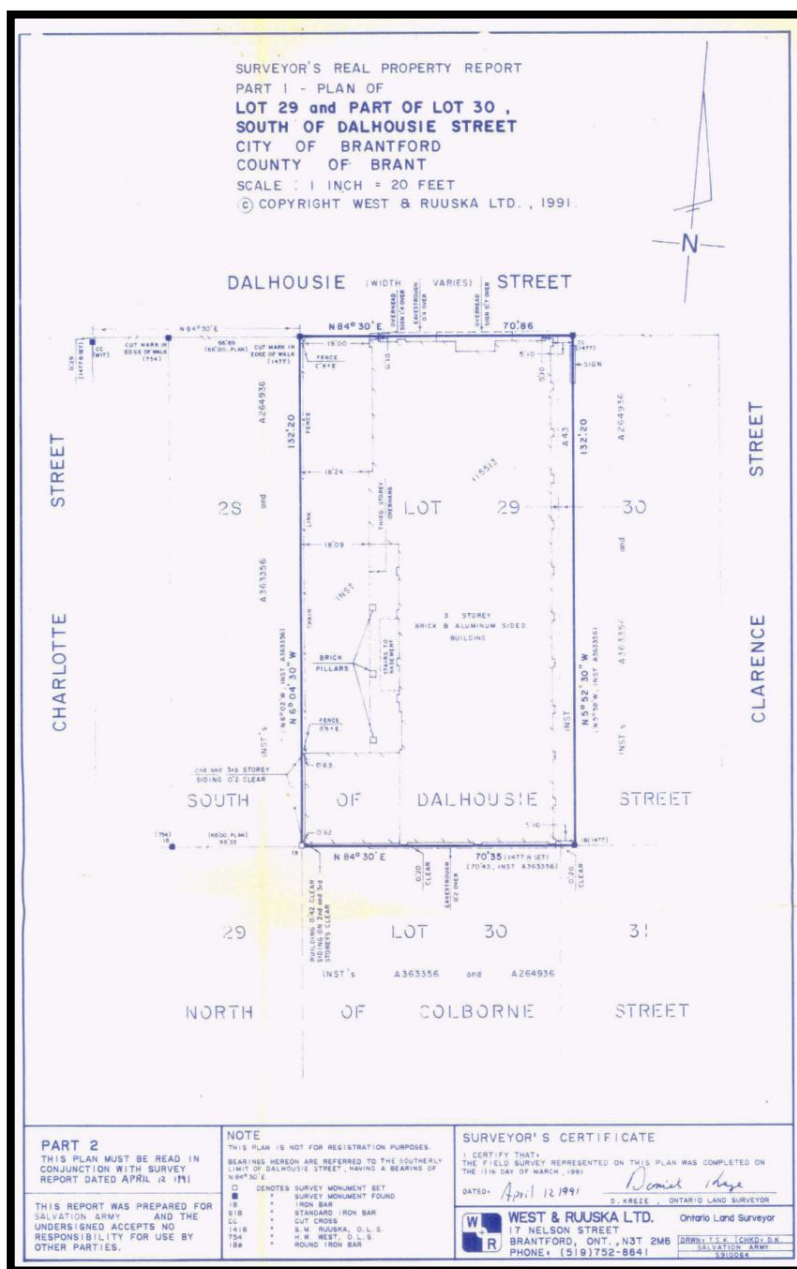
Questions or Information:

Contact Committee of Adjustment Staff (cofa@brantford.ca)

Application: A26-2025
185-187 Dalhousie Street



Concept Plan





October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET - BRANTFORD – ON N3T 2J2
TELEPHONE 519-759-4150

COMMITTEE OF ADJUSTMENT
DECISION OF THE COMMITTEE

File Number: B16-2025
Related File Numbers: n/a
Address: 144 Mary Street
Roll Number: 2906040009004000000
Agent/Applicant: J.H. Cohoon Engineering Ltd.
Owner: Mark Bennett

In the matter of an application for consent made under Section 53 of the *Planning Act*, R.S.O. 1990, Chapter 13 as amended:

Proposal:

A Consent application was received for the lands municipally addressed as 144 Mary Street. The purpose of the application is to sever one new residential lot. The subject site currently contains 1 semi-detached dwelling. The severed parcel is proposed to have a lot width of 17m and lot area of 753.7m². The retained parcel is proposed to have a lot width of 63.3m lot area of 2,034.1m².

