



# City of Brockville Committee of Adjustment Agenda

3:00 PM - Wednesday, June 17, 2026  
City Hall, Council Chambers

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## Chair's Remarks

"The Council for the City of Brockville, under by-law, has appointed us as members of the Committee of Adjustment. Our responsibilities are outlined in detail in the Planning Act and include the processing of applications for minor variances to certain by-laws, consideration of changes or extensions to non-conforming uses and the processing of consent applications where a minor variance is required prior to a consent being approved. Further information, if required, may be obtained from the Planning Department.

Anyone who wishes to speak at today's hearing is asked to direct their comments through the Chair, stating your full name and address for the record.

Anyone present, other than the applicant, who wishes to receive a copy of the decision of the Committee on any of the submissions being heard, must submit a written request with the Secretary-Treasurer for such notice. In order to be kept advised of any possible Ontario Land Tribunal hearing, one must request in writing and be sent a copy of the Committee's decision on any particular application.

Any minor variance decision made by the Committee at today's meeting will become final 20 days after the date of making of the Decision, provided no appeals are lodged. In the case of a consent, the appeal period is 20 days after the date of the Notice of Decision."

## Disclosure of Pecuniary Interest

## Appointment of Secretary/Treasurer

1. THAT Victoria Redekopp, Development Services Coordinator be appointed as a Secretary/Treasurer of the Committee of Adjustment.

### **Public Meeting**

- 3 - 12      1.      2026-91  
12-14 Water Street East - Minor Variance D13-06-26 and Consent to Sever D10-05-26  
*THAT application D13-06-26 be approved, and the following variances be granted:*

*Proposed lots at 12-14 Water Street East:*

1. *A reduction in the minimum lot frontage from 15m to 9.1m (12 Water St. East) and from 15m to 12.6m (14 Water St. East)*
2. *A reduction in the minimum lot area from 500m<sup>2</sup> to 386.7m<sup>2</sup> (12 Water St. East) and from 500m<sup>2</sup> to 278.7m<sup>2</sup> (14 Water St. East)*

*THAT the consent to sever the existing property and to create the requested easement as outlined on Attachment 2 to this report, be approved, conditional on Minor Variance D13-06-26 becoming final.*

- 13 - 20      2.      2026-93  
1136 Potter Drive - Minor Variance D13-07-26  
*THAT applications D13-07-26 be approved, and the following variance be granted for the property:*
1. *Permission for an attached private garage to be built to a maximum of 6.41m.*

### **Approval of the Minutes**

- 21 - 24      *THAT the minutes of the Committee of Adjustment meeting dated April 22, 2026 be adopted as circulated.*

### **Adjournment**

*THAT the Committee of Adjustment meeting be adjourned until its next scheduled meeting.*



# Staff Report

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**Report To:** Committee of Adjustment  
**Meeting Date:** June 17, 2026  
**Prepared By:** Nicholas Carter, Planner  
**Report Number:** 2026-91  
**Subject:** 12-14 Water Street East - Minor Variance D13-06-26 and Consent to Sever D10-05-26

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## Recommendation

THAT application D13-06-26 be approved, and the following variances be granted:

Proposed lots at 12-14 Water Street East:

1. A reduction in the minimum lot frontage from 15m to 9.1m (12 Water St. East) and from 15m to 12.6m (14 Water St. East)
2. A reduction in the minimum lot area from 500m<sup>2</sup> to 386.7m<sup>2</sup> (12 Water St. East) and from 500m<sup>2</sup> to 278.7m<sup>2</sup> (14 Water St. East)

THAT the consent to sever the existing property and to create the requested easement as outlined on Attachment 2 to this report, be approved, conditional on Minor Variance D13-06-26 becoming final.

## Background

Helen Cooper, the owner of the subject lands, has submitted applications for consent and minor variance for lands described as Part Lot 25 & 26, Block 10, Plan 67, RP 28R5443, Parts 5, 6 and 7, municipally known as 12-14 Water Street East. A map showing the location of the property is Attachment 1 to this report.

