

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, November 6, 2025

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and virtually via livestream, on Thursday, November 6, 2025, at 9:30 a.m. with the following individuals:

	-	A. Tenhove
	-	L. Martin
	-	D. Paron
	-	D. Matheson
	-	C. van Haastert
	-	L. Bartlett
Senior Development Planner	-	H. St. Clair
Acting Secretary-Treasurer	-	S. Buchanan

The meeting was called to order at 9:30am.

The Acting Secretary-Treasurer S. Buchanan introduced new committee member Lynda Bartlett. Lynda gave a few words of introduction and the experience she brings to the Committee.

ELECTION OF NEW VICE-CHAIRPERSON:

In G. Brumby's absence, election of a new Vice-Chair is required, as recently resigned member J. Lessif previously held the position. Discussion was had regarding the term for the Vice-Chair, given that elections for both Chair and Vice-Chair typically take place at the first meeting each year. The Committee deemed it prudent to elect the Vice-Chair to serve out the remainder of the Committee term, ending in 2026.

Moved: C. van Haastert
Seconded: D. Paron

CARRIED.

Motion to open nominations:

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

C. van Haastert nominated D. Paron.

D. Paron inquired if there were any other members that may be interested in holding the position, such as L. Martin. L. Martin stated that he would prefer to allow someone else from the Committee to hold the position.

D. Paron accepted the nomination from C. van Haastert.

Motion to close nominations:

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

Given there were no other nominations, it was moved that D. Paron be appointed to the position of Vice-Chair of the County of Oxford Land Division Committee for the remainder of the 2023-2026 term.

Moved: A. Tenhove
Seconded: D. Matheson

CARRIED

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

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

“The Minutes of the Meeting of October 2, 2025, be approved as amended, printed and circulated.”

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

1. Correspondence dated October 31, 2025 received from UTRCA, c/o Eric Gaskin
RE: Application B25-50-8; A25-12-8 (Medeiros)

APPLICATIONS FOR CONSENT:

B25-43-8; A25-10-8 – Oxford Builders Inc.
(229 Bower Hill Rd, Woodstock)

George Geerlinks, owner, was present to speak to the application.

Heather St. Clair reviewed the report. The purpose of the application for consent is to sever one new 492 m² (5,296 ft²) lot for residential purposes and retain one 1,864 m² (20,064 ft²) lot containing an existing single detached dwelling. The lot to be severed is currently vacant.

The application for minor variance proposes relief from Section 6.2, Table 6.2 – R1 Zone Provisions, to reduce the minimum required lot frontage from 12 m (39.4 ft) to 10 m (32.8 ft) on the lands to be severed and 12 m (39.4 ft) to 7 m (23 ft) on the lands to be retained.

Surrounding land uses are primarily single detached dwellings with some open space and institutional uses in close proximity.

George Geerlinks noted the lots on the sketch displayed on screen were reversed, showing severed as retained and retained as severed. Heather noted that was correct, they were errantly reversed, however they were correct in the report provided to the committee.

C. van Haastert inquired about parking and if there will be enough room to turn vehicles around within the lot itself or if they would have to back onto the road. G. Geerlinks confirmed it they would have to back onto road. C. van Haastert commented that the intersection has a number of accidents already, and expressed concern with the new subdivision on Karn Road.

D. Paron mentioned that no copy of the letter from the public was included with the report, but the comments were noted in the report.

The Committee had no further comments or questions.

B25-43-8

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

‘Granted’

CONDITIONS:

1. That the Owner agrees to satisfy all requirements, financial and otherwise, of the County Public Works Department, regarding the installation of water and sanitary sewer services, to the satisfaction of the County of Oxford.
2. The Owner shall remove the existing buildings and any accessory structures from the severed lands to the satisfaction of the City of Woodstock Building Department.
3. The Owner agrees to transfer a 3 m (9.8 ft) road widening to the City of Woodstock, free and clear of all encumbrances and at no cost to the City of Woodstock for the lands to be severed and retained.
4. 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.
5. 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.
6. The Owner shall submit a recent survey prepared by an Ontario Land Surveyor to confirm lot sizes to the satisfaction of the City of Woodstock.
7. 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.
8. The Owner shall obtain a letter from the City of Woodstock advising the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
9. 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.

A25-10-8

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

'Granted'

REASONS:

1. The relief is a minor variance from the provisions of the City's Zoning By-law.
2. The relief is desirable for the use of the land.
3. The relief maintains the general intent and purpose of the City's Zoning By-law.
4. The relief maintains the intent and purpose of the Official Plan.

CARRIED.

B25-44-7 – Lori Ann Van Opstal
(20 Stubbs Court, Tillsonburg)

Lori Van Opstal, owner, as well as Kerianne Newton, Leighton Watkins, applicants, as well as Tom Henderson, solicitor, were present to speak to the application.

Heather St. Clair reviewed the report. The application for consent proposes a residential lot addition in order to recognize the location of the house and a retaining wall utilized by the owners of 18 Stubbs Court. It is proposed that the lot to be severed will be approximately 275 m² (2,961 ft²) in area and will be added to the lands to the immediate west.

The lot to be severed contains a retaining wall that is required for the stability of the house and yard located at 18 Stubbs Court, maintenance is required on the retaining wall which prompted the lot line adjustment. The lot to be retained contains a single detached dwelling with attached garage and pool shed.

