

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

VIRTUAL HEARING

Thursday, July 8, 2021

The Oxford County Land Division Committee met virtually via livestream on Thursday, July 8, 2021 at 9:30 a.m. with the following individuals:

Chairperson	-	G. Brumby
	-	R. Jull
	-	J. Lessif
	-	D. Paron
	-	P. Rigby – absent
	-	A. Tenhove
	-	C. van Haastert
Senior Planner	-	R. Versteegen
Secretary-Treasurer	-	A. Hartley

The meeting was called to order at 9:33 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 June 3, 2021, be approved as printed and circulated.”*

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

Correspondence dated July 7, 2021 was received from the Council of the Township of East Zorra-Tavistock regarding Application B21-14-2 (Zilke Farms Inc.)

Correspondence dated July 7, 2021 was received from the Council of the Township of Zorra regarding Application B21-16-5 (Martin Alexander Hossack)

A letter of concern dated July 5, 2021 was received from Carolyn Gribble regarding Application B21-42-2 (Canada Farm Distributors Ltd.)

A letter of concern dated July 8, 2021 was received from Gary Ollivier and Genevieve Laroche regarding Application B21-42-2 (Canada Farm Distributors Ltd.)

Correspondence dated July 7, 2021 was received from the Council of the Township of East Zorra-Tavistock regarding Application B21-42-2 (Canada Farm Distributors Ltd.)

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APPLICATIONS FOR CONSENT:

B21-24-8; A21-07-8 – Oxford Builders Inc. (Lot 4, Plan 251, City of Woodstock)

George Geerlinks, the owner of Oxford Builders Inc., was in attendance to speak to the application.

The purpose of the application is to create a residential building lot. The lot to be severed and the lot to be retained will each cover an area of 521 m<sup>2</sup> (1709.2 ft<sup>2</sup>) and contains an existing single-detached dwelling that is straddling the lot line. The single detached dwelling will be demolished and a single-detached dwelling will be constructed on both the lots to be severed and retained.

The proposed minor variance is seeking relief from Section 6.2, Table 6.2 – Zone Provisions, to reduce the required minimum lot frontage for the severed and retained lots from 12 m (39.3 ft.) to 9.7 m (31.8 ft.).

R. Versteegen reviewed the staff Planning Report. The subject property is designated Low Density Residential in County Official Plan and is zoned Residential Zone 1 (R1) in the City's Zoning By-law. The lot to be severed and retained will each require full municipal services and have access to a public street. He noted that the surrounding land uses include residential dwelling and the CN Railway. He stated that in Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, complies with the County Official Plan policies and meets the Zoning By-law provisions. No concerns were received during the agency circulation and no comments were received from neighboring property owners. He mentioned that CN Railway requires a noise berm, however due to the existence of the easement through discussion with City staff the berm would not be appropriate. A chain link fence is required to be erected along with a warning clause to be included as part of the severance agreement. A resolution from the City of Woodstock Council indicated support for the application. Based on the above, Planning staff recommend approval of the application and associated minor variance, subject to the conditions in the staff Planning Report.

G. Geerlinks had no questions or concern regarding the staff Planning Report or the conditions contained within.

C. van Haastert raised concerns regarding the CN Railway warning clause. R. Versteegen responded that the warning clause is a requirement by CN Railway when there is proposed development along a rail line. The warning addresses to ensure that residents are aware of the possible risks. C. van Haastert asked regarding the vibration monitoring within the report, however R. Versteegen indicated that this is difficult to monitor and enforce along with questions of who'd be responsible for doing so.

In response to D. Paron, R. Versteegen noted that the fencing is required to satisfy CN and the City and have it established that the fencing is to remain. If subsequent owners to the property remove the fencing this would be dealt with to the satisfaction of the City.

In response to R. Jull, R. Versteegen advised that the City's Parks Department monitors the tree ratios and cash paid in lieu of parkland.