The purpose of the consent application is to sever an existing lot that was merged, restoring two lots to their original lots of record. In addition, the consent application seeks to add an easement in favour of the retained lot to allow parking at the rear of the severed lot.

The purpose of the Minor Variance application is to seek relief from Zoning Bylaw requirements to permit a reduction in the minimum lot frontage from 15m to 9.1m (12 Water St. East) and from 15m to 12.6m (14 Water St. East), with a reduction in the minimum lot area from 500m<sup>2</sup> to 278.7m<sup>2</sup> (12 Water St. East) and from 500m<sup>2</sup> to 386.7m<sup>2</sup> (14 Water St. East) This relief is requested to recognize the previous configuration of the lots of record of the subject properties, bringing them into

compliance with the Zoning By-law, and facilitating the proposed severance of the existing property.

When considering the minor variance application, the Committee must consider the four tests as outlined in Section 45(1) of the Ontario Planning Act, which states that a variance to the zoning by-law shall:

- be minor;
- be desirable for the appropriate development or use of the land, building or structure;
- maintain the general intent and purpose of the Zoning By-law; and,
- maintain the general intent and purpose of the Official Plan.

The application must meet all the above tests.

## **Analysis**

### **Official Plan and Zoning Information**

Official Plan Designation	Downtown and Central Waterfront Area, within the Mixed Use Node, subject to Intermittent Street Frontage, Minimum Ground Floor Height, and Cataraqui Region Conservation Authority Screening policies and Source Water Protection considerations.
Zoning Classification	MW-Mixed Use Waterfront Zone, subject to Source Water Protection considerations.

### **Dimensions/Description of Site**

Zoning Provision	Required	12 Water Street East	14 Water Street East
Minimum Lot Frontage	15m	9.1m	12.6m
Minimum Lot Area	500m <sup>2</sup>	278.7m <sup>2</sup>	386.7m <sup>2</sup>

(All dimensions for the properties are approximate)

A site inspection was conducted by Staff on 28 May 2026. The property is currently occupied by a commercial dive shop, single-detached dwelling, and shed. A sketch showing the proposed lot dimensions, provided by the applicant, is Attachment 2 to this report. Attachment 3 to this report are photo's taken by staff during a site visit on 28 May 2026.

### **Circulation/Notice of Public Hearing**

Notice of this Public Hearing was posted on the proposed lands, as well as being circulated by First Class mail to all property owners within 60.0 metres of the subject property, and to various agencies and municipal departments, on 28 May 2026.

The notices were sent in accordance with the requirements of the Planning Act and Regulations thereto.

### **Comments Received**

#### **Building Division**

No concerns.

#### **Engineering Department**

No concerns.

#### **CRCA**

No concerns.

#### **Operations Department**

No comments received.

#### **Fire Department**

No concerns.

The notices were sent in accordance with the requirements of the Planning Act and Regulations thereto.

### **Provincial Policy Statement**

The Provincial Policy Statement 2024 (PPS) issued under Section 3 of the Planning Act provides policy direction on matters of Provincial interest related to land use planning and development.

The PPS provides policy direction on matters of provincial interest related to land use planning and development, including building homes, sustaining strong and competitive communities, providing infrastructure and facilities, managing resources and protecting

public health and safety. Not all policies in the PPS are relevant to the planning matter under consideration, and thus, only those relevant portions will be referenced below.

Chapter 1 of the PPS sets out the vision of the province. It establishes an overall goal of increasing the supply and mix of housing options to reach at least 1.5 million new homes by 2031.

Chapter 2 of the PPS provides policy direction regarding building homes and sustaining strong and competitive communities. Section 2.1 states that achievement of complete communities should be supported by accommodating an appropriate range and mix of land uses to meet long-term needs, improving accessibility for people of all ages and abilities and improving social equity.

Section 2.2 requires, among others, that authorities provide for an appropriate range and mix of housing options and densities to meet current and projected needs by:

- establishing and implementing minimum targets for housing that is affordable to low and moderate incomes households.
- permitting and facilitating:
  - all housing options arising from demographic changes and employment opportunities.
  - all types of residential intensification, including development and redevelopment of underutilized commercial and institutional sites, which would result in a net increase in residential units.
- promote densities that effectively use land, resources, and infrastructure and support the use of active transportation.
- require transit-supportive development and prioritize intensification, in proximity to transit.

