



August 6, 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: A26-2026
Related File Numbers: n/a
Address: 360 Colborne Street
Roll Number: 2906040004271000000
Applicant: Negin Rafiei (6ix Design Architects Inc.)
Owner: Jason Grant

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 360 Colborne Street East. The purpose of the minor variance is to permit one (1) residential unit on the ground floor of the mixed-use building. The applicant is requesting relief from the following section(s) of Zoning By-law 124-2024

- Table 6.2.a.6. to permit a dwelling unit on the ground floor of a mixed-use zone, whereas it is otherwise not permitted.

The subject lands are designated “Intensification Corridor” in the Official Plan and zoned “Intensification Corridor (IC)” in Zoning By-law 124-2024.

Decision: **Approved**

Date: **August 5, 2026**

THAT minor variance application A26-2026 seeking relief from Section 6.2, Table 6.2.a.6 Zoning By-law 124-2024 to permit a dwelling unit on the ground floor of a mixed-use zone that is approximately 30 m from the front property line, whereas it is otherwise not permitted, 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. 2026-358”.

**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**

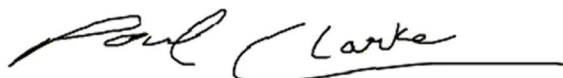
**Electronically signed by T. Cupoli,
Member**

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

A. Alagic, Member - ABSENT

Certification

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

A handwritten signature in black ink, appearing to read "Paul Clarke", with a long horizontal stroke extending to the right.

Paul Clarke, 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 **August 26, 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:

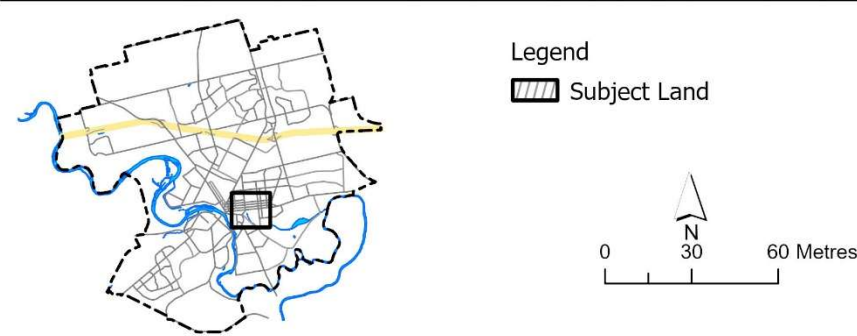
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted 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: A26-2026
360 Colborne Street





August 6, 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: A27-2026
Related File Numbers: n/a
Address: 29 Tutela Heights
Roll Number: 2906010030147000000
Applicant: Robin Eady
Owner: Timothy Poot

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 29 Tutela Heights Road. The purpose of the minor variance is provide Zoning By-law relief for the height of the accessory garage. The applicant is requesting relief from the following section(s) of Zoning By-law 124-24:

- Section 3.1 Table 3.1.a.6.b. to permit a maximum building height of 5.37 m for an accessory garage in a residential zone, whereas 4.5 m is otherwise required.

The subject lands are designated “Residential” in the Official Plan and zoned “Suburban Residential (SR)” in Zoning By-law 124-2024.

Decision: **Approved**

Date: **August 5, 2026**

THAT minor variance application A27-2026 seeking relief from Section 3.1 Table 3.1.a.6.b, Zoning By-law 124-2024 to permit a maximum building height of 5.4 m for an accessory garage in a residential zone, whereas a maximum of 4.5 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. 2026-359”.

**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**

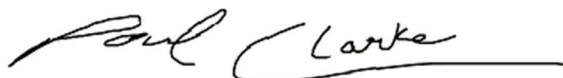
**Electronically signed by T. Cupoli,
Member**

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

A. Alagic, Member - ABSENT

Certification

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

A handwritten signature in black ink, appearing to read "Paul Clarke", with a long horizontal stroke extending to the right.

Paul Clarke, 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 **August 26, 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?

