Report No: CP 2026-320
COMMUNITY PLANNING
Land Division Committee: November 5, 2026

To: Chair and Members of Oxford County Land Division Committee

From: Avery Peters, Student Development Planner, Community Planning

Application for Consent
B26-30-7 – Peter Staley and Margaret McCrimmon

REPORT HIGHLIGHTS

- The application for consent proposes to create one (1) new residential building lot and retain a lot with an existing single detached dwelling. The lot to be severed is currently vacant and it proposed that a single detached dwelling will be constructed.
- Planning staff are recommending that the application be approved as it is consistent with the policies of the Provincial Planning Statement (PPS) and maintains the intent and purpose of the Official Plan respecting infill development within Low Density Residential Areas.

DISCUSSION

Background

OWNERS:	Peter Staley and Margaret McCrimmon 22 Old Vienna Road, Tillsonburg, ON N4G 3C4
APPLICANT:	David Hiebert 142 Maple Lane #4, Tillsonburg, ON N4G 2Y9
AGENT:	David Roe, Civic Planning Solutions Inc. 61 Trailview Drive, Tillsonburg, ON N4G 0C6

LOCATION:

The subject lands are described as Part of Lot 1385, Plan 500, Part 2, 41R-6145 in the Town of Tillsonburg. The subject lands are located on the east side of Old Vienna Road, lying north of Van Street and south of Simcoe Street and are municipally known as 22 Old Vienna Road.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “T-1”	Town of Tillsonburg Land Use Plan	Residential
Schedule “T-2”	Town of Tillsonburg Residential Density Plan	Low Density Residential

Schedule "C-1"	County of Oxford Environmental Features Plan	Significant Valleylands
Schedule "C-2"	County of Oxford Development Constraints Plan	Erosion Hazard Land

TOWN OF TILLSONBURG BY-LAW NO. 3295:

Existing Zoning: 'Low Density Residential Type 1 Zone (R1)'

PROPOSED SERVICES:

Lot to be Severed and Retained: municipal water and municipal sanitary sewer

ACCESS:

Lot to be Severed and Retained: paved municipal road (Old Vienna Road)

PROPOSAL:

	Lot to be Retained	Lot to be Severed
Lot Area:	1,491.5 m^2 (0.37 ac)	1,347.6 m^2 (0.33 ac)
Lot Frontage:	30 m (98.4 ft)	32 m (105 ft)
Average Lot Depth:	49.5m (162.4 ft)	61.5 m (201.8 ft)

The purpose of the application for consent is to create one (1) new residential building lot and retain a lot containing an existing single detached dwelling with an attached garage. The proposed lot to be severed is currently vacant and it is proposed that a single detached dwelling will be constructed.

For Committee's information, the applicants previously applied for an Application for Consent (B23-78-7) to sever a residential lot of similar size and configuration to this application, the application was granted conditional approval in March of 2024 and has since lapsed.

Current land uses surrounding the subject property consist of low-density residential uses to the immediate north and south, commercial uses to the east, and Coronation Park across Old Vienna Road to the south. A watercourse is located to the west on the other side of Old Vienna Road.

Plate 1, Location Map with Existing Zoning, shows the location of the subject lands and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2025), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch, provides the dimensions of the lot to be severed and the lot to be retained, as provided by the applicants.

Application Review

2024 PROVINCIAL PLANNING STATEMENT (PPS):

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the *Planning Act*, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Section 2.2 provides that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the immediate area by:

a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
b) permitting and facilitating:
    1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
    2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

Section 2.3 of the Provincial Planning Statement (PPS) outlines that healthy, liveable, and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Further, Section 2.3 directs that settlement areas shall be the focus of growth and development. According to Section 2.3.1.2, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

OFFICIAL PLAN:

The subject lands are located within the ‘Low Density Residential’ designation according to the Town of Tillsonburg Residential Density Plan, as contained in the Official Plan.

