

Terms of Reference

Land Division Committee
July 2018

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 County Council.

PURPOSE/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. 4489-2004, 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 No. 4890-2007).

COMPOSITION

The Committee shall be appointed by County Council, by By-law, for a four (4) year term coinciding with the term of Council 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.

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

RULES OF PROCEDURE

The LDC shall select a Chair and Vice Chair from among their members for the purpose of chairing meetings and overseeing the operation of the Committee. It is intended that the Committee shall generally meet monthly according to a regular schedule established by the LDC at the beginning of the term.

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.

The Secretary-Treasurer or designate shall be present at all meetings of the LDC.

COMMITTEE FUNDING

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.

Land Division Committee	\$100 per diem
Accessibility Advisory Committee	60% of Land Division Committee per diem rate
Agricultural Advisory Committee	60% of Land Division Committee per diem rate
Library Board	60% of Land Division Committee per diem rate
Expenses shall be paid in accordance with Oxford County's Employee Expense	

COMMITTEE SUPPORT

Planning advice and secretarial support for the LDC will be provided through the Community and Strategic Planning Office. Specifically, the Secretary-Treasurer of the Land Division Committee will provide technical and administrative support services and shall discharge all duties of that position as set out in the Act.

ToR Adopted by Council Report No. CAO 2018-15
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