Further, in accordance with Section 2.3, settlement areas should be the focus of such growth and development and should provide for a mix of densities, land uses, and support the achievement of complete communities.

The proposed consent is consistent with the PPS (2024), as it supports the provincial vision of increasing the supply and mix of housing options by formalizing two independently conveyable residential lots within an existing settlement area, thereby contributing to complete communities. The severance accommodates a broader range of housing choices and aligns with PPS policies encouraging efficient use of land and infrastructure, gentle residential intensification, and housing forms that meet long-term needs. By recognizing the existing lot as two separate lots, the proposal promotes compact urban form, reinforces the mixed-use fabric, and directs growth to a fully serviced area, consistent with Section 2.1, 2.2, and 2.3 of the PPS, which collectively encourage a mix of densities, the effective use of infrastructure, and intensification within settlement areas.

Based on the foregoing, the development, as proposed, is consistent with the above-stated goals, objectives and policies of the PPS.

### **Official Plan Designation**

The Official Plan provides guidance on how to manage future growth, development, and change within the City of Brockville.

The Official Plan's goals are to create a sustainable City in terms of health and vitality, that is economically viable and diverse, has high quality municipal services and amenities, and is well planned.

Section 2.3, 4b, 3. and 7. of the Official Plan states that an objective is to encourage a mix of compatible land uses at appropriate locations as well as to land use patterns meet the needs of a range of citizens.

Section 2.3, 1a, 20. states that an objective is to maintain and enhance the character of Brockville when considering appropriate development.

Section 3.2.6 outlines Mixed Use and Commercial Areas and how they are to develop over the life of the Official Plan. This section focuses on the "Downtown and Central Waterfront Area" and "Mixed-Use Node" designations and speaks to providing a range of commercial and residential uses in established areas, providing mixed use developments that are efficient in use of land, resources, and infrastructure. These mixed uses are inherently more flexible and responsive to land use patterns and changes.

As the property is located within the "Downtown and Central Waterfront Area" designation within the "Mixed Use Node", the proposal supports Section 3.2.6 by contributing to the mixed-use form, thereby reinforcing mixed use stability. The consent and minor variance meet the Official Plan's goals of supporting complete, resilient, and well-planned mixed-use areas.

The proposed consent and minor variance are consistent with Brockville's Official Plan, which emphasizes sustainable growth, housing supply, and housing choice. The creation of two separate lots for an existing commercial building and residential dwelling supports the Plan's strategic theme of increasing housing availability and providing diverse, accessible, and lifecycle-appropriate housing options, in addition to contributing to a planning framework that promotes a flexible and adaptable economic environment.

### **Planning Department Comments**

The applications have been submitted to facilitate the creation of a new lot at 12-14 Water Street East. The request before the Committee is for a consent to sever the property, along with variances to Lot Area and Lot Frontage in relation to Minimum Lot Frontage and Minimum Lot Area requirements.

Staff are of the opinion that the proposed variances and consent at 12-14 Water Street East are consistent with the Provincial Policy Statement (2024) and align with the City of Brockville's Official Plan. Despite requiring variances to Minimum Lot Frontage and Minimum Lot Area, the proposal supports key provincial and municipal objectives such as intensification, housing diversity, and efficient land use within a settlement area.

The project utilizes existing infrastructure, promotes transit use, and contributes to the City's goal of providing flexible, mixed-use form in the designated "Downtown and Central Waterfront Area" and "Mixed Use Node".

### **Financial Implications**

Any and all costs associated with the property, including service replacement, the severance as well as any legal fees is the responsibility of the owner.

### **Conclusion**

Based on a full review of the above, the proposed consent and minor variances will have minimal impact on abutting properties, will continue to supply much needed housing within the Downtown Core, and are satisfying all provisions of Provincial Policy Statement and the Official Plan.

