

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, May 4, 2023

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and met virtually via livestream on Thursday, May 4, 2023, at 9:30 a.m. with the following individuals:

Chairperson	-	G. Brumby
	-	L. Martin
	-	J. Lessif
	-	D. Paron
	-	D. Matheson
	-	C. van Haastert
Senior Planner	-	R. Versteegen
Secretary-Treasurer	-	A. Hartley

The meeting was called to order at 9:30 a.m.

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

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

*"The Minutes of the Meeting of April 6, 2023, be approved as printed and circulated."*

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

None.

APPLICATIONS FOR CONSENT:

B22-84-8, B22-85-8 & B22-86-8  
(Lot 4, Plan 197, City of Woodstock)

Arnold Spina was in attendance to speak to the applications.

The application has been requested to facilitate the creation of four separate lots (each containing an existing dwelling unit of an existing four-unit attached dwelling in the City of Woodstock. An easement is also requested to provide parking to the rear of the dwelling units (Parts 5, 6 and 7).

R. Versteegen reviewed the staff Planning Report. He indicated that the subject lands are designated as Low Density Residential in the County Official Plan and zoned Special Residential Type 3 Zone (R3-53) in City of Woodstock Zoning By-law. A zone change application for the subject property was recently approved to enable these dwelling units to be permitted as separate lots. The surrounding land uses include single-detached dwellings, and medium density residential to the east. In Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, is in keeping with the County Official Plan and is appropriately zoned. No comments or concerns were raised a result of the public and agency circulation. A letter of concern was received from a neighbouring landowner citing concerns relating to parking on the street, however, the applications were amended and parking will now be provided to the rear of the units. Planning staff recommend approval of the consent application. Two conditions were added through consultation with agencies from when the report was provided to the Committee and each application will now have eight conditions attached.

A. Spina had no question or concerns and accepted the eight conditions for each application.

B22-84-8

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

*'Granted'*

CONDITIONS:

1. The owner shall enter into a Severance Agreement with the City of Woodstock as set forth in the City of Woodstock By-law No. 5266-76, and amendments thereto. The agreement will be registered on title by the owner, to the satisfaction of the City of Woodstock.
2. 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.
3. The owner agrees that the certificates for the severed parcels will be issued in a sequence that is acceptable to the Secretary-Treasurer of the Land Division Committee and that the easements required to provide for parking access for the units will be established in a manner acceptable to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee.
4. The owner shall satisfy all requirements, financial and otherwise, of the City of Woodstock and the County of Oxford, regarding the installation of services and drainage facilities.
5. The owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
6. The owner shall submit a Tree inventory and Compensation Plan and agree, in writing to plant trees or provide cash in-lieu for the planting of trees, to the satisfaction of the City of Woodstock.
7. Prior to the stamping of the deed or issuance of the Certificate, the Owner(s) shall withdraw, in writing, Application for Consent B22-87-8, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
8. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.

9. 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.

B22-85-8

Moved by: C. van Haastert  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. The owner shall enter into a Severance Agreement with the City of Woodstock as set forth in the City of Woodstock By-law No. 5266-76, and amendments thereto. The agreement will be registered on title by the owner, to the satisfaction of the City of Woodstock.
2. 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.
3. The owner agrees that the certificates for the severed parcels will be issued in a sequence that is acceptable to the Secretary-Treasurer of the Land Division Committee and that the easements required to provide for parking access for the units will be established in a manner acceptable to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee.
4. The owner shall satisfy all requirements, financial and otherwise, of the City of Woodstock and the County of Oxford, regarding the installation of services and drainage facilities.
5. The owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
6. The owner shall submit a Tree inventory and Compensation Plan and agree, in writing to plant trees or provide cash in-lieu for the planting of trees, to the satisfaction of the City of Woodstock.
7. Prior to the stamping of the deed or issuance of the Certificate, the Owner(s) shall withdraw, in writing, Application for Consent B22-87-8, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
8. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.

9. 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.

