

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, October 5, 2023

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and met virtually via livestream, on Thursday, October 5, 2023, at 9:30 a.m. with the following individuals:

Chairperson	-	G. Brumby
	-	L. Martin
	-	J. Lessif
	-	D. Paron
	-	D. Matheson
	-	A. Tenhove
	-	C. van Haastert
Senior Planner	-	H. St. Clair
Secretary-Treasurer	-	A. Karn Sims

The meeting was called to order at 9:32 a.m.

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

Moved by: J. Lessif  
Seconded by: D. Matheson

*"The Minutes of the Meeting of September 7, 2023, be approved as amended, printed and circulated."*

*-addition: under application B23-35-2 It was requested by D. Matheson that a condition be included to reflect the 13 m setback of 45 min Fire Resistance Rating spatial separation, however it is noted that this condition is not required as the applicant can either provide the setback or fire proof the south wall of the existing agricultural building.*

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

B23-39-3 – Elizabeth Schell & Steven Longlade  
(Pt Lt 15, Conc. 4 (East Oxford) 41R7418)

H. St.Clair advised that on October 27<sup>th</sup>, 2023 Oxford County Council did pass a resolution to appeal a decision by the Land Division Committee for application B23-39-3 for Schell/Longlade in the Township of Norwich. The application proposed a farm consolidation and the retention of a lot for non-farm rural residential purposes with the dwelling being constructed after the cutoff date in the policy document of 1995. This application was granted approval on September 7<sup>th</sup>, 2023. The appeal has now been filed with the Ontario Land Tribunal.

CORRESPONDENCE:

1. Correspondence dated September 27, 2023, received from Genevieve Ryder  
RE: Application B23-45-4; A23-12-4 (Chris & Annette Klingenberg)
2. Correspondence dated October 2, 2023, received from Town of Tillsonburg  
RE: Application B23-36-7 (Clara Ambrus)

3. Correspondence dated October 4, 2023, received from Lenore Capern  
RE: Application B23-31-6: A23-15-6 (Coilplus Canada Inc.)

APPLICATIONS FOR CONSENT:

B23-36-7 – Clara Ambrus  
(Pt of Lt 4, Concession 10 (Dereham))

George Ambrus, the owner of the subject property, was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The application for consent proposes to create 1 new parcel for future residential use in the Town of Tillsonburg while retaining agriculture parcel within the Township of South-West Oxford. It is proposed that the lot to be severed will be approximately 9.2 ha (22.7 ac) with approximately 249 m of frontage on Cranberry Road. The lot to be retained will be approximately 19.9 ha (49.1 ac) with approximately 355 m of frontage on Cranberry Road. No new development is proposed for either lot at this time and both parcels will continue to be used for agricultural purposes. The subject lands are located on the west side of Cranberry Road and do straddle the municipal boundary between the Town of Tillsonburg and the Township of South-West Oxford. The property is currently vacant. Surrounding land uses consist of agricultural uses to the north, west and east with low density residential development in the Town of Tillsonburg to the south. The lot to be severed is designated as High Density Residential and is zoned as Future Development in the Town of Tillsonburg Zoning By-Law while the lot to be retained is designated as agricultural reserve and is zoned as general agricultural in the Township of South-West Oxford Zoning By-Law.

Planning staff are generally satisfied that the proposal is consistent with the policy direction from both the Province and the County. The proposed severance will separate the portion of the property within the Town of Tillsonburg which is designated for future high density residential development from the lot to be retained which is outside of the settlement boundary. The lot to be retained will remain designated for agricultural purposes which is consistent with the direction of the policy statements. Any future development to occur on the severed lot would occur through a future plan of subdivision and the granting of consent would not prejudice the future lot creation potential of this area. Staff are satisfied that the severed and the retained lots have adequate access off of Cranberry Road.

Long Point Region Conservation Authority did indicate that there are lands that are regulated on the subject property and a permit would be required at which time development would occur. The Tillsonburg engineering services did recommend that a holding provision be placed on the property until services are extended along Cranberry Road and noted that the Town of Tillsonburg does not have any immediate plan to extend those services. Staff note that future development zoning does act as a holding provision so no development could occur until those services were extended to the satisfaction of the town. Similarly, Tillsonburg Hydro commented that any residential or commercial development would require an extension of their services and the Township of South-West Oxford did indicate that the drainage reapportionment should be included as a condition of approval. Late correspondence was received from the Town of Tillsonburg council indicating that they were in support of the proposal. Overall Planning staff are satisfied that the policy criteria can be met and are recommending support of the application subject to the discussed and standard conditions.

G. Ambrus had no questions or comments and accepted the conditions contained within the report.

No comments or questions were raised by the Committee.