B21-24-8

Moved by: A. Tenhove  
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 shall satisfy all requirements, financial and otherwise, of the City of Woodstock, regarding the installation of services and drainage facilities.
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 existing dwelling on the subject lands be removed to the satisfaction of the City of Woodstock.
6. The owner shall install and maintain a chain link fence of a minimum height of 1.83 m (6 ft) along the rear lot line of the subject properties, to the satisfaction of the City of Woodstock.
7. The owner shall agree in writing to plant trees or provide cash in-lieu for the planting of trees, to the satisfaction of the City of Woodstock.
8. The Severance Agreement shall include the following warning clause:  
  
*“Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.”*
9. 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.
10. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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.

A21-07-8

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

*‘Granted’*

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REASONS:

1. The variance requested is a minor variance from the provisions of the City of Woodstock Zoning By-law.
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 City of Woodstock Zoning By-law.
4. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.

CARRIED.

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B21-29-8 & B21-30-8 – Oxford Builders Inc. (Lot 33 & Part Lot 34, Plan 55, City of Woodstock)

George Geerlinks, the owner of Oxford Builders Inc., was in attendance to speak to the application.

The purpose of the Applications for Consent is to separate 3 street-fronting townhouse units that have been recently constructed to make each unit separately conveyable. The lot to be severed by B21-29-8 will be approximately 325 m<sup>2</sup> (3,498.39 ft<sup>2</sup>) while the lot to be severed by B21-30-8 will be approximately 275 m<sup>2</sup> (1,690.17 ft<sup>2</sup>) in area. The lot to be retained will cover an area of approximately 334 m<sup>2</sup> (3,595.26 ft<sup>2</sup>). The owner has also applied for reciprocating easements for each of the severed lots to provide access to the rear yard from the garages.

R. Versteegen reviewed the staff Planning Report. He noted that the subject property is designated as Low Density Residential in the County Official Plan, and is zoned as Residential Zone 2 (R2) in the City of Woodstock's Zoning By-law. All three units will be required to have separate services. He indicated that in the surrounding area there are single-detached dwellings, semi-detached dwellings and the CN Railway to the north. He indicated the proposal in Planning staff's opinion is consistent the 2020 Provincial Policy Statement, complies with the Official Plan policies and meets the Zoning By-law provisions. No concerns were received during the agency circulation and no comments were received during the public notification. Accordingly, Planning staff recommends approval of the application and requested easements, subject to a number of conditions.

In response to G. Brumby, R. Versteegen noted that the conditions are the same for both lots.

G. Geerlinks had no questions or concerns regarding the staff Planning Report or the conditions contained within.

B21-29-8

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

3. The owner shall prepare a draft reference plan for the reciprocating rear yard easements to the satisfaction of the City of Woodstock.
4. A shared Access Easement Agreement shall be entered into between the owner(s) of the lots to be severed, to the satisfaction of the City of Woodstock and the Secretary-Treasurer of the Land Division Committee. All cost-sharing requirements and maintenance responsibility shall be clearly indicated in the Agreement, to the satisfaction of the City of Woodstock.
5. 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.
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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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.

B21-30-8

Moved by: C. van Haastert  
Seconded by: R. Jull

*'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 owners shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock, regarding the installation of services and drainage facilities.
3. The owner shall prepare a draft reference plan for the reciprocating rear yard easements to the satisfaction of the City of Woodstock.
4. A shared Access Easement Agreement shall be entered into between the owner(s) of the lots to be severed, to the satisfaction of the City of Woodstock and the Secretary-Treasurer of the Land Division Committee. All cost-sharing requirements and maintenance responsibility shall be clearly indicated in the Agreement, to the satisfaction of the City of Woodstock.
5. 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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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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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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B20-74-8 – KRS Holdings Woodstock Inc. (Lot 8 & Part Lot 9, Plan 1626, City of Woodstock)

No one was in attendance to speak to the application.