The proposed minor variances help facilitate a severance of the property to create two separate lots, with the variances requested being minor in nature and consistent with the surrounding neighborhood and are satisfying the four (4) tests of the Planning Act, resulting in staff having no concern with approval of the applications.

This conclusion is provided in the recommendation section at the beginning of this report.

Approved by:  
Andrew McGinnis, Chief Planning Officer

Status:  
Approved - 10 Jun 2026

Attachments:

[Attachment 1](#)  
[Attachment 2](#)  
[Attachment 3](#)

# Attachment 1





# Attachment 3



Front of 12-14 Water Street East



Rear view of 12-14 Water Street East



Existing Parking Area of 14 Water Street East



# Staff Report

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**Report To:** Committee of Adjustment  
**Meeting Date:** June 17, 2026  
**Prepared By:** Nicholas Carter, Planner  
**Report Number:** 2026-93  
**Subject:** 1136 Potter Drive - Minor Variance D13-07-26

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## Recommendation

THAT applications D13-07-26 be approved, and the following variance be granted for the property:

1. Permission for an attached private garage to be built to a maximum of 6.41m.

## Background

Alison Clarke of the Stirling Group, acting on behalf of the property owners, Juliada Holdings Inc., has submitted an application for a minor variance for lands described as Lot 56, Plan 28M25, Brockville, municipally known as 1136 Potter Drive. A map showing the approximate location of the subject property, is Attachment 1 to this report.

The purpose of the minor variance application is to seek relief from Zoning By-law 050-2014, to permit an attached private garage that is larger than the maximum permitted 6.0m width, to accommodate the developer's design.

When considering the minor variance applications, the Committee must consider the four tests as outlined in Section 45(1) of the Ontario Planning Act, which states that a variance to the zoning by-law shall:

be minor;  
be desirable for the appropriate development or use of the land, building or structure;  
maintain the general intent and purpose of the Zoning By-law; and,  
maintain the general intent and purpose of the Official Plan.

The application must meet all the above tests.

## Analysis

### Official Plan and Zoning Information

Official Plan	"Neighbourhood Development Area", subject to "Source
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Designation	Water Protection" considerations.
Zoning Classification	R2A-Single Detached Residential Zone, subject to Source Water Protection considerations.

A construction drawing, showing the proposed attached private garage width, is Attachment 2 to this report.

A site inspection was conducted by Staff on 28 May 2026, as seen in Attachment 3 of this report, however, this property is currently undeveloped within the Stirling Meadows Subdivision.

### **Circulation/Notice of Public Hearing**

Notice of this Public Hearing was posted on the proposed lands, as well as being circulated by First Class mail to all property owners within 60.0 metres of the subject property, and to various agencies and municipal departments, on 28 May 2025.

The notices were sent in accordance with the requirements of the Planning Act and Regulations thereto.

### **Comments Received**

#### **Building Division**

No concerns at this time.

#### **Engineering Department**

Not opposed to the proposed minor variance but require the water, wastewater, and storm services to be placed outside the driveway and would like to note that the widening of the driveway will reduce the available space for on-street parking fronting this residence.

#### **CRCA**

No comment.

#### **Operations Department**

Not opposed.

#### **Fire Department**

No concerns.

**Applicant (Clarke)**

The variance requested is not because the provision is not possible to meet but rather to diversify the offering to the market. We are in an incredibly difficult economic situation, and the Homebuilder has been working on new designs to try to attract different levels of buyers. The home being proposed on Lot 56 offers a bungalow model with a full-size garage to target the downsizing market. The builder often sees down sizers looking for a bungalow model but with a full-size garage to ensure they still have ample storage. This model strives to achieve this.

**PROVINCIAL PLANNING STATEMENT**

The Provincial Planning Statement 2024 (PPS) issues under Section 3 of the planning Act provides policy direction on matters of Provincial interest related to land use planning and development

Section 3 of the Planning Act directs that Council decisions affecting planning matters "shall be consistent with" the Provincial Policy Statement.

The PPS provides a broad overview of communities and speaks to healthy, livable and safe communities which are to be sustained by, among other elements, accommodating an appropriate range and mix of residential units, employment uses, and promoting efficient development, by accommodating a mix of land uses to meet long-term needs and promoting cost-effective development standards to minimize land consumption and servicing costs, among other things.

