

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, June 4, 2026

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and virtually via livestream, on Thursday, June 4, 2026, at 9:30 a.m. with the following individuals:

Chairperson	-	G. Brumby
	-	A. Tenhove
	-	L. Martin
	-	D. Paron - <i>virtual</i>
	-	D. Matheson
	-	C. van Haastert
	-	L. Bartlett
Senior Planner	-	H. St. Clair
Secretary-Treasurer	-	A. Karn Sims

The meeting was called to order at 9:32am.

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

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

*"The Minutes of the Meeting of May 7, 2026, be approved as amended, printed and circulated."*

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

1. Correspondence dated May 25, 2026 received from Matt Colby  
RE: Application B26-12-6 (Romo Properties Inc.)

APPLICATIONS FOR CONSENT:

B25-65-8 – Criscott Properties Ltd.

(Parcel 17-17, Section East Oxford-2 Pt Lt 17, Conc. 2, being Pt 4, 41R833, City of Woodstock)

The application was requested to be deferred by the owner until a later date. No report was presented and no decision was made.

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B26-05-8 – 1401 Dundas Street Holdings Inc.  
(Pt Lt 14, Conc. 1 (Blandford), Pt 2, 41R1144, City of Woodstock)

Corby Kirwin, the applicant, was present to speak to the application.

H. St. Clair presented the Staff report. The application for consent proposes to create one new industrial lot. The lot to be severed is proposed to be approximately 1.5 ha (3.7 ac) in size and would maintain approximately 132.4 m (434.3 ft) of lot frontage on Woodall Way. A storage shed currently exists on the proposed lot to be severed, which is to be removed.

The proposed lot to be retained would be approximately 2 ha (4.9 ac) in size and would maintain approximately 118.8 m (389.7 ft) of lot frontage on Dundas Street and approximately 172.4 m (565.6 ft) of frontage along Woodall Way. Currently, the lot to be retained contains three Quonset huts and a two-storey office/warehouse. The existing three Quonset huts are proposed to be removed while the office/warehouse building will remain.

A zone change application was conditionally approved by the City of Woodstock to rezone a portion of the lot to be severed from 'Special General Industrial Zone (M3-9)' to 'General Industrial Zone (M3).' Following the proposed severance and zone change, the lot to be severed will be zoned 'General Industrial Zone (M3)' while the lot to be retained will remain zoned 'Special General Industrial Zone (M3-9)' without any split zoning.

The subject lands are surrounded by various commercial and industrial uses to the north, south, east, and west.

The subject lands are described as Part Lot 14, Concession 1 (Blandford), Part 2, Plan 41R-1144, T/W 454670 as Partially Released by 454671, Part Lot 14, Concession 18 (Blandford), Part 2, 41R-7788. The lands are located on the northeast corner of the Woodall Way and Dundas Street intersection and are municipally known as 1401 Dundas Street, Woodstock.

Overall Planning Staff are supportive of this application and recommend approval subject to the noted conditions.

C. Kirwin had no comments or concerns and accepted all noted conditions.

In response to D. Paron, H. St. Clair noted that the reserve charge is paid as a requirement of a condition of the Consent.

No further comments or questions were received from the Committee.

B26-05-8

Moved by: L. Bartlett  
Seconded by: L. Martin

*'Granted'*

CONDITIONS:

1. The lot to be severed shall be appropriately rezoned 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 agree, in writing, to 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 prepared by an OLS to confirm lot sizes to the satisfaction of the City of Woodstock.
5. If approved, a condition of severance shall be that the Owner enter into a severance agreement with the City of Woodstock for the severed lands. The severance agreement shall be registered on title by the Owner as a first encumbrance.
6. The Owner shall provide a grading plan for the severed lot to the satisfaction of the City of Woodstock.
7. The Owner shall submit a site plan approval application for the retained lot providing grading and site details of the proposed driveway to Woodall Way and parking area setbacks adjacent to the severed lot to the satisfaction of the City of Woodstock.
8. The Owner shall complete the formal process, including all financial requirements, to lift the one foot reserve on Woodall Way to gain legal access to the frontage of the severed lands to the satisfaction of the City of Woodstock.
9. The Owner shall obtain a letter provided by the Clerk or designate of the City of Woodstock advising the Secretary-Treasurer of the LDC that all requirements of the City of Woodstock have been complied with.
10. The Owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County.
11. 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 2024 Provincial Planning 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 the application.