The purpose of the application for consent is for a commercial lot addition. The lot to be severed is vacant, and will cover an area of approximately 0.76 ha (1.9 ac). The severed lot will be added to the commercial lands to the immediate east, which are approximately 0.24 ha (0.6 ac) in size. A 5-storey hotel, dine-in restaurant and drive-thru restaurant are being proposed on the enlarged lands. The lot to be retained is approximately 0.81 ha (2 ac) and contains a restaurant, car wash and gas bar. The owner is further proposing blanket easements over the retained lot in favour of the severed and enlarged lots for vehicle parking, storm sewer and access to Dundas Street and Oxford Road 4. The owner has also applied for a Partial Discharge of Mortgage.

R. Versteegen reviewed the staff Planning Report. He indicated that the subject property is designated Service Commercial in the Land Use Plan as contained in the County Official Plan and is zoned Special Highway Commercial Zone (C4-51) in the City of Woodstock's Zoning By-law. A zoning application is required to consolidate the zoning for the proposed permitted uses. He noted that the surrounding land uses are a mix of highway commercial and industrial. He stated that the blanket easements will enable shared access and traffic will flow through both parcels, and for stormwater management. In Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, and complies with Official Plan policies. No concerns were received during the agency circulation, and no comments were received during public consultation. Accordingly, he indicated that planning staff is in support of the application and proposed easements, subject to a number of conditions for the Committee's consideration.

In response to G. Brumby, R. Versteegen noted that the portion of wetlands located on the subject property is not significant.

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

*'Granted'*

CONDITIONS:

1. The lots to be severed, enlarged and 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 be reflected on the certificate.
3. 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.
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 drainage facilities.
5. A draft copy of the reference plan and Shared Easement Agreement for the stormwater management, parking and access shall be provided to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the Agreement and the said Agreement shall be registered on title.
6. 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.
7. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City, 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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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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B21-14-2 – Zilke Farms Inc. (Part Lots 7 & 8, Concession 11 (East Zorra) Township of East Zorra-Tavistock)

Mark Zilke, owner of Zilke Farms Inc., was in attendance to speak to the application.

The purpose of the application for consent is to facilitate the severance of agricultural lands that will be added to an existing parcel to the immediate south. The severed lands comprise approximately 18.3 ha (45.3 ac) and adding the lands to the noted parcel to the south will result in a newly enlarged lot area of approximately 38.1 ha (94.3 ac), while retaining an agricultural parcel approximately 43.1 ha (106.5 ac) in size.

R. Versteegen reviewed the staff Planning Report and explained that the lands are designated as Agricultural Reserve with the County Official Plan, and currently zoned General Agricultural (A2) in the Township's Zoning By-law. He indicated that neither of the barns located on the subject lands contain livestock and the lands are being used for cash cropping purposes. He noted that at the time no new development is proposed for the severed lot. The surrounding uses consist of agricultural, a private school, and a campground. There are wetlands located on the subject property, however they do not affect the application from a planning perspective. In Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, is inkeeping with the Official Plan policies, and is appropriately zoned. No concerns were received during the agency circulation or the public notification to neighbouring property owners. A resolution was received from the Township of East Zorra-Tavistock in support of the application. Planning staff are in support of the application.

M. Zilke had no questions or concerns and concurred with the staff Planning Report.

Moved by: R. Jull  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. The parcel intended to be severed be conveyed to the abutting landowner to the immediate south 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, 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 East Zorra-Tavistock.
3. If required, the owner enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township.
4. The Clerk of the Township of East Zorra-Tavistock 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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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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B21-23-2 – Van Der Kooi Dairy Farms Inc. & Tjeerd & Tietje Van Der Kooi (Part Lots 20 & 21, Concession 8 (South Norwich) Township of Norwich)

Tjeerd (Ted) Van Der Kooi was in attendance to speak to the application.

The purpose of the application for consent is to create one new residential lot in the Village of Springford. It is proposed that the lot to be severed will be 5,270 m<sup>2</sup> (56,727 ft<sup>2</sup>) in size, with approximately 62 m (203.4 ft.) of frontage on Main Street East. The lot to be severed contains an existing single detached dwelling, as well as an existing private well and septic system. It is the intent of the applicant to connect to the municipal water service while maintaining the existing well on the lot to be severed for lawn irrigation purposes.