Moved by: D. Paron  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. Drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the owner's expense, to the satisfaction of the Township of South-West Oxford.
2. The owner shall agree to provide an updated survey to confirm the size of the lot to be severed, to the satisfaction of the Town of Tillsonburg.
3. The owner shall agree, in writing, to provide a Lot Grading Plan for the lot to be severed to the satisfaction of the Town of Tillsonburg.
4. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the Town of Tillsonburg, regarding the installation of services and drainage facilities, to the satisfaction of the Town of Tillsonburg.
5. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.
6. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township of South-West Oxford have been complied with.
7. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

---

B23-44-8; A23-18-8 – 634524 Ontario Inc.  
(Lt 4 w/s Norwich Ave, Plan 189)

Ray Losee, the owner of the subject property, was in attendance to speak to the application.

H. St. Clair reviewed the staff Planning Report. The application is to facilitate the creation of one new residential lot in the city of Woodstock. The lot to be severed will be approximately 378 m<sup>2</sup> with a frontage of 9.4 m on Norwich Ave and an approximate depth of 40 m. The proposal has been requested to facilitate the development of a new single detached dwelling. The lot to be retained will be approximately 427 m<sup>2</sup> with approximately 10.6 m of frontage on Norwich Ave and contains an existing single detached dwelling. The subject lands are slightly irregular in shape. A minor variance was also requested to reduce the minimum setback between an uncovered step projection and an interior lot line from 0.6 m (2 ft) to 0.3 m (1 ft). The subject property is located on the west side of Norwich Ave and surrounding land uses are primarily single detached and semi-detached dwellings with commercial uses fronting onto Dundas Street to the north. The proposal

is consistent with the PPS and intensification and redevelopment and housing direction and is considered to be an efficient use of the existing land and municipal infrastructure. Since the proposal will facilitate the development of existing underutilized lands within a settlement area, staff are of the opinion that the proposal also represents appropriate intensification. With respect to the Official Plan policies, since the subject property is designated as low density residential so this proposed severance will represent the street-oriented infill and intensification that is appropriate within this designation. The proposed severed and retained lots will be compatible with the other parcels in the immediate area. In regard to the setback between the existing projection and the proposed lot line requested by the minor variance, staff have reviewed the proposal in the context of the Official Plan and the zoning by-law and believe that the proposed variance can be appropriate as sufficient space will be maintained between the dwelling and the proposed lot line and normal maintenance can still occur.

The City of Woodstock's building department did comment that the area affected by the required relief should be limited to the existing area which consists of approximately 3 ft by 3 ft and their will continue to be sufficient room available to access the rear yard on the north side of the property.

Staff are satisfied that the proposed variance can be considered minor and desirable for the development of the lands.

The council of the City of Woodstock considered the proposal at their meeting on September 11<sup>th</sup>, 2023 and passed a resolution stating that they were in support of the application. City Council did consider comments from neighbouring residents that had concerns. Overall staff are satisfied that the creation of a lot for a single detached dwelling is in keeping with the characteristics of the immediate neighbourhood and will provide for sufficient space for a suitable building envelope. No further comments of concern were received from the city engineering department.

Overall staff are of the opinion that the requested severance and minor variance can be considered appropriate and supported subject to the standard list of conditions that are outlined in the staff report.

R. Losee, had no comments or concerns and indicated that he understood and accepted all of the outlined conditions.

In response to J. Lessif, H. St. Clair advised that there were no changes made in regard to the neighbours concerns received at the City of Woodstock Council meeting and that City Engineering did indicate that they were satisfied that there was sufficient space there for a driveway. City Council was satisfied with that response.

No further comments or concerns were presented.

#### B23-44-8

Moved by: C. van Haastert  
Seconded by: A. Tenhove

*'Granted'*

#### CONDITIONS:

1. The Owner provides confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement created. Any proposed easements shall be reviewed by the City of Woodstock.
2. The Owner will be required to enter into a severance agreement for the severed parcel with the City of Woodstock. The agreement will be registered on first title by the owner.
3. All structures on the severed parcel shall be removed to the satisfaction of the City of Woodstock Building Department.

4. The Owner shall install a 3 m wide driveway to serve the retained lot to the satisfaction of the City of Woodstock Building Department.
5. The Owner shall submit a recent survey to confirm the proposed lot sizes to the satisfaction of the City of Woodstock.
6. The Owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock and the County of Oxford, regarding the installation of services and drainage facilities.
7. The Owner shall obtain a letter provided by the Clerk of the City of Woodstock advising the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
8. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

A23-18-8

Moved by: C. van Haastert  
Seconded by: A. Tenhove

*'Granted'*

CONDITION:

1. That the said relief apply only to recognize the location of exterior stairs existing as of the date of the decision of the Land Division Committee regarding Consent File B23-44-8.

