

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, February 5, 2026

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and virtually via livestream, on Thursday, February 5, 2026, at 9:30 a.m. with the following individuals:

Chairperson	-	G. Brumby
	-	A. Tenhove - <i>absent</i>
	-	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 9:35am.

ELECTION OF CHAIR:

Nominations for the position of Chair were invited.

Moved by: C. Van Haastert

“That Gordon Brumby be nominated for the position of Chair of the County of Oxford Land Division Committee for the year 2026.”

CARRIED.

G. Brumby accepted the nomination.

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

“That the nominations for the position of Chair of the County of Oxford Land Division Committee for the year 2026 be closed.”

CARRIED.

G. Brumby was declared Chair of the County of Oxford Land Division Committee for the year 2026.

DECLARATION OF CONFLICT OF INTEREST:

C. Van Haastert declared conflict of interest for application B25-64-8.

APPROVAL OF MINUTES:

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

“The Minutes of the Meeting of December 4, 2025, be approved as amended, printed and circulated.”

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

None.

APPLICATIONS FOR CONSENT:

B136-04X – Robert & Jaime Bilger
(Pt Lt 27, Conc 12 (South Norwich), Pt 1, 41R7649, Township of Norwich)

Chris DeClark and Robert Bilger were present online to speak to the application.

H. St. Clair reviewed the staff Planning Report. The applicants are proposing to obtain a certificate of cancellation for a parcel of land that was previously severed. The subject property was previously severed via application B136-04. The previous consent application was to create a surplus farm dwelling from the farm located at 144701 Potters Road (to the immediate north of the subject parcel).

The intent is that the subject lands will be merged with abutting parcel located at 144679 Potters Road to create one non-farm rural residential parcel. Each property currently contains a single detached dwelling; it is proposed that each existing dwelling be removed and replaced by a new detached dwelling.

Planning staff are of the opinion that the proposal is appropriate subject to the attached conditions. The removal of an additional non-farm rural residential lot within the Agricultural Reserve designation aligns with the policy intent with respect to minimizing conflicts between agricultural uses and non-agricultural uses.

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

H. St. Clair detailed the recommended conditions at the request of the owner.

C. DeClark and R. Bilger understood and accepted all noted conditions.

No comments or concerns were received from the Committee.

B136-04X

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

'Granted'

CONDITIONS:

1. If required, a road widening of 5 m (16.4 ft) along the frontage of the abutting lot located at 144679 Potters Road be dedicated to the County of Oxford, free of all costs and encumbrances, to the satisfaction of the County of Public Works Department.

2. The existing single detached dwelling on one of the parcels located at 144675 Potters or 144679 Potters Road be removed, following the issuance of a Demolition Permit, to the satisfaction of the Township of Norwich Building Department.
3. The abutting property located at 144679 Potters Road be appropriately rezoned.
4. 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.
5. A Cancellation Certificate, pre-approved by the Land Registry Office, be registered and a copy of the document be presented to the Secretary-Treasurer of the Land Division Committee for Application B136-04x.

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

CARRIED.

B24-45-1 – Telephone City Aggregates Inc.
(Pt Lt 17-18, Conc. 7 (Blenheim), Township of Blandford-Blenheim)

Dave Aston was present online to speak to the application.

H. St. Clair presented the Staff report. The Application for Consent proposes a lot addition to an agricultural parcel. The lot to be severed comprises approximately 13.7 ha (33.8 ac), is vacant of any buildings or structures, and is in agricultural production.

It is proposed that the lot to be severed will be added to the agricultural lot to the immediate east. The lot to be enlarged is approximately 14.9 ha (36.8 ac) in area, is vacant of any buildings or structures, and is in agricultural production. Once merged, the lot to be severed and the lot to be enlarged will result in an agricultural parcel size of approximately 28.6 ha (70.6 ac), with approximately 267 m (875.9 ft) of frontage on Oxford Road 29.