Low Density Residential Districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single detached dwellings, semi-detached, duplex, and converted dwellings, street-fronting townhouses, and other, similar forms of development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

The policies of Section 8.2.4.1, Infill Housing, apply to this proposal. Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. To efficiently utilize the residentially designated land supply, and municipal servicing infrastructure, infill housing will be supported in Low Density Residential Districts.

In addition to the specific infill policies identified, the following will be considered for all infill proposals:

- the location of vehicular access points, the effect of traffic generated by the proposal on the public road system, pedestrian and vehicular safety and surrounding properties is assessed and found to be acceptable;
- existing municipal services and community facilities will be adequate to accommodate the proposed infill project;
- stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- the extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- the effect of proposed development on environmental resources or the effects of environmental constraints on the proposed development will be addressed and mitigated in accordance with Section 3.2;
- compliance of the proposed development with the provisions of the Zoning By-Law of the Town and other municipal by-laws; and,
- consideration of the potential effect of the development on natural and heritage resources and their settings.

The subject lands have been identified as Erosion Hazard and Significant Valleylands in the Official Plan. Erosion hazard means the loss of land due to human or natural processes that pose a threat to life and property. The erosion hazard limit is determined using the one hundred year erosion rate and includes allowances for toe erosion, slope stability and access during emergencies. It is the intent of the Official Plan policies to permit development only where the effects of erosion hazards and unstable soils can be avoided or, in the case of existing development, successfully mitigated.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned ‘Low Density Residential Type 1 Zone (R1)’ in the Town’s Zoning By-law. Permitted uses within the ‘R1’ zone include a group home, a home occupation, a public use, and single detached dwellings.

For single detached dwellings, the provisions of the ‘R1’ zone relevant to this application include:

- minimum lot area of 480 m^2 (5,166 ft^2);
- minimum lot frontage of 15 m (49.2 ft); and,
- minimum lot depth of 32 m (105 ft).

The minimum lot area, frontage, and yard setback provisions of the Zoning By-Law are intended to ensure that lots are sufficiently large enough to provide an adequately sized building envelope and maintain suitable setbacks to provide access to the rear yard and provide sufficient area to conduct normal property maintenance. The minimum lot frontage provision of the By-law is intended to ensure that enough space is provided for safe access and egress to the lot.

With respect to the lot to be retained and the lot to be severed, the minimum lot area, frontage, and depth provisions of the 'R1' Zone appear to be met.

AGENCY COMMENTS:

Oxford County Public Works commented that upon conditional approval of a consent/severed lot, capacity will be conditionally reserved for a period of two (2) years, consistent with duration of conditional approval under the Planning Act. If approved, a condition of severance shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water and sanitary sewer services, to the satisfaction of the County. Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.

Town of Tillsonburg Engineering Department commented that the Town has received complaints regarding flooding in the area and recommends that the property owner undertake an investigation into these concerns, including engaging with the Long Point Region Conservation Authority to assess potential impacts and required approvals. If approved, the following conditions must be satisfied:

- The Owners shall covenant and agree to satisfy all requirements financial and otherwise, of the Town of Tillsonburg regarding the installation of services and drainage facilities to the satisfaction of the Town of Tillsonburg Engineering Services Department. Any work being done in the Town's right-of-way will require an Encroachment Permit and inspection by the Owners consultant. The Owner(s) shall agree to submit a sealed letter to the Town of Tillsonburg from their consulting engineer stating that all servicing and restoration work has been completed to the Town of Tillsonburg Development Guidelines and Design Criteria.
- The Owner(s) shall submit a Lot Grading Plan and Site Servicing Plan for the lot(s) to be severed, prepared by a qualified Professional Engineer, to the satisfaction of the Town of Tillsonburg. The plans shall be accompanied by a Stormwater Management Technical Brief assessing the existing drainage conditions, including the receiving watercourse, and demonstrating that future development of the severed lands will not adversely affect the adjacent municipal stormwater outlet, stormwater conveyance system, or adjacent properties. The Technical Brief shall also identify the required easement width over the receiving watercourse, to the satisfaction of the Town of Tillsonburg. The required easement shall be conveyed to the Town.
- The Owner(s) must submit a Surveyors Real Property Report to confirm lot sizes and building setbacks to the satisfaction of the Town
- The Owner(s) shall provide payment of cash-in-lieu of parkland to the Town of Tillsonburg for the lot to be severed as per the Tillsonburg Rates and Fees By-Law as amended.

