

COUNTY OF BRANT  
COMMITTEE OF ADJUSTMENT  
66 GRAND RIVER STREET NORTH  
PARIS ON N3L 2M2

**Applicant: Brooke Burlock**  
**Submission No.: B2-26-LK**  
**Roll No.: 292000401013800**

**DECISION OF COMMITTEE**  
**IN THE MATTER OF SECTIONS 50 & 53**  
**OF THE PLANNING ACT, R.S.O. 1990, as amended**

**-and-**

**IN THE MATTER OF A CONSENT APPLICATION** from 214 Carson Co c/o Steve Little, Owner of lands described as CON PT LOT 13 RP 2R22 PART 1, Former geographic Township of Brantford, also known as 169 Pottruff Road, County of Brant, proposing to sever the subject lands into two (2) parcels with the severed lands resulting in a minimum lot area of 1.63 hectares with approximately 93.5 metres of frontage and the retained lands resulting in a minimum lot area of 5.5 hectares with approximately 463.5 metres of frontage along Pottruff Road

This Application was heard on the **16<sup>th</sup> Day of April 2026** after notice by mail and personal service to surrounding property owners and interested parties as directed by the Committee and Rules of Procedure.

**THE DECISION OF THE COMMITTEE IS:**

THAT the Application be **APPROVED**

Having regard for the criteria under Section 51 (24) of the Planning Act, The decision is based upon the following reason(s):

- The application is consistent with the policies of the Provincial Policy
- The application is in conformity with the general intent of the policies of the County of Brant Official Plan (2023) and Zoning By-Law.

THAT this decision be subject to the following conditions:

1. Proof that taxes have been paid up-to-date on the subject property to the County of Brant.
2. That the Applicant(s) provide a copy of a Draft Reference Plan for the severed lands completed by a licensed surveyor and reviewed by the County of Brant, prior to the finalization of the Consent (i.e., registration of the deeds in the appropriate Registry Office). The draft reference plan shall include the following as outlined further by Development Engineering:
  - a) Road widening of 3.01m is required along the entire frontage of the subject lands (severed and retained)
  - b) 0.3m reserve will need to be established, offset from the widening limits and onto private property along the southern-most 20 meters of Pottruff Road frontage of the severed lands due to insufficient sightlines.
3. That the road widening and reserve noted in Condition #2 be conveyed to the County free and clear of any encumbrances to the satisfaction of Development Engineering Services.
4. That the Applicant(s) provide proof/copy of draft approved civic addressing for the Severed and Retained lands issued by the Planning Division to the satisfaction of the County of Brant.
5. That a Cash-in-lieu of parkland payment be provided for each new building lot at a rate of two percent (2%) of the Gross Land Area appraised value for commercial or industrial land uses in accordance with By-Law 31-2022 prior to the release of each executed Certificate of Official.
6. That the current Deed Stamping Fee be paid to the County of Brant, prior to the release of each executed Certificate of Official.
7. That the Applicant(s) provide draft transfer documents with legal descriptions of the severed lands utilizing the Draft Reference Plan prior to the finalization of the Consent (i.e., registration of the deed in the appropriate Registry Office).
8. That the Applicant's lawyer shall prepare and register all the necessary documents following review and approval by the County Solicitor, and immediately following the registration, the Applicant's lawyer shall provide a certificate satisfactory to the County Solicitor that the registrations have been completed properly and in accordance with the approvals provided.

9. That the above conditions must be fulfilled and the Document for Conveyance be presented to the Consent Authority for stamping within two years of the date of the written decision, sent by the Secretary-Treasurer pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, otherwise the approval shall lapse.

*NOTE: Any further Planning Applications required to satisfy the conditions of approval must be applied for four (4) months prior to the lapsing of the Consent.*

*NOTE: THAT pursuant to Section 53(17)-(18.2) and 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 the staff report, addendum (if required) and public meeting.*

**DATED this 16<sup>th</sup> day of April, 2026**

Concur in the Decision:

APPROVED  
\_\_\_\_\_  
Mary-Jane Brown, Chair

APPROVED  
\_\_\_\_\_  
Bob Hamilton, Vice-Chair

APPROVED  
\_\_\_\_\_  
John Vamos, Member

APPROVED  
\_\_\_\_\_  
Steve Schmitt, Member

APPROVED  
\_\_\_\_\_  
Jang Panag, Member

APPROVED  
\_\_\_\_\_  
Harry Emmott, Member

APPROVED  
\_\_\_\_\_  
Rebecca Smith, Member

**NOTE:**

- 1. The last date for filing a notice of appeal to the Ontario Land Tribunal (OLT) is May 7, 2026**
2. Appeal of the decision and/or any conditions imposed on a decision by the Committee of Adjustment, to the Ontario Land Tribunal (OLT) can be made by the **Applicant or Minister**, not later than 20 days after the making of a decision under Section 45(12) for a Minor Variance and not later than 20 days after the giving of notice of a decision under Section 53(17) or (27) for Consent.
3. Only the Applicant or Minister may appeal decisions in respect of applications for consent or minor variance to the Ontario Land Tribunal (OLT). A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.
4. To appeal a Decision of the Committee of Adjustment on this matter to the Ontario Land Tribunal, you may file a notice of appeal with the Clerk or Secretary-Treasurer via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Brant (County) as the Approval Authority or by mail 66 Grand River St. N., Paris, Ontario N3L 2M2, no later than 4:00 p.m. on May 7, 2026. The filing of an appeal after 4:00 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fees:
  - of \$400 to the OLT can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca).
  - In addition, a fee of \$285.00 payable to the "County of Brant" as per the County of Brant's Development Services fees online <https://webforms.brant.ca/finance/planning-applications-payment> or by mail to 66 Grand River St. N., Paris, Ontario N3L 2M2.
  - If the e-file portal is down, you can submit your appeal to [clerks@brant.ca](mailto:clerks@brant.ca).
5. You will be entitled to the conditions of the provisional consent and/or minor variance if you have either made a written request to be notified of the decisions to give or refuse to give provisional consent and/or minor variance or make a written request to be notified of changes to the conditions of the provisional consent and/or minor variance.
6. Additional information regarding this application for consent and/or minor variance is available at the offices of the County of Brant, 66 Grand River Street North, Paris, Ontario, during regular office hours Monday to Friday 8:30 a.m. to 4:30 p.m. Tel: 519-442-6324; [planning@brant.ca](mailto:planning@brant.ca)



**MAP 3: AERIAL IMAGERY 2024**  
**FILE NUMBER**  
**B2-26-LK**

169 Pottruff Road  
County of Brant  
Ontario