REASONS:

1. The variance requested is a minor variance from the provisions of the City of Woodstock Zoning By-law No. 8626 10.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of City of Woodstock Zoning By-law No. 8626-10.

CARRIED.

---

B23-37-5 – Kamarah Farms Ltd.  
(Lt 27, Conc. 9 (East Nissouri))

Dave Rowe, the agent for the applicant, was in attendance to speak to the application.

This application for consent proposes the severance of an existing Amish cemetery from the subject lands and the retention of an agricultural lot that contains a number of existing agricultural structures including two single detached dwellings which are accessory to the farm. It is proposed that the lot to be severed will be approximately 0.24 ac with approximately 23 m of frontage on the east side of the 15<sup>th</sup> Line in the Township of Zorra. The lot to be retained will be approximately 100 ac in size with 1931 ft of frontage on the 15<sup>th</sup> Line. Surrounding land uses are predominantly agricultural, and no new development or physical changes are proposed at this time. Only the area that has been historically utilized as a cemetery is proposed to be severed. The remaining portion that has not been used for cemetery purposes is in the process of being deregistered through the Ontario Bereavement Authority and will be included as part of the lot to be retained.

H. St. Clair reviewed the staff Planning Report. She indicated that planning staff are generally satisfied that the application does not offend the policy direction from the province as the cemetery use is existing and is legally established as a non-agricultural use. The severed lands are currently zoned for General Agricultural use and do not permit a cemetery, however it is recognized that the cemetery is a long-standing institutional use that has functioned separately from the farm parcel on which it is located. Staff are satisfied that the severance of the small area will not result in any change to the farming operation or the cemetery or any abutting agricultural uses. Staff are also satisfied that the cemetery has achieved an acceptable level of compatibility with adjacent farmlands which will not change as a result of the application. While staff are satisfied that the existing cemetery can be considered a legal non-conforming use it is recommended that a condition of approval be included to rezone the lot to be severed from General Agricultural Zone to Institutional Zone to recognize this use in the Township of Zorra zoning by-law.

No comments of concern were received from any neighbouring property owners circulated, however the Township of Zorra did request that a drainage reapportionment be undertaken as a condition of approval. It is recommended as a condition of approval that the applicant be required to provide confirmation from the Bereavement Authorities that the request for closure is approved.

Staff are recommending in support of the proposal subject to the advised conditions as it is compliant with the policy direction for legal non-conforming uses and staff are satisfied that it can be supported from a planning perspective.

D. Rowe gave comments on the history of the cemetery.

In response to D. Paron, D. Rowe advised that the intent is that the cemetery will remain active.

No further comments or questions were raised by the Committee.

Moved by: L. Martin  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. The lot to be severed be appropriately zoned.
2. If required, drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the Owner's expense, to the satisfaction of the Township of Zorra.
3. That confirmation be received from the Bereavement Authority of Ontario that the portion of the retained lands resulting from this consent and identified on Plate 3 of Report No. CP

---

2023-315 as 'Registered Cemetery', have been closed/deregistered and are no longer recognized as forming part of the cemetery, to the satisfaction of the County of Oxford.

4. The Clerk of the Township of Zorra advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.
5. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

---

B23-38-4 – Thomas & Stella Boon  
(Pt Lt 1, Conc. 4 (Dereham))

Dave Rowe, agent for applicant, was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. This application proposes a farm consolidation and the retention of a lot for non-farm rural residential use. It is proposed that the lot to be severed will be an L shaped lot approximately 5.15 ha (12.7 ac) with approximately 462 m (1500 ft) of frontage on Mount Elgin Road. The lot to be severed is in agricultural production and does contain significant woodland feature. It is proposed that the lot to be severed will be added to the existing agricultural parcel to the immediate east. The lot to be enlarged is approximately 25 ha (62 ac) with 519 m (1700 ft) of frontage along Zenda Line and is in agricultural production and also contains a portion of that woodland feature. Once merged the lot to be severed and the lot to be enlarged will result in an agricultural parcel size of 30 ha (74.3 ac). The lot to be retained will be approximately 0.4 ha (1 ac) with approximately 61.8 m (202 ft) of frontage on Mount Elgin Road and a depth of approximately 65 m (214 ft). The lot to be retained contains an existing single detached dwelling, a detached garden shed, and a number of additional accessory structures which will be removed as a part of the application.

