



January 15, 2026

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: A01-2025

Related File Numbers: n/a

Address: 51 Golfdale Road

Roll Number: 2906010005031000000

Agent/Applicant: Carrothers and Associates (David Carrothers)

Owner: Dave Rees

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 51 Golfdale Road. The purpose of the application is to facilitate the construction of two accessory structures in the rear yard. The applicant is requesting relief from the following section(s) of Zoning By-law 124-24:

- Section 3.1 Table 3.1.a.6 - to permit a building height of 5.63 m for the proposed accessory structures, whereas a maximum building height of 4.5 m is otherwise required;

Decision: **Approved**

Date: **January 14, 2026**

THAT minor variance application A01-2026 seeking relief from Section 3.1 Table 3.1.a.6 of Zoning By-law 124-2024 to permit a building height of 5.63 m for two (2) accessory structures in the rear yard, whereas a maximum of 4.5 m is otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance are as follows: the proposed variance 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 6.2 of Report No. 2026-23”.

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

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

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

ABSENT - T. Cupoli, Member

ABSENT - A. Alagic, Member

**Electronically signed by M. Simpson,
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 **February 3, 2026 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:

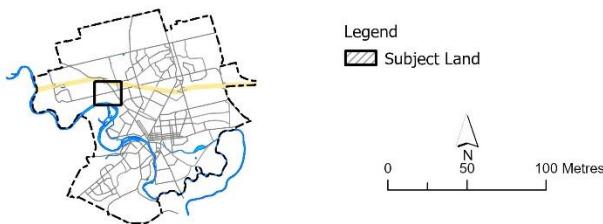
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted 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:

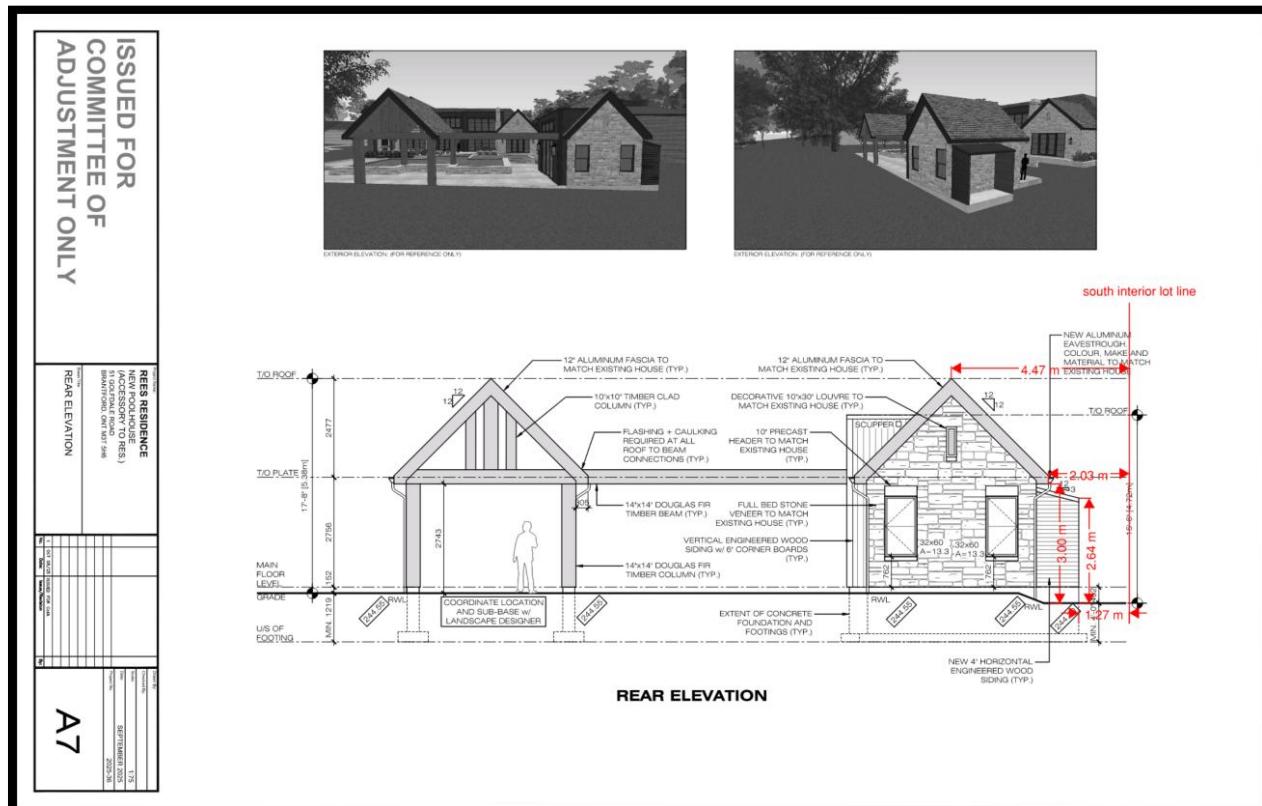
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: A01-2026
51 Golfdale Road



Concept Plan





January 15, 2026

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: A03-2026

Related File Numbers: B03-2026

Address: 249 Clarence Street

Roll Number: 2906030006201000000

Agent/Applicant/Owner: Kyle Malinouski

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 and Minor Variance Application has been received for the lands municipally addressed as 249 Clarence Street. The purpose of this application is to sever the subject lands to facilitate the creation of 1 new residential lot. The severed lot is proposed to have a lot width of 19.19m and an area of 242 m². The retained lot is proposed to have a lot width of 12.57m and an area of 310.4 m². The applicant is requesting relief from the following section(s) of Zoning By-law 124-2024:

- Section 7.4 Table 7.4.1.2: To permit a lot area of 242 m², whereas 270 m² is otherwise the permitted minimum area (severed parcel).

Decision: **APPROVED**

Date: **January 14, 2026**

THAT minor variance application A03-2026 seeking relief from Section 7.4 Table 7.4.1.2 of Zoning By-law 124-2024 to permit a minimum lot area of 242 m², whereas a minimum of 270 m² is otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance are as follows: the proposed variance 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 Section 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 6.2 of Report No. 2026-38".