B22-86-8

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

*'Granted'*

CONDITIONS:

1. The owner shall enter into a Severance Agreement with the City of Woodstock as set forth in the City of Woodstock By-law No. 5266-76, and amendments thereto. The agreement will be registered on title by the owner, to the satisfaction of the City of Woodstock.
2. 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.
3. The owner agrees that the certificates for the severed parcels will be issued in a sequence that is acceptable to the Secretary-Treasurer of the Land Division Committee and that the easements required to provide for parking access for the units will be established in a manner acceptable to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee.
4. The owner shall satisfy all requirements, financial and otherwise, of the City of Woodstock and the County of Oxford, regarding the installation of services and drainage facilities.
5. The owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
6. The owner shall submit a Tree inventory and Compensation Plan and agree, in writing to plant trees or provide cash in-lieu for the planting of trees, to the satisfaction of the City of Woodstock.
7. Prior to the stamping of the deed or issuance of the Certificate, the Owner(s) shall withdraw, in writing, Application for Consent B22-87-8, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
8. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.

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9. 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.

CARRIED.

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B23-03-5 – Howe Farms (Ontario) Ltd.  
(Part of Lots 1-2, Concession 6 (West Zorra), Township of Zorra)

The purpose of this application is to facilitate a farm consolidation whereby an area approximately 24.48 ha (60.5 ac) of vacant agricultural lands (cash cropped) be severed and merged with the lands to the immediate west. The lot to be enlarged is approximately 45 ha (111.4 ac) and is currently under agricultural production (cash cropped). It is proposed that approximately 0.52 ha (1.3 ac) be retained for rural residential purposes. The proposed retained lot contains an existing single-detached dwelling and a detached garage.

R. Versteegen reviewed the staff Planning Report, he indicated that the subject lands are designated as Agricultural Reserve in the County Official Plan, and zoned 'General Agricultural Zone (A2)' in the Township of Zorra Zoning By-law. He noted that the surrounding land uses included agricultural, some agri-businesses and highway commercial uses. In Planning staff's opinion the application for consent is consistent with the 2020 Provincial Policy Statement, and is in keeping with the County Official Plan policies. A zone change will be required for the retained lot to reflect its new use. No comments or concerns were raised a result of the public and agency notification. Planning staff recommend approval of the consent application subject to the attached four conditions.

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

*'Granted'*

CONDITIONS:

1. The lot to be retained be appropriately zoned.
2. 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 Zorra.
3. The parcel intended to be severed be conveyed to the abutting landowner to the immediate west, 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.

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.

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B22-74-3 & B22-75-3 – Edwin & Maureen McLaughlin and Otter's Reach Ltd.  
(Part Lot 26, Concession 12 (South Norwich) and Parts 1-4 Plan 41R-5889, Township of Norwich)

James Morgan, the owner's agent, was in attendance to speak to the application.

The applications for consent have been requested to facilitate an agricultural land swap which is intended to correct the existing irregular property lines on the subject lands.

Application B22-74-3 proposes the severance of approximately 0.26 ha (0.64 ac) of vacant agricultural land, to be added to the vacant agricultural parcel to the immediate west, resulting in an enlarged parcel size of approximately 27.4 ha (67.7 ac). The lot to be retained from B22-74-3 is also vacant and once severed will be approximately 27.13 ha (67.06 ac) in size.

Application B22-75-3 also proposes the severance of approximately 0.26 (0.64 ha) of vacant agricultural land, to be added to the vacant agricultural parcel to the immediate east, resulting in an enlarged parcel size of approximately 26.07 ha (64.4 ac). The lot to be retained from B22-75-3 is also vacant and once severed will be approximately 25.8 ha (63.7 ac) in size.

R. Versteegen reviewed the staff Planning Report, he indicated that both subject properties are designated as Agricultural Reserve in the County Official Plan and zoned 'General Agricultural Zone (A2)' in the Township of Norwich Zoning By-law. He advised that the surrounding land uses include agricultural, and non-farm rural residential lots in the immediate area. In Planning staff's opinion the applications for consent are consistent with the 2020 Provincial Policy Statement, are in keeping with the County Official Plan and are appropriately zoned. No comments or concerns were raised as a result of public and agency circulation. Planning staff recommend approval of the applications, subject to the three attached conditions.