Planning staff are satisfied that it is consistent with the policy direction from the province of promoting the consolidation of farmlands. The proposal also maintains the intent of the Official Plan for lands designated as agricultural reserve with respect to farm consolidations. Staff are satisfied that the newly enlarged parcel will continue to be used for agricultural purposes, will not result in further farmland fragmentation and the increase in size will aid in flexibility for future changes in the type of farm operation. The retained lot does generally conform to the non-farm rural residential policies of the Official Plan and meeting the point system to qualify for a farm consolidation. A condition of consent is recommended that the lot to be retained be rezoned from General Agricultural Zone "A2" to a Special Rural Residential Zoning to recognize the new use of the lands as non-farm rural residential and to permit a reduction of the lot depth requirement of 65 m instead of 80 m. The dwelling on the lot to be retained has an existing legal non-complying front yard depth along Zenda Line and staff are recommending that this setback also be recognized as a part of the amending zoning.

No comments were received from neighbouring property owners. The township building

department had no objections to recognizing the existing front yard setback through the amended zoning but did note that the accessory structure on the retained lot should be removed to avoid future lot coverage issues. The township drainage superintendent did recommend a drainage reapportionment. Overall the proposal is appropriate and can be supported from a Planning perspective subject to the standard conditions listed in the staff report.

D. Rowe commented that the report and conditions are appropriate.

No comments or questions were raised by the Committee.

Moved by: A. Tenhove  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. The lot to be retained be appropriately zoned.
2. The accessory structures as identified on Plate 2b of Report No. 2023-298 be removed to the satisfaction of the Chief Building Official.
3. If required, a drainage assessment reapportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the owner's expense, to the satisfaction of the Township of South-West Oxford.
4. The parcel intended to be severed be conveyed to the abutting landowner to the immediate northeast and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50(3) & (5) of the Planning Act, R.S.O., 1990, as amended, and must be reflected on the certificate.
5. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.
6. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

---

B23-31-6; A23-15-6 – Coilplus Canada Inc.  
(Pt Lt 22, Conc. 1 (West Oxford))

Laura Jamieson & Matt Campbell, agents for the applicant, attended virtually to speak to the application.



H. St. Clair presented the staff Planning Report. This application proposes to create one new industrial parcel in the Town of Ingersoll. The subject lands contain an existing manufacturing business while the lot to be retained also contains a manufacturing business and a warehouse operation. Both industrial uses do have accessory office space. The lands are located on the south side of Underwood Road in the Town of Ingersoll. The lot to be severed is proposed to be 0.72 ha (1.78 ac) while the lot to be retained is proposed to be 2 ha (4.96 ac). A number of minor variances have been requested to the Restricted Industrial Zone in the Town of Ingersoll zoning by-law for both the severed and the retained lots. These include a reduction to the minimum interior side yard width for the severed lot from 3 m to 2.2 m, for the severed lot a reduction to the interior side yard setback for a loading space from 1.5m to 0, for the severed lot a reduction to the required number of parking spaces from 60 to 22, and for the severed lot a reduction to the required number of barrier free spaces from 2 to 1, for the retained lot a reduction to the interior side yard setback for a parking space from 1.5 m to 0, a reduction from the required number of parking spaces from 98 to 56, and a reduction to the required number of barrier free parking spaces from 5 to 3. They have also requested easements over both lots to provide access to the respective lot.

The subject lands are located within an area of source water protection and the county's risk management officer has reviewed the proposal and issued a Section 59 clearance letter. Surrounding lands are predominantly agricultural however there are a number of existing single detached dwellings to the south and east. No new development is proposed for the subject lands at this time.

Planning staff are generally satisfied that it will continue to meet the intent of the PPS. It will continue to utilize existing available municipal infrastructure within the area. The subject lands are designated as Industrial area within the Official Plan. Staff are of the opinion that the proposal will continue to utilize the lands for manufacturing and warehousing purposes and as such is generally compliant with the Official Plan for lands designated as Industrial. The Official Plan does provide that adequate off-street parking and loading facilities are to be provided on lands designated as Industrial. Staff are of the opinion that there is a sufficient deficiency in the parking being proposed to both the severed and retained lots. Planning staff are recommending that easements be placed over the entire parking area to create a shared parking situation which will assist in providing the appropriate parking for the existing uses on the subject lands. Planning staff do not feel that the proposed easements are sufficient and therefore recommend that a condition of the consent be placed that a reciprocal easement be established over the entirety of the parking area to ensure that no other issues arise from the other requested minor variances. Planning staff are recommending that as a further condition of consent, the applicants amend the existing site plan agreement to accurately reflect the existing uses and the new proposed boundaries of the subject lands.

A letter of concern was received as late correspondence from the residents along Culloden Road expressing concerns about the existing noise however the appropriate avenue would be to contact the Town of Ingersoll or the Ministry of Environment to discuss the noise emissions of the subject lands.

Planning staff are supportive of the requested consent conditional on the reciprocal easement over the entirety of the parking area and an update to their existing site plan agreement.

