

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, September 3, 2026

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and virtually via livestream, on Thursday, September 3, 2026, at 9:30 a.m. with the following individuals:

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

The meeting was called to order at 9:33am.

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

Moved by: D. Matheson
Seconded by: D. Paron

"The Minutes of the Meeting of August 6, 2026, be approved as amended, printed and circulated."

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

Correspondence dated September 1, 2026 received from Brittany and Joseph Singer
Re: Application B26-31-1 (1561535 Ontario Ltd.)

APPLICATIONS FOR CONSENT:

B25-42-5 – John and Susanne Langlois
(Part Lot 11, Concession 4 (West Zorra), Part 1, 41R9733, Township of Zorra)

Nicole Langlois was present to speak to the application.

H. St. Clair presented the Staff report. The application for consent seeks to sever an area of approximately 2.1 ha (5.2 ac) that has been recently re-designated as 'Medium Density Residential' from the balance of the property (approximately 20.1 ha / 49.6 ac), which will remain within the 'Future Urban Growth' designation. No development is being proposed on the lands being retained at this time, and it is anticipated that they will remain under agricultural (cash cropping) production. Future applications for Plan of Subdivision/condominium and Zone Change would be required as part of the conditions associated with the proposed applications for Official Plan Amendment and Consent.

The subject lands are described as Lot 11, Concession 4, (West Zorra), Part 1, Plan 41R-9733, and are located on the west side of 37th Line, between Road 78 and Totten Street. The subject property is municipally known as 375653 37th Line, Embro, in the Township of Zorra.

The subject lands did recently receive approval for an Official Plan amendment to redesignate the lot to be severed to a 'Medium Density Residential' designation to facilitate the future development of the residential use on the severed lands.

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

N. Langlois had no comments or concerns and understood and accepted all conditions outlined in the report.

No comments or questions were received from the Committee.

B25-42-5

Moved by: L. Bartlett
Seconded by: A. Tenhove

'Granted'

CONDITIONS:

1. 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.
2. 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.
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 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.

B26-24-8 – Quantum Enterprises Inc.

(Lot 16, Plan 573, Part 6, 41R10640, Part Lt 23, Plan 573, Parts 1 & 2, 41R10640, City of Woodstock)

Mark Giavedoni was present online to speak to the application.

H. St. Clair presented the Staff report. The purpose of this application is to sever the subject property and add the severed lands to the property to the immediate west. The lands to be enlarged currently contain an existing car dealership.

The lot to be severed has an area of approximately 0.35 ha (0.87 ac), a width of 59.7 m (195.9 ft), and a depth of 59.4 m (194.9 ft). The lot to be retained has a frontage of 19.8 m (65 ft), a depth of 120 m (393.7) and an approximate area of 0.24 ha (0.59 ac). The subject lands are currently vacant.

The subject lands are described as Lot 16 Plan 573, Part 6, 41R-10640; Part of Lot 23, Parts 1 & 2, 41R-10640 subject to an easement over Part 2, 41R-10640 as in CO215491, and are located on the south side of Dundas Street, lying between Beard's Lane and Oxford Road 4, in the City of Woodstock, known municipally as 1268 Dundas Street.

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

M. Giavedoni had some comments and questions for clarification regarding the recommended conditions in the report. He commented particularly about the rezoning condition, establishing setbacks, validating overhead or underground servicing, and the requirement to have a severance agreement and asked the Committee to approve the severance without those recommended conditions attached.

In response to M. Giavedoni, H. St. Clair commented that Staff would maintain the recommendation for all noted conditions. These would ensure cohesiveness on the zoning to allow for building permits in the future, confirm that the drainage has all been addressed, complete the survey requirement and allow the City of Woodstock to determine whether a severance agreement would be required for this application.

In response to M. Giavedoni, H. St. Clair noted that the intent of condition #6 is to ensure that we are not creating any issues regarding servicing or drainage infrastructure as a result of this application and the new property boundaries. This is a typical condition that is required for consent applications, and staff recommend this condition be included to ensure no issues are created with respect the services or drainage and the new property lines.

G. Brumby noted that Planning Staff are recommending the conditions in the report be maintained for this application and that they are standard conditions for this County and advised that they would have two years to meet those conditions and requirements. He inquired whether they wish to proceed to a vote for this application.

M. Giavedoni stated that he does wish to continue to a vote but noted that the condition that he felt would create the most delay and friction is the rezoning condition. He noted that the zoning by-law is compliant with all the parcels and the site specific zone is more permissive so he does not feel that there is any immediate implication relating to lot coverage, lot size, or use and if in the future there were to be, then the rezoning would be a mandatory step to site plan approval or building permit. He asked for that condition to be deferred to the site plan stage.

In response to M. Giavedoni, G. Brumby commented that the County was not willing to recommend removal of that condition. He noted that they would have two years to meet these conditions if imposed.

M. Giavedoni stated that he would still like to continue with the application as it stands.

D. Paron asked if a well decommissioning would be something that would be contemplated under a severance agreement to ensure that it is done and registered.