Decision: Provisional Approval

Date: October 1, 2025

THAT consent application B16-2025 to sever a parcel of land from 144 Mary Street, having a frontage of 17 m and a lot area of 753.7 m², and to retain a parcel of land having a frontage of 44.2 m and a lot area of 2034.1 m², BE APPROVED, subject to the following conditions;

1. Receipt of a registered Reference Plan showing the severed and retained parcels.
2. Receipt of payment for cash-in-lieu of parkland (*amount to be determined in accordance with City of Brantford By-law 139-2022*).
3. Receipt of confirmation that all taxes are paid up to date.
4. Receipt of confirmation that the applicant shall submit to the Secretary-Treasurer a draft of the Transfer deed for review (*Upon registration a final copy of the Transfer deed shall be provided to the City*).
5. Receipt of confirmation from the Manager of Development Engineering or their designate, indicating that the deposited reference plan showing the severed and retained parcels of land has been received.
6. Receipt of confirmation from the Manager of Development Engineering or their designate, indicating that a Wastewater Allocation Request Form has been submitted and approved.

7. Receipt of confirmation from the Manager of Development Engineering or their designate, indicating that a Municipal Numbering Assignment Request Form to assign a municipal address to the severed and/or retained parcel(s) has been submitted.
8. The Owner/Applicant shall provide an External Works Plan prepared by a qualified Engineer licensed in the Province of Ontario, to the satisfaction of the Manager of Development Engineering or their designate. The External Works Plan shall indicate all required works within the municipal Right of Way required to independently service the severed and retained parcels to municipal standards (Sanitary and Storm Services, Driveways, Boulevard Trees and Sod, Sidewalks, etcetera) inclusive of restoration of the municipal Right of Way back to municipal standards (removal of excess driveways, replacement of boulevard sod and street trees, etcetera) and all other works as may be required external to the proposed site.
9. The Owner/Applicant shall be responsible financially and otherwise, to provide sanitary and storm sewer connections to a legal outlet for each parcel of land (severed and retained) to ensure each parcel has been independently serviced to the satisfaction of the Manager of Development Engineering or their designate. The Owner acknowledges that servicing of the severed and retained parcel must be from Mary Street as full municipal services are not available on Iroquois Street.
10. The Owner/Applicant shall be responsible financially and otherwise, to provide for the restoration of the municipal right of way and all other works as required externally to meet municipal standards (protection of trees, mitigating damage to trees, removal of excess driveways, replacement of sod, etcetera) to the satisfaction of the Manager of Development Engineering or their designate.
11. The Owner/Applicant shall provide a Grading and Drainage Plan prepared by a qualified Engineer licensed in the Province of Ontario, to the satisfaction of the Manager of Development Engineering or their designate for the severed and retained parcels.
12. The Owner/Applicant shall confirm that adequate servicing capacity is available for the severed and retained parcels.
13. The Owner/Applicant shall be responsible financially and otherwise, to enter into a new agreement with the Corporation of the City of Brantford for the removal of a 12 foot (3.66 m) Private ROW registered over 35 Iroquois Street (City Park) as Instrument A228606, to the satisfaction of the Manager of Development Engineering.
14. The Owner/Applicant shall be responsible, financially or otherwise, for the removal of the gravel driveways and parking curbs located within the Private ROW and restoration of the Private ROW to a turf surface. Said restoration shall include the restoration of the driveway approach on Iroquois Street, and the restoration of the City Park which has been damaged by the use of the ROW or restoration of the ROW, All work under this condition shall be done to the satisfaction of the Manger Development Engineering.
15. That the above conditions be fulfilled and the Certificate of Consent be issued on or before **October 2, 2027**, after which time the consent will lapse.