L. Jamieson noted that they recognize the concerns that have been brought up in regard to the parking reduction and are happy with the reciprocal access easement required. She noted that they understand and accept all conditions.

In response to A. Tenhove, H. St. Clair noted that minor variances are subject to the 4 tests under the Planning Act and that the term "minor" is not necessarily in relation to numbers. Staff are of the opinion that this property has functioned this way for some time and they have a surplus of parking. Since there is no change in the proposal this request can be considered appropriate. The reciprocal easement will allow for increased maneuverability and functionality.

In response to L. Martin, H. St. Clair notes that the committee does have the ability to vary the parking provisions. She further states that the Planning Department would work with the owner to amend the site plan to ensure functionality of the parking situation and that the barrier free parking spaces are being reduced because they do not have the space to accommodate them.

In response to D. Paron, H. St. Clair confirmed that a typo was made in the report and should indicate 5 parking spaces. Additionally, H. St. Clair states that the committee has ability to pick and choose which variances they would like to grant and can remove certain approval from the recommendation.

In response to J. Lessif, H. St. Clair advises that the initial approval addressed the use of subject lands as warehousing which has different requirements than manufacturing uses which resulted in the parking deficiencies and is unsure why they weren't addressed when the change was initially made.

In response to G. Brumby, H. St. Clair states that no there are no physical changes to either property.

In response to G. Brumby, L. Jamieson advises that Coilplus Canada Inc. is a steel manufacturer that produces spring coils. One building is warehousing and storage and the other is manufacturing.

L. Jamieson advises that they understand and accept all the conditions outlined in the report.

In response to L. Martin, H. St. Clair advised that the two parcels would be subject to their own separate parking requirements if approved, but patrons would be able to access either lot. G. Brumby added that the 2 properties would end up with a common parking lot.

B23-31-6

Moved by: A. Tenhove  
Seconded by: C. van Haastert

*'Granted'*

CONDITIONS:

1. The Owner provides confirmation of the location of any overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or addressed through the shared easement.
2. Confirmation be received that the existing easement on the lot to be severed, in favour of the Town of Ingersoll, will be maintained.
3. That the proposed easement be reciprocal over the severed and retained lands for the purpose of a shared services (including access, parking, servicing as well as a private maintenance agreement), to the satisfaction of the Town of Ingersoll.
4. The Owner shall obtain a site plan amendment to the approved site plan on the subject lands, reflective of the existing uses and revised property lines.
5. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial, services and otherwise, have been complied with.
6. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

---

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

A23-15-6

Moved by: A. Tenhove  
Seconded by: D. Matheson

*'Granted'*

REASONS:

1. The variance requested is a minor variance from the provisions of the Town of Ingersoll Zoning By-law No. 04 4160.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of Town of Ingersoll Zoning By-law No. 04 4160.

CARRIED.

---

B23-40-6 – 13146669 Canada Inc.  
(Pt Lt 252, Plan 717, save & except Pt 1, 41R10025)

Amanda Howlett & Tyler Moore, acting as council for the corporation, attended virtually.

H. St. Clair reviewed the staff Planning Report. The application for consent proposes to create one new industrial lot in the Town of Ingersoll. The subject lands are currently vacant. It is proposed that the lot to be severed will be approximately 2.4 ha (6 ac) and will be developed for a warehouse and accessory office for a local public utility. The lot to be retained will be approximately 3.4 ha (8.4 ac) and no new development is being proposed at this time. Surrounding land uses are predominantly Industrial with a senior center and soccer field located to the west. There is one existing legal non-confirming single-detached dwelling located to the west of the subject lands. The easterly portion of the property has been identified as an area of source water protection but has been issued a Section 59 clearance letter.

Planning staff are generally satisfied that the application is consistent with the policy direction from the province. The property is designated as an Industrial area and staff are satisfied that the requested severance will not impact the ability of the lands to be used for a use intended by the Industrial designation. The proposed severed lot to be used for a warehouse and fleet storage building with an accessory office is generally compliant with the direction of the Official Plan and the development will be subject to the town's site plan control process to ensure all development details are addressed prior to any development. The property is appropriately zoned as General Industrial Zone which would accommodate the proposed use. There is one legal non-confirming dwelling located to the west of the subject lands and staff are satisfied that appropriate buffering measures can be implemented through a future site plan control process to minimize any potential impact.

Overall staff are satisfied that the proposal can be supported from a Planning perspective. The

---

County of Oxford Public Works department did request that as a condition of approval a road widening to 13 m from the center line of Ingersoll Street South be included. Staff are supportive of the application subject to that condition and the standard conditions outlined in the staff report.

T. Moore had no comments or concerns. He understood and accepted all conditions.

No comments or concerns from the committee.