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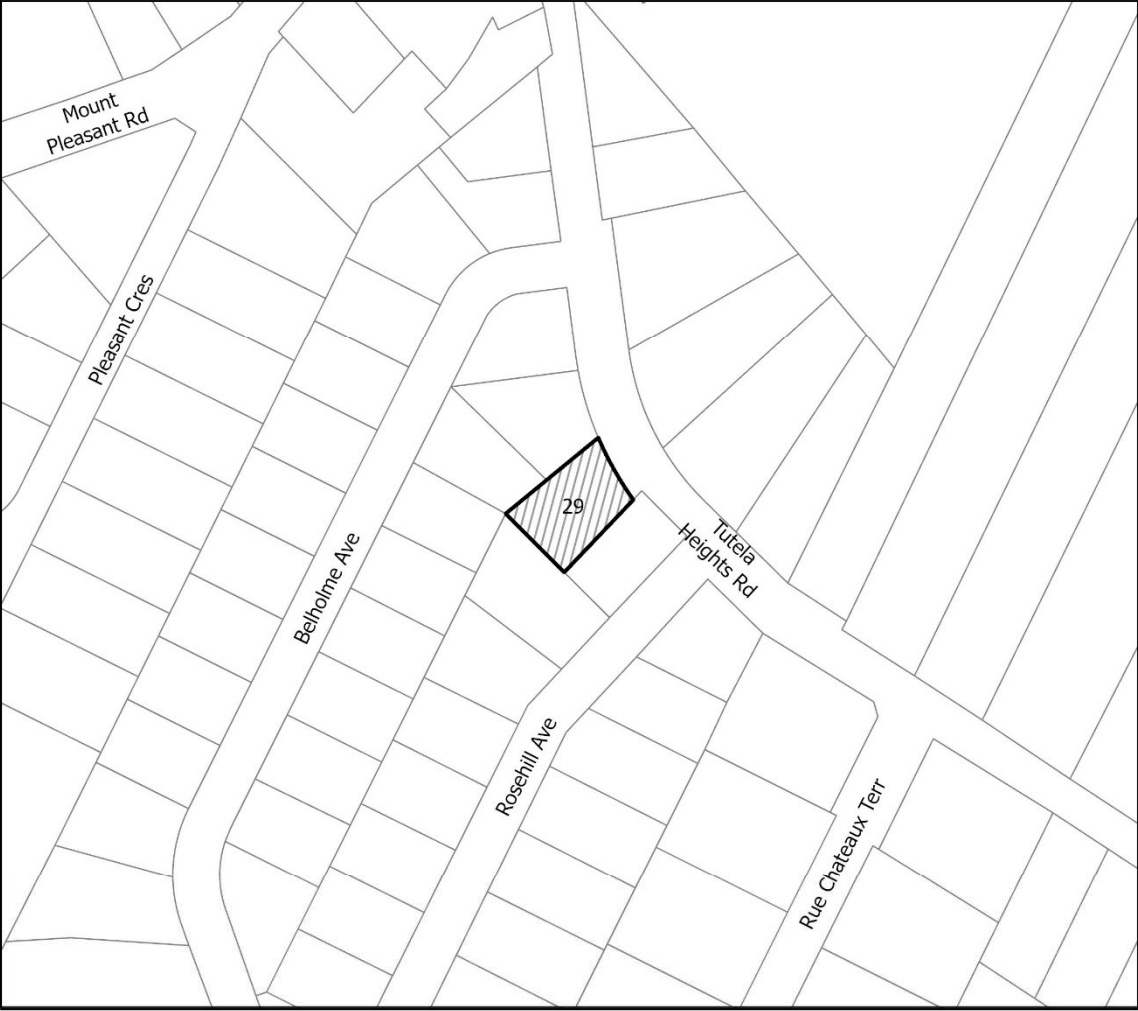
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- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

Questions or Information:

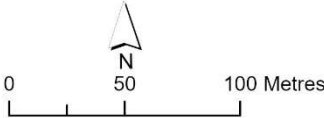
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: A27-2026
29 Tutela Heights



Legend
Subject Land





August 6, 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: A28-2026
Related File Numbers: B16-2026
Address: 305 Terrace Hill
Roll Number: 2906020010270000000
Agent:
Applicant: Robert Philips
Owner: Jack Ciommo

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 305 Terrace Hill Street. The purpose of this application is to sever the lot to facilitate the construction of a semi-detached dwelling so each unit can be sold separately. The applicant is requesting relief from the following section(s) of Zoning By-law 124-2024:

Section 7.4.1.1: To permit a minimum lot frontage of 8.86 m whereas 15 m is otherwise the required minimum (severed)

Section 7.4.1.1: To permit a minimum lot frontage of 6.38 m whereas 15 m is otherwise the required minimum (retained)

Section 7.4.1.2: To permit a minimum lot area of 240m² whereas 450m² is otherwise the required minimum (severed)

Section 7.4.1.2: To permit a minimum lot area of 207m² whereas 450m² is otherwise the required minimum (retained)

The subject lands are designated "Residential" in the Official Plan and zoned "NLR (F15 A450 C35)" in Zoning By-law 124-2024.

