Oxford County

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Land Division Committee

Terms of Reference

Adopted: October 14, 2026

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Background

The County of Oxford is the approval authority for all matters related to the subdivision of land in the County, including plans of subdivision, consents and exemptions from the requirements of Part Lot Control. The County exercises its authority in accordance with the provisions of the Planning Act (the Act), as amended from time to time. The Act further provides County Council with the ability to appoint a Committee for the purpose of considering matters related to the subdivision of land.

In Oxford County, Council appoints a Committee for this purpose hereinafter referred to as the County of Oxford Land Division Committee (LDC). The LDC is a Committee constituted and appointed pursuant to Section 56 of the Planning Act (the Act). The LDC exercises authority afforded to it under the Act and any additional powers or authorities delegated to it by Council.

Purpose and Mandate

While the LDC is a Council-appointed tribunal, the Committee exercises its authority autonomously and independent of Council. The LDC's mandate is to exercise the following powers and authorities:

- The power and authority given to the Committee under Section 53 of the Act (commonly referred to as granting consents to sever land).
- The power and authority given to the Committee under Section 45 of the Act (commonly referred to as granting minor variances from the provisions of Zoning By-laws), in certain circumstances.
- The authority to issue certificates for validation of title in accordance with Section 57 of the Act.
- The power and authority to grant exemptions from the County of Oxford Woodlands Conservation By-law No. 6607-2024, as amended, and any predecessor By-law.
- Any additional power and authority delegated to it by Council in the performance of duties as per Delegation of Powers and Duties Policy No. 6.14 (Schedule "A" to By-law 4890- 2007).

Membership

Composition

The Committee shall be appointed by County Council, by By-law, in accordance with Section 56 of the Act, and shall consist of:

- Seven (7) members, all of which must be residents of the County of Oxford.

No sitting members of County Council or Area Councils are eligible for appointment to the LDC.

A certified copy of the passed by-law shall be sent to the Minister in accordance with Section 44 (2) of the Act.

Qualifications & Competencies

Matters considered in evaluating candidates for the Land Division Committee shall include, but are not limited to:

- Must be a resident of Oxford County
- Have a demonstrated commitment to and interest in the community
- Balanced representation from across the County and urban/rural areas
- Any background, knowledge and/or experience related to the function of a Land Division Committee
- Knowledge and understanding of land use planning and related processes
- Ability to be objective and free from potential conflicts of interest
- Relevant education and/or experience and ability to be able to appropriately consider and assess all information provided and presented
- Communication skills
- Reasons for wanting to serve on the Committee
- Being organized, available, and committed to attending all meetings of the Committee, including any required site visits.

Term

All Members will be appointed by County Council for the term of Council.

All members of the LDC shall hold the position until successors are appointed following the subsequent municipal election.

Vacancies

A member who has been appointed to fill a vacancy part-way through the LDC term will be appointed for the balance of the existing term. Any replacement member must be approved by County Council.

Vacancies on the Committee shall be filled in accordance with the County of Oxford Procedural By-law and applicable Council policies.

Selection of Chair and Vice Chair

At the first meeting of each year, the Committee shall select a Chair and Vice Chair by a majority vote for the purpose of chairing meetings and overseeing the operation of the Committee.

Roles and Responsibilities

The Chair

- Preside over all meetings
- Ensure adherence to the Council approved Terms of Reference
- Provide leadership to facilitate the efficient and effective conduct of Committee business

Committee Members

- Act as quasi-judicial decision-makers responsible for evaluating and adjudicating applications for consent to sever land under the Planning Act and exercising any other powers and authorities outlined above under Purpose and Mandate.
- Attend scheduled meetings (provide notification of absences to the Secretary-Treasurer) to hear submissions from municipal planning staff, applicants, and local residents.
- Be prepared for meetings by thoroughly reviewing all material provided by the Secretary-Treasurer in advance.
- Render impartial, merit-based decisions (approving, approving with conditions, or refusing applications) and sign official notices of decision.
- Act independently and non-politically, basing decisions strictly on the land use planning merits and applicable legislation, provincial and Official Plan policies, and By-Laws.