THAT the reasons for approval of the consent application are as follows: the proposed consent has regard for the matters under Section 51(24) of the Planning Act and Staff are satisfied that the proposed development is desirable and compatible with the surrounding area and will not result in adverse impacts on surrounding properties. The application is in conformity with the general intent and policies of the Official Plan and Zoning By-law; and,

THAT pursuant to Sections 53(17) – (18.2) of the Planning Act, R.S.O 1990, c.P.13, the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, as discussed in Section 5.2 of Report No. 2025-492”.

**Electronically signed by G. Kempa,
Chair/Member**

**Electronically signed by V. Kershaw,
Member**

**Electronically signed by M. Bodnar,
Member**

**Electronically signed by M. Simpson,
Member**

**Electronically signed by T. Cupoli,
Member**

**Electronically signed by A. Patel,
Member**

Certification

I hereby certify that this is a true copy of the original document



K. Pongracz, Secretary-Treasurer

Additional Information

If you require additional information regarding the application, please contact Secretary-Treasurer, Committee of Adjustment, (519)759-4150 CofA@brantford.ca .

Appeal Deadline

The last date for filing a notice of appeal to the Ontario Land Tribunal of this Decision is **October 22, 2025 at 4:30 p.m.**

END OF DECISION

APPEAL INFORMATION – CONSENTS/SEVERANCES

1. Who may file an appeal of the Decision of the Committee of Adjustment or Consent Authority?

Please note neighbours and other interested parties not defined are no longer eligible to file Planning Act Section 53(19) appeals. See [Bill 23, More Homes Built Faster Act, 2022](#) for more information.

Planning Act Section 53(19) appeals may be filed by the applicant, the Minister of Municipal Affairs and Housing, a “specified person” (as defined by Planning Act 1(1)), and any “public body” (as defined by Planning Act 1(1)).

2. When must an appeal be received to be considered?

Planning Act Section 53(19) appeals must be received no later than the end of business on the last date of appeal listed on the Notice of Decision. The last date of appeal is 20 days from the date of the giving of Notice of the Decision. Please see Notice of Decision for exact date and time.

3. Where must the appeal be filed to be considered?

Planning Act Section 53(19) appeals must be received in one of the following formats:

Hardcopy: At City Hall and addressed to the Secretary-Treasurer of the Committee of Adjustment, Brantford City Hall, 58 Dalhousie Street, Brantford ON N3T 2J2. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of second-hand mailing will be time barred and of no effect.

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4. What information must be submitted for the appeal to be considered?

Planning Act Section 53(19) appeals must include:

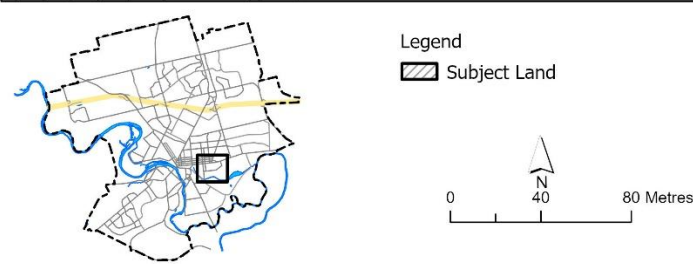
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted if there is not sufficient room in the form;
- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

Questions or Information:

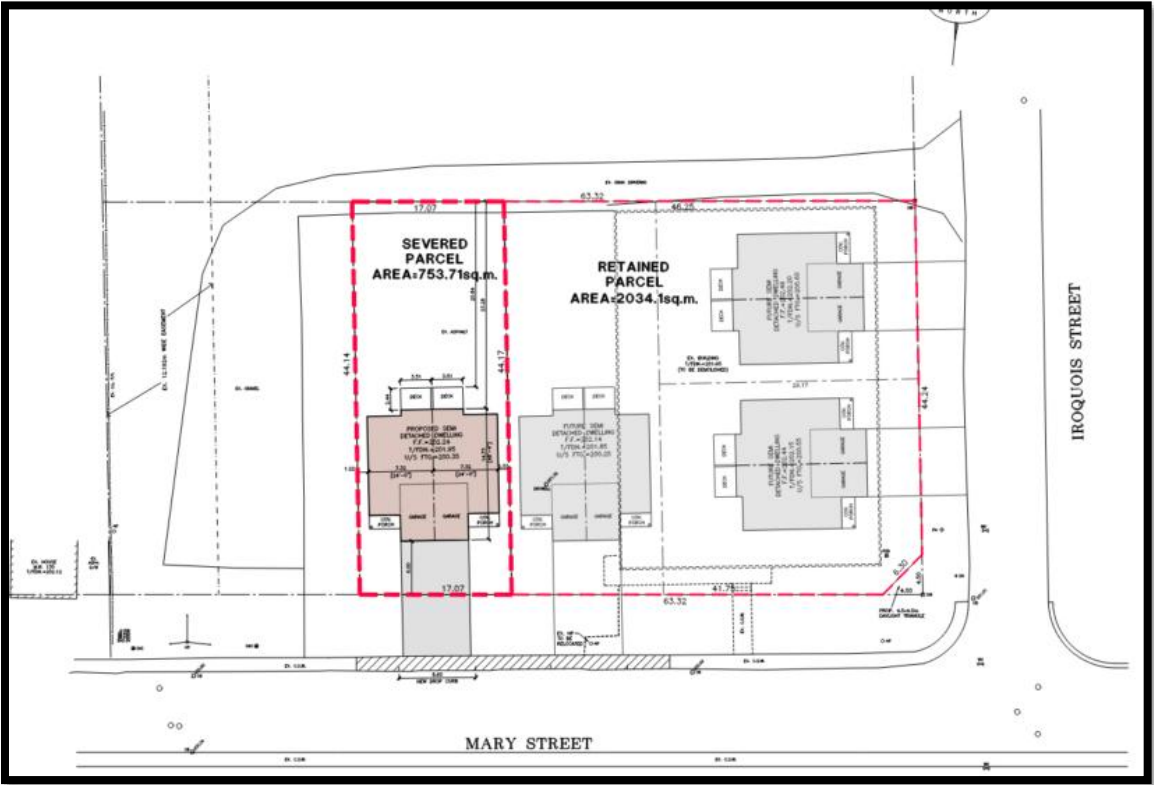
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B16-2025
144 Mary Street



Concept Plan





October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET - BRANTFORD – ON N3T 2J2
TELEPHONE 519-759-4150

COMMITTEE OF ADJUSTMENT
DECISION OF THE COMMITTEE

File Number: B17-2025
Related File Numbers: n/a
Address: 353 St. Paul Avenue
Roll Number: 2906020009154000000
Agent: Tandia Financial Credit Union Ltd.
Applicant: Gowling WLG (David Sunday)
Owner: 2607315 Ontario Inc.

In the matter of an application for consent made under Section 57 of the *Planning Act*, R.S.O. 1990, Chapter 13 as amended:

Proposal:

The applicant is requesting a Validation Certificate for the following reason: the two properties known as 353 St. Paul Avenue and 120 St. George Street inadvertently merged on title, and the mortgage holder (Tandia Financial Credit Union Ltd.) would like to restore the original configuration.

Decision: **Approved**

Date: **October 1, 2025**

THAT validation certificate application B17-2025 over the Subject Lands, legally described as PT LT 27, 28 & 30, p. 42 AS IN A408790, BRANTFORD CITY, and municipally known as 353 St. Paul Avenue, Brantford, Ontario, BE APPROVED;

THAT the reasons for approval of the validation certificate application are as follows: the proposed validation certificate satisfies Section 57 of the *Planning Act*.

**Electronically signed by G. Kempa,
Chair/Member**

**Electronically signed by V. Kershaw,
Member**

**Electronically signed by M. Bodnar,
Member**

**Electronically signed by M. Simpson,
Member**

**Electronically signed by T. Cupoli,
Member**

**Electronically signed by A. Patel,
Member**

Certification

I hereby certify that this is a true copy of the original document

A handwritten signature in black ink, appearing to read 'K. Pongracz', written in a cursive style.