CARRIED.

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B26-10-1 – Van Wees Roses Inc.

(Pt Lt 12, Conc. 1 (Blenheim), Pts 2 & 3, 41R10461 & Pt 1, 41R10475, Township of Blandford-Blenheim)

Jay McGuffin was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The Application for Consent proposes to facilitate an agricultural lot addition. The proposed lot to be severed comprises approximately 1 ha (2.4 ac), is in agricultural production, and is currently vacant of any buildings or structures. It is proposed that the lot to be severed will be conveyed to the agricultural lot to the immediate east, which is approximately 52.5 ha (129.7 ac) in size, currently in agricultural production, and vacant of any buildings or structures.

The lot to be retained is approximately 16.5 ha (40.7 ac) in size and is currently in agricultural production. The lot to be retained is currently subject to an active Subdivision Application (SB23-05-1) to permit up to 41 lots for single detached dwellings.

The subject lands are described as Part Lot 12, Concession 1 (Blenheim), Part 3, Plan 41R-10461 and Part 1, Plan 41R 10475. The lands are located on the north side of Highway 2 and the east side of Emma Street. The subject lands are located on the east side of the Village of Princeton and are not currently municipally addressed.

Planning Staff have reviewed the application and recommend approval subject to the recommended conditions.

J. McGuffin commented that last week County Council approved the plan of subdivision that is immediately to the south of the property proposed to be conveyed. He had no further comments or concerns and understood and accepted all noted conditions.

No further comments or concerns were received from the Committee.

B26-10-1

Moved by: L. Martin  
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. The lot to be severed shall be appropriately zoned to the satisfaction of the Township of Blandford-Blenheim.
3. If required, the Owner shall enter into a standard Severance Agreement with the Township of Blandford-Blenheim, to the satisfaction of the Township.
4. If required, a drainage assessment reapportionment shall 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 Blandford-Blenheim.
5. The Clerk of the Township of Blandford-Blenheim shall advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.
6. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within 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 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.

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3. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

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B26-12-6 – Romo Properties Inc.  
(Blk 1, Plan 41M129, Town of Ingersoll)

Adam Moulton, the owner, was present to speak to the application.  
Matt Colby, a neighboring property owner, was present to speak to the application.  
Carmel Colby was present to hear the application.  
Norma Stacey was present to hear the application.

H. St. Clair reviewed the staff Planning report. The application for consent proposes the creation of one new parcel in the Town of Ingersoll. It is proposed that the lot to be severed will be 1,510 m<sup>2</sup> (0.37 ac) in size, with 28.7 m (94.1 ft) of frontage on Culloden Road and a depth of approximately 51.7 m (169.6 ft). The lot to be severed is currently vacant.

It is proposed that the lot to be retained will be 22,450 m<sup>2</sup> (5.5 ac) in size, with approximately 55.4 m (181.7 ft) of frontage on Samnah Crescent and a depth of approximately 202 m (662.7 ft). The lot to be retained contains an existing home building supply store and lumber yard and no changes to the retained lands are proposed.

The subject lands are located at the southeast corner of Culloden Road and Samnah Crescent, lying between Clark Road East and Highway 401 and are municipally known as 15 Samhan Crescent, in Ingersoll.

It is noted that based on the existing zoning provisions which have greater setback requirements for industrial uses, future development of the severed lands will be limited to highway commercial type uses, rather than light industrial uses, however staff are satisfied that sufficient development potential is available for highway commercial type uses for the severed lands, based on the site sketch submitted by the applicant. Further, any future development would be subject to the Town's site plan approval process to ensure such considerations as driveway access (which would be off of Samnah Crescent) and landscaping and buffering is consistent with the site-specific policy direction for the subject lands.

The Planning department did receive some concerns from the public after the Planning report was drafted. This letter outlines concerns with respect to site access, the location of the future driveway, vehicle turning conflicts, increased traffic and headlight impacts, visibility, vehicle queuing at that intersection, safety impacts related with existing school bus drop offs, the loss of the existing landscape buffer and the impacts that the development would have on the character of the existing residential uses in the neighbourhood.