R. Versteegen reviewed the staff Planning Report. He indicated that the severed lands are designated as Settlement Area and the balance of the property is designated as Agricultural Reserve in the County Official Plan. He noted that the severed lot will need to be rezoned from General Agricultural Zone (A2) to Residential Type 1 (R1). He explained that the surrounding uses are agricultural and also residential that are contained within the Springford village limits. He stated that in Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, and is consistent with the County Official Plan. During agency circulation Public Works noted that road widening will be required, connection to municipal water supply, and that the applicant can retain the existing well for non-potable purposes. As a result, the well will need to be disconnected from the dwelling and any other uses using it for potable water purposes. No comments were received during circulation to the neighboring property owners. Planning staff recommends approval of the application subject to the recommendations in the staff Planning Report.

In response to T. Van Der Kooi, R. Versteegen noted that he should contact the Township drainage superintendent in regards to the drainage reapportionment. R. Versteegen also responded noting that the Township's Building Official has requested that the septic system location be verified as the application and prior mapping were not consistent. T. Van Der Kooi understood the conditions and had no further questions.

R. Versteegen responded to C. van Haastert noting that the connection to municipal services is a standard condition within residential settlements to ensure residents have a safe and secure water supply. G. Brumby offered the suggestion that the provincial guidelines also advise regarding municipal connection.

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

*'Granted'*

CONDITIONS:

1. The lot to be severed be appropriately zoned.
2. The owner provide confirmation that the septic system serving the lot to be severed is wholly located within the boundary of the lot to be severed, to the satisfaction of the Township of Norwich Building Department.
3. If required, a drainage 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 Norwich.
4. If required, the applicant enter into a severance agreement with the Township of Norwich, to the satisfaction of the Township of Norwich.
5. If required, a road widening of 5.0 m (16.4 ft) along the frontage of Main Street East (Oxford Road 19) of both the lot to be severed and the lot to be retained, be dedicated to the County of Oxford, free of all costs, liens, easements and other encumbrances, to the satisfaction of the County of Oxford Public Works Department.

6. The County of Oxford Public Works Department advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to the provision of water service to the lot to be severed have been complied with. This condition can be cleared by payment for the required services prior to the completion of the severance, to the satisfaction of the County of Oxford Public Works Department.
7. The owners properly disconnect the existing well located on the retained lands from all potable water sources, such that no connections from the well enter the dwelling on the severed lands or are connected to any other source of potable water, to the satisfaction of the County of Oxford Public Works Department.
8. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, 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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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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B21-21-6; A21-06-6 & B21-22-6 – Ronald, Linda & Kelly Archer (Part Lots 1-3 & 212, Block 57, Plan 279, Town of Ingersoll)

Ron and Linda Archer were present to speak to the application.

The purpose of the Application for Consent is to create a residential infill lot. The lot to be severed is to be approximately 753.72 m<sup>2</sup> (8,113 ft<sup>2</sup>) in area with an approximate frontage of 27.18 m (89.2 ft.). The lot to be severed is currently vacant and is intended to accommodate a single detached dwelling. The lot to be retained is to be approximately 2,504.6 m<sup>2</sup> (26,959.3 ft<sup>2</sup>) with an approximate frontage of 29.88 m (98 ft.). A single-detached dwelling, attached garage and accessory building currently exist on the subject lands and are to remain.

Relief from Section 6.2, Table 6.2 – Zone Provisions, to reduce the minimum lot frontage of the severed and retained lands resulting from Consent Application B21-21-6, from 30 m (98.4 ft.) to 27 m (88.5 ft.).