K. Pongracz, Secretary-Treasurer

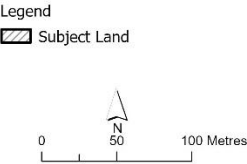
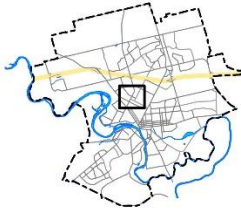
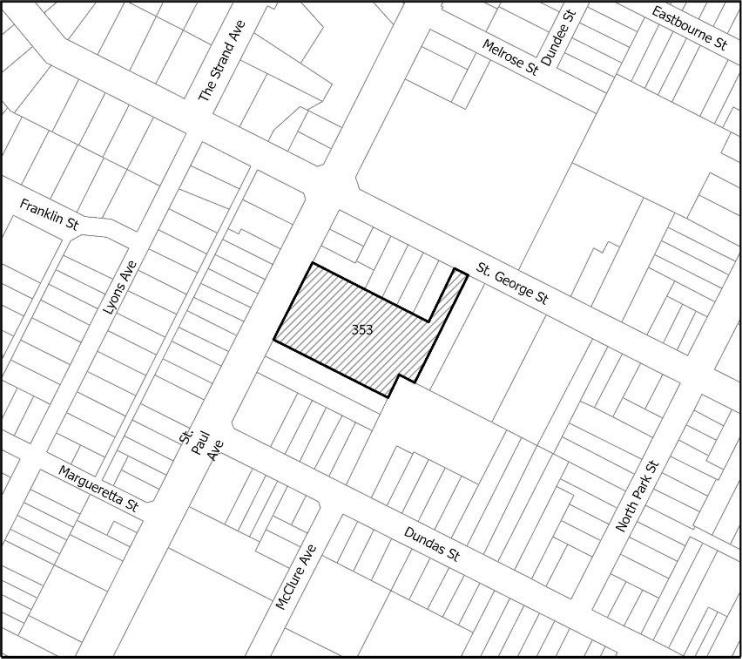
Additional Information

If you require additional information regarding the application, please contact Secretary-Treasurer, Committee of Adjustment, (519)759-4150 CofA@brantford.ca .

END OF DECISION

LOCATION MAP

Application: B17-2025
353 St. Paul Avenue



Concept Plan



October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET - BRANTFORD – ON N3T 2J2
TELEPHONE 519-759-4150





October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET – BRANTFORD, ON, N3T 2J2
TELEPHONE 519-759-4150

COMMITTEE OF ADJUSTMENT
DECISION OF THE COMMITTEE

File Number: A15-2025

Related File Numbers: n/a

Address: 25-27 Gilkison Street

Roll Number: 2906010007199000000

Agent/Applicant: Courtney Boyd (Waterous Holden)

Applicant: Courtney Boyd

Owner: David Lu

In the matter of an application for variance made under Section 45 of the *Planning Act*, R.S.O. 1990, Chapter 13 as amended:

Proposal:

A consent application was received for the lands municipally addressed as 25 and 27 Gilkison Street. The purpose of the consent application is to sever the existing semi-detached dwelling into separate parcels. The severed parcel is proposed to have a lot width of 6.88 m and lot area of 179.0 m², and the retained parcel is proposed to have a lot width of 6.88 m and lot area of 169.0m². To facilitate the consent, the applicant is requesting relief from the following section(s) of Zoning By-law 124-2024:

- Section 7.4.1 Table 7.4.1.1: to permit a reduced lot width (frontage) of 6.88 m, where-as 9.0 m is required (severed parcel).
- Section 7.4.1 Table 7.4.1.1: to permit a reduced lot width (frontage) of 6.88 m, where-as 9.0 m is required (retained parcel).
- Section 7.4.1 Table 7.4.1.2: to permit a reduced lot area of 179.0 m², whereas 270 m² is otherwise required (severed parcel).
- Section 7.4.1 Table 7.4.1.2: to permit a reduced lot area of 169.0 m², whereas 270 sq.m is otherwise required (retained parcel).
- Section 7.4.1 Table 7.4.1.3: to permit lot coverage of 44% whereas 40% is otherwise required (severed parcel)
- Section 7.4.1 Table 7.4.1.9: To permit a minimum landscaped open space of 30% for the severed parcel whereas 40% is otherwise required.