Town of Tillsonburg Building Services commented that concerns have been noted regarding the site's low-lying topography, the presence of a watercourse, and the existing outlet located on the subject parcel. A detailed drainage assessment should be completed to evaluate site conditions and determine whether drainage easements are required prior to approval of the proposed severance.

Canada Post indicated no concerns with the proposal.

Long Point Region Conservation Authority (LPRCA) commented that the proposed parcel to be severed contains flooding hazards from the adjacent watercourse. Any future development will need to be setback at least 15 m from the top of bank of the watercourse.

PUBLIC CONSULTATION:

Notice of the Application for Consent was provided to the public and surrounding property owners on September 14, 2026, in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

TOWN OF TILLSONBURG COUNCIL

Town of Tillsonburg Council passed a resolution in support of the proposed severance at Council's regular meeting of September 28, 2026.

Planning Analysis

The purpose of the application for consent is to create one (1) new residential building lot and retain a lot with an existing single detached dwelling.

Planning staff are of the opinion that the proposal is consistent with the policies of the PPS respecting residential infill development within settlement areas, increasing residential housing supply and permitting and facilitating housing within existing developed areas. Further, adequate municipal sewage and water services will be available to service the proposed severed lot, which supports the servicing policies of the PPS.

With regard to the street-oriented infill policies of the Official Plan, the subject lands are located in an area characterized by low density residential development. In this case, the lots to be severed and retained appear to be compatible with the street frontage, setbacks, lot area and spacing of the existing residential development in the immediate area, which offers a variety of lot sizes and configurations which support single detached dwelling units. Additionally, the subject lands are designated as Significant Valleyland. Staff are satisfied that there is suitable building envelope outside of the Significant Valleylands area on the proposed lot to be severed for the future dwelling. As such, the proposal can be considered consistent with the relevant provisions of the Low Density Residential policies as contained in the Official Plan.

The subject lands are located within an area characterized by various residential types on a range of lot sizes. The proposed lot configurations are consistent with the relevant provisions of the 'R1' zone and will be of sufficient size to provide adequate building envelopes, required off-street parking, vehicular ingress and egress, landscaping, drainage, and private amenity space.

Town Engineering and Building staff have identified a number of requirements relating to grading, servicing and stormwater management reports that are recommended to be included as condition of approval. These conditions and reports will be reviewed prior to the issuance of a building permit to ensure that stormwater run-off is adequately controlled and will not negatively affect adjacent properties. A condition is also proposed that the applicant provides a stormwater

management report which may recommend an easement in favour of the Town if needed for future stormwater infrastructure upgrades.

It is the opinion of this Office that the Application for Consent is consistent with policies of the PPS, maintain the intent of the Official Plan respecting efficient use of land and municipal services within a fully serviced urban area, and provide infill housing for the Town of Tillsonburg. As such, Planning staff recommend that the application be given favourable consideration.

RECOMMENDATION

Whereas the application for consent is consistent with the 2024 Provincial Planning Statement, and complies with the policies of the County of Oxford Official Plan, we are of the opinion that the application is acceptable from a planning perspective, and should be granted, subject to the following conditions:

1. **The Owner(s) shall agree to satisfy all requirements, financial and otherwise, of the County regarding the installation of water and sanitary sewer services, to the satisfaction of the County. Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.**

2. **The Owner(s) shall covenant and agree to satisfy all requirements financial and otherwise, of the Town of Tillsonburg regarding the installation of services and drainage facilities to the satisfaction of the Town of Tillsonburg. Any work being done in the Town's right-of-way will require an Encroachment Permit and inspection by the Owner(s) consultant. The Owner(s) shall agree to submit a sealed letter to the Town of Tillsonburg from their consulting engineer stating that all servicing and restoration work has been completed to the Town of Tillsonburg Development Guidelines and Design Criteria.**