J. Morgan had no questions or concerns and concurred with the attached conditions.

B22-74-3

Moved by: D. Paron  
Seconded by: L. Martin

*'Granted'*

CONDITIONS:

1. The parcel intended to be severed be conveyed to the abutting landowner to the immediate west 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. If required, the owners shall enter into a standard Severance Agreement with the Township of Norwich, to the satisfaction of the Township of Norwich.
3. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township of Norwich, financial, services and otherwise, have been complied with.
4. 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.

B22-75-3

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

*'Granted'*

CONDITIONS:

1. The parcel intended to be severed be conveyed to the abutting landowner to the immediate east 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. If required, the owners shall enter into a standard Severance Agreement with the Township of Norwich, to the satisfaction of the Township of Norwich.
3. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township of Norwich, financial, services and otherwise, have been complied with.
4. 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.

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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.

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B22-93-8 & B22-94-8 – Benito Fuschino  
(Part Lots 76 and 77, Plan 337, City of Woodstock)

Ron Paton was in attendance to speak to the application

The applications have been requested to facilitate the severance of a three-unit attached dwelling in the City of Woodstock. It is proposed that the lot to be severed by B22-93-8 will be 0.02 ha in size with 6.6 m of frontage on Blandford Street. The lot to be severed by B22-94-8 will be 0.03 ha in size with 8.7 m of frontage on Blandford Street. The lot to be retained will be 0.03 ha in size with 8.4 m of frontage on Blandford Street. Each lot is proposed to contain one dwelling unit of the three-unit building.

R. Versteegen reviewed the staff planning report, he indicated that the subject lands were recently redesignated through an Official Plan Amendment to Medium Density Residential in the County Official Plan, and rezoned to 'Special Residential Zone 3 (R3-45)' in the City of Woodstock Zoning By-law. He advised that the surrounding land uses included Low Density Residential and commercial uses along Dundas Street. In Planning staff's opinion the applications for consent are consistent with the 2020 Provincial Policy Statement, are in keeping with the County Official Plan and are appropriately zoned. No comments or concerns were raised as a result of public and agency circulation. Planning staff recommend approval of the applications, subject to the four attached conditions.

R. Paton had no questions or concerns and agreed with the attached conditions to both applications.

B22-93-8

Moved by: C. van Haastert  
Seconded by: J. Lessif

*'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 shall submit a recent survey including the as-built dwellings to confirm lot sizes and required building setbacks to the satisfaction of the City of Woodstock.
3. 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/or drainage facilities.



4. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock 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.

B22-94-8

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

*'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 shall submit a recent survey including the as-built dwellings to confirm lot sizes and required building setbacks to the satisfaction of the City of Woodstock.
3. The owner shall plant three trees on the lot to be severed, to the satisfaction of the City of Woodstock Parks Department.
4. 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/or drainage facilities.
5. The owner shall agree, in writing, to remove the existing concrete driveway located in the boulevard in front of the Lot to be severed to the satisfaction of the City of Woodstock.
6. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock 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.

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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.

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B22-39-6; A22-12-6 – Janetta Schoonderwoerd  
(Part Lots 1 & 4A, Block 53, Plan 279)

Birtha Wall and Janetta Schoonderwoerd were in attendance to speak to the application.

The application proposes to create a residential infill lot by severing an existing semi-detached dwelling into separately conveyable parcels. The lot to be severed is to be approximately 236.4 m<sup>2</sup> (2,545 ft<sup>2</sup>) in area and have a frontage of approximately 11.13 m (36.5 ft.), while the lot to be retained is to be approximately 195 m<sup>2</sup> (2,100 ft<sup>2</sup>) in area and have a frontage of approximately 11 m (29.5 ft.). Each lot is to contain ½ of a semi-detached dwelling. No new development is proposed as a result of the application.