Decision: **Approved**

Date: **October 1, 2025**

THAT minor variance application A15-2025 seeking relief from Section 7.4.1 Table 7.4.1.1 of Zoning By-law 124-2024 to permit a minimum lot frontage of 6.88 m for each the severed and retained parcels for the purpose of the existing semi-detached dwelling, whereas 9 m is otherwise required, BE APPROVED;

THAT minor variance application A15-2025 seeking relief from Section 7.4.1 Table 7.4.1.2 of Zoning By-law 124-2024 to permit a minimum lot area of 179.0 m² for the severed parcel for the purpose of the existing semi-detached dwelling, whereas 270 m² is otherwise required, BE APPROVED;

THAT minor variance application A15-2025 seeking relief from Section 7.4.1 Table 7.4.1.2 of Zoning By-law 124-2024 to permit a minimum lot area of 169 m² for the retained parcel for the purpose of the existing semi-detached dwelling, whereas 270 m² is otherwise required, BE APPROVED;

THAT minor variance application A15-2025 seeking relief from Section 7.4.1 Table 7.4.1.3 of Zoning By-law 124-2024 to permit a maximum lot coverage of 44% for the severed parcel for the purpose of the existing semi-detached dwelling, whereas 40% is otherwise the permitted maximum, BE APPROVED;

THAT minor variance application A15-2025 seeking relief from Section 7.4.1 Table 7.4.1.9 of Zoning By-law 124-2024 to permit a minimum landscaped open space of 30% for the severed parcel for the purpose of the existing semi-detached dwelling, whereas 40% is otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance application are as follows: the proposed variance application is in keeping with the general intent and purpose of the Official Plan and Zoning By-law, the relief requested is considered minor in nature, and desirable for the appropriate development of the subject lands.

THAT pursuant to 45(8) – (8.2) of the Planning Act, R.S.O 1990, c.P.13, the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, as discussed in Section 5.2 of Report No. 2025-328”.

**Electronically signed by G. Kempa,
Chair/Member**

**Electronically signed by V. Kershaw,
Member**

**Electronically signed by M. Bodnar,
Member**

**Electronically signed by M. Simpson,
Member**

**Electronically signed by T. Cupoli,
Member**

**Electronically signed by A. Patel,
Member**

Certification

I hereby certify that this is a true copy of the original document



K. Pongracz, Secretary-Treasurer

Additional Information

If you require additional information regarding the application, please contact Secretary-Treasurer, Committee of Adjustment, (519)759-4150 CofA@brantford.ca.

Appeal Deadline

The last date for filing a notice of appeal to the Ontario Land Tribunal of this Decision is **October 21, 2025 at 4:30 p.m.**

End of Decision

APPEAL INFORMATION – MINOR VARIANCES

1. Who may file an appeal of the Decision of the Committee of Adjustment or Consent Authority?

Please note neighbours and other interested parties not defined are no longer eligible to file Planning Act Section 45(12) appeals. See [Bill 23, More Homes Built Faster Act, 2022](#) for more information.

Planning Act Section 45(12) appeals may be filed by the applicant, the Minister of Municipal Affairs and Housing, a “specified person” (as defined by Planning Act 1(1)), and any “public body that has an interest in the matter” (as defined by Planning Act 1(1)).

2. When must an appeal be received to be considered?

Planning Act Section 45(12) appeals must be received no later than the end of business on the last date of appeal listed on the Notice of Decision. The last date of appeal is 20 days from the date of the Decision. Please see Notice of Decision for exact date and time.

3. Where must the appeal be filed to be considered?

Planning Act Section 45(12) appeals must be received in one of the following formats:

Hardcopy: At City Hall and addressed to the Secretary-Treasurer of the Committee of Adjustment, Brantford City Hall, 58 Dalhousie Street, Brantford ON N3T 2J2. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of second-hand mailing will be time barred and of no effect.