3. **The Owner(s) shall submit a Lot Grading Plan and Site Servicing Plan for the lot to be severed prepared by a qualified Professional Engineer, to the satisfaction of the Town of Tillsonburg. The plans shall be accompanied by a Stormwater Management Technical Brief assessing the existing drainage conditions, including the receiving watercourse, and demonstrating that future development of the severed lands will not adversely affect the adjacent municipal stormwater outlet, stormwater conveyance system, or adjacent properties. The Technical Brief shall also identify the required easement width over the receiving watercourse, to the satisfaction of the Town of Tillsonburg. The required easement shall be conveyed to the Town.**

4. **The Owner(s) must submit a Surveyors Real Property Report to confirm lot sizes and building setbacks to the satisfaction of the Town.**

5. **The Owner(s) shall provide payment of cash-in-lieu of parkland to the Town of Tillsonburg for the lot(s) to be severed as per the Tillsonburg Rates and Fees By-Law as amended.**

6. **The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.**

SIGNATURES

Authored by:	*"Original Signed by"*	Avery Peters Student Development Planner
Approved for submission:	*"Original Signed by"*	Heather St. Clair, RPP, MCIP Senior Development Planner

Plate 1: Location Map with Existing Zoning
File No.: B26-30-7 (Staley and McCrimmon)
Part of Lot 1385, Plan 500, Part 2, 41R-6145; 22 Old Vienna Road, Town of Tillsonburg



Legend

Parcel Lines
- Municipal Boundary
- Property Boundary
- Assessment Boundary
- Road
- Unit

Zoning Floodlines Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 48 96 Meters

NAD_1983_UTM_Zone_17N

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

July 22, 2026

Plate 2: Aerial Map (2025)
File No.: B26-30-7 (Staley and McCrimmon)
Part of Lot 1385, Plan 500, Part 2, 41R-6145; 22 Old Vienna Road, Town of Tillsonburg



Legend

Parcel Lines
- Municipal Boundary
- Property Boundary
- Assessment Boundary
- Road
- Unit

Zoning Floodlines Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Land Use Zoning (Displays 1:16000 to 1:500)