Decision: **Approved**

Date: **August 5, 2026**

THAT minor variance application A28-2026 seeking relief from Section 7.4.1.1 of Zoning By-law 124-2024 to permit a lot frontage of 8.86 m for the severed parcel and a lot

frontage of 6.38 m for the retained parcel, to accommodate each unit of a semi-detached dwelling, whereas a minimum of 15 m is otherwise required BE APPROVED;

THAT minor variance application A28-2026 seeking relief from Section 7.4.1.2 of Zoning By-law 124-2024 to permit a lot area of 240m² for the severed parcel and a lot area of 207 m² for the retained parcel, to accommodate each unit of a semi-detached dwelling, whereas a minimum of 450m² is otherwise required BE APPROVED

THAT minor variance application A28-2026 seeking relief from Section 7.4.1.3 of Zoning By-law 124-2024 to permit a lot coverage of 36% for the retained parcel, whereas 35% is otherwise the permitted maximum 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

**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**

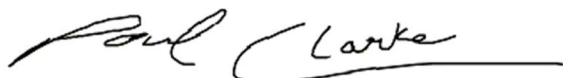
**Electronically signed by T. Cupoli,
Member**

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

A. Alagic, Member - ABSENT

Certification

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Paul Clarke, 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 **August 26, 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?

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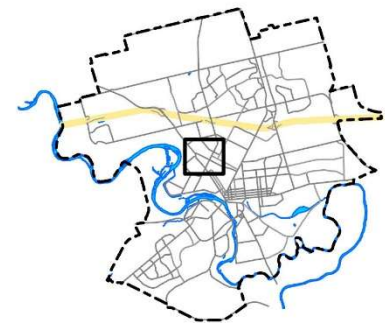
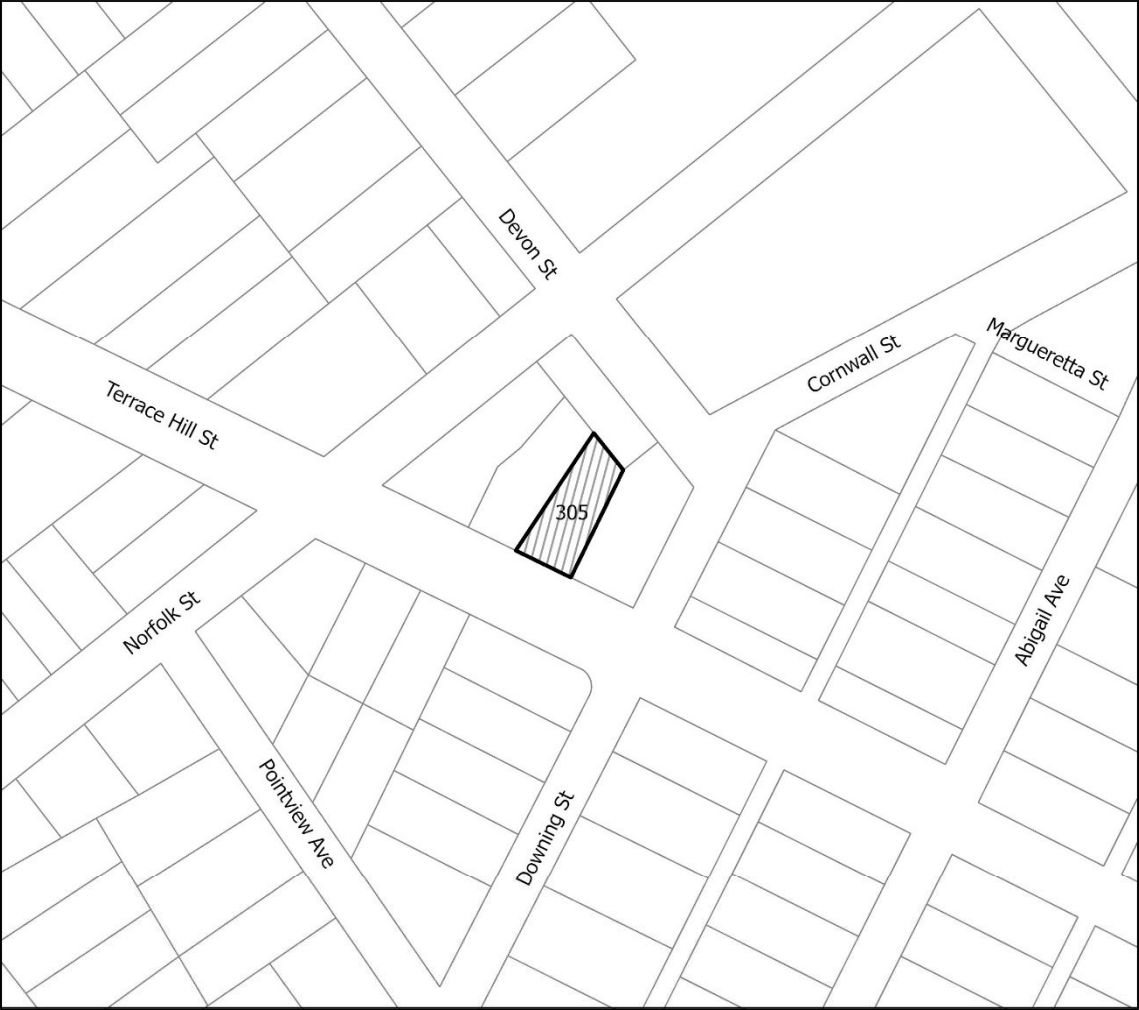
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted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