The lot to be severed and enlarged contain a portion of area identified as Significant Valleyland on the Oxford County Environmental Features Plan as well as an Erosion Hazard as identified as part of the Oxford County Development Constraints Plan. Further the entirety of the subject lands are regulated by the Long Point Region Conservation Authority. The applicant has indicated that the only development proposed on the lot to be severed and enlarged is for the purpose of maintenance of the retaining wall and the applicants have consulted with the Long Point Regional Conservation Authority to ensure the required development is in accordance with their practices and permitting requirements.

Surrounding land uses are predominantly residential with institutional uses to the east, industrial uses to the immediate south and commercial uses along Simcoe Street located to the northeast of the subject lands.

H. St. Clair confirmed for D. Paron that the lands to be enlarged are to the immediate north.

The Committee had no further comments or questions.

B25-44-7

Moved by: L. Martin

Seconded by: A. Tenhove

'Granted'

CONDITIONS:

1. A 0.3 m (1 ft.) x 0.3 m (1 ft.) parcel of land from the lot to be enlarged (PIN #00042-0008) be deeded to the Town of Tillsonburg, free of any encumbrances and costs, and a copy of the registered deed be presented to the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate for Application B25-44-7.
2. 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.
3. The owner shall submit a recent survey to confirm lot sizes and building setbacks, to the satisfaction of the Town of Tillsonburg.
4. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial 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.

B25-48-3 – April & Sebastian Chwalcznski
(52 Victoria Street, Township of Norwich)

Lisa and Sebastian Chwalcznski, owners, were present to speak to the application.

Heather St. Clair reviewed the report. The application for consent proposes the creation of one (1) new residential building lot in the Village of Norwich. It is proposed that the lot to be severed will be approximately 643.8 m² (6,930 ft²) and used for residential purposes. The lot to be severed currently contains a shed in the northeast corner which will be relocated to the lot to be retained.

The proposed lot to be retained will be approximately 1,093.8 m² (11,774 ft²) in size and contains an existing single detached dwelling.

Surrounding land uses are predominantly low density residential uses with varying lot sizes as well as the Lossing Forest located to the southeast of the subject lands.

The Committee had no comments or questions.

B25-48-3

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

'Granted'

CONDITIONS:

1. The Owner agrees to satisfy all requirements, financial and otherwise, of the County Public Works Department, regarding the installation of water and sanitary services, to the satisfaction of the County of Oxford.
2. The existing accessory building on the lot to be severed be removed or relocated, subject to Building Permits for Demolition, to the satisfaction of the Township of Norwich.
3. If required, a drainage 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 Norwich.
4. The Owner(s) provide cash-in-lieu of parkland, to the satisfaction of the Township of Norwich.
5. If required, the Owner shall enter into a Severance Agreement with the Township of Norwich, to the satisfaction of the Township of Norwich.
6. 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.

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

CARRIED.

B25-50-8; A25-12-8 – Lisa Medeiros
(214-216 Fifth Ave Woodstock)

Dave Redford, the applicant, was present to speak on behalf of the owner.

Heather St. Clair reviewed the report. The purpose of the application for consent is to sever one 248 m² (2,669.5 ft²) lot containing one semi-detached dwelling unit and retain a 384.6 m² (4,140.3 ft²) lot containing the other unit of a semi-detached dwelling.

The application for minor variance proposes relief from Section 7.2, Table 7.2 – R2 Zone Provisions for the lands to be severed to reduce the minimum required lot frontage from 9 m (29.5 ft) to 7.7 m (25.3 ft), to reduce the minimum required lot area from 290 m² (3,21.5 ft²) to 248 m, and to reduce the minimum required interior side yard width from 3 m (9.8 ft) to 1.8 m (5.9 ft). Further the application for minor variance proposed relief from Section 5.4.2.1, Table 4 – Parking Standards for the lands to be severed to reduce the minimum number of parking spaces from 2 to 1.

Surrounding land uses are primarily single and semi-detached dwellings with a cemetery and Chuck Armstrong Park in close proximity to the west.

L. Martin inquired about the current parking situation. D. Redford confirmed that no parking spaces will be eliminated.

D. Paron wondered why the report noted no severance agreement would be required but it's listed as a condition. H. St. Clair confirmed that condition number 7 can be waived at the City's discretion.

The Committee had no further comments or questions.

B25-50-8

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

'Granted'

CONDITIONS:

1. That the Owner agrees to satisfy all requirements, financial and otherwise, of the County Public Works Department, regarding the installation of water and sanitary sewer services, to the satisfaction of the County of Oxford.
2. The Owner shall provide one legal parking space on the severed lands to the satisfaction of the City of Woodstock Building Department.

3. The Owner shall confirm all building construction requirements for the creation of the semi-detached dwelling house including the fire separation provisions required from the Ontario Building Code for the interior party wall construction through a building permit and/or report prepared by a Building Code qualified designer confirming the existing construction to the satisfaction of the City of Woodstock Building Department.
4. 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.
5. 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.
6. The Owner shall submit a recent survey prepared by an Ontario Land Surveyor to confirm lot sizes to the satisfaction of the City of Woodstock.
7. 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.
8. The Owner shall obtain a letter from the City of Woodstock advising the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
9. 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.

A25-12-8

Moved by: C. van Haastert

Seconded by: A. Tenhove

'Granted'

REASONS:

1. The relief is a minor variance from the provisions of the City's Zoning By-law.
2. The relief is desirable for the use of the land.
3. The relief maintains the general intent and purpose of the City's Zoning By-law.
4. The relief maintains the intent and purpose of the Official Plan.

CARRIED.

On the motion of A. Tenhove, the Land Division Committee meeting adjourned at 10:20 a.m.

"Original Signed By"
CHAIRPERSON