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

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

ABSENT - T. Cupoli, Member

ABSENT - A. Alagic, Member

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

**Electronically signed by M. Simpson,
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 **February 3, 2026 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:

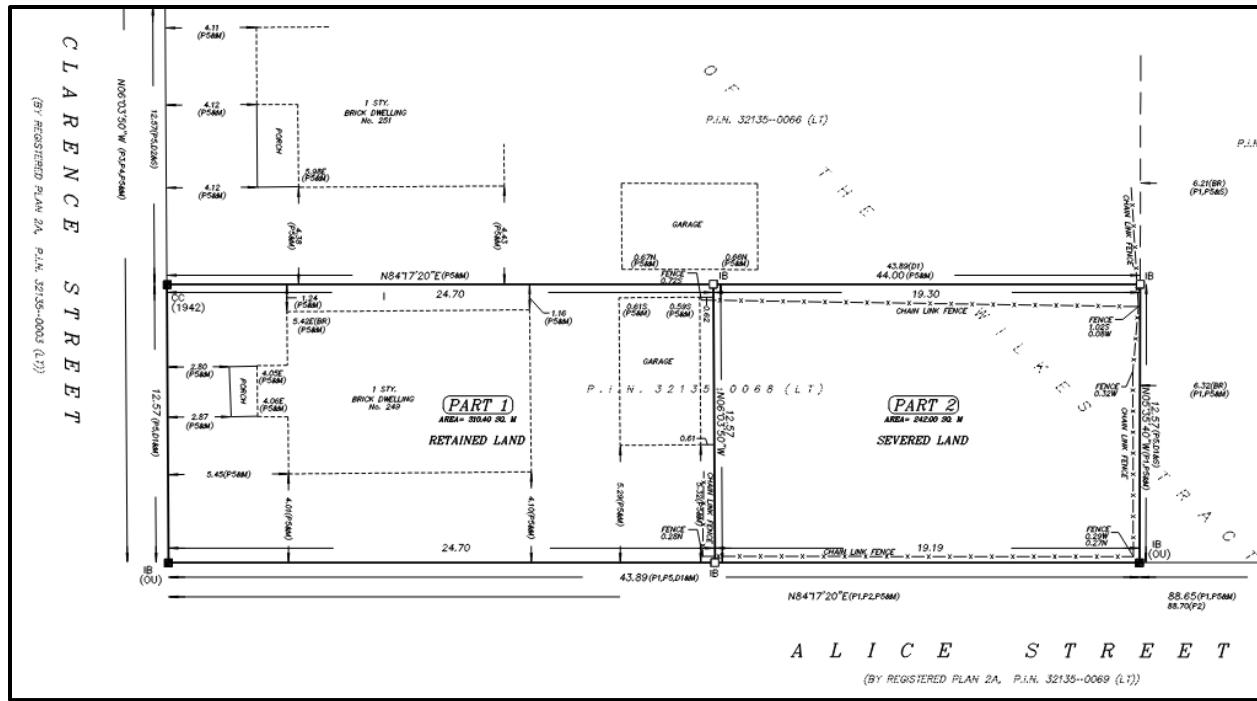
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B03-2026 & A03-2026
249 Clarence Street



Concept Plan





January 15, 2026

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: B01-2026

Related File Numbers: N/A

Address: 30 Lynden Road

Roll Number: 2906030007080500000

Agent/Applicant/Owner: Canadian Tire Properties (James Cassidy)

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 for a long-term lease has been received for a portion of the lands municipally addressed 30 Lynden Road, specifically, a 1.5 acre portion of the subject lands that are occupied by the existing gas bar, car wash and 12 parking spaces. There will be no new development with the application or severance of land; the consent is simply for the tenure of the existing structures.

Decision: **Provisional Approval**

Date: **January 14, 2026**

THAT consent application B01-2026 to create a long-term lease for a 0.6 ha portion of the lands municipally known as 30 Lynden Road, BE APPROVED, subject to the following conditions;

1. Receipt of a registered reference plan showing the lands subject to the long term lease;
2. Receipt of confirmation that all taxes are paid up to date;
3. Receipt of confirmation that the Applicant shall submit to the Secretary-Treasurer a draft of the Transfer Lease for review (Upon registration a final copy of the registered lease shall be provided to the City);
4. That the above conditions be fulfilled and the Certificate of Consent be issued on or before January 15, 2028 after which time the consent will lapse.

THAT the reasons for approval of B01-2026 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 6.2 of Report No. 2026-20”.

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

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

ABSENT - T. Cupoli, Member

ABSENT - A. Alagic, Member

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

**Electronically signed by M. Simpson,
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 **February 4, 2026 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.

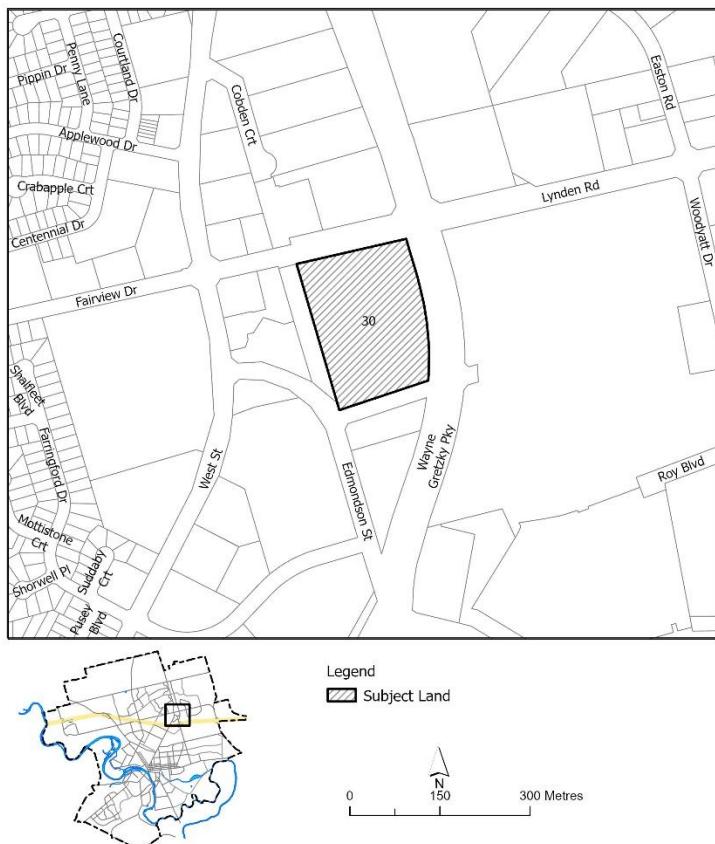
Questions or Information:

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

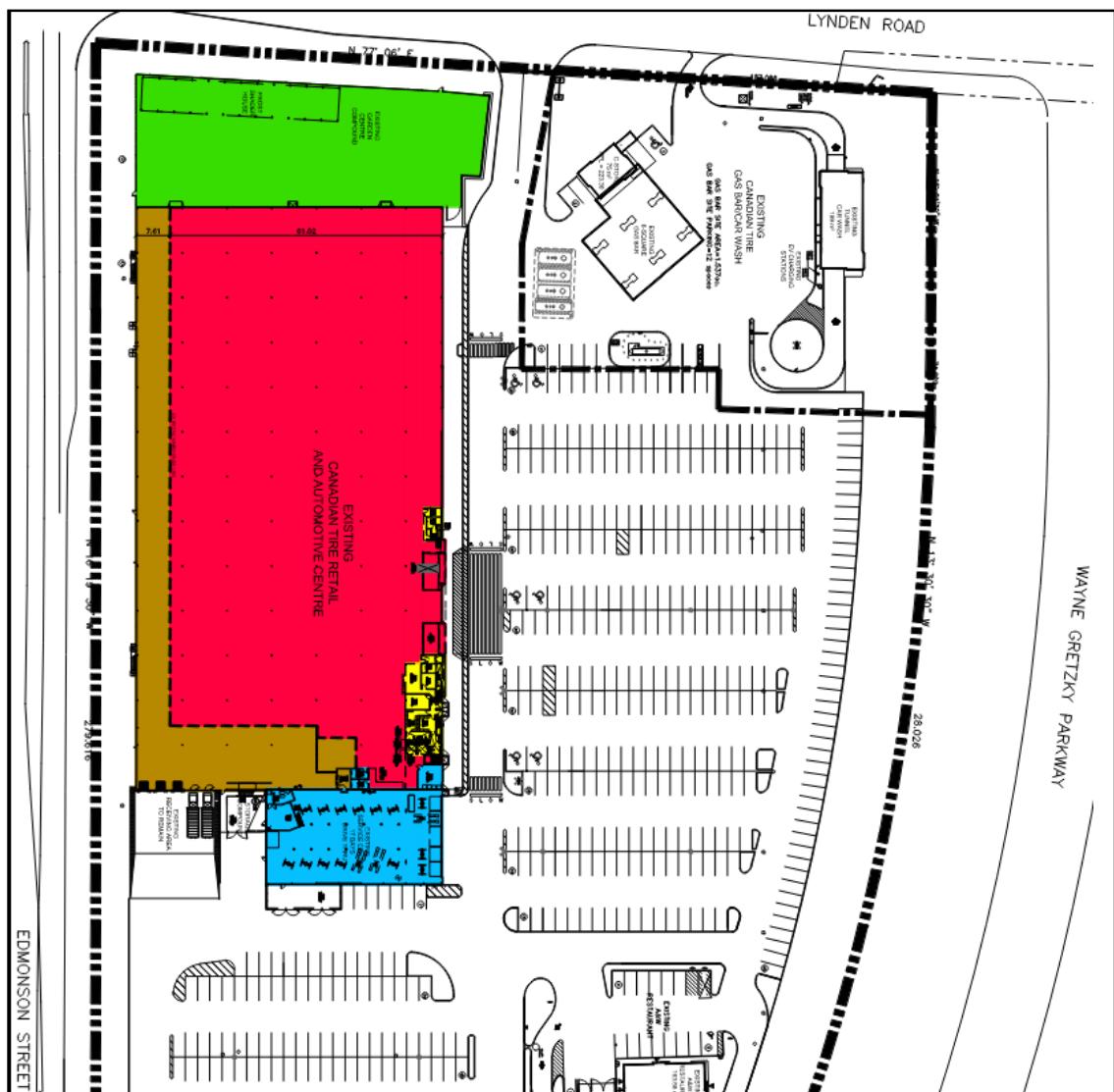
LOCATION MAP

Application: B01-2026

30 Lynden Road



Concept Plan





January 15, 2026

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: B3-2026

Related File Numbers: A03-2026

Address: 249 Clarence Street

Roll Number: 2906030006201000000

Agent/Applicant/Owner: Kyle Malinouski

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 and Minor Variance Application has been received for the lands municipally addressed as 249 Clarence Street. The purpose of this application is to sever the subject lands to facilitate the creation of 1 new residential lot. The severed lot is proposed to have a lot width of 19.19m and an area of 242 m². The retained lot is proposed to have a lot width of 12.57m and an area of 310.4 m². The applicant is requesting relief from the following section(s) of Zoning By-law 124-2024:

- Section 7.4 Table 7.4.1.2: To permit a lot area of 242 m², whereas 270 m² is otherwise the permitted minimum area (severed parcel).

Decision: **Provisional Approval**

Date: **January 14, 2026**

THAT consent application B03-2026 to sever a parcel of land from 249 Clarence Street, having a frontage of 19.2 m and a lot area of 242 m², and to retain a parcel of land having a frontage of 12.5 m and a lot area of 310 m², BE APPROVED, subject to the following conditions:

1. Receipt of a registered Reference Plan showing the severed and retained parcels, and any applicable easements.
2. Receipt and confirmation that Minor Variance Application A03-2026 receives final and binding approval and is in full force and effect;
3. Receipt of payment for cash-in-lieu of parkland (*amount to be determined in accordance with City of Brantford By-law 139-2022*).
4. Receipt of confirmation that all taxes are paid up to date.
5. 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*).