Notes



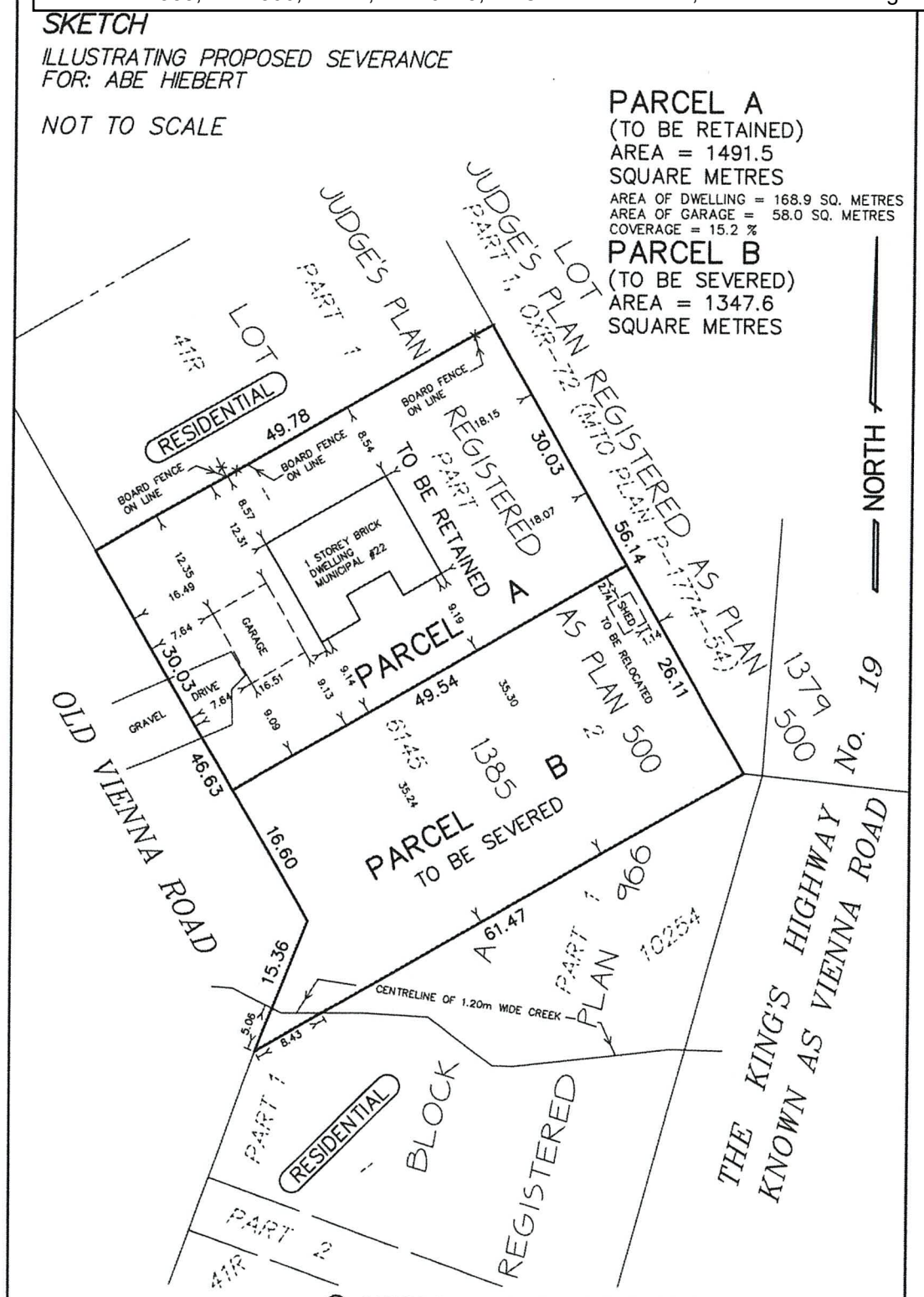
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NAD_1983_UTM_Zone_17N

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August 7, 2026

Plate 3: Applicants' Sketch
File No.: B26-30-7 (Staley and McCrimmon)
Part of Lot 1385, Plan 500, Part 2, 41R-6145; 22 Old Vienna Road, Town of Tillsonburg



PROPERTY DESCRIPTION:
PART OF LOT 1385
JUDGE'S PLAN REGISTERED
AS PLAN 500
TOWN OF TILLSONBURG
COUNTY OF OXFORD

CAUTION

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK

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PROJECT: 22-18215SKETCH	ABE HIEBERT 22 OLD VIENNA ROAD, TILLSONBURG	REF:	DWG.	WLP
		FILE	CKD.	JGD

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Long Point Region Conservation Authority

4 Elm St., Tillsonburg ON N4G 0C4 Tel: (519) 842-4242 Fax: (519) 842-7123
Email: conservation@lprca.on.ca Website: www.lprca.on.ca

County of Oxford
21 Reeve Street
Woodstock, ON
N4S 7Y3

August 7, 2026

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application B26-30-7 and can provide the following comments based on LPRCA's plan review responsibilities for Oxford County's consideration.

It is staff's understanding that the submitted application will facilitate the severance of a property.

Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of *Chapter 5.0 - Protecting Public Health and Safety* of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

LPRCA staff can advise that the proposed parcel to be severed contains flooding hazards from the adjacent watercourse. Any future development will need to be setback at least 15 metres from the top of bank of the watercourse.

Permitting under Ontario Regulation 41/24

The subject lands are regulated by Long Point Region Conservation Authority under *Ontario Regulation 41/24*. Permission from this office is required prior to any development within the regulated area as defined in the Conservation Authorities Act.

Development activity is defined as:

- the construction, reconstruction, erection or placing of a building or structure of any kind,

- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere (*Ontario Regulation 41/24*)

Please feel free to reach out for any further questions related to this matter.

Isabel Johnson, Resource Planner
Long Point Region Conservation Authority
519-842-4242 | planning@lprca.on.ca