

To:  
Committee of Adjustment Members  
City of Brampton  
Email: coa@brampton.ca

From:  
Gagan Bajwa  
48 Metzack Dr.  
Brampton, ON

Date: July 4, 2025

Subject: Request for Fee Reconsideration – Minor Variance Application for 48 Metzack Dr.

Dear Committee Members,

I am writing to respectfully request reconsideration of the application fee of \$11,949 assessed for the minor variance submission relating to my property at 48 Metzack Dr., Brampton, in accordance with the process now outlined under the Planning Act.

### **1. Background and Timeline of Engagement**

My engagement with the City began in October 2024, when I initiated the process of legalizing an existing basement and side entrance through the submission of building permit drawings and supporting documentation. These submissions were part of a genuine and proactive effort to ensure compliance with the City's building and zoning requirements.

At that time, no indication was given that a minor variance would be necessary. It was only following a formal zoning review in January 2025—as part of the City's internal permit process—that the requirement for a variance was identified. I acted promptly on this information and submitted the formal Committee of Adjustment (COA) application on February 19, 2025.

This submission came shortly after the implementation of the 2025 fee schedule, which increased the minor variance fee from approximately \$700 to \$11,949.

### **2. Request for Fee Reconsideration Based on Procedural Equity**

I respectfully submit that the current fee does not accurately reflect the nature or timing of my engagement with the City. Specifically:

- My intent to comply was clearly demonstrated through formal submissions and correspondence beginning in 2024, well before the 2025 fee by-law came into effect.
- The requirement for a variance arose solely through City-led zoning review, not through any inaction or delay on my part.
- Due to procedural timelines and internal City processes, I was effectively unable to submit a COA application under the 2024 fee structure, despite being actively engaged throughout.
- Staff, including Ms. Clara Vani and Mr. François Hémon-Morneau, acknowledged that this situation presents a unique procedural circumstance and directed me to this Committee for

consideration.

This request is not to circumvent policy, but to seek fair and proportional treatment in a situation where the timeline of compliance was influenced by City procedure, not applicant delay.

### **3. Relief Requested**

With the above context in mind, I respectfully request that the Committee:

1. Reassess and reduce the application fee for 48 Metzak Dr. to reflect the 2024 fee schedule, consistent with when my process and intent to comply were established;
2. Include this request on July 29, 2025, Committee agenda, and provide me with the opportunity to speak about the matter if appropriate;
3. Consider this case as an example of where flexibility and fairness are warranted when policy shifts intersect with ongoing compliance efforts.

### **4. Reference Materials and Record on File**

The City of Brampton already has on file a complete record of my engagement, which includes:

- Email correspondence beginning March 1, 2025, outlining my communications with Planning staff, Councillors, and Committee officials;
- An in-person appointment at City Hall on February 28, 2025, at 11:45 a.m., where I sought guidance and reviewed the status of my application process;
- Documentation of formal submissions and permit-related correspondence dating back to October 2024.

These records collectively reflect a clear and continuous intent to comply, well before the fee increase took effect. I trust that this documentation provides sufficient reference for the Committee's review. Should clarification be required, I remain available to attend and respond at the July 29 meeting.

### **5. Closing Remarks**

This request is grounded in a sincere effort to comply with City processes, and in the belief that fairness should guide the interpretation of policy where procedural circumstances are unique. I appreciate the Committee's time and consideration, and I look forward to the opportunity to support this request further if needed.

Thank you for your attention to this matter.

Warm regards,  
Gagan Bajwa