6. Receipt of confirmation that all existing buildings and structures located on the severed parcel are demolished or otherwise removed to the satisfaction of the Manager of Development or their designate
7. 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 has been received.
8. Receipt of confirmation from the Manager of Development Engineering or his/her designate, indicating that a Municipal Numbering Assignment Request Form to assign a municipal address number to the severed and/or retained parcel(s) has been submitted.
9. Receipt of confirmation that a 0.3 m reserve spanning a portion of the frontage of the severed lot, as required by the Manager of Development Engineering or his/her designate, has been conveyed to the City, at no cost to the municipality, and is free and clear of any encumbrances, with any costs regarding the transfer being borne by the applicant(s);
10. That the above conditions be fulfilled and the Certificate of Consent be issued on or before January 15, 2028, after which time the consent will lapse.

THAT the reasons for approval of B03-2026 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 6.2 of Report No. 2026-38”.

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

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

ABSENT - T. Cupoli, Member

ABSENT - A. Alagic, Member

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

**Electronically signed by M. Simpson,
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 **February 4, 2026 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:

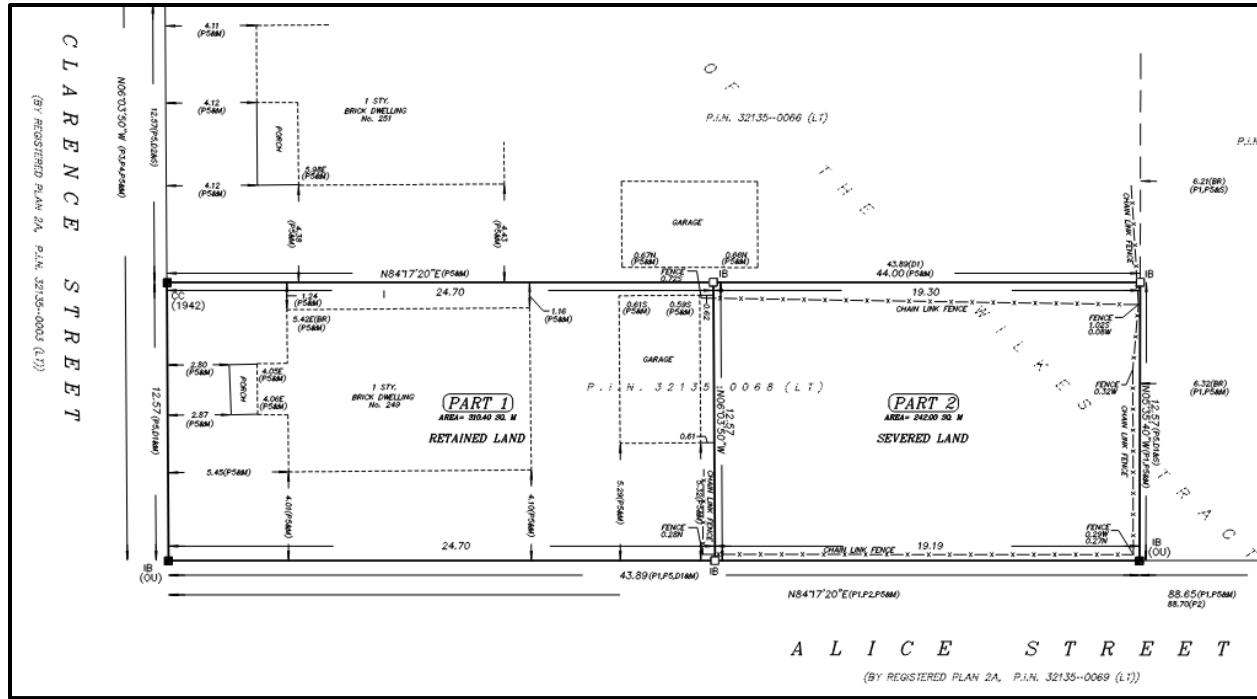
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B03-2026 & A03-2026
249 Clarence Street



Concept Plan





January 15, 2026

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: A35-2025

Related File Numbers: B22-2025, B23-2025

Address: 444 Elgin Street

Roll Number: 2906030007046100000

Agent/Applicant: J.H. Cohoon Engineering Ltd. (Bob Phillips)

Owner: KOOP Enterprises Inc. (Olesya Krivobok)

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:

The applicant proposes to sever two industrial lots, one being the severance of the existing industrial building into two lots, and the second being the severance of a vacant lot at the rear of the property facing Empey Street.

The proposed lot dimensions are as follows:

- Parcel 2 (B22-2025) – Lot width 61.96m, and a lot area of 5,700.3m²;
- Parcel 3 (B23-2025) – Lot width 34.66m, and a lot area of 2,854.4m²
- Retained Lands – Lot width of 34.75m and a lot area of 3,197.0m²

To facilitate this development, the applicant is requesting relief from the following section of Zoning By-law 124-2024:

- Section 5.20b): to provide a 6.7m access to loading spaces for the retained lands, whereas 7.0m is required;
- Section 10.3 Table 10.3.8 - to permit a minimum interior side yard between the retained lands and Parcel 2 of 0.0m, whereas the by-law requires 3.0m; and
- Section 10.3 Table 10.3.11 to permit a minimum landscaped area on Parcel 1 of 7.8%, whereas 10% is otherwise required.

Decision: **APPROVED**

Date: **January 14, 2026**

THAT minor variance application A35-2025 seeking relief from Section 10.3 Table 10.3.8 of Zoning By-law 124-2024 to permit an interior side yard of 0 m for Parcels 1 and 2, whereas a minimum of 3 m is otherwise required, BE APPROVED;

THAT minor variance application A35-2025 seeking relief from Section 10.3 Table 10.3.11 of Zoning By-law 124-2024 to permit landscaped open space of 7.8% for Parcel 1, whereas a minimum of 10% is otherwise required, BE APPROVED;

THAT minor variance application A35-2025 seeking relief from Section 5.20.b of Zoning By-law 124-2024 to permit a 6.7 m wide two-way driveway access to loading spaces for Parcel 2, whereas a minimum width of 7 m is otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance are as follows: the proposed variance 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 6.2 of Report No. 2026-15”

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

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

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

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

ABSENT - T. Cupoli, Member

ABSENT - A. Alagic, Member

**Electronically signed by V. Kershaw,
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 **February 3, 2026 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:

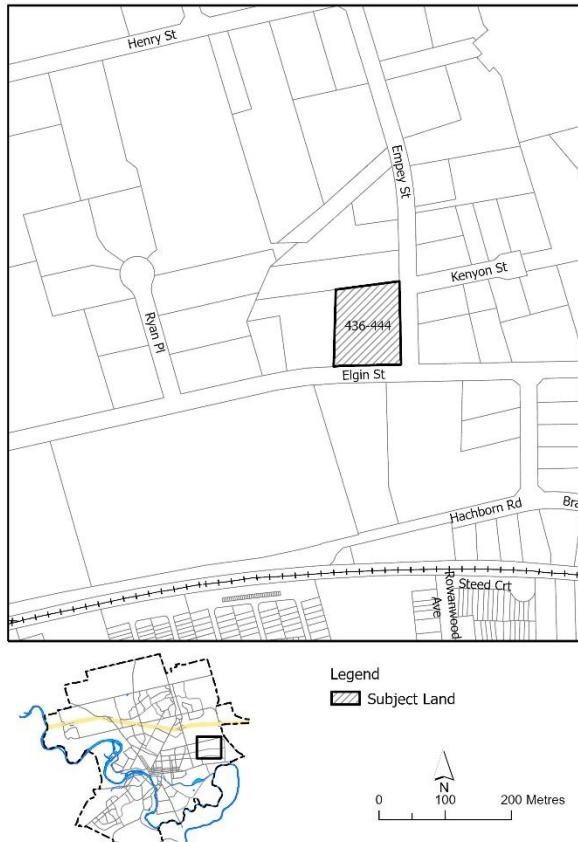
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted 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:

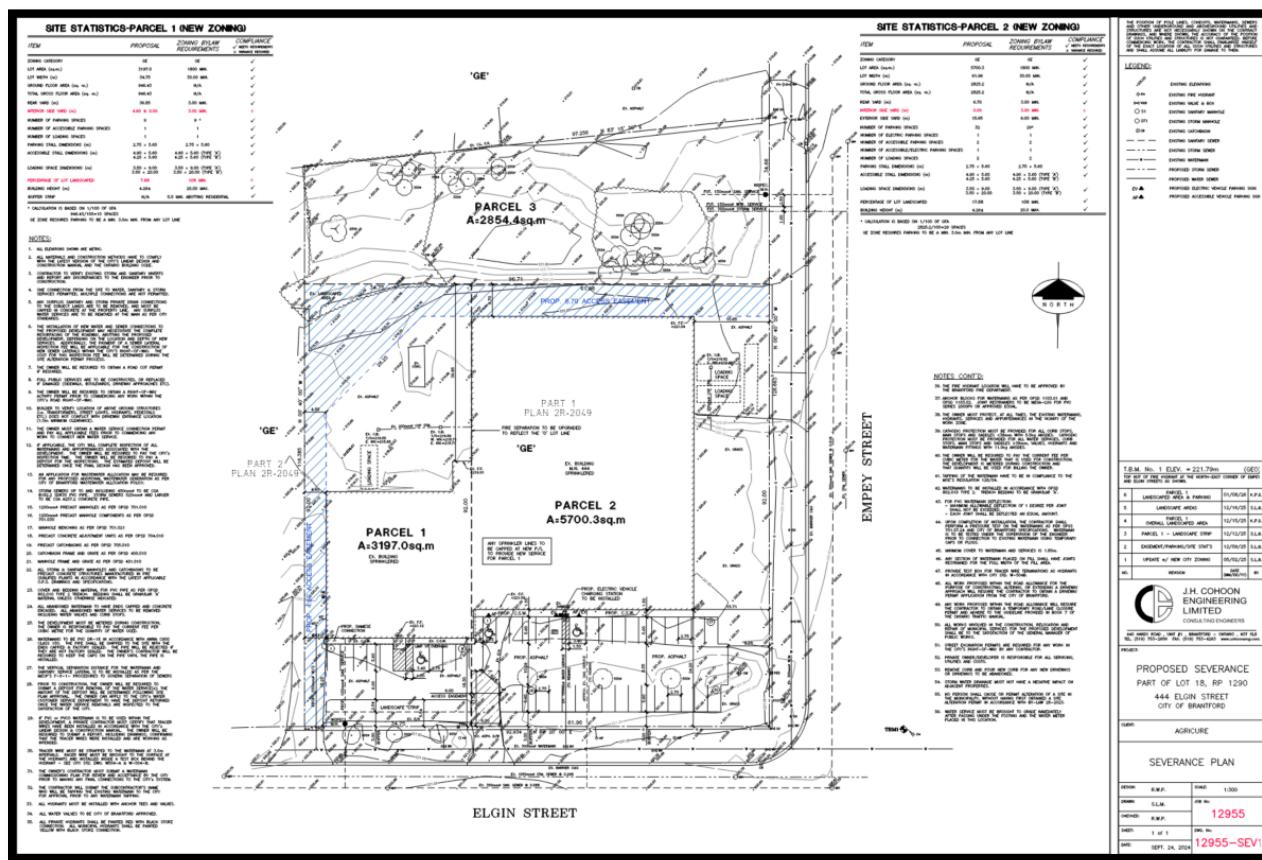
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B22-2025, B23-2025, A35-2025
444 Elgin Street



Concept Plan





January 15, 2026

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: B22-2025

Related File Numbers: B23-2025 and A35-2025

Address: 444 Elgin Street (Parcel 2)

Roll Number: 2906030007046100000

Agent/Applicant: J.H. Cohoon Engineering Ltd. (Bob Phillips)

Owner: KOOP Enterprises Inc. (Olesya Krivobok)

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:

The City of Brantford has received two Consent applications and a Minor Variance Application for the property municipally described as 444 Elgin Street. The applicant proposes to sever two industrial lots, one being the severance of the existing industrial building into two lots, and the second being the severance of a vacant lot at the rear of the property facing Empey Street.