Electronic copy: By email delivered to cofa@brantford.ca. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly addressed emails will be time barred and of no effect. If the information submitted will include large file sizes not able to be sent in one email, please contact cofa@brantford.ca in advance to request a file sharing link.

E-file Portal: By filing an appeal through the OLT E-file Portal at <https://olt.gov.on.ca/e-file-service/> to **Brantford (City) – Secretary-Treasurer**” (select appropriate approval body as outlined on the Notice of Decision) (first-time users will need to register for a My Ontario Account). Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly chosen approval authority will be time barred and of no effect.

Please note only one of the above options needs to be completed. If your preferred method of appeal is not available at the time of appeal, the appeal must be filed with one of the other two options. Appeals received after the date of appeal because of one of the methods being unavailable will be time barred and of no effect.

4. What information must be submitted for the appeal to be considered?

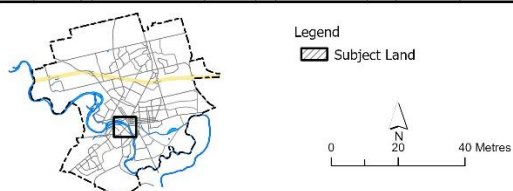
Planning Act Section 45(12) appeals must include:

- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted if there is not sufficient room in the form;
- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

Questions or Information:

Contact Committee of Adjustment Staff (cofa@brantford.ca)

Application: B08-2025 & A15-2025
25/27 Gilkison Street

[illegible]



October 2, 2025

THE CORPORATION OF THE CITY OF BRANTFORD
CITY HALL – 58 DALHOUSIE STREET - BRANTFORD – ON N3T 2J2
TELEPHONE 519-759-4150

COMMITTEE OF ADJUSTMENT
DECISION OF THE COMMITTEE

File Number: B08-2025
Related File Numbers: A15-2025
Address: 25-27 Gilkison Street
Roll Number: 2906010007199000000
Agent/Applicant: Courtney Boyd (Waterous Holden Amey Hitchon)
Owner: David Lu

In the matter of an application for consent made under Section 53 of the *Planning Act*, R.S.O. 1990, Chapter 13 as amended:

Proposal:

A consent application was received for the lands municipally addressed as 25 and 27 Gilkison Street. The purpose of the consent application is to sever the existing semi-detached dwelling into separate parcels. The severed parcel is proposed to have a lot width of 6.88 m and lot area of 179.0 m², and the retained parcel is proposed to have a lot width of 6.88 m and lot area of 169.0m².

Decision: Provisional Approval

Date: October 1, 2025

THAT consent application B08-2025 to sever a parcel of land from 25/27 Gilkison Street for an existing semi-detached dwelling having a frontage of 6.88 m and a lot area of 179.0 m², and to retain a parcel of land having a frontage of 6.88 m and a lot area of 169.0 m², BE APPROVED, subject to the following conditions;

1. Receipt of a registered Reference Plan showing the severed and retained parcels.
2. Receipt of payment for cash-in-lieu of parkland (*amount to be determined in accordance with City of Brantford By-law 139-2022*).
3. Receipt of confirmation that all taxes are paid up to date.
4. Receipt of confirmation that the applicant shall submit to the Secretary-Treasurer a draft of the Transfer deed for review (*Upon registration a final copy of the Transfer deed shall be provided to the City*).
5. Receipt of confirmation from the Manager of Development Engineering or his/her designate, indicating that the deposited reference plan showing the severed and retained parcels of land inclusive of any existing and/or proposed/required instruments on the property (ie. Easements, Right of Way's, etc.) has been received.
6. Receipt of confirmation from the Manager of Development Engineering or his/her designate, indicating that a Wastewater Allocation Request Form has been

submitted and approved.