It is proposed that the lot to be retained will be 27.8 ha (68.6 ac) in area with approximately 580 m (1,902.8 ft.) of frontage on Oxford Road 29. The lot to be retained contains an existing single detached dwelling, a workshop, a greenhouse, a detached garage, a barn, and a shed. All buildings and structures are to be demolished to facilitate the eventual construction of a warehouse facility. Surrounding land uses are generally agricultural in nature.

The subject lands are described as Part Lots 17-18, Concession 7 (Blenheim), Part Road Allowance Between Lots 18 and 19, Closed by MB472 as in B25533, Except Part 1, 41R-6361, Parts 5 and 6, 41R 7390 Except Part 1, 41R-10213, 806721 Oxford Road 29. The lands are located on the north side of Oxford Road 29, lying between Highway 401 and the Village of Drumbo. The subject lands are currently municipally addressed as 806721 Oxford Road 29.

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

D. Aston understood and accepted all conditions and had no questions or concerns. He spoke on the intent of the application and was in support of the Staff recommendations outlined in the report.

In response to G. Brumby, D. Aston noted that the warehouse is likely going to be a logistics style dry warehouse facility.

No further comments or questions were received from the Committee.

B24-45-1

Moved by: L. Bartlett
Seconded by: C. Van Haastert

'Granted'

CONDITIONS:

1. The parcel intended to be severed and conveyed to the abutting landowner to the immediate east be consolidated with the existing property. Any additional transactions with regard to the severed parcel must comply with Sections 50 (3) and (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
2. If required, the owners enter into a standard Severance Agreement with the Township of Blandford-Blenheim, to the satisfaction of the Township.
3. If required, drainage assessment re-apportionment 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.
4. The Clerk of the Township of Blandford-Blenheim advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.
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 subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting the application.

CARRIED.

B25-49-7 – Thames Valley District School Board
(Pt Lt 3, Conc. 10 (Dereham), Town of Tillsonburg)

David Roe was present online to speak to the application.
Theo Bouwheer was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The purpose of the Application for Consent is to

sever a vacant parcel of land of facilitate the development of a new place of worship. It is noted that the application is submitted by TVDSB as the owner of the lands, but the lands are conditionally purchased by Hope Reformed Church. The proposed lot to be retained will remain vacant and no development is proposed at this time.

An associated Official Plan Amendment application (OP 25 18 7) was approved by Oxford County Council on January 14, 2026, and the zoning amendment (ZN 7-25-09) was approved-in-principle by Town of Tillsonburg Council on December 8, 2025.

Surrounding lands uses include lands in agricultural production, natural heritage features, and low-density residential development to the south of the subject lands.

The subject lands are described as Part of Lot 3, Concession 10 (Dereham), in the Town of Tillsonburg. The subject lands are located on the east side Cranberry Road lying between Ostrander Road and Beckett Boulevard and are municipally known as 20 Cranberry Road.

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

D. Roe had no comments or concerns and understood and accepted the recommended conditions.

Theo Bouwheer noted that he does not agree with condition #4 regarding cash-in-lieu of parkland dedication. He advised that the Town of Tillsonburg had agreed to waive this condition.

In response to T. Bouwheer, H. St. Clair advised the Committee that she would recommend leaving the recommended conditions in place as noted in the report. If the Town of Tillsonburg wants to waive the condition then they are able to.

G. Brumby and D. Roe agreed with H. St. Clair that it would be recommended to leave the conditions in place and allow the Town of Tillsonburg to clear them as necessary.

No further comments or concerns were received from the Committee.

B25-49-7

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

'Granted'

CONDITIONS:

1. The property to be severed be appropriately rezoned.
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 full-time inspection by the Owner(s) consultant for the entire duration of any work being completed in the Town's right-of-way. The Owner(s) shall agree to submit a sealed letter to the Town of Tillsonburg from the 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 proposed severed lot to the satisfaction of the Town of Tillsonburg Engineering Services Department.
4. The Owner(s) shall submit a Surveyor's Real Property Report to confirm lot sizes and building setbacks, to the satisfaction of the Town of Tillsonburg.
5. 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, to the satisfaction of the Town of Tillsonburg Engineering Services.

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

CARRIED.