The proposed lot dimensions are as follows:

- Parcel 2 (B22-2025) – Lot width 61.96m, and a lot area of 5,700.3m²;
- Parcel 3 (B23-2025) – Lot width 34.66m, and a lot area of 2,854.4m²
- Retained Lands – Lot width of 34.75m and a lot area of 3,197.0m²

To facilitate this development, the applicant is requesting relief from the following section of Zoning By-law 124-2024:

- Section 5.20b): to provide a 6.7m access to loading spaces for the retained lands, whereas 7.0m is required;
- Section 10.3 Table 10.3.8 - to permit a minimum interior side yard between the retained lands and Parcel 2 of 0.0m, whereas the by-law requires 3.0m; and
- Section 10.3 Table 10.3.11 to permit a minimum landscaped area on Parcel 1 of 7.8%, whereas 10% is otherwise required.

Decision: **Provisional Approval**

Date: **January 14, 2026**

THAT consent application B22-2025 to sever a parcel of land from 444 Elgin Street, having a frontage of 61.96 m and a lot area of 5,700.3 m², and to retain a parcel of land having a frontage of 34.75 m and a lot area of 6,051.4 m², BE APPROVED, subject to the following conditions:

1. Receipt of confirmation that the decision to approve Minor Variance Application A35-2025 is final and binding and is in full force and effect.
2. Receipt of undertaking from the Solicitor acting in the transaction that the severed parcel of application B23/2025 will be registered immediately following registration of severed parcel of application B22/2025.
3. Receipt of a registered Reference Plan showing the severed and retained parcels.
4. Receipt of confirmation that all taxes are paid up to date.
5. 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).
6. Receipt of confirmation from the Manager of Development Planning or his/her designate, indicating that all proposed parking spaces and landscaped open space have been installed for both severed and retained parcels to the City's satisfaction.
7. 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.
8. Receipt of confirmation from the Manager of Development Engineering or his/her designate, indicating that a Municipal Numbering Assignment Request Form to assign a municipal address number to the severed and/or retained parcel(s) has been submitted.
9. 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 his/her 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 Water Services, Driveways, Boulevard Trees and Sod, Sidewalks, etc.) inclusive of restoration of the municipal right of way back to municipal standards (Removal of excess driveways, replacement of boulevard sod and street trees, etc.) and all other works as may be required external to the proposed site.
10. 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.
11. 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, etc.) to the satisfaction of the Manager of Development Engineering or his/her designate.
12. 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 his/her designate.
13. The Owner/Applicant shall ensure a Blanket drainage easement & Undertaking is provided from the applicant's solicitor ensuring that a land conveyance for drainage purposes (above and/or below grade) will be registered on title for the severed and severed parcels.
14. The Owner/Applicant shall register reciprocal access easements in favour of both the severed and retained parcels for the front yard parking spaces and rear yard loading areas. The 4.5 m wide driveway easement shall function as a one-way

driveway with appropriate signage installed. Such easements shall be illustrated and clearly identified on the registered Reference Plan to the satisfaction of the Manager of Development Engineering.

15. The Owner/Applicant shall be responsible financially and otherwise, to provide water service 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. This includes obtaining a Water Service Connection Permit for each new service, obtaining a Right-of-Way Activity Permit prior to commencing any work within the City's road right-of-way and providing detailed servicing plans for review and comment to confirm that the location of the existing water service resides within the parcel that it will serve.
16. The Owner/Applicant shall demonstrate to the satisfaction of the Chief Building Official or their designate that the portions of the existing building located on the severed and retained parcels comply with all applicable requirements of the Ontario Building Code, including but not limited to fire route, fire separation, sprinkler system, and life safety provisions.
17. That the above conditions be fulfilled and the Certificate of Consent be issued on or before January 15, 2028, after which time the consent will lapse.

THAT the reasons for approval of B22-2025 are as follows: the proposed consent does not have 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 6.2 of Report No. 2026-15”.

**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**

ABSENT - T. Cupoli, Member

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

ABSENT - A. Alagic, 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 **February 4, 2026 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:

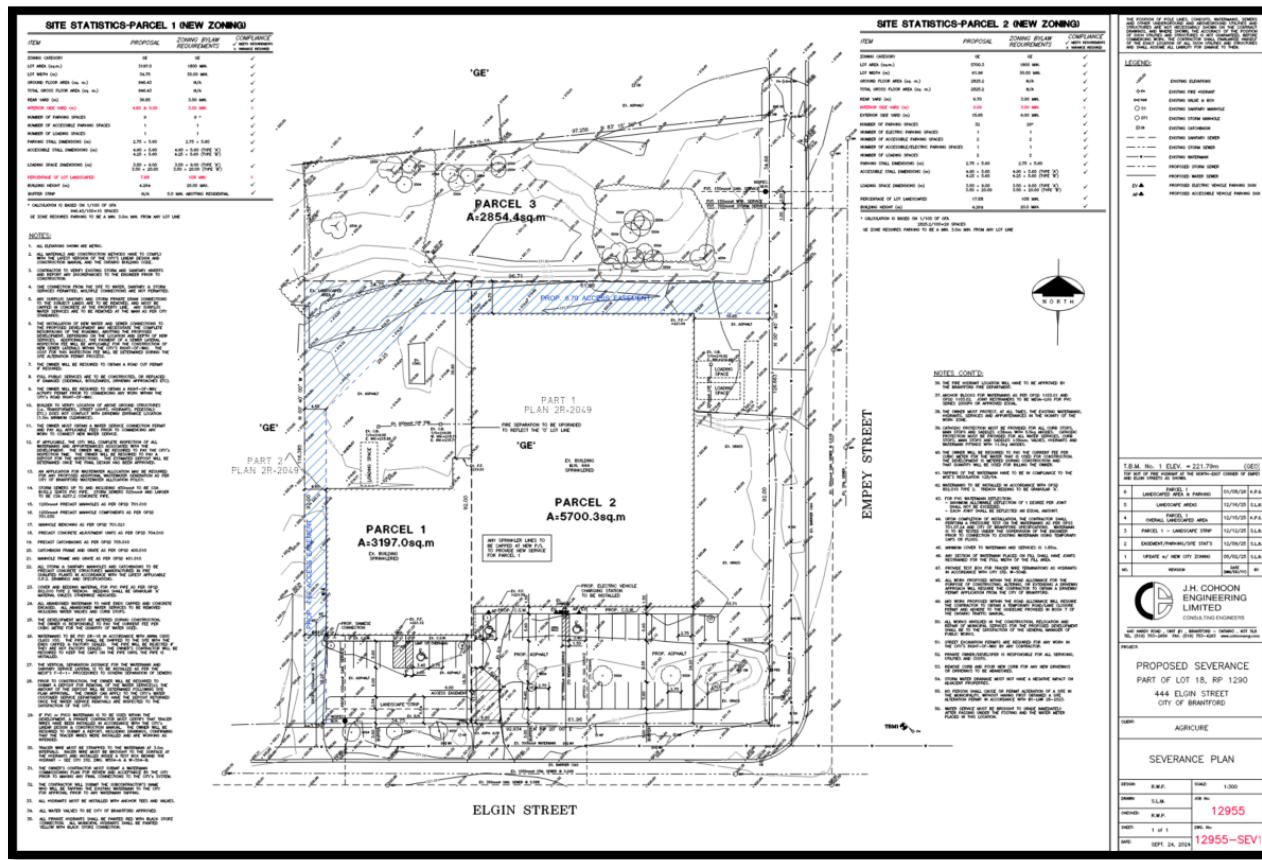
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B22-2025, B23-2025, A35-2025
444 Elgin Street