The applicant has also applied for variances from Section 7.2, Lot Area of the Town's Zoning By-law to vary the lot area of the proposed severed lot from the required 270 m<sup>2</sup> (2,906.3 ft<sup>2</sup>) to 236.4 m<sup>2</sup> (2,545 ft<sup>2</sup>) and also to vary the lot area of the lot to be retained from the required 270 m<sup>2</sup> (2,906.3 ft<sup>2</sup>) to 195 m<sup>2</sup> (2,100 ft<sup>2</sup>). In addition, a variance from Section 7.2, Lot Coverage is required to recognize a proposed lot coverage for the severed lot of 49% and the retained lot of 47.7% in place of the maximum lot coverage of 40% to enable the severance.

R. Versteegen reviewed the staff Planning Report, he indicated that the subject lands are designated Low Density Residential in the County Official Plan and zoned 'Residential Type 2 (R2)' in the Town of Ingersoll Zoning By-law. Minor variances have been requested to vary the zoning by-law and enable the dwelling units to be separate. He advised that the surrounding land uses include single-detached dwellings, semi-detached dwellings and commercial uses to the west on King Street. In Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, is in keeping with the County Official Plan and zoned appropriately. No comments or concerns were raised as a result of the agency and public notification. Accordingly, Planning staff recommend approval of the consent application subject to the seven attached conditions, and support the requested minor variances.

The applicants had no questions or concerns and agreed with the attached conditions.

In response to D. Paron, R. Versteegen noted that the applicant would be required to apply to the Land Division Committee again if easements were required for services that traverse the lots for servicing purposes.

B22-39-6

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

*'Granted'*

CONDITIONS:

1. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the Town of Ingersoll, regarding the installation of services and drainage facilities. This shall include confirmation that no plumbing passes through the common wall from one unit to the other.
2. The owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of separate water & sanitary sewer services, to the retained lands to the satisfaction of the County of Oxford Public Works Department.
3. If required, the owner shall provide the Town of Ingersoll with a survey of the subject lands to the satisfaction of the Town of Ingersoll. The survey must include the proposed severance line, location and size of all structures, driveways, sanitary/storm and water lines. The required party wall between the proposed semi-detached dwellings must be shown on the survey with measurements to the outer walls of the dwelling units and measurements from the party wall to property lines.
4. The owner shall provide a report on the HVAC system and also confirm that no ductwork passes through the common wall to the satisfaction of the Town of Ingersoll.
5. The owner agrees that any building permit(s) required to complete the necessary construction to create two separate semi-detached units shall be obtained from the Town of Ingersoll. This shall include separate permits regarding the installation of sewer and water service lines to each of the lots in question to the satisfaction of the Town of Ingersoll.
6. 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 an easement created. Any proposed easements shall be reviewed by the Town of Ingersoll.
7. 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.
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.

A22-12-6

Moved by: C. van Haastert  
Seconded by: J. Lessif

*'Granted'*

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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.

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B23-08-8 – Vansittart Company Inc.  
(Part of Lots 11 & 12, Plan 86, City of Woodstock)

Darrell Holmes was in attendance to speak to the application.

The application for consent proposes to sever a parcel having a frontage of 14.95 m (49 ft), average depth of 65.3 m (214 ft), and area of 921 m<sup>2</sup> (9,913 ft<sup>2</sup>) as the creation of a new residential lot for a proposed single detached dwelling. The lot to be retained will have a frontage of 30.3 m (99.4 ft), average depth of 67.9 m (222.8 ft), and area of 1784 m<sup>2</sup> (19,203 ft<sup>2</sup>) , and contains an existing single detached dwelling.

R. Versteegen reviewed the staff Planning Report, he indicated that the subject lands are designated Low Density Residential in the County Official Plan and zoned 'Residential Type 1 (R1)' in the City of Woodstock Zoning By-law. He advised that the surrounding land uses include single-detached dwellings, townhouses, a church to the north and the County Emergency Medical Services Station to the southeast. In Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, is in keeping with the County Official Plan and zoned appropriately. No comments or concerns were raised as a result of the agency and public notification. The City of Woodstock passed a resolution in support of the application at their regular meeting. Accordingly, Planning staff recommend approval of the consent application subject to the seven attached conditions.

The Committee had some discussion as to whether the driveway was required to be joint or separate. It was noted that the condition states that either option is available that may address the fact that the lands front onto a County road.