As there is no specific reference to garage width but a commitment to develop a mix of residential units, Staff are of the opinion that the proposal is consistent with the policies within the PPS.

**OFFICIAL PLAN**

The land use designation is "Neighbourhood Development Area" subject to "Source Water Protection" considerations, as identified in the City of Brockville Official Plan.

The Official Plan's goals are to create a sustainable City in terms of health and vitality, that is economically viable and diverse, has high quality municipal services and amenities, and is well planned.

Section 2.3, 4b, 3. and 7. of the Official Plan states that an objective is to encourage a mix of compatible land uses at appropriate locations as well as to land use patterns meet the needs of a range of citizens.

Section 2.3, 1a, 20. states that an objective is to maintain and enhance the character of Brockville when considering appropriate development.

Section 4.4.3 outlines specific land use and built form policies that are applicable to Neighbourhood Development Areas. The Official Plan does not reference setbacks and/or heights that are specific to this application; it does however provide broad policies relating to orientation of dwellings, streetscape design and energy conservation, just to list a few.

As the Official Plan does not specifically reference driveways, and that the proposed developments will maintain the character of the "Neighbourhood Development Area" policies, the proposal is consistent with the Official Plan.

### **PLANNING DEPARTMENT COMMENTS**

Table 5.2(b) of the Zoning By-law 050-2014 states that "The maximum width of an attached private garage, in an R2A Zone, shall be 6.0 m or 50% of the width of the main building, whichever is less. The attached private garage shall not be permitted to encroach further into the front yard than the principal building, inclusive of any front porch."

The proposed garage is to be built at a width of 6.41m resulting in a minor variance being requested.

Staff are of the opinion that the proposal to permit the attached private garage to exceed 6.0m, is consistent with the Zoning By-law, the Official Plan, and the Provincial Policy Statement. Although the proposed attached private garage slightly exceeds this threshold, the development supports broader policy goals of promoting efficient land use, housing, and complete communities, outlined in the Official Plan and the PPS, without diminishing the neighbourhood character and form. In addition, as the area is currently under development, impact on adjacent property owners is minimal.

### **Financial Implications**

Any and all costs associated with any/all development is the responsibility of the owner.

### **Conclusion**

Based on a full review of the request, examination of the Provincial Planning Statement 2024, the Official Plan and Zoning By-law 050-2014, staff are of the opinion that the proposed request to widen the private attached garage from 6.0m to 6.41m will have minimal impact, is minor in nature, and maintains the general intent of both the Zoning By-Law and Official Plan. This proposal will also add much needed housing to the community.

This conclusion is reflected in the recommendation section at the beginning of this report.

Approved by:  
Andrew McGinnis, Chief Planning Officer

Status:  
Approved - 10 Jun 2026

Attachments:

[Attachment 1](#)