Concept Plan





January 15, 2026

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: B23-2025

Related File Numbers: B22-2025 and A35-2025

Address: 444 Elgin Street (Parcel 3)

Roll Number: 2906030007046100000

Agent/Applicant: J.H. Cohoon Engineering Ltd. (Bob Phillips)

Owner: KOOP Enterprises Inc. (Olesya Krivobok)

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:

The City of Brantford has received two Consent applications and a Minor Variance Application for the property municipally described as 444 Elgin Street. The applicant proposes to sever two industrial lots, one being the severance of the existing industrial building into two lots, and the second being the severance of a vacant lot at the rear of the property facing Empey Street.

The proposed lot dimensions are as follows:

- Parcel 2 (B22-2025) – Lot width 61.96m, and a lot area of 5,700.3m²;
- Parcel 3 (B23-2025) – Lot width 34.66m, and a lot area of 2,854.4m²
- Retained Lands – Lot width of 34.75m and a lot area of 3,197.0m²

To facilitate this development, the applicant is requesting relief from the following section of Zoning By-law 124-2024:

- Section 5.20b): to provide a 6.7m access to loading spaces for the retained lands, whereas 7.0m is required;
- Section 10.3 Table 10.3.8 - to permit a minimum interior side yard between the retained lands and Parcel 2 of 0.0m, whereas the by-law requires 3.0m; and
- Section 10.3 Table 10.3.11 to permit a minimum landscaped area on Parcel 1 of 7.8%, whereas 10% is otherwise required.

Decision: **Provisional Approval**

Date: **January 14, 2026**

THAT consent application B23-2025 to sever a parcel of land from 444 Elgin Street, having a frontage of 34.66 m and a lot area of 2,854.4 m², and to retain a parcel of land having a frontage of 34.75 m and a lot area of 3,197.0 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 a Wastewater Allocation Request Form has been submitted and approved.
6. Receipt of confirmation from the Manager of Development Engineering or his/her designate, indicating that a Municipal Numbering Assignment Request Form to assign a municipal address number to the severed and/or retained parcel(s) has been submitted.
7. 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 his/her 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, etc.) inclusive of restoration of the municipal right of way back to municipal standards (Removal of excess driveways, replacement of boulevard sod and street trees, etc.) and all other works as may be required external to the proposed site.
8. 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.
9. 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, etc.) to the satisfaction of the Manager of Development Engineering or his/her designate.
10. 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 his/her designate.
11. The Owner/Applicant shall be responsible financially and otherwise, to provide water service 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. This includes obtaining a Water Service Connection Permit for each new service, obtaining a Right-of-Way Activity Permit prior to commencing any work within the City's road right-of-way and providing detailed servicing plans for review and comment to confirm that the location of the existing water service resides within the parcel that it will serve.
12. That the above conditions be fulfilled and the Certificate of Consent be issued on or before January 15, 2028, after which time the consent will lapse.

THAT the reasons for approval of B23-2025 are as follows: the proposed consent does not have 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 45(8) – (8.2) and 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 6.2 of Report No. 2026-15”.

**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**

ABSENT - T. Cupoli, Member

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

ABSENT - A. Alagic, 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 **February 4, 2026 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:

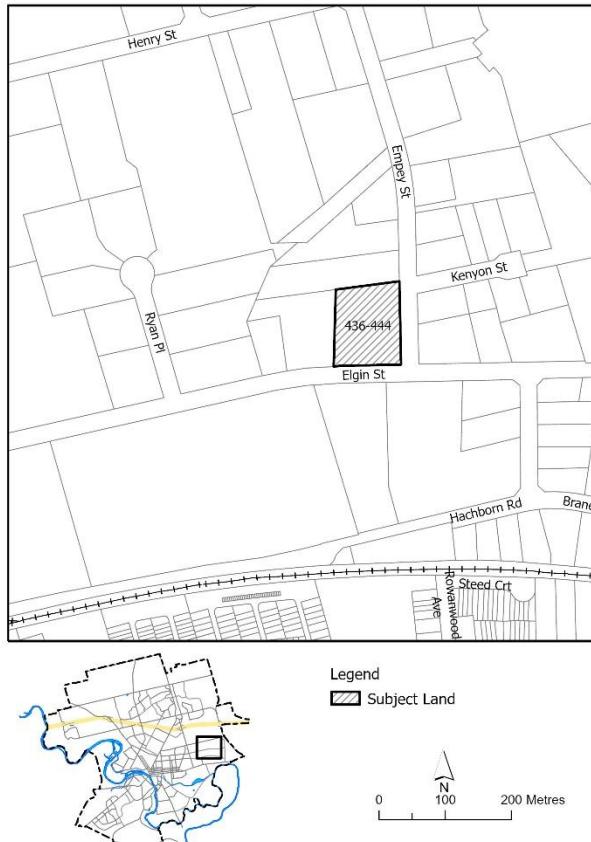
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted 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:

