

TOWNSHIP OF BLANDFORD-BLENHEIM
COUNCIL MEETING AGENDA - AMENDED

Wednesday, September 21st, 2022

Watch via Live Stream on Township's YouTube:
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the September 21st, 2022 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [September 7th, 2022 Minutes of Council](#)

Recommendation:

That the minutes of the September 7th, 2022 Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

None.

8. Delegations / Presentations

a. **Bev Beaton, Princeton Resident, Re: Comments on the Proposed Amendment to the Official Plan Additional Residential Units in Rural Areas**

9. Correspondence

a. **Specific**

- i. [Florence Witherspoon, Municipal Clerk, Township of Ashfield-Colborne-Wawanosh, Re: Ontario Wildlife Damage Compensation Program](#)

Recommendation:

That Council support the resolution of the District of Muskoka requesting that the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program.

b. General

- i. [David Simpson, Director of Public Works, Oxford County, Re: Oxford County 2024 Water and Wastewater Master Plan Municipal Class Environmental Assessment Study – Phase 1 & 2 Notice of Public Consultation Centre #1 \(Virtual\)](#)
- ii. [Council, Oxford County, Re: Federal Electoral Boundary Reform](#)
- iii. [Megan House, Development Planner, Re: Proposed Amendment to the Official Plan \(OP 22-16-9\) Additional Residential Units in Rural Areas](#)

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. [FC-22-20 – By-Law Enforcement Service Agreement](#)

Recommendation:

That Council receive Report No. FC -22-20 as information;

And further that the CAO and Mayor of the Township of Blandford Blenheim be authorized and directed to enter into the Shared Service By-Law Enforcement Officer Agreement with the municipalities of Norwich, South - West Oxford and Zorra as proposed.

b. Rodger Mordue – Chief Administrative Officer / Clerk

- i. [CAO-22-20 – Request for closure and transfer of a portion of Centre Street, Drumbo](#)

Recommendation:

That Report CAO-22-20 be received; and,

The unopened road allowance known as Centre Street located between 24 and 36 Maitland Street Drumbo be declared surplus; and,

That staff be instructed to begin the process of closing and transferring the property to the abutting property owner provided that all costs associated with the conveyance and closure be borne by the party receiving the land.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

None.

16. By-laws

- a. [2317-2022, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-law be now read a first and second time: 2317-2022.

Recommendation:

That the following By-law be now given a third and final reading: 2317-2022.

17. Other

18. Adjournment and Next Meeting

Wednesday, October 5th, 2022

Recommendation:

That Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, October 5th 2022 at 4:00 p.m.

MINUTES

Council met at 4:00 p.m. for their first Regular Meeting of the month.

Present: Mayor Peterson, Councillors Balzer, Banbury, Demarest and Read.

Staff: Baer, Harmer, Krug, Matheson, Mordue, Richardson and Scherer.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the amended agenda for the September 7th, 2022 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. August 3rd, 2022 Minutes of Council

RESOLUTION #2

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the Minutes of the August 3rd, 2022 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

a. K. Smart Associates – Princeton Drain

Re: Staff Report DS-22-20

Kenn Smart, Engineer, K. Smart Associates presented the report for the Princeton Drainage Works 2022 and explained the process for proceeding. Matthew Sheedy, Princeton resident, asked a question about his property, answered by Smart. Bev Beaton, Princeton resident, voiced several criticisms of the project, answered by Smart. Debbie Randall, Princeton resident, questioned the need to bring the streets to an urban standard and asked a question about how assessment determined on specific lots, answered by Smart. Darrell Ingrey, Princeton resident, questioned whether new roads would have a weight limit and accommodate heavy trucks from industrial operations, answered by Smart and Director of Public Works Jim Borton. Lisa Aard, Princeton resident, wanted confirmation that on-street parking on Main Street was not going to be lost, answered by Mayor Peterson. Allan Yeandle, Princeton Resident, voiced several concerns, answered by Smart. Councillor Banbury noted it was a shame a sewer system could not be completed at the same time.

RESOLUTION #3

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the Engineer's Report for the Princeton Drainage System 2022 be received as information.

.Carried

RESOLUTION #4

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that Report DS 22-20 be received as information;

And further that council gives consideration to By-Law No. 2313-2022 for the Princeton Drainage System 2022 and give first and second reading (provisional by-laws);

And further that the Court of Revision be set for Wednesday October 5, 2022 at 4:00 p.m.