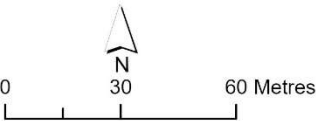
Contact Committee of Adjustment Staff (cofa@brantford.ca)

LOCATION MAP

Application: B18-2026 and A28-2026
305 Terrace Hill Street



Legend
[Hatched Box] Subject Land





August 6, 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: B18-2026
Related File Numbers: A28-2026
Address: 305 Terrace Hill
Roll Number: 2906020010270000000
Agent: Robert Philips (J.H. Cohoon Engineering)
Applicant: Robert Philips (J.H. Cohoon Engineering)
Owner: Jack Ciommo

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 305 Terrace Hill Street. The purpose of this application is to sever the lot to facilitate the construction of a semi-detached dwelling so each unit can be sold separately.

The subject lands are designated “**Residential**” in the Official Plan and zoned “**NLR (F15 A450 C35)**” in Zoning By-law 124-2024.

Decision: **Provisional Approval**

Date: **August 5, 2026**

THAT Consent application B18/2026 requesting to sever a parcel of land from the subject property municipally addressed as 305 Terrace Hill, BE APPROVED subject to the following conditions;

1. Receipt of confirmation that the decision to approve Application File No. A28-2026 is final and binding and is in full force and effect.
2. Receipt of a registered reference plan showing the severed and retained parcel;
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 has submitted 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 Engineering or his/her designate, indicating that the deposited reference plan showing the severed and

retained parcels of land has been received.

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 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 for the severed and retained parcels.
13. That the above conditions be fulfilled and the Certificate of Consent be issued on or before August 6, 2028 after which time the consent will lapse.

THAT the reasons for approval of B18-2026 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 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 5.2 of Report No. 2026-355”

**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**

A. Alagic, Member - ABSENT

Certification

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

A handwritten signature in dark ink, appearing to read "Paul Clarke", with a long horizontal flourish extending to the right.

Paul Clarke, 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 **August 27, 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.

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

Planning Act Section 53(19) appeals must include:

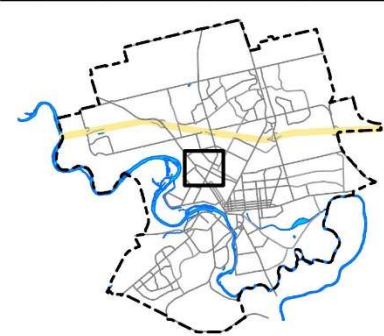
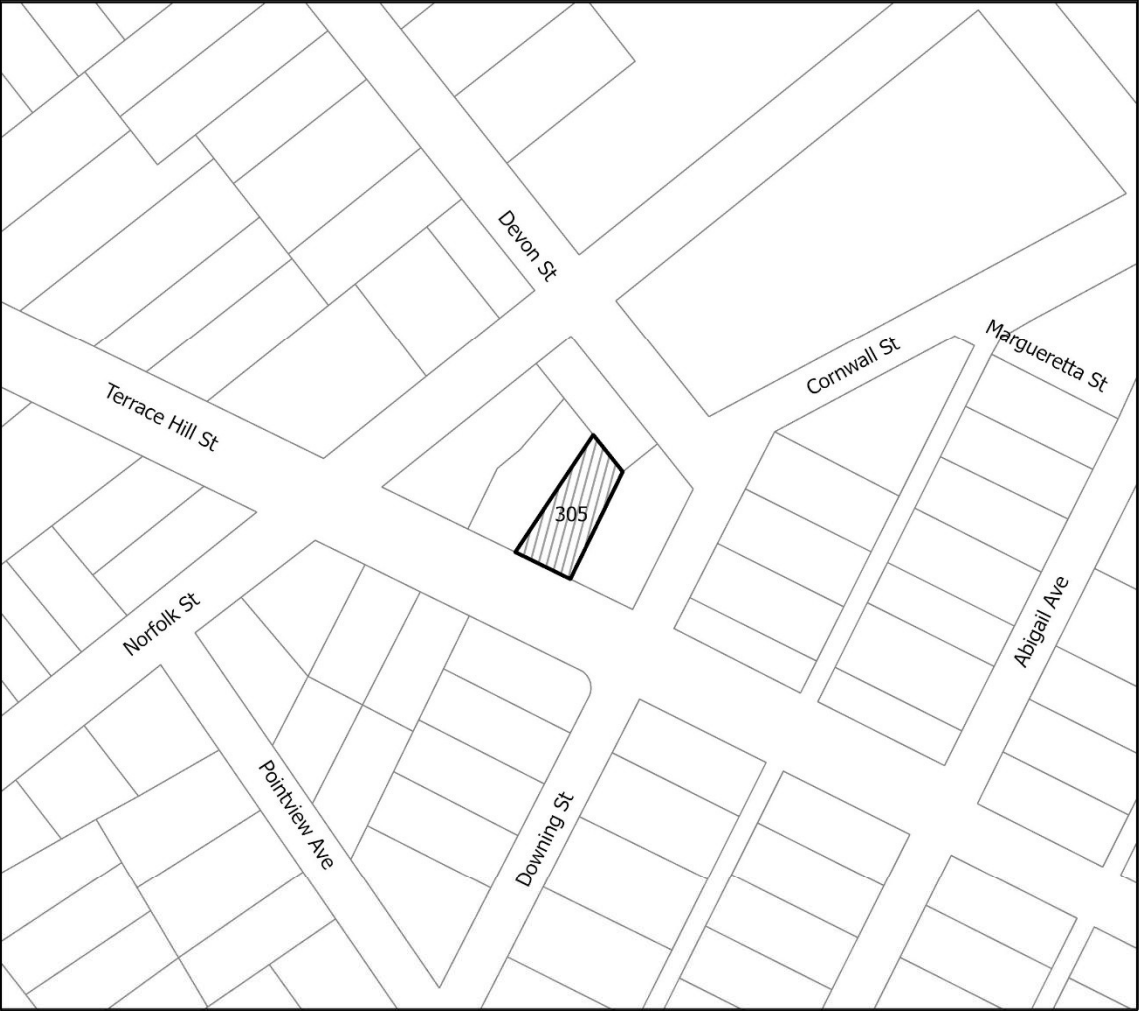
- Notice of appeal, the Ontario Land Tribunal (OLT) Appeal Form - this can be found by contacting Committee of Adjustment staff at Brantford City Hall, 58 Dalhousie Street Brantford ON N3T 2J2 or at the OLT website <https://olt.gov.on.ca/forms-submissions/>, a cover letter, etc. may also be submitted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

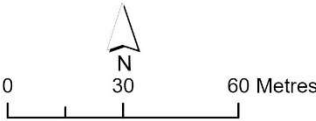
LOCATION MAP

Application: B18-2026 and A28-2026
305 Terrace Hill Street



Legend

 Subject Land





August 5, 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: A29-2026
Related File Numbers: B19-2026
Address: 269 North Park Street
Roll Number: 2906030014305000000
Applicant: Robert Philips
Owner: RSF Developments

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 269 North Park Street. The purpose of this application is to sever the lot to facilitate the construction of a semi-detached dwelling so each unit can be sold separately. The applicant is requesting relief from the following section(s) of Zoning By-law 124-2024:

Section 7.4.1.1: To permit a minimum lot frontage of 11 m whereas 15 m is otherwise the required minimum (retained)

Section 7.4.1.1: To permit a minimum lot frontage of 11 m whereas 15 m is otherwise the required minimum (severed)

The subject lands are designated “Residential” in the Official Plan and zoned “NLR (F15 A450 C35)” in Zoning By-law 124-2024.