In response to D. Paron, H. St. Clair noted that the well decommissioning could be noted in the severance agreement however it is more likely that the City would capture it under condition #3.

A. Tenhove noted to the applicant that condition #5 reads that the land shall be appropriately zoned to the satisfaction of the County so you could still have these discussions after the fact for up to two years to meet that condition.

No further comments or questions were received from the Committee.

B26-24-8

Moved by: A. Tenhove
Seconded by: L. Martin

'Granted'

CONDITIONS:

1. The parcel intended to be severed be conveyed to the abutting landowner to the 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.
2. The owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
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 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.
5. The subject lands shall be appropriately zoned to the satisfaction of Oxford County.
6. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City regarding the installation of services and drainage facilities.
7. 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.
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 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.

B26-31-1 – 1561535 Ontario Ltd.

(Lot 8, Part Lot 10, Plan 218, Part Lot 6 North of Powell Street, Plan 123, Pt 1, 41R10955, Township of Blandford-Blenheim)

Bob and Marlene Ritzmann were present to speak to the application.
Joe and Brittany Singer were present to hear the application.
Valerie Dedman was present to hear the application.

H. St. Clair reviewed the staff Planning Report. The application for severance proposes to create one new residential building lot from an existing vacant lot. The lot to be severed would be approximately 971 m² (10,451.7 ft²) in size while the lot to be retained would be approximately 476 m² (5,123.6 ft²) in size. A duplex is proposed to be constructed on the lot to be severed while a single detached dwelling is proposed to be constructed on the lot to be retained.

The subject lands are described as Lot 8, Part Lot 10, Plan 218, Part Lot 6, North of Powell Street, Plan 123, Part 1, Plan 41R-10955 in the Township of Blandford-Blenheim. The subject lands are located on the north side of Prospect Street, lying between Harmer Crescent and Morrow Street. The subject lands are currently municipally addressed as 59 Prospect Street in Drumbo.

One letter was received from the public with questions and concerns regarding the proposal which was forwarded to the Committee for their consideration. The letter outlined concerns with respect to additional vehicle traffic and potential sightline issues. The subject lands already contain a driveway in proximity to the bend on Prospect Street. The Township Director of Public Works reviewed the application and cited no concerns with the proposal. The letter requested confirmation as to whether the proposed duplex would be a stacked structure or side by side as they had concerns with respect to the height of the structure and the resulting impact to privacy. H. St. Clair noted that either option is permitted in the 'R2' Zone. There has currently been no request to increase the permitted height allowance of 11m (36 ft). The letter inquired whether the storm sewer on the property will remain or be moved. The Township drainage superintendent has commented that there is a catch basin on the property and while it may be relocated or upgraded on the property to facilitate new construction, it can't be altered in any way that would be a detriment to any neighbours. The Township will require a detailed lot grading and drainage plan to ensure it will be addressed appropriately. Concerns were also raised regarding the aesthetic impact of the proposal noting that the neighbourhood character is a concern for property values and a duplex would not fit into the aesthetic of the street. Local Zoning By-laws and the municipality do not have the authority to regulate low density designs with respect to aesthetics or façade. There were concerns regarding water capacity which staff noted that Public Works did indicate that sufficient capacity is available for residential infill development. Concerns were raised regarding negative impacts to soils and contamination and negative impacts from previous demolition activity nearby. In response to this, staff noted that there was no evidence of any historical industrial activity on the subject lands that would trigger environmental research, including record of site condition or an environmental site assessment. The letter also questioned fencing responsibilities to ensure privacy is being adhered to. H. St. Clair noted that the Committee and Planning Staff don't have the authority to regulate fencing. This would be a choice for the property owners to develop their own fence and would be a discussion between neighbours to determine the outcome.

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

B. Ritzmann commented that their intention is not to have a stacked duplex on the subject lands. They are considering a side by side but that is still to be determined. The intention is to ensure the proposed development maintains the character of the neighbourhood and they are open to

discussing fencing options with neighbours as well. He noted that he did receive a copy of the comments prior to the meeting.

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

In response to D. Paron, B. Ritzmann noted that the reason for the sizing of the lots proposed is because they are looking to have a larger-sized severed lot that could potentially accommodate a larger home and be more consistent with other lots in the neighbourhood. The smaller lot is more consistent with the single detached homes in the area.

In response to G. Brumby, H. St. Clair noted that the granting of a building permit is not a public process. If members of the public wish to provide further comments there is an opportunity during the zoning process.

No further comments or concerns were received from the Committee.

B26-31-1

Moved by: A. Tenhove
Seconded by: L. Bartlett

'Granted'

CONDITIONS:

1. The County of Oxford Public Works Department advise the Secretary-Treasurer of the Land Division Committee that all requirements, financial and otherwise, of the County of Oxford with respect to provision of water and sewer services to the subject property have been complied with.
2. 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 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. The Owner shall provide cash-in-lieu of parkland, to the satisfaction of the Township of Blandford-Blenheim.
5. 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.
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.

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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.

On the motion of D. Matheson the Land Division Committee meeting adjourned at 10:20 am.

“Original Signed by”

CHAIRPERSON