Moved by: D. Matheson  
Seconded by: D. Paron

*'Granted'*

CONDITIONS:

1. That the owner agrees to satisfy all requirements, financial and otherwise, of the County of Oxford, regarding the installation of water & sanitary sewer services, to the satisfaction of the County of Oxford Public Works Department. The owner will be required to connect to the services for both the lot to be severed and retained, in accordance with the Oxford County design guidelines which will be inspected by Oxford County, inclusive of the payment of any necessary fees.
2. If required, a road widening to 13 m (42.6 ft) to the centreline of Ingersoll Street South be dedicated to the County of Oxford for the lot to be severed, free of all costs, liens, easements and other encumbrances, to the satisfaction of the County of Oxford Public Works Department.
3. The Owner provides confirmation of the location of any overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or addressed through the shared easement.
4. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial, services and otherwise, have been complied with.
5. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

---

B23-42-3 – Van Hove Holdings Inc.  
(Pt Lt 18-19, Conc. 12 (South Norwich))

Dennis Van Hove, owner of the subject lands, was in attendance to speak to the application.

H. St. Clair reviewed the staff Planning Report. The purpose of this application is to sever an agricultural lot while retaining an agricultural lot. The lot to be severed will be 45.7 ha (113 ac) with 1314 m of frontage on Mall Road. It contains two agricultural structures and is in agricultural production. The lot to be retained will be 30.3 ha (75 ac) with approximately 797 m of frontage on Potters Road. The retained lot contains two single detached dwellings as well as a detached garage and a number of agricultural buildings and is also in agricultural production. The subject lands do contain an area of significantly ecologically important meadows and thickets but no development is proposed in that area as a part of this application. Surrounding land uses are predominantly agricultural with a few non-farm rural residential uses in the immediate area and agricultural land to the south.

Overall Planning staff are satisfied that the proposal is compliant with the policy direction from both the province and the Official Plan. Staff are of the opinion that the proposal complies with the PPS direction for both the severed and the retained lots and will continue to be used for agricultural purposes and will be sufficiently sized to maintain flexibility for future changes in farm operations. Staff are satisfied that the proposal is in keeping with the direction of the Official Plan for lands designated as Agricultural Reserve. The lots will remain generally compatible with the scale of existing agricultural uses in the area and the lots will comply with the relevant zoning provisions of the Township of Norwich zoning by-law for lands zoned as A2 General Agriculture.

No comments or concerns were received from the neighbouring properties or public agencies circulated. The County Public Works department did request a road widening along the frontage of Potters Road as a condition of consent.

Overall staff are supportive of the proposal subject to the standard conditions outlined in the staff report and the additional condition from the County for the road widening.

D. Van Hove had no comments or concerns and accepted the conditions.

No comments or concerns from the committee.

Moved by: A. Tenhove  
Seconded by: L. Martin

*'Granted'*

CONDITIONS:

1. If required, a road widening to 15 m (49.2 ft.) from the centre line of Potters Road along the frontage of the lot to be retained be dedicated to the County of Oxford, free of all costs and encumbrances, to the satisfaction of the County of Public Works Department.
2. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.
3. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.

3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

---

B23-45-4; A23-12-4 – Chris & Annette Klingenberg  
(Pt Lt 12, Conc. 3 (West Oxford) Pt 1 & 2, 41R5076)

Jarrad Saarloos & Christ Klingenberg, owners of the subject lands, were in attendance to speak to the application.

H. St. Clair reviewed the staff Planning Report. This application proposes a residential lot addition in the rural cluster of Foldens. The lot to be severed will be approximately 0.84 ac (3423 m<sup>2</sup>) and is currently vacant. It is proposed that the lot to be severed will be added to the lot to the immediate east and for the purpose of a private septic system. The applicants have advised that they plan to demolish the existing single detached dwelling and detached accessory structure that is located on the lot to be enlarged and construct a new dwelling with an attached garage. Once severed, the lot to be retained will be approximately 2435 m<sup>2</sup> and will contain the existing single detached dwelling and a private well and septic system. No new development is proposed for the retained lot. Once merged, the newly enlarged lot will be approximately 1.2 ac and it contains the existing single detached dwelling to be replaced as well as the residential accessory structure and the private well and septic system. Surrounding land uses are mainly single detached dwellings as well as an existing woodlot to the east.

Planning staff are satisfied that the proposal has no interest to the province. Staff are of the opinion that the minor adjustment to the boundaries within the abutting lots within the identified rural cluster is appropriate and complies with the Official Plan. The application result will address the issues with the existing well and septic locations and will provide for sufficient area and setback for the new septic to be located.