7. The Owner/Applicant shall be responsible financially and otherwise, to provide sanitary and storm sewer connections to a legal outlet for each parcel of land (severed and retained) to ensure each parcel has been independently serviced to the satisfaction of the Manager of Development Engineering or his/her designate.
8. That the above conditions be fulfilled and the Certificate of Consent be issued on or before **October 2 2027**, after which time the consent will lapse.

THAT the reasons for approval of the consent application are as follows: the proposed consent has regard for the matters under Section 51(24) of the Planning Act and Staff are satisfied that the proposed development is desirable and compatible with the surrounding area and will not result in adverse impacts on surrounding properties. The application is in conformity with the general intent and policies of the Official Plan and Zoning By-law; and,

THAT pursuant to Sections 53(17) – (18.2) of the Planning Act, R.S.O 1990, c.P.13, the following statement SHALL BE INCLUDED in the Notice of Decision:

“Regard has been had for all written and oral submissions received from the public before the decision was made in relation to this planning matter, as discussed in Section 5.2 of Report No. 2025-328”.

**Electronically signed by G. Kempa,
Chair/Member**

**Electronically signed by V. Kershaw,
Member**

**Electronically signed by M. Bodnar,
Member**

**Electronically signed by M. Simpson,
Member**

**Electronically signed by T. Cupoli,
Member**

**Electronically signed by A. Patel,
Member**

Certification

I hereby certify that this is a true copy of the original document



K. Pongracz, Secretary-Treasurer

Additional Information

If you require additional information regarding the application, please contact Secretary-Treasurer, Committee of Adjustment, (519)759-4150 CofA@brantford.ca .

Appeal Deadline

The last date for filing a notice of appeal to the Ontario Land Tribunal of this Decision is **October 22, 2025 at 4:30 p.m.**

END OF DECISION

APPEAL INFORMATION – CONSENTS/SEVERANCES

1. Who may file an appeal of the Decision of the Committee of Adjustment or Consent Authority?

Please note neighbours and other interested parties not defined are no longer eligible to file Planning Act Section 53(19) appeals. See [Bill 23, More Homes Built Faster Act, 2022](#) for more information.

Planning Act Section 53(19) appeals may be filed by the applicant, the Minister of Municipal Affairs and Housing, a “specified person” (as defined by Planning Act 1(1)), and any “public body” (as defined by Planning Act 1(1)).

2. When must an appeal be received to be considered?

Planning Act Section 53(19) appeals must be received no later than the end of business on the last date of appeal listed on the Notice of Decision. The last date of appeal is 20 days from the date of the giving of Notice of the Decision. Please see Notice of Decision for exact date and time.

3. Where must the appeal be filed to be considered?

Planning Act Section 53(19) appeals must be received in one of the following formats:

Hardcopy: At City Hall and addressed to the Secretary-Treasurer of the Committee of Adjustment, Brantford City Hall, 58 Dalhousie Street, Brantford ON N3T 2J2. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of second-hand mailing will be time barred and of no effect.

Electronic copy: By email delivered to cofa@brantford.ca. Do not address appeals to any other departments or locations. Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly addressed emails will be time barred and of no effect. If the information submitted will include large file sizes not able to be sent in one email, please contact cofa@brantford.ca in advance to request a file sharing link.

E-file Portal: By filing an appeal through the OLT E-file Portal at <https://olt.gov.on.ca/e-file-service/> to **Brantford (City) – Secretary-Treasurer**” (select appropriate approval body as outlined on the Notice of Decision) (first-time users will need to register for a My Ontario Account). Appeals received by the office of the Committee of Adjustment after the last date of appeal because of incorrectly chosen approval authority will be time barred and of no effect.

Please note only one of the above options needs to be completed. If your preferred method of appeal is not available at the time of appeal, the appeal must be filed with one of the other two options. Appeals received after the date of appeal because of one of the methods being unavailable will be time barred and of no effect.

4. What information must be submitted for the appeal to be considered?

Planning Act Section 53(19) appeals must include:

- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted if there is not sufficient room in the form;
- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

Questions or Information:

Contact Committee of Adjustment Staff (cofa@brantford.ca)

Application: B08-2025 & A15-2025
25/27 Gilkison Street