Planning staff note that the proposed development is a use that is currently permitted within the existing Zoning framework and the requested severance would facilitate the establishment of the parcel boundaries and establish transferrable ownership for this corner. Staff will work with the development through the site plan approval process to try to address as many of these impact issues as possible such as lighting, landscaping and access.

Overall Planning staff are satisfied that the requested severance will result in the efficient use of existing employment lands that is consistent with the site-specific policy and zoning criteria for service commercial type uses and can be supported from a planning perspective.

In response to D. Paron, H. St. Clair noted that there have been no specific discussions about shared driveway access however the existing driveway provides specific access to the lumberyard on site so that likely wouldn't work with the potential plans for a fast-food restaurant use.

M. Colby from 139 Culloden Road who lives across the street from the subject lands with his family advised that his most serious concern is the unsafe traffic and driving conditions here that will be highly impacted by this proposal if approved. His children utilize the school bus stop in this area

which is very dangerous already. He fears that introducing additional traffic and a business along with another driveway will make the already dangerous conditions worse and impact the safety of his children. He asked the Committee to do what they can to prevent this from happening.

G. Brumby noted that the Planning Department will do everything they can to assist in the process and suggested that he also address Ingersoll Council about his concerns so that they are aware as well.

M. Colby noted that he has spoken with the Ingersoll Mayor about his concerns.

In response to M. Colby, H. St. Clair noted that a Traffic Impact Study wouldn't specifically focus on school bus safety however it would try to get a sense of how many vehicles would be generated from the proposed use and determine what type of impact that would have on the existing road structure. The Town would have the opportunity to ask for a safety review as part of that traffic study if they determined that was warranted. Traffic studies are more of a traffic count to determine whether or not the roads are capable of accommodating the anticipated traffic from the proposed development.

In response to D. Paron, H. St. Clair noted that this would be the only public planning approval process meeting however she noted that she is always open to discussing the site plan process with neighbours if they chose to.

A. Moulton noted that this area is a main artery that feeds the Town of Ingersoll off the highway, so they are looking to explore options for development. The current Zoning that is on that property is very open-ended. He noted that they are not sure exactly what they plan to put there at this time, but their goal is to develop this site responsibly and work with the Planning department and other stakeholders to make it as functional and safe as possible.

In response to L. Martin, M. Colby advised that they have approached the Thames Valley District School Board to request an alternate safer school bus drop off point, however, that hasn't been granted. L. Martin noted that given the amount of traffic on that road, it doesn't make sense to have a bus stop there for children.

G. Brumby noted that now might be a good opportunity to extend the complaints and try again to have the bus drop-off location moved to a safer location. M. Colby noted that Samnah Crescent may not end up being much better of an option given its increasing traffic as well.

A. Moulton noted that he understands the safety concerns and he's happy to do what he can to work together with the neighbours to come up with a solution that can work for everyone. His intentions are to execute a development responsibly and safely for the community.

M. Colby noted that it was nice to meet A. Moulton and is hopeful that they can connect on this matter moving forward and come up with a positive solution.

There were no further comments or concerns received from the Committee.

#### B26-12-6

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

*'Granted'*

#### CONDITIONS:

1. 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 provision of water and sewer services to the lot to be severed have been complied with. To this end, each property must be serviced independently and any/all services crossing the proposed property line be disconnected, to the satisfaction of the

Oxford County Public Works Department.

2. If required, the Owner shall submit a grading plan, prepared by a Professional Engineer or Ontario Land Surveyor, for both the lot to be severed and retained to demonstrate that all surface run-off is fully contained, does not negatively impact on adjoining property, is directed away from all existing and future buildings and is directed to an adequate stormwater outlet, to the satisfaction of the Town of Ingersoll.
3. If required, the Owner shall submit a servicing plan to confirm of the location of any overhead or underground services installed to the severed and retained lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement created, to the satisfaction of the Town of Ingersoll.
4. A financial security deposit will be required, in accordance with the Town of Ingersoll Development Agreement Security Policy, to the satisfaction of the Town of Ingersoll.
5. The owner shall submit a recent survey of both the severed and retained lots to confirm lot sizes and setbacks to existing buildings, to the satisfaction of 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 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 2024 Provincial Planning 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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B26-17-5 – Brent and Cindy Hartman  
(Pt Lt 15, Conc. 6 (West Zorra), Township of Zorra)

Brent Hartman, the owner, was present to speak to the application.