With respect to the required minor variance for the lot to be retained, this is a reduction from the required 2800 m<sup>2</sup> to 2435 m<sup>2</sup>. Staff note that currently the lot to be enlarged is significantly undersized, so while the proposed application will reduce the size of the existing lot area for the retained lands it will result in an overall net benefit given that the proposed lot addition would bring the lot to be enlarged into compliance with the zoning by-law and the lot to be retained would only be marginally less than the required area of 2800 m<sup>2</sup> in the Township's Zoning By-Law. The reconfiguration of the lots would provide for the improved separation between the existing private wells and proposed new septic system.

The Township CBO commented that the existing lot frontage for both lots is considered legal non-complying but they have no objection to the proposal. The township septic inspector also indicated that they have no concerns. One letter was received as late correspondence indicating they are in support of the application.

Overall Planning staff are of the opinion that the proposal is consistent with the policy direction from the Official Plan and can be supported from a Planning perspective subject to the standard conditions outlined in the staff report.

J. Saarloos had no questions or concerns and accepted all conditions.

In response to G. Brumby, H. St. Clair advised that the township is supportive of the proposal and noted that that in this instance the lot to be enlarged will be a more functional parcel that could accommodate both the proposed septic system in relation to the existing well and the retained lot will be sufficiently large enough to maintain both of the private services. She confirmed that the staff are satisfied that the proposal can be supported.

B23-45-4

Moved by: A. Tenhove  
Seconded by: L. Martin

*'Granted'*

CONDITIONS:

1. The parcel to be severed be conveyed to the abutting landowner to the immediate southeast and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50 (3) & (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
2. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.
3. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

A23-12-4

Moved by: A. Tenhove  
Seconded by: L. Martin

*'Granted'*

REASONS:

1. The variance requested is a minor variance from the provisions of the Township of South-West Oxford Zoning By-law No. 25-98
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of Township of South-West Oxford Zoning By-law No 25-98.

CARRIED.

---

B23-49-4; A23-10-4 – Willem & Cheryl Rood  
(Pt Lt 2, Conc. 2 (Dereham))

Derek Truelove, agent for the application, was in attendance to speak to the application.

H. St. Clair reviewed the staff Planning Report. The application for consent proposes an agricultural lot addition. It's proposed that 39.4 ha (97.5 ac) of agricultural land containing two existing solar panels will be severed from the subject lands and added to the existing parcel to the immediate west. The lot to be retained will be 0.8 ha (2 ac) with 71 m of frontage on McBeth Road. The lot to be retained contains an existing single detached dwelling and is served by a private well and septic system. The retained lot also contains an existing oversized accessory building and a minor variance has been requested to permit an increase to the maximum lot coverage allowance for a residential accessory building from 150 m<sup>2</sup> to 334 m<sup>2</sup> to recognize the existing structure on the lot to be retained. A portion of this building will be removed to achieve the coverage. The lot to be enlarged contains an existing single detached dwelling and a private well and septic system and once merged would be approximately 39.5 ha (97.7 ac) and will be used for agricultural production.

Staff note that while the acreage that's being severed and conveyed is significant, the proposal can be considered a minor boundary adjustment that will have the effect of a residential land swap and will not result in the creation of a new parcel. The lands being conveyed will continue to be used for agricultural purposes, will remain of a sufficient size to maintain flexibility for change in the farming operation, and the said conveyance will not result in any adverse effects in the agricultural operations in the area. The consolidation will provide for additional space for the lot to be enlarged which is currently undersized. This will allow for greater flexibility for private services if needed. The lot to be enlarged was created by way of consent and as such staff are of the opinion that it would be appropriate for the enlarged lot to obtain a cancellation certificate prior to the severance certificate. This will ensure that the lots do merge as intended.

The minor variance for the existing oversized accessory structure can be considered appropriate according to Planning staff. Overall staff are of the opinion that it be supported as it is not anticipated to have any negative impacts on the surrounding agricultural use.

An easement has also been requested over the severed lands in favor of the lot to be retained so they can still have access to the existing solar panels which are located to the north of the lot to be retained. Staff are of the opinion that this requested easement is both appropriate and reasonable as it allows for the opportunity to include the solar panels on the lot to be severed rather than increasing the lot area for the retained lands.

No comments or concerns were received from any of the neighbouring property owners or circulated agencies. Overall staff are satisfied that the applications for consent and minor variance and easement can be supported from a Planning perspective subject to the recommended conditions contained in the report.

D. Truelove commented that two steel grain bins will not be removed as was originally mentioned in the report. H. St. Clair noted that this does not impact the Planning staff recommendation.

D. Truelove had no further comments or concerns and accepted all proposed conditions outlined in the report.

In response to C. van Haastert, H. St. Clair indicated that no easement would be required as the applicant will still have access to the grain elevators from their property.

In response to C. van Haastert, D. Truelove indicated that there is different ownership for the lot to the west.