B25-60-3 – Christine & Martin Van Ittersum
(Pt Lt 20-21, Conc. 7 (South Norwich), Township of Norwich)

Jason Stubbe and Martin Van Ittersum were present to speak to the application.

H. St. Clair reviewed the staff Planning report. The application has been requested to facilitate a lot line adjustment between two agricultural parcels. It is proposed that the lot to be severed will be approximately 21 ha (52 ac) in size. The lot to be severed is currently vacant and used for agricultural production and is proposed to be added to the parcel to the immediate east. The lot to be enlarged is currently 12.9 ha (32 ac) in size contains a cattle barn, shop, hay storage and dwelling accessory to a farm.

It is proposed that the lot to be retained will be approximately 20.2 ha (50 ac) in size after the lands are severed with frontage on Oxford Road 13. The lot to be retained contains a barn, shop, dwelling accessory to a farm and is in agricultural production.

Surrounding lands uses are primarily agricultural with the Village of Springford located to the south of the subject property. A portion of the lot to be severed and the lot to be enlarged are regulated by the Long Point Region Conservation Authority and contain natural heritage features consisting of Significantly Important Woodlands and Significant Valleylands as per the Oxford Natural Heritage Systems Study (ONHSS). No new development near these features is being proposed as part of this application, and the proposed consent will not have any impact on these features.

The subject lands are described as Part of Lots 20 and 21, Concession 7 (South Norwich), in the Township of Norwich. The subject lands are located at the northeast corner of Oxford Road 13 and Milldale Road and are municipally known as 592782 Oxford Road 13, Township of Norwich.

Overall Planning staff are not supportive of the application as it is not consistent with the policies of the Provincial Planning Statement and does not maintain the intent and purpose of the Official Plan respecting agricultural consents as the resulting retained lot is not of a sufficient size for the type of agricultural use common in the area and is not sufficiently large to maintain flexibility for farm operators to engage in differing types of agricultural operations now and in the future and therefore staff recommend the application be denied.

J. Stubbe and M. Van Ittersum gave a presentation outlining the reasons in detail for their

application and their current and proposed uses for the subject lands.

C. Van Haastert thanked J. Stubbe and M. Van Ittersum for their thorough and informative presentation. He noted that merit and defense of this application should be considered in the Committee's decision. He asked H. St. Clair to provide recommended conditions in the instance that the application was approved.

H. St. Clair outlined the recommended conditions if approved.

L. Martin noted that he agreed with C. Van Haastert. He also noted that building a chicken barn is a large financial investment and he feels this application is making better use of what we have.

In response to D. Matheson, H. St. Clair noted that it would be up to the Planning Director and County Council to decide if there would be merit in an appeal if the Committee decided to grant the application.

D. Paron commented that she concurs with C. Van Haastert and L. Martin said. She thought it was an excellent presentation. She looks at the application as more of a boundary adjustment and she believes there would be real potential there for improving both operations if this application was granted. She also noted that she understands the County's position on the matter based on the policies in place.

In response to G. Brumby, H. St. Clair noted that the following application on the agenda is different because it is requested to facilitate residential infill development inside a settlement area.

L. Martin commented that he understands that the Planning reports have to reflect the Provincial Planning Statement and Official Plan.

C. Van Haastert asked for the owners to have a chance to ask any questions or make any comments prior to the Committee's vote.

In response to J. Stubbe, H. St. Clair clarified the recommended drainage reapportionment condition and the reasons behind it. G. Brumby noted that it is a fair assessment process for all of Ontario.

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

B25-60-3

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

'Granted'

CONDITIONS:

1. If required, drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the Owner(s) expense, to the satisfaction of the Township of Norwich.
2. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise have been complied with.
3. 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.

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4. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within 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 Committee is satisfied that the application for consent is consistent with the 2024 Provincial Planning Statement.
2. The Committee is satisfied that 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 the application.

CARRIED.

B25-61-4; B25-62-4; A25-15-4; B25-63-4; A25-16-4 – Estate of Judson Denby
(Pt Lt 1, Conc. Broken Front (West Oxford), Township of South-West Oxford)

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

B25-64-8 – 1000839027 Ontario Inc.
(Pt Blk 1 and 2, PI 41M389, Pts 15-26 41R10628, City of Woodstock)

C. Van Haastert left Council Chambers due to conflict of interest.

Brooke Burlock was present online to speak to the application.