D. Holmes had no further questions or comments and concurred with the attached conditions.

Moved by: J. Lessif  
Seconded by: C. van Haastert

*'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 shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock and Oxford County regarding the installation of services and drainage facilities.

3. 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.
4. The Owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
5. The Owner shall provide a road widening to approximately 13 m (42.6 ft.) from the centre line of the road along the frontage of the lot to be severed and the lot to be retained (to match the frontage of the property to the south) to the County of Oxford, free of all costs and encumbrances, to the satisfaction of the County of Public Works Department.
6. The Owner shall remove the accessory structures on the lands to be severed to the satisfaction of the City of Woodstock Building Department.
7. The Owner agrees to construct the driveway to the retained lot to the satisfaction of the City of Woodstock and County or the owner agrees to register a private shared access easement, which shall include cost sharing provisions for maintenance, repairs, etc. to the satisfaction of the City of Woodstock.
8. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
9. 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.

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B22-97-8; A22-21-8 – Rosa Figliomeni  
(Lots 4 & 8, Plan 47, City of Woodstock)

Adele Figliomeni, the applicant, was in attendance to speak to the application.

The application seeks to sever a parcel with a frontage of 9 m (29.53 ft), depth of 25.9 m (84.97 ft), area of 233.6 sq m (2514.45 sq ft) as a vacant residential lot. The subject property currently contains a shed, but a single detached dwelling is proposed to be constructed on the lot to be severed.

The lot to be retained will have a frontage of 11.12 m (36.48 ft), depth of 25.95 m (85.14 ft), area of 288.5 sq m (3105.39 sq ft), and contains an existing single detached dwelling.

R. Versteegen reviewed the staff Planning Report, he indicated that the subject lands are designated as Entrepreneurial in the County Official Plan and zoned 'Entrepreneurial District (C3)' in the City of Woodstock Zoning By-law. He advised that the surrounding land uses include a mix of residential and commercial uses to the north. In Planning staff's opinion the application for consent is consistent with the 2020 Provincial Policy Statement, is in keeping with the County Official Plan and is appropriately zoned. No comments or concerns were raised as a result of the public and agency circulation. Accordingly, Planning staff recommend approval of the application subject to the attached six conditions, and are supportive of the requested variances.

A. Figliomeni had no questions or concerns and concurred with the recommended conditions.  
B22-97-8

Moved by: C. van Haastert  
Seconded by: L. Martin

*'Granted'*

CONDITIONS:

1. The Owner shall submit a recent survey to confirm lot sizes and building setbacks, to the satisfaction of the City of Woodstock.
2. The Owner(s) confirm(s) that no underground or overhead services serving the retained lands traverse the severed parcel and visa versa. Where such services exist, the owner shall relocate the services or obtain private easements over the severed and/or retained lands to the satisfaction of the City of Woodstock.
3. The Owner(s) shall enter into a Severance Agreement with the City of Woodstock as set forth in the City of Woodstock By-Law No. 5266-76, and amendments thereto. The Severance Agreement shall be registered on first title by the Owner, to the satisfaction of the City of Woodstock.
4. The Owner(s) 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.
5. The Owner(s) 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, if required.
6. The Owner(s) shall remove all accessory structures on the severed parcel to the satisfaction of the City of Woodstock Building Department.
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 subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

A22-21-8

Moved by: C. van Haastert  
Seconded by: J. Lessif

*'Granted'*

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.

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B23-02-3 – Floral Land & Crops Inc.

(Part Lot 24, Concession 10 (South Norwich), Township of Norwich)

Aalt Pelleboer was in attendance to speak to the application.

The application for consent has been requested to facilitate an agricultural lot addition and the retention of a lot containing an existing dwelling for non-farm rural residential purposes.

It is proposed that approximately 29.23 ha (72.25 ac) of farmland containing two agricultural storage buildings will be severed from the subject lands and added to the vacant agricultural parcel to the immediate west, for a total enlarged parcel size of 43.52 ha (107.54 ac). Once enlarged, the lot to be severed will continue to be used for agricultural purposes.