R. Versteegen reviewed the staff Planning Report. He noted that the irregular lot shape is due to the shed remaining. A minor variance has also been requested to reduce the minimum lot frontage for the severed lot (B21-21-6). In Planning staff's opinion the application is consistent the 2020 Provincial Policy Statement, is consistent with the Official Plan policies and complies with the Residential Type 1 (R1) Zone Provisions in the Town's Zoning By-law, with the exception of the requested minor variance for lot depth. He indicated that there is mainly single-detached dwellings of varying lots sizes in the immediate area, and that there have been a number of lots created through recent consent applications within the surrounding area. No concerns were received during the agency circulation or the public notification to neighbouring property owners. Planning staff are in support of the application and requested minor variance.

R. Archer had no questions or concerns and concurred with the staff Planning Report.

In response to C. van Haastert, R. Versteegen advised that the shed and configuration of the lots met the minimum setback requirements, and noted that any new dwellings or structures would also have to meet these setbacks as well to the Town's satisfaction.

B21-21-6

Moved by: A. Tenhove  
Seconded: R. Jull

CONDITIONS:

1. All financial requirements of the County with respect to the provision and installation of water and wastewater services must be complied with to the satisfaction of the County of Oxford Public Works Department. This shall include the Owner being responsible for the cost of extending the sanitary in addition to the costs of constructing new services from the new sanitary and from the watermain, the design of which is to be undertaken by County Public Works. And further, the Owner will need to pay a deposit or provide a letter of credit (both in the amount of a cost of construction estimate) in order to commence this design and construction process. 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 being responsible for the full costs of rebuilding of boulevards, curb-and-gutter, sidewalk and road section restoration along Concession Street.
2. The Owner shall provide the payment of cash-in-lieu of parkland for the creation of the new lot to the Town of Ingersoll.
3. If required, the Owner shall submit a proposed grading plan, prepared by a Professional Engineer or Ontario Land Surveyor, to confirm drainage run-off for the proposed severed and retained lots, to the satisfaction of the Town of Ingersoll.
4. 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.
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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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.

A21-06-6

Moved by: A. Tenhove  
Seconded by: R. Jull

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 Town of Ingersoll Zoning By-law No. 04-4160
4. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.

B21-22-6

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

CONDITIONS:

1. All financial requirements of the County with respect to the provision and installation of water and wastewater services must be complied with to the satisfaction of the County of Oxford Public Works Department. This shall include the Owner being responsible for the cost of extending the sanitary in addition to the costs of constructing new services from the new sanitary and from the watermain, the design of which is to be undertaken by County Public Works. And further, the Owner will need to pay a deposit or provide a letter of credit (both in the amount of a cost of construction estimate) in order to commence this design and construction process.
2. 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 being responsible for the full costs of rebuilding of boulevards, curb-and-gutter, sidewalk and road section restoration along Concession Street.
3. The Owner shall provide the payment of cash-in-lieu of parkland for the creation of the new lot to the Town of Ingersoll.
4. If required, the Owner shall submit a proposed grading plan, prepared by a Professional Engineer or Ontario Land Surveyor, to confirm drainage run-off for the proposed severed and retained lots, to the satisfaction of the Town of Ingersoll.
5. 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.
6. 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.
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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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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B21-16-5 – Martin Alexander Hossack (Lot 6, Concession 12 (East Nissouri) Township of Zorra)

Tom Rutledge, the applicant, was in attendance for the application.

The purpose of the Application for Consent is for a rural residential lot addition. The lot to be severed will cover an area of approximately 1,839.6 m<sup>2</sup> (19,802.3 ft<sup>2</sup>), is currently used for agricultural purposes and is proposed to be added to the lands to the immediate west. The lot to be enlarged covers an area of approximately 0.46 ha (1.13 ac) contains a single-detached dwelling, and two accessory sheds. The lot to be retained is vacant, will cover an area of approximately 20.96 ha (51.79 ac), and will continue to be used for agricultural purposes.

R. Versteegen reviewed the staff Planning Report and noted that the retained lands will continue to be used for agricultural purposes and the severed parcel will be used as non-farm rural-residential purposes. In Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement, and complies with the Official Plan. The severed parcel will need to be rezoned from General Agricultural (A2) to Residential Existing Zone (RE) to match the zoning of the lot to be enlarged. He noted that the surrounding area consists of agricultural and wetlands/woodlands. No concerns were received during the agency circulation or the public notification to neighbours. A resolution was also received from the Township of Zorra in support of the application. Planning staff are in support of the application, subject to the conditions outlined in the recommendations of the staff Planning Report.

