

## MINUTES

### OXFORD COUNTY LAND DIVISION COMMITTEE

Thursday, October 2, 2014

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, on Thursday, October 2, 2014 at 9:00 a.m. with the following individuals:

Chair	-	G. Brumby
	-	W. Buchanan
	-	J. De Bruyn
	-	H. Elliott
	-	M. Hacon
	-	J. Palmer
	-	T. Rock
Director	-	G. Hough
Secretary-Treasurer	-	L. Taschner

The meeting was called to order at 9:00 a.m.

#### DECLARATION OF CONFLICT OF INTEREST:

None.

#### APPROVAL OF MINUTES:

Moved by: M. Hacon  
Seconded by: J. Palmer

*"The Minutes of the Meeting of September 4, 2014, be approved as printed and circulated."*

CARRIED.

#### BUSINESS ARISING FROM MINUTES:

None.

#### GENERAL BUSINESS:

Correspondence was received from Melissa F. Bowen requesting an amendment to the Application for Consent to include a Partial Discharge of Mortgage for Application B13-70-3 (Huinink Farms Inc.), as the request was inadvertently omitted on the application form.

Moved by: J. DeBruyn  
Seconded by: T. Rock

*"That Application B13-70-3 (Huinink Farms Inc.) be amended to include a request for a Partial Discharge of Mortgage."*

CARRIED.

L. Taschner briefly spoke on her recent attendance at the OACA Seminar in Grimsby. She stated that the workshops were well organized and well attended. In turn, H. Elliott, M. Hacon and W. Buchanan also spoke on the seminar workshops that they attended and stated that they enjoyed the day.

J. Palmer spoke on Norfolk County's Official Plan policies. G. Hough indicated that the County's Official Plan is currently under review and due to be complete in early 2015.

G. Hough discussed the membership requirements and noted that due to the upcoming municipal election, the Committee members will need to reapply for positions on the Committee should they wish to continue to be members.

CORRESPONDENCE:

Correspondence was received from the Upper Thames River Conservation Authority regarding Application B14-50-8 (Phyllis Ferguson) indicating the Authority had no objection to the application.

APPLICATIONS FOR CONSENT:

B14-50-8 – Phyllis Ferguson (Part Lots 35 & 36, Block 7, Reg. Plan 49, City of Woodstock)

Ben Brenner of 640 Devonshire Avenue, Woodstock ON N4S 5R2 was in attendance to answer any questions the Committee may have.

The purpose of the application is for a residential lot addition. The lot to be severed will cover an area of 688.6 sq. m (7,412.3 sq. ft.), contains an existing shed and playhouse, and is to be added to the residential lot to the immediate north. The lot to be enlarged covers an area of 691.36 sq. m (7,442 sq. ft.) and contains an existing single-detached dwelling with an attached garage. The lot to be retained covers an area of 1,319 sq. m (14,198 sq. ft.), and contains an existing single-detached dwelling, with an attached garage, and a pool.

G. Hough briefly explained the application to the Committee. He indicated that the application is for a residential lot addition to the immediate north. He stated that there are no issues regarding the accessory building on the severed lot. The application is consistent with the 2014 Provincial Policy Statement (PPS), complies with the County Official Plan and conforms to the City of Woodstock Zoning By-law.

B. Brenner indicated that he had no comments to make.

Moved by: M. Hacon  
Seconded by: H. Elliott

*“Granted”*

CONDITIONS:

1. The parcel intended to be severed be conveyed to the abutting landowner to the immediate north 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. A road widening of 3 m (9.8 ft), along the frontage of the lot to be retained, be dedicated to the County of Oxford, free of all costs and encumbrances, to the satisfaction of the County Director of Public Works.
3. The owner shall confirm that no underground or overhead services serving the retained lot traverse the severed lot and visa versa. Where such services exist, the owner shall re-locate the services or obtain private easements over the severed and/or retained lots, to the satisfaction of the City of Woodstock.
4. 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.
5. The owner shall provide a recent survey confirming lot sizes and building setbacks, to the satisfaction of the City of Woodstock Engineering Department.

6. 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.
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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within one year, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2005 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.

CARRIED.

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B14-39-7 – Thames Valley District School Board (Lot 379, Plan 500, Town of Tillsonburg)

Kevin Bushell of the Thames Valley District School Board, together with his solicitor, Tim McCullough, of Harrison, Pensa LLP, were in attendance to present the application. K. Bushell briefly explained the application and indicated that the severed lot consists of the existing Livingston Centre, while the retained lot contains two schools.

The Application for Consent proposes to create a new lot. The lot to be severed will cover an area of 2.1 ha (5.2 ac) and consists of an existing building and is being used for institutional purposes. The lot to be retained will cover an area of 7.7 ha (19.1 ac), contains two schools and is also used for institutional purposes. The owner has also requested a number of easements as follows:

- a) Pedestrian right-of-way over Part of Lot 380, Judge's Plan 500 designated as PART 2, Reference Plan 41R-9104, Town of Tillsonburg, County of Oxford in favour of the lot to be retained for the purpose of ingress and egress to and from the retained lot
- b) Motor vehicle and pedestrian right-of-way over Part of Lots 379 & 380, Judge's Plan 500 designated as PARTS 4 & 5, Reference Plan 41R-9104, Town of Tillsonburg, County of Oxford in favour of the severed lot for the purpose of ingress and egress to and from the retained lot;
- c) Storm sewer works easement over the lot to be retained in favour of the lot to be severed.

G. Hough reviewed the staff Planning Report. He indicated that the application will result in one lot consisting of two existing schools, while the other will consist of the existing Livingston Centre and Tillson Avenue Building. The owner has also requested three easements. The first easement is a pedestrian easement over the lot to be severed in favour of the lot to be retained; the second is for vehicular and pedestrian access over the lot to be retained in favour of the lot to be severed; and the third is for a storm sewer easement running from the severed lot through the retained lot.

K. Bushell had no further comment to make.

In response to T. Rock's enquiry regarding the legal nature of entity and the ownership of the building, K. Bushell explained that the Tillsonburg Community Services Inc. access services within the Livingston Centre. K. Bushell further indicated that the Livingston Centre is funded both Provincially and locally. It is a non-shared capital corporation with members acting as directors and officer, benefitting the Tillsonburg area.

J. DeBruyn questioned whether the severed lot met all the setbacks of the By-law? In response, G. Hough noted that a 6.0 m side yard is required from the new southerly lot line and this setback appears to be met.

Moved by: T. Rock  
Seconded by: H. Elliott

*"Granted"*

CONDITIONS:

1. The owner shall create a binding mutual access maintenance agreement between the owners of the severed and retained lands, to the satisfaction of the County of Oxford Public Works Department, the Town of Tillsonburg, and the Secretary-Treasurer of the Land Division Committee.
2. The owner shall provide confirmation that separate electrical servicing (metering) exists for both the severed and retained lots, including parking areas, to the satisfaction of Tillsonburg Hydro Inc.
3. 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.
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 one year of the mailing of this Notice of Decision. If all conditions are not met within one year, 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 one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within one year, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2005 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.

CARRIED.

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On the motion of T. Rock, the Committee meeting adjourned at 10:00 a.m.

*"Gordon Brumby"*

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CHAIRPERSON