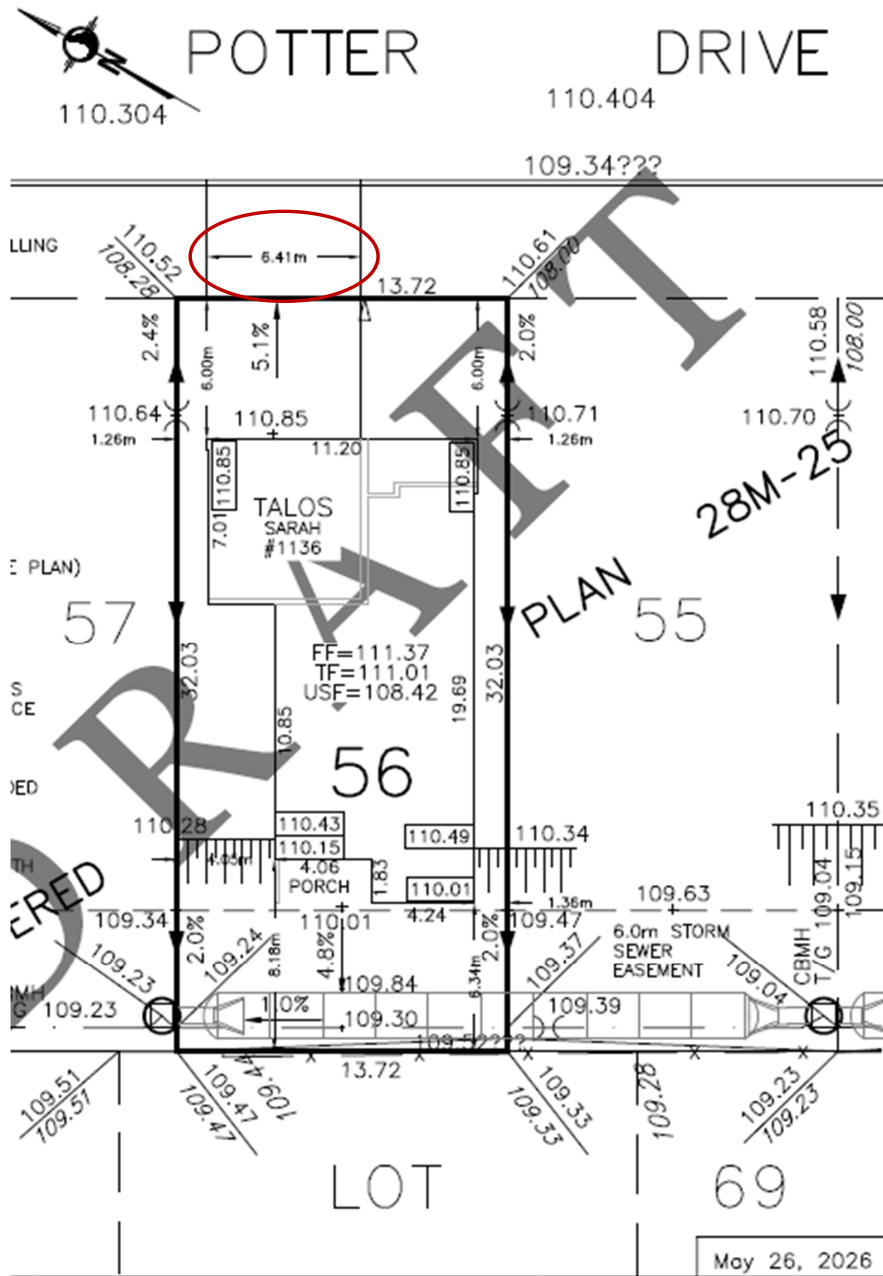
[Attachment 2](#)

[Attachment 3](#)

# Attachment 1



# Attachment 2



# Attachment 3



Proposed Site



**City of Brockville**  
**Committee of Adjustment**  
**Minutes**  
**3:00 PM - Wednesday, April 22, 2026**  
City Hall, Council Chambers

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The Committee of Adjustment meeting was called to order on Wednesday, April 22, 2026, at 3:00 PM, in the City Hall, Council Chambers, with the following present:

**Members Present:** Committee Chair Hugh A Bates  
Committee Member Dave Cody  
Committee Member Shelbi McFarlane

**Staff:** Andrew McGinnis, Chief Planning Officer  
Sheena Earl, City Clerk

### **Chair's Remarks**

"The Council for the City of Brockville, under by-law, has appointed us as members of the Committee of Adjustment. Our responsibilities are outlined in detail in the Planning Act and include the processing of applications for minor variances to certain by-laws, consideration of changes or extensions to non-conforming uses and the processing of consent applications where a minor variance is required prior to a consent being approved. Further information, if required, may be obtained from the Planning Department.

Anyone who wishes to speak at today's hearing is asked to direct their comments through the Chair, stating your full name and address for the record.

Anyone present, other than the applicant, who wishes to receive a copy of the decision of the Committee on any of the submissions being heard, must submit a written request with the Secretary-Treasurer for such notice. In order to be kept advised of any possible Ontario Land Tribunal hearing, one must request in writing and be sent a copy of the Committee's decision on any particular application.