Decision: **Approved**

Date: **August 5, 2026**

THAT minor variance application A29-2026 seeking relief from Section 7.4.1.1 Zoning By-law 124-2024 to permit a lot frontage of 11 m for both the severed and retained parcel, to accommodate each unit of a semidetached dwelling, whereas a minimum of 15 m is otherwise required BE APPROVED;

THAT the reasons for the approval of the minor variance application are as follows: the proposed development 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) 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 5.2 of Report No. 2026-351”.

**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**

A. Alagic, Member - ABSENT

Certification

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

A handwritten signature in black ink, appearing to read "Paul Clarke", with a long horizontal stroke extending to the right.

Paul Clarke, 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 **August 26, 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:

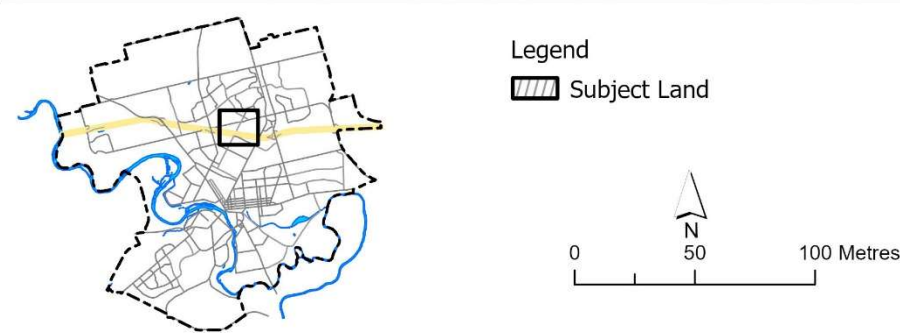
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- Filing fee: The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order payable to the Minister of Finance, Province of Ontario.
- All other information as required by the Appeal Form.

Questions or Information:

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

LOCATION MAP

Application: B19-2026 and A29-2026
269 North Park Street





August 6, 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: B19-2026
Related File Numbers: A29-2026
Address: 269 North Park Street
Roll Number: 2906030014305000000
Agent: Robert Philips (J.H. Cohoon Engineering)
Applicant: Robert Philips (J.H. Cohoon Engineering)
Owner: RSF Developments

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 269 North Park Street. The purpose of this application is to sever the lot to facilitate the construction of a semi-detached dwelling so each unit can be sold separately.

The subject lands are designated “**Residential**” in the Official Plan and zoned “**NLR (F15 A450 C35)**” in Zoning By-law 124-2024.

Decision: **Provisional Approval**

Date: **August 5, 2026**

THAT Consent application B19/2026 requesting to sever a parcel of land from the subject property municipally addressed as 269 North Park Street, BE APPROVED subject to the following conditions;

1. Receipt of confirmation that the decision to approve Application File No. A29-2026 is final and binding and is in full force and effect.
2. Receipt of a registered reference plan showing the severed and retained parcel;
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 has submitted 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. The Owner/Applicant shall provide an As-Built Survey demonstrating the fire separation between the two dwelling units in the semi-detached dwelling is on the proposed severance line to the satisfaction of the Chief Building Official.
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 Wastewater Allocation Request Form has been submitted and approved.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 for the severed and retained parcels.
14. That the above conditions be fulfilled and the Certificate of Consent be issued on or before August 6, 2028 after which time the consent will lapse

THAT the reasons for approval of B19-2026 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 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 5.2 of Report No. 2026-351”.

Electronically signed by G. Kempa,
Chair/Member
Electronically signed by M. Bodnar,
Member

Electronically signed by T. Cupoli,
Member

A. Alagic, Member - ABSENT

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



Paul Clarke, 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 **August 27, 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.

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

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- All other information as required by the Appeal Form.

Questions or Information:

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

LOCATION MAP

Application: B19-2026 and A29-2026
269 North Park Street