It is proposed that the retained lands will be approximately 7,729.5 m<sup>2</sup> (1.91 ac) in size. The lot to be retained contains an existing single detached dwelling and a private well and septic system and it is proposed that the lot to be retained will be used for non-farm rural residential purposes.

R. Versteegen reviewed the staff Planning Report, he indicated that the subject lands are designated Agricultural Reserve in the County Official Plan and zoned "General Agricultural (A2)" in the Township of Norwich Zoning By-law. He advised that the surrounding land uses are predominantly agricultural and non-farm rural residential lots. In Planning staff's opinion the application for consent is consistent with the 2020 Provincial Policy Statement, and is in keeping with the County Official Plan. A zone change will be required to recognize the new use of the retained lot. No comments or concerns were raised as a result of the public and agency circulation. Accordingly, Planning staff recommend approval of the application subject to the attached conditions.

A. Pelleboer had no questions or concerns and accepted the attached conditions.

In response to C. van Haastert, A. Pelleboer noted that the buildings to the rear of the retained lot will not be used once severed and access is not required.

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

*'Granted'*

CONDITIONS:

1. The lot to be retained be appropriately zoned.
2. The parcel intended to be severed be conveyed to the abutting landowner to the immediate west, 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.
3. Receipt of confirmation that the existing septic system serving the dwelling on the lot to be retained, is wholly located within the limits of the lot to be retained, to the satisfaction of the Township of Norwich Building Department.
4. If required, a drainage 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 Norwich.
5. 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.
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.

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B23-04-1 – Alalea Farms Ltd. and Carol Brittain  
(Part Lot 10, Concession 2 (Blenheim), Township of Blandford-Blenheim)

Carol and Alan Brittain were in attendance to speak the application.

The application has been requested to facilitate an agricultural lot addition and the retention of a lot for non-farm rural residential purposes. The lot to be severed comprises approximately 36.8 ha (91 ac), is in agricultural production, and currently contains two (2) storage sheds. It is proposed that the lot to be severed will be added to the lot to the immediate east. The lot to be enlarged is currently 81 ha (200 ac) in size, is also in agricultural production, and contains two (2) barns, three (3) equipment buildings, and a single detached dwelling accessory to the farm operation.

It is proposed that the lot to be retained will be 0.7 ha (1.9 ac) in size and will contain an existing single detached dwelling and an accessory building. If Severance Application B23-04-1 is approved by the Land Division Committee then an Application for Zone Change will be required to rezone the lot to be retained from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the new use of the subject lands for non-farm rural residential purposes.



R. Versteegen reviewed the staff Planning Report, he indicated that the subject lands are designated as Agricultural Reserve in the County Official Plan and zoned General Agricultural (A2) in the Township of Blandford-Blenheim Zoning By-law. He advised that the surrounding land uses are predominantly agricultural. In Planning staff's opinion the application for consent is consistent with the 2020 Provincial Policy Statement, and is in keeping with the County Official Plan. A zone change will be required for the lot to be retained to recognize its new use. No comments or concerns were raised as a result of the agency and public notification. Planning staff are recommending approval of the application subject to the six conditions.

C. Brittain had no questions or concerns and accepted the recommended conditions.

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

*'Granted'*

CONDITIONS:

1. The lot to be retained be appropriately zoned.
2. The parcel intended to be severed be conveyed to the abutting landowner to the immediate east 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.
3. If required, the owners enter into a standard Severance Agreement with the Township of Blandford-Blenheim, to the satisfaction of the Township.
4. The owners provide a surveyor's real property report of the lot to be retained, indicating the location and setbacks of all buildings and structures, well, and septic system, to the satisfaction of the Township of Blandford-Blenheim.
5. If required, a drainage assessment reapportionment be undertaken, pursuant to Section 65 of the Drainage Act, R.S.O., 1990, at the owners' expense, to the satisfaction of the Township of Blandford-Blenheim.
6. The Clerk of the Township of Blandford-Blenheim 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 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.

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On the motion of J. Lessif, the Committee meeting adjourned at 10:39 a.m.

*“Original Signed by”*

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CHAIRPERSON