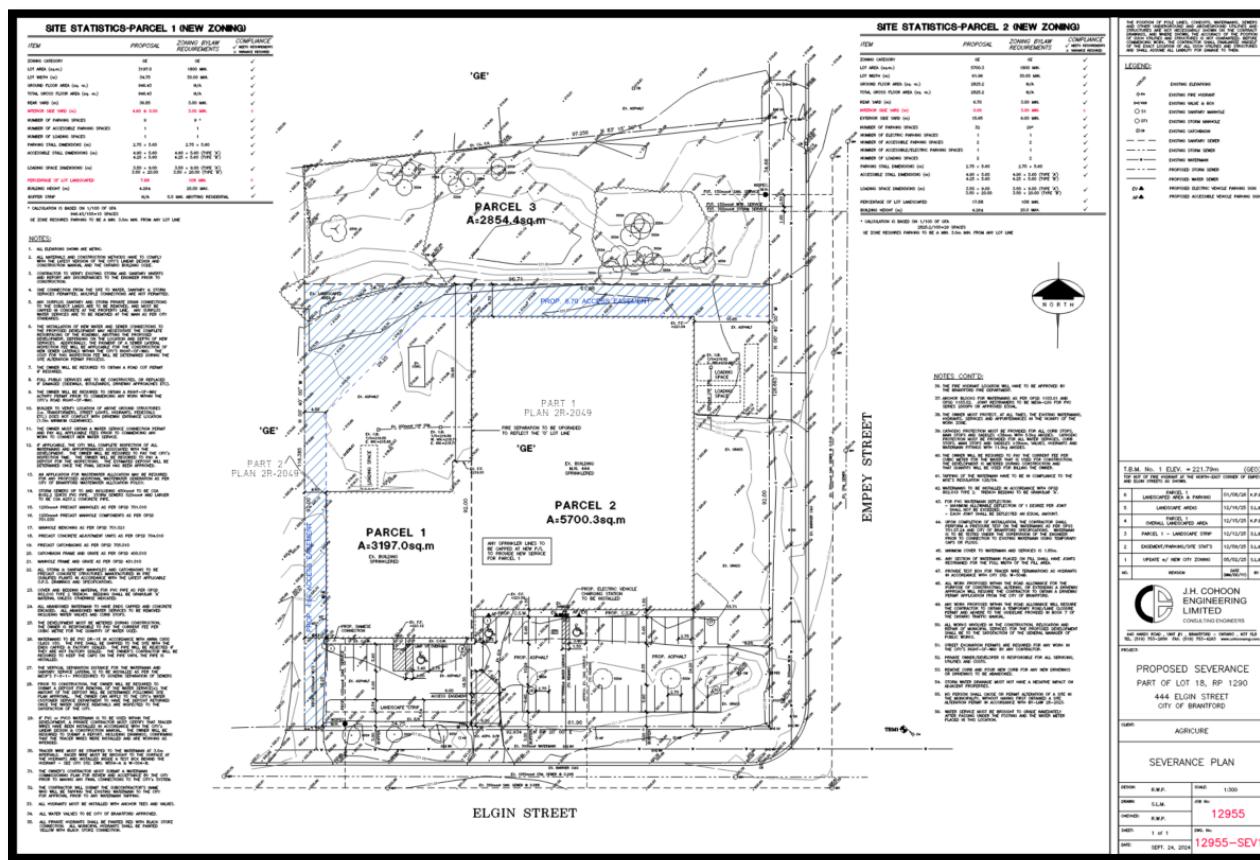
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B22-2025, B23-2025, A35-2025
444 Elgin Street



Concept Plan





January 15, 2026

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: A55-2024

Related File Numbers: n/a

Address: 321 Dalhousie St

Roll Number: 2906040004220000000

Agent/Applicant: Ruchika Angrish

Owner: Dante DeDominicis

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 321 Dalhousie Street. The purpose of the application is to facilitate the construction of a six-unit apartment building attached to the existing dwelling in the rear yard. The applicant is requesting relief from the following section(s) of Zoning By-law 124-24:

- Section 6.8 Table 6.8.7 to permit a rear yard of 4 m for the proposed apartment building, whereas a minimum of 7.5 m is otherwise required;
- Section 6.8 Table 6.8.9 to permit an interior side yard of 1.2 m for the proposed apartment building, whereas a minimum of 5.5 m is otherwise required;
- Section 5.1 Table 5.3.b.3 to permit 0 visitor parking spaces, whereas a minimum of 1 is otherwise required; and
- Section 5.8 Table 5.8.a.1 to permit a two-way driveway aisle of 5.6 m in width, whereas a minimum width of 6 m is otherwise required.

Decision: **APPROVED**

Date: **January 14, 2026**

THAT minor variance application A55-2024 seeking relief from Section 6.8 Table 6.8.7 of Zoning By-law 124-2024 to permit a rear yard of 4 m for the proposed apartment building, whereas a minimum of 7.5 m is otherwise required, BE APPROVED;

THAT minor variance application A55-2024 seeking relief from Section 6.8 Table 6.8.9 of Zoning By-law 124-2024 to permit an interior side yard of 1.2 m for the proposed apartment building, whereas a minimum of 5.5 m is otherwise required, BE APPROVED;

THAT minor variance application A55-2024 seeking relief from Section 5.1 Table 5.3.b.3 of Zoning By-law 124-2024 to permit 0 visitor parking spaces for the proposed apartment building, whereas a minimum of 1 is otherwise required, BE APPROVED;

THAT minor variance application A55-2024 seeking relief from Section 5.8 Table 5.8.a.1 of Zoning By-law 124-2024 to permit a two-way driveway aisle of 5.6 m in width, whereas a minimum width of 6 m is otherwise required, BE APPROVED;

THAT the reasons for the approval of the minor variance are as follows: the proposed variance 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 6.2 of Report No. 2026-21”.

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

Opposed - M. Bodnar, Member

ABSENT - T. Cupoli, Member

ABSENT - A. Alagic, Member

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

**Electronically signed by M. Simpson,
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 **February 3, 2026 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)