T. Rutledge had no questions or concerns and concurred with the staff Planning Report.

Moved by: R. Jull  
Seconded by: J. Lessif

*'Granted'*

CONDITIONS:

1. The lot to be severed 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 be reflected on the certificate.
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 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.

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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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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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B21-42-2 – Canada Farm Distributors Ltd. (Part Lots 126-128, Plan 307, Township of East Zorra-Tavistock)

Chris Pidgeon and Amanda Stellings from GSP Group Inc., the owner's agent, was in attendance to present the application. Also in attendance were the following individuals:

Wade Stever  
c/o GSP Group Inc.  
201-72 Victoria St S  
Kitchener ON N2G 4Y9

Connie Hitzeroth  
133 Hope Street W  
Tavistock ON N0B 2R0

Carolyn Gribble  
143 Hope Street W  
Tavistock ON N0B 2R0

Gary Ollivier  
123 Hope Street W  
Tavistock ON N0B 2R0

The Application for Consent is for an institutional lot addition. The lot to be severed will cover an area of approximately 0.8 ha (2 ac), and is currently vacant. It is proposed that the lot to be severed will be added to the lands to the immediate east, municipally known as 28 William Street South. The lot to be enlarged is currently 0.85 ha (2.1 ac) in size and contains an existing long-term care home. The lot to be retained will be approximately 3.95 ha (9.77 ac) in size and contains two commercial buildings, and an accessory single-detached dwelling.

R. Versteegen reviewed the staff Planning Report. It is Planning staff's opinion the application is consistent with the 2020 Provincial Policy Statement. It is proposed that the applicant will submit a future Official Plan Amendment and zone change application to enable an expansion of the institutional use. As noted, the purpose of the application is to facilitate expansion of the existing long-term care home on the lot to be enlarged. No concerns were raised during agency circulation. A resolution was received from the Township of East Zorra-Tavistock Council in support of the application. All those in attendance at the meeting had submitted a letter of concern and R. Versteegen felt as though these individuals could elaborate on their concerns when speaking to the Committee. Planning staff recommended approval of the application.

C. Pidgeon advised that this application is 1 of 5 applications required for the development of the subject lands. He noted that an Official Plan Amendment, Zone Change, Site Plan, and subsequent severance application will all be submitted to enable the proposed development.

C. Pidgeon requested that condition number 1 be removed which requires a zone change be completed as the proponent wanted to have the severance completed as quickly as possible without having to wait for a zone change. Through consultation with Planning staff the Committee agreed to the requested deletion of the condition.

C. Hitzeroth asked the agents if the preliminary site plan could be provided. C. Pidgeon responded noting that he could provide the preliminary site plan and that the easements required would not impact the surrounding residential areas and will be contained on the severed lot. R. Versteegen also noted that concerns regarding drainage, buffering, parking and building location as well as fencing will be dealt with during the site plan approval. R. Versteegen cautioned that while he had no issue with the site plan being shared with the attendees, its unsure whether the Planning department or Township staff have had the opportunity to view the plan and therefore should only be considered conceptual at this point. G. Brumby mentioned that C. Pidgeon could set up an additional meeting to discuss the site plan.

G. Ollivier noted that there were four major points he wanted to address. The first being transparency in regards to sharing information and keeping the surrounding residents up to date on the process. Secondly, infrastructure, and ensuring that the infrastructure was appropriate and considerate of the surrounding area and residents. Thirdly, environmental considerations and whether the site plan will include landscaping features and use of environmentally friendly materials throughout the process. Lastly, in regards to communication and how the neighbours will be contacted and the frequency of the communication. G. Brumby responded noting that the site plan approval will address the majority of these concerns. R. Versteegen also advised all the attendees that neighbouring landowners will receive notices of complete application and notices of public meeting for the Official Plan Amendment and zone change whereby Township Council and County Council will consider the expansion of the long term care home in greater detail.