In response to D. Paron, H. St. Clair indicated that yes the applicant would define the location of that easement through a future reference plan and the owner of the lot to be severed that has requested that easement to represent the existing service connections to the solar panels and no separate condition is required for that.

In response to A. Tenhove, H. St. Clair advised that the cancellation certificate is noted to negate



the previous consent so that the lot to be enlarged can be merged with the lot to be severed.

D. Truelove added that it is necessary to avoid the ability to transfer that parcel out away from it which would defeat the purpose of consolidating them in the first place. This will assist in making sure they are in compliance with the Planning Act.

No further comments from the committee.

B23-49-4

Moved by: L. Martin  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. The lot to be enlarged and the lot to be retained be appropriately zoned.
2. The parcel intended to be severed and conveyed to the abutting landowner to the immediate west and be consolidated with the existing property. Any additional transactions with regard to the severed parcel must comply with Section 50 (3) & (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
3. The owners reduce the size of the existing accessory structure on the lot to be retained to a maximum of approximately 334 m<sup>2</sup> (3,600 ft<sup>2</sup>), to the satisfaction of the Township of South-West Oxford.
4. A Cancellation Certificate for the lot to be enlarged, pre-approved by the Land Registry Office, be registered and a copy of the document be presented to the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate for Application B23-49-4.
5. If required, drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the Owner's expense, to the satisfaction of the Township of South-West Oxford.
6. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.
7. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The Land Division Committee did not receive any comments from the public respecting this application.

A23-10-4

Moved by: L. Martin  
Seconded by: J. Lessif

---

*'Granted'*

REASONS:

1. The variance requested is a minor variance from the provisions of the Township of South-West Oxford Zoning By-law No. 25-98
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of Township of South-West Oxford Zoning By-law No 25-98.

CARRIED.

---

B23-50-5; A23-11-5 – Hogg Excavating & Construction Ltd.  
(Lt 6 & Pt Lt 5 N of Washington St, Plan 105)

Al Hogg, owner, attended the meeting virtually to speak to the application.

H. St. Clair reviewed the staff Planning Report. The purpose of this application for consent is to create one new vacant residential lot in the village of Thamesford. The subject lands are located on the north side of Washington Street West and contain an existing single detached dwelling and a residential accessory structure that will be removed. It is proposed that both lots will be 636 m<sup>2</sup> (6847 ft<sup>2</sup>) with frontages of 12.6 m (41.5 ft) and depths of 50 m (165 ft). One new single detached dwelling is proposed for both lots. A minor variance has been requested to the lot frontage provisions of the "R1" zone in the Township of Zorra zoning by-law to permit a reduction from 15 m (49.2 ft) to 12.6 m.

Staff have reviewed the proposal under the policy direction of the PPS and the Official Plan and note that the proposal promotes growth within the designated village of Thamesford and can be considered residential intensification in an area where suitable municipal infrastructure and public service facilities are available. Staff are satisfied that the proposal is consistent with the policies of the PPS with respect to the development within designated settlement areas. With regard to the Official Plan, both the severed and the retained lands are proposed to be used for residential purposes which is in keeping with the policies of the low density residential designation. Staff are satisfied that the proposal will be compatible with the existing development in the immediate area. Staff are generally satisfied that the requested variance to the lot frontage provisions will be sufficient enough to accommodate the adequate off-street parking and are supportive of the variance.

No comments or concerns were received from neighbouring property owner or circulated agencies.

The Township has requested that a cash in lieu of parkland be included as a condition of approval.

Overall staff are satisfied that the application is compliant with the provincial and County direction for residential intensification and are supportive of the proposal and the requested minor variance subject to the recommended conditions in the staff report.

A.Hogg expressed no comments or concerns and advised that they understand and accept all conditions.

The Committee had no comments or concerns.

B23-50-5

Moved by: C. van Haastert  
Seconded by: D. Matheson

*'Granted'*

CONDITIONS:

1. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the lots to be severed and retained have been complied with.
2. The owner provide cash-in-lieu of parkland, to the satisfaction of the Township of Zorra.
3. That the existing dwelling on the retained lot subject to application B23-50-5 be demolished to the satisfaction of the Chief Building Official for the Township of Zorra.
4. The Clerk of the Township of Zorra advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.
5. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

A23-11-5

Moved by: C. van Haastert  
Seconded by: D. Matheson

*'Granted'*

REASONS:

1. The variance requested is a minor variance from the provisions of the Township of Zorra Zoning By-law No. 35-99.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of Township of

Zorra Zoning By-law No. 35-99.

CARRIED.

---

On the motion of J. Lessif, the Committee meeting adjourned at 11:19 am.

*“Original Signed by”*

---

CHAIRPERSON