County Staff

Planning and technical and administrative advice and support for the LDC will be provided by County Community Planning Office staff, specifically the Land Division Secretary Treasurer and an assigned Development Planner.

Development Planner

The Community Planning Office will assign a Development Planner to the LDC to provide professional planning recommendations, advice, and direction with respect to the various land use planning matters and powers and authorities that have been delegated to the LDC by County Council.

Secretary-Treasurer

An employee of the Community Planning Office shall serve as Secretary-Treasurer to the Committee and shall:

- Provide technical and administrative support services and shall discharge all duties of that position as set out in the Act;
- The Secretary-Treasurer or designate shall be present at all meetings of the LDC;
- Record and maintain meeting minutes and Committee records;
- Prepare and distribute meeting agendas and draft minutes to the LDC in accordance with the Land Division Committee Procedure By-Law;
- Posting of approved minutes on the County website;
- Forward a summary of applications heard each month to the County Clerk for Council's information; and
- In the absence of the Secretary-Treasurer, the Coordinator of Planning Administration will be appointed to act on their behalf.

Meetings

Meeting Frequency

Meetings are generally held once per month on the first Thursday of the month beginning at 9:30 a.m. The meetings are generally a half day in length, but may extend to a full day as necessary based on the number and nature of applications on the agenda.

The meeting schedule will be established on an annual basis by the LDC Secretary Treasurer. Meetings dates are subject to change in consultation with the LDC.

All meetings of the LDC shall be open to the public.

Meeting Location

Meetings will be held in the Council Chambers of the Oxford County Administrative Building. Virtual attendance is permitted by LDC Members and the public, but must be arranged in advance with the LDC Secretary-Treasurer.

Rules of Procedure

The Committee shall conduct its meetings in accordance with the LDC Procedural By-law.

Quorum

Quorum for the LDC shall comprise a majority of the Committee members, including the Chair/Vice Chair. Provided that quorum is met, the absence of a member, or inability of a member to act, does not impair the authority of the LDC or of the remaining members.

If no quorum is present thirty (30) minutes after the time appointed for a meeting of the Committee, the Committee Chair or LDC Secretary-Treasurer may discharge the members present and cancel or re-schedule the meeting.

Agendas and Minutes

The LDC Secretary-Treasurer will solicit applications from Planning staff that have been deemed ready for public meeting and add them to the agenda for the next available meeting.

The determination of which applications are included on the agenda for a particular meeting of the LDC will be at the sole discretion of the LDC Secretary-Treasurer, in consultation with the Director of Community Planning.

Meeting agendas, including the minutes of the previous meeting, shall be distributed to Committee Members for review and adoption at the next scheduled meeting. Once adopted by the Committee, meeting minutes shall be posted on the County's website, in accordance with the County of Oxford Procedural By-law.

Compensation and Expenses

Committee members will receive remuneration as per the policies of the County of Oxford, as amended from time to time and shall be reimbursed by the County for County business related expenses incurred, payable in accordance with Employee Expense Policy No. 6.02.

Per Meeting
$200.00

Reporting and Review

A summary of the applications considered by the LDC each month and related decisions will be forwarded to the County Clerk for distribution to Council, for their information.

The LDC Terms of Reference shall be reviewed during each Council term, with any proposed revisions submitted to Council for adoption prior to the appointment of a new Committee.

At the conclusion of each Council term, the LDC shall submit a report to the Clerk summarizing its activities and accomplishments during the term.

Relevant Policies and Procedures

All employees and Committee Members will be guided by the County of Oxford's policies and procedures and relevant Provincial legislation and policies including, but not necessarily limited to, the following:

- Council's Code of Conduct Policy
- Land Division Committee Procedural By-law
- *Municipal Conflict of Interest Act (MCIA)*
- Accessibility Policy
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- *Planning Act*
- Provincial Planning Statement
- County Official Plan