.Carried

RESOLUTION #5

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that first and second reading be given to the following By-law:

- 2313-2022, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Princeton Drainage System 2022)

.Carried

b. Darlene Flemming, Re: Plattsville Estates Phase 4

Darlene Flemming, Plattsville resident, voiced several concerns regarding the development and grading changes happening at Plattsville Estates Phase 4. Particularly, Flemming voiced concerns over safety and dust control. John Zimmer, Developer, answered and noted that a fence could be installed along the private drive as well as that more water trucks could be used to control the dust.

RESOLUTION #6

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the Delegation from Darlene Flemming regarding Plattsville Estates Phase 4 be received.

.Carried

8. Public Meeting

a. Public Meeting under the Planning Act

- i. Application for Zone Change – ZN 1-22-01 (Christopher McLaren & Larenwood Farms Ltd.)
- ii. Application for Zone Change – ZN-22-06 (Brenden Lee & Leah Wynia)

RESOLUTION #7

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider applications for Zone Change:

ZN 1-22-01, Christopher McLaren & Larenwood Farms Ltd.. and;

ZN-22-06, Brenden Lee & Leah Wynia,

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report for ZN1-22-01, recommending denial. The applicant and agent were present and spoke in favour of the application. Council expressed favour of the application. No one spoke further in favour or opposition of the application.

The Planner presented the report for ZN1-22-06, recommending approval. An agent was present on the applicant's behalf and spoke in favour of the application. Council did not ask any questions. No one spoke further in favour or opposition of the application.

RESOLUTION #8

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the Public Meeting be adjourned and that the Regular Meeting of Council reconvene.

.Carried

RESOLUTION #9

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application File No. ZN1-22-01 as submitted by Christopher McLaren & Larenwood Farms Ltd. for lands described as Part Lot 8 & 9, Concession 5 (Blenheim), in the Township of Blandford-Blenheim whereby the lands are proposed to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)'.

.Carried

RESOLUTION #10

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the Zone Change Application, File No. ZN 1-22-06, as submitted by Brenden Lee & Leah Wynia, for lands described as Part Lot 2, Concession 13 (Blandford) in the Township of Blandford-Blenheim, are to be rezoned from 'Special General Agricultural Zone (A2-32(H)) to 'Special General Agricultural Zone (A2-32)' to remove the Holding (H) provision from the subject lands.

.Carried

b. Public Meeting under the Planning Act, Committee of Adjustment

RESOLUTION #11

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Council move into Committee of Adjustment at 6:20 p.m.

.Carried

RESOLUTION #12

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that the Committee rise at 6:26 p.m. and that the Open Council meeting resumes.

.Carried

9. Correspondence

a. Specific

i. Big Brothers Big Sisters of Oxford County

RESOLUTION #13

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Council proclaims the month of September, 2022 as Big Brother Big Sister month in the Township of Blandford-Blenheim.

.Carried

b. General

- ii. Oxford County report PW 2022-35 – Proposed Backflow Prevention Program.
- iii. Oxford County Report PW 2022-37 – 2022 – 2032 Renewable Energy Action Plan
- iv. Oxford County 2024 Transportation Master Plan

RESOLUTION #14

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that the general correspondence items be received as information.

.Carried

10. Staff Reports

a. Rick Richardson – Director of Protective Services

- i. FC-22-16 – Monthly Report

RESOLUTION #15

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report FC-22-16 be received as information.

.Carried

- ii. FC-22-17 – Fire Dispatch Agreement

RESOLUTION #16

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved THAT Staff Report FC-22-17 entitled “Fire Dispatch Agreement” be accepted as information;

AND THAT the Mayor and Clerk be authorized to sign an agreement with Woodstock Police Services to provide Fire Dispatching Services from January 1, 2023 to January 1, 2027.

.Carried

iii. FC-22-18 – Fire Department ER By-law

RESOLUTION #17

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved THAT Staff Report FC-22-18 entitled Fire Department Establishing and Regulating By-Law be accepted as information;

AND THAT the By-law attached as By-Law Number 2314-2022 a by-law to Establish and Regulate a Fire Department for the Township of Blandford-Blenheim be presented to Council for all three readings to repeal and replace By-Law Number 1701-2011 in its entirety.

.Carried

iv. FC-22-19 – Driver Training Agreement

RESOLUTION #18

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved THAT Staff Report FC-22-19