Any minor variance decision made by the Committee at today's meeting will become final 20 days after the date of making of the Decision, provided no appeals are lodged. In the case of a consent, the appeal period is 20 days after the date of the Notice of Decision."

### **Disclosure of Pecuniary Interest**

Nil.

## Public Meeting

1. 2026-51  
787 Col. Curry Drive - Minor Variance D13-04-26

A. McGinnis provided an overview of the application.

Moved by Committee Member McFarlane  
Seconded by Committee Member Cody

THAT Minor Variance Application D13-04-26 for a reduction in parking from 1.0 parking space to 0.0 parking spaces be required for 1 Additional Dwelling Unit, be approved.

**CARRIED**

2. 2026-63  
182 Hartley Street - Minor Variance D13-05-26 and  
Consent to Sever D10-03-26

A. McGinnis provided an overview of the application.

B. Snelling said he believes the application is not minor and does not reflect good planning, stating that if the application is approved, it will become a non conforming property. He said reduction of the rear yard setbacks should not be considered a minor variance as it proposes to eliminate functional outdoor space and remove privacy. B. Snelling said if approved, the property will stand out as being undersized as the proposed lot area is 12% smaller than the minimum current requirement. He raised further concerns about the addition of another driveway on the blind corner, stating it would create a safety hazard. B. Snelling also referred to the solid granite at the property which would require lots of excavation, leading to possible drainage issues, and stated that costs of development will prohibit affordability.

D. Reid of 11 Rivers Ave. said the application is a deviation from the Zoning Bylaw and Official Plan and will have significant impact on the right to amenity and privacy on his property including sunlight. He stated he is the neighbour to the north of the subject property and discussed the impacts on his property should this be permitted. D. Reid spoke to the beneficiary of this application, being the developer, and stated this proposed development does not align with sustainable or affordable housing goals. He raised

concerns that approval would set precedent and noted that development is happening elsewhere in the city where it makes better sense.

C. Wood of 11 Pineview Road said adding another home will further exacerbate the safety concerns at the corner of Rivers Avenue and Hartley Streets. He noted that people park along the street adding to the congestion in the summer, and in the winter, the snowbanks contribute to a narrowing of the roadway. C. Wood also spoke of the lack of parking enforcement outside of the downtown core.

Member Cody said he appreciates hearing the presentations and he understands the concerns.

Member McFarlane said it is great to see residents actively engaged in planning matters of the city. She referred to comments about the character of the neighbourhood and clarified that the only mechanism the city has to protect this "neighbourhood feel" is through its Zoning Bylaw. A. McGinnis said staff are currently working on an update to the Zoning Bylaw and invited residents to join in the process.

Moved by Committee Member Cody  
Seconded by Committee Member McFarlane

THAT the following variances be denied:

- Reduction to the minimum front yard setback from 6.0m to 4.85m for 182 Hartley Street.
- Reduction to the minimum rear yard required from 7.5m to 3.43m for 182 Hartley Street.
- Permission to locate parking within the front yard area at 182 Hartley Street.
  - Reduction to minimum lot area required from 525.0m<sup>2</sup> to 460.5m<sup>2</sup> for the proposed severed lands.
  - That the Lot Frontage measurement of 17.0m be taken at the front lot line for the proposed severed lands.
  - Reduction to the minimum rear yard required from 7.5m to 6.0m for the proposed severed lands requested under Application O13-05 26; and

THAT the consent to sever the existing property as outlined in Application 010-03-26 and as shown on Attachment 1 to Report 2026-63, also be denied.

**CARRIED**

### **Approval of the Minutes**

Moved by Committee Member McFarlane  
Seconded by Committee Member Cody

THAT the minutes of the Committee of Adjustment meeting dated March 25, 2026 be adopted as circulated.

**CARRIED**

### **Adjournment**

Moved by Committee Member McFarlane  
Seconded by Committee Member Cody

THAT the Committee of Adjustment meeting be adjourned until its next scheduled meeting.

**CARRIED**

*The meeting adjourned at 3:42 pm.*

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Hugh Bates, Chair

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Jessica Blanchard,  
Secretary/Treasurer