H. St. Clair presented the Staff report. The intent of the application for consent is to create one new vacant 4.3 ha (10.6 ac) industrial lot and retain one 3 ha (7.4 ac) lot for continued industrial use. The lands to be retained contain an industrial warehouse building currently under construction, with a total building area of 12,126 m² (130,523 ft²), and associated parking and loading spaces. The lands to be severed have site plan approval for an industrial warehouse, with a building area of 15,344 m² (165,161 ft²).

Surrounding land uses include industrial uses to the east and west and to the north, on the opposite side of Highway 401 which is located adjacent to the northerly boundary of the subject lands. Agricultural lands within the Township of Norwich are to the south. Woodlands and wetlands are present to the east.

The subject lands front on the northwest side of Alyea Street, lying between Pattullo Avenue and Highway 403, and are legally described as Part Block 1, Plan 41M389, Parts 15 to 23, 41R10628, in the City of Woodstock, known municipally as 610 and 630 Alyea Street.

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

B. Burlock had no comments or concerns and understood and accepted the noted conditions.

In response to G. Brumby, H. St. Clair noted that it was configured with the road allowance rather than an easement as the road allowance will provide for permanent road frontage to the severed

parcel and staff agree with the applicants' approach to establish long driveway access rather than going with the easement.

The Committee had no further comments or questions.

B25-64-8

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

'Granted'

CONDITIONS:

1. The Owner must provide confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots, and any conflicts must be re-directed or an easement created. Any proposed easements shall be reviewed by the City of Woodstock.
2. The Owner shall satisfy all requirements, financial and otherwise, of the City of Woodstock regarding the installation of services and drainage facilities.
3. The Owner shall submit a recent survey prepared by an OLS to confirm lot sizes, building setbacks and parking area setbacks, to the satisfaction of the City of Woodstock.
4. The Owner shall submit a building report prepared by a professional engineer or architect confirming the exposed building faces conform to the applicable limiting distance requirements of the Ontario Building Code for the proposed interior lot line, to the satisfaction of the City of Woodstock Building Department.
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 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. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

B25-66-5 – Hermannus & Driesje Van Dam
(Pt Rd Allowance, btwn Lts 35 and 36, Conc. 14 (East Nissouri), Township of Zorra)

Scott Patterson was present to speak to the application.
Harry Van Dam was present to hear 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 39.9 ha (98.7 ac) of agricultural lands be severed and conveyed to the existing parcel to the immediate north and west. The lands proposed to be enlarged are approximately 21.8 ha (53.8 ac), contain an existing single detached dwelling, barns and agricultural accessory structures, and are under agricultural production (livestock and cash cropping). It is proposed that an area of approximately 0.93 ha (2.3 ac) and containing an existing single-detached dwelling, garage and a pond, be retained for rural non-farm residential purposes.

Existing uses around the subject lands are predominately agricultural operations on a variety of acreages. Wildwood Reservoir is in close proximity to the subject property (to the immediate southeast).

The subject land is described as Pt. Lot 35, Conc. 14, is located on the west side of 29th Line, between Perth-Oxford Road and Road 96, and is municipally known as 297131 29th Line, Township of Zorra.

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

S. Patterson had no concerns and understood and accepted the noted conditions.

In response to C. Van Haastert, S. Patterson noted that the setback varies around the pond from roughly 5 m to slightly larger on the west side of property. He noted it was created that way as a buffer around the pond for maintenance. S. Patterson was unable to provide the exact dimension to the property line and the forested area.

H. Van Dam commented that there is no workable land south of the pond as it is too steep.

The Committee had no further comments or questions.

B25-66-5

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

'Granted'

CONDITIONS:

1. The lot to be 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 northwest and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50(3) and (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 subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

On the motion of D. Matheson the Land Division Committee meeting adjourned at 11:03 am.

“Original Signed by”

CHAIRPERSON