C. Gribble indicated that all of her concerns have been addressed throughout the meeting.

C. Pidgeon re-iterated that there will be a formal public consultation.

No further comments or questions were provided from the Committee.

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

*'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, 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 East Zorra-Tavistock.
3. If required, the owner enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township.
4. The Owner shall register an easement in favour of the County of Oxford over the existing sanitary sewer on the lot to be severed and the lot to be retained, both as a first charge, at the owner's expense, to the satisfaction of County of Oxford Public Works Department.
5. The Owner shall enter into a Servicing Easement with Bell Canada, to the satisfaction of Bell Canada.
6. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.

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.

CARRIED.

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B21-13-6; A21-04-6 – Michael Todd Ross (Part Lots 1D, 4E, 10 & 11, Block 43, Plan 279, Town of Ingersoll)

Michael Todd Ross, and Ian Blain, property owner's solicitor, were in attendance to speak to the application.

The purpose of the Application for Consent is to split an existing semi-detached dwelling into 2 separate parcels. The lot to be severed will cover an area of approximately 451.8 m<sup>2</sup> (4,863.29 ft<sup>2</sup>) and will contain one half of the semi-detached dwelling while the lot to be retained will cover an area of approximately 237.8 m<sup>2</sup> (2,559.7 ft<sup>2</sup>) and will also contain one half of the existing semi-detached dwelling.

Minor variances are requested from the Town of Ingersoll Zoning By-law No. 04-4160 as follows:

- Section 7.2, Front Yard Depth, to permit a front yard depth for the lot to be severed of 5.1 m (16.7 ft) and 5.7 m (18.7 ft) for the lot to be retained, in place of the 6 m (19.7 ft) required for lands zoned 'Residential Type 2 (R2)';
- Section 7.2, Rear Yard Depth, to permit a rear yard depth for the lot to be retained of 5.27 m (17.3 ft), in place of the 7.5 m (24.6 ft) required for lands zoned 'Residential Type 2 (R2)';
- Section 7.2, Lot Area, to permit a minimum lot area for the lot to be retained of 237 m<sup>2</sup> (777.6ft<sup>2</sup>), in place of the 270 m<sup>2</sup> (885.8 ft<sup>2</sup>) required for lands zoned 'Residential Type 2 (R2)'; and
- Section 7.2, Lot Depth, to permit a minimum lot depth for the lot to be retained of 18.3 m (60 ft), in place of the 30 m (98.4 ft) required for lands zoned 'Residential Type 2 (R2)'.

R. Versteegen reviewed the staff Planning Report and indicated that the purpose of the application is to split an existing semi-detached along the common wall of the existing units. He explained that the irregular lot configuration is due to the existing structure, and that the minor variances requested is to reflect the existing lot configuration. In the opinion of Planning staff each of the applications are consistent with the 2020 Provincial Policy Statement, are consistent with the Official Plan policies and is appropriately zoned, subject to the requested minor variances. No concerns were received during the agency circulation or the public notification to the neighbouring property owners. Surrounding land uses include single-detached dwellings, planned multiple unit residential development and commercial uses. Planning staff are in support of the application and requested variances.

I. Blain had no questions or concerns and concurred with the staff Planning Report.

B21-13-6

Moved by: A. Tenhove  
Seconded by: R. Jull

CONDITIONS:

1. The owners 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 may include providing an updated survey to confirm lot sizes to the satisfaction of the Town of Ingersoll and also cash-in-lieu of parkland for the creation of the new lot.



2. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Ingersoll 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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year, 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.

A21-04-6

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

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 Town of Ingersoll Zoning By-law No.04-4160.
4. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.

CARRIED.

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On the motion of R. Jull the Committee meeting adjourned at 11:38 a.m.

*"G. Brumby"*

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CHAIRPERSON