H. St. Clair presented the Staff report. The purpose of this application is to facilitate a farm consolidation, with the retention of a non-farm rural residential lot. It is proposed that an area of approximately 11.3 ha (28 ac) of agricultural lands be severed and conveyed to the existing parcel to the immediate west. The lands proposed to be enlarged are approximately 29 ha (72 ac) and are under agricultural production (cash cropping). It is proposed that an area of approximately 0.8 ha (2 ac) and containing an existing single-detached dwelling and garage be retained for rural non-farm residential purposes.

The subject land is described as Pt. Lot 15, Conc. 6, (West Zorra), are located on the south side of Road 84, between 41st Line and 43rd Line, and are municipally known as 844254 Road 84, Township of Zorra.

Overall Planning staff are supportive of the application and recommend approval, subject to the conditions noted in the Staff report.

In response to B. Hartman, H. St. Clair clarified the difference between 'A1' and 'A2'.

B. Hartman had no further questions or concerns and understood and accepted the noted conditions.

In response to D. Paron, H. St. Clair noted that the Chief Building Officer for Zorra has not requested a condition to confirm the location and setbacks on the septic system for this application so it is not required.

The Committee had no further comments or questions.

B26-17-5

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

*'Granted'*

CONDITIONS:

1. The lots to be severed and retained be appropriately zoned to the satisfaction of the Township of Zorra.
2. The parcel intended to be severed shall 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 owners' 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, 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 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 2024 Provincial Planning 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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B26-18-5; A26-02-5 – Melissa and Greg Deruiter  
(Pt Lt 2, Conc. 2 (North Oxford), Pt 1, 41R3222, Township of Zorra)

Melissa Deruiter, the owner, was present to speak to the application.  
Luc Deruiter was present to hear the application.

H. St. Clair presented the Staff report. The purpose of this application is to create one (1) new residential infill lot within the Rural Cluster of Dickson's Corners. The application for consent proposes to sever a parcel approximately 0.45 ha (1.1 ac) in size, with approximately 25 m (82 ft) of frontage along 19th Line. The lot proposed to be retained is approximately 0.64 ha (1.58 ac) in size, contains a single detached dwelling and a detached garage associated with the one (1) truck and trailer permitted on the subject property, per the 'HC-4' zone provisions. The associated application for minor variance seeks to reduce the minimum required frontage for the proposed retained lot, as the 'HC-4' zone requires 40 m (131.2 ft) of frontage whereas 29 m (95 ft) is proposed. Further, the application proposes an easement over the existing westerly driveway on the lot to be severed, favouring the lot to be retained, for the purpose of accessing the existing garage located in the rear of the retained lot.

The subject land is described as Part Lot 2, Concession 2 (North Oxford) Part 1, 41R-3222 in the Township of Zorra. The subject land is located on the south side of 19th Line, between Road 64 and 21st Line, and is municipally known as 194669 19th Line, Township of Zorra.

Overall Planning staff are supportive of the application and recommend approval, subject to the conditions noted in the Staff report.

M. Deruiter had no comments or concerns and understood and accepted the noted conditions.

The Committee had no comments or questions.

B26-18-5

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

*'Granted'*

CONDITIONS:

1. The lot to be severed be appropriately zoned to the satisfaction of the Township of Zorra.
2. The owner provide cash-in-lieu of parkland, to the satisfaction of the Township of Zorra.
3. That the existing shed on the lot to be severed be removed to the satisfaction of the Township of Zorra.
4. The owners shall enter into any necessary easement agreement regarding a driveway easement on the lot to be severed for the benefit of the lot to be retained to provide access to the existing garage on the retained lot. A draft copy of the reference plan and agreement for the easement shall be provided to the Township of Zorra and the Secretary-Treasurer of the Land Division Committee, prior to the issuance of a certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement, and the said agreement shall be registered on title.
5. 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.
6. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification

pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning 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.

A26-02-5

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

*'Granted'*

REASONS:

1. The variance requested is a minor variance from the provisions of the Township of Zorra By-law Number 35-99.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of the Township of Zorra By-law Number 35-99.

CARRIED.

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On the motion of C. Van Haastert the Land Division Committee meeting adjourned at 10:37 am.

*"Original Signed by"*

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CHAIRPERSON