



BOARD OF VARIANCE/PARKING VARIANCE BOARD – SUMMARY MINUTES

DATE: Tuesday, August 11th, 2026

TIME: 1:15 PM

PLACE: Townhall, Main Floor, City Hall

PRESENT: Gilbert Tan – Board Chair

Peter Gee

Leah Karlberg

Elizabeth MacKenzie

ABSENT: Namtez Sohal

SECRETARY: Louis Ng

Assistant

SECRETARY: Carmen Lau

ALSO PRESENT: Justin Neal, Supervisor (Director of Planning's Representative)

Shelley Dugaro, Supervisor (Director of Planning's Representative)

Sonia Erchisen, Supervisor (Director of Planning's Representative)

On August 11th, 2026 - The Appellants for the following sites appealed the City's decision (Director of Planning's written decision) **issued by the City's Development Services:**

743 Keefer Street – Board's summary minutes and decision

Appeal Description:

Appealing to delete Condition 1.1 from the prior to approval letter issued by the Director of Planning who approved Development Permit No. DP-2026-00033 - to construct a new two-storey single family dwelling with a secondary suite located in the basement and one accessory building (garage) providing two parking spaces having access from the lane.

Condition 1.1 states that prior to the issuance of the Development permit and the Owners must comply with the Design development to increase the size of the secondary suite to minimum of 400 sq.ft. to meet the livability objectives of dwelling units. Note to Applicant: refer to Section 11.3.1.2(a) of the Zoning and Development By-law.

Technical Information:

Required Minimum Secondary Suite Area: 398 sq. ft. (37.00 sq.m.)

Proposed: 370 sq. ft. (34.37 sq.m.)

Section 11.3.1.2(a)

Subject to the provisions of section 11.3.1.7, the floor area of each:

(a) dwelling unit, except for a lock-off unit, must be at least 37 m²; and

(b) lock-off unit must be at least 26 m², measured from the inside of all outer walls, except that if the Director of Planning is satisfied that the design and location of the unit provides satisfactory living accommodation with regard to the type of occupancy proposed, the Director of Planning may reduce the required floor.

Discussion:

Nicole Cowan were present to speak in support of the appeal.

At the request of the Chair, the appellant agreed to dispense with the reading of the submission, which had been in the Members' possession prior to the meeting.

The appellant's initial comments were that the property is undersized. There are no windows on the side of the property, only the front. She would like the floor plan approved.

The Director of Planning's Representative

Mr. Neal's initial comments were that this is to develop a single detach home. The City does not see a site specific hardship as they have met with the appellant previously for proposed plans.

The Board Chair stated that the Board's site office received (0) letters in Support and (0) letter in opposition to this appeal.

The Chair stated that if there were any interested parties in the audience who wished to speak to this appeal, they should raise their hand to be recognized and when recognized, state their full name and address and spell their surname for the record.

There were no comments.

Final Comments:

Mr. Neal had no final comments.

The appellant had no final comments.

This appeal was heard by the Board of Variance on August 11th, 2026 and was DISALLOWED.

Board's summary and decision based on the following:

-The majority of the Board members voted 3-0 in opposition to the appeal and did not support the proposed design/development (May 05th, 2026 Appeal drawings as submitted). The Director of Planning's representative (Mr. Justin Neal) spoke at the meeting and presented a July 06th set of drawings showing that the Owner's updated revision complies with the current zoning by-law and acceptable by the Director of Planning.

Mr. Neal further stated that there is no site specific hardship and that the Owners updated July 06th submission complies to the zoning by-law. The Board members supported and approved the July 06th design and did not approve the May 05th design on August 11th, 2026.

-The Board's site office received no (0) opposition letters from the neighbourhood.

On August 11th, 2026 – The following sites were reviewed by the Board of Variance and **Zoning variances were reviewed as required by Development Services – in order to complete the City’s permit process.**

2843 Wall Street – Board’s summary minutes and decision

The Board of Variance granted a zoning relaxation and APPROVED – interior and alterations by converting the existing attached garage area into new habitable living space, and also converting the existing crawlspace area into new habitable living space within this existing one-family dwelling site, and subject to the following condition:

(1) that the development shall otherwise comply with the requirements and regulations of the Zoning and Development By-law to the satisfaction of the Director of Planning.

Board’s summary and decision based on the following:

-The majority of the Board members voted 4-0 in support of the appeal and found a site hardship to warrant a zoning relaxation – and the Director of Planning is not opposed to the appeal.

-The Board’s site office received no (0) opposition letters and four (4) support letters from the neighbourhood.

2843 Wall Street – Board’s summary minutes and decision

The Board of Variance granted a zoning relaxation and APPROVED – interior and exterior alterations and permission to retain the rear sunroom addition, and covered decks and also to change the use from a single-family detached house to single-family detached house with a new secondary suite (Related to Development Application No. DP-2025-00842), and subject to the following conditions:

(1) that the Owners must upgrade the exterior façade of the approved rear sunroom addition (with new exterior cladding finishes to match the existing house).

(2) that the ‘Site Impermeability’ regulations must be in compliance to 0.75 (75%) and shall be to the satisfaction of the Director of Planning; and

(3) that the development shall otherwise comply with the requirements and regulations of the Zoning and Development By-law to the satisfaction of the Director of Planning.

Board's summary and decision based on the following:

-The majority of the Board members voted 3-1 in support of the appeal and found a site hardship to warrant a zoning relaxation – and recommends upgrading the exterior façade of the sunroom addition with new exterior cladding (new exterior finishes) to match the existing house.

The Director of Planning reviewed the work without permit history of the site, and further noted that the 'Density & FSR' is at 0.66 FSR (66%), and also the 'Site Impermeable area' exceeds the maximum permitted allowance at 0.75 of the site area, and the Director of Planning is opposed to the appeal.

-The Board's site office received no (0) opposition letters and twelve (12) support letters from the neighbourhood.

On August 11th, 2026 – The following site(s) were reviewed by the Board of Variance and **renewals and extensions were granted as required by Development Services.**

2076 Kingsway

An amendment request was reviewed by the Board of Variance on August 11th, 2026 and was ALLOWED, thereby granting an amendment and updating the board's imposed conditions 01, 02 and 03 at this approved Cannabis Retail Store and also approving an extension for a further three (3) years extension (from April 30th, 2027 to April 30th, 2030), and subject to the following conditions:

- (1) that the approval is for the exclusive use of 'Gurpreet Singh Gaba and Sukhveer Singh Rai' operating the business as 'BLUE DREAM CANNABIS LTD.' – and doing business as (DBA) "BLUE DREAM CANNABIS";
- (2) that the approval is for a further three (3) years from April 30th, 2027 and expiring on April 30th, 2030;
- (3) that the Board may grant an extension to the time-limit on or before April 30th, 2030;
- (4) that the development shall otherwise comply with the requirements and regulations of the Zoning and Development By-law to the satisfaction of the Director of Planning.

On August 11th, 2026 – The following site(s) were **NOT** reviewed by the Board of Variance and/or **NO decisions were rendered and adjourned to October – November 2026.**

211 East 38th Avenue - adjourned

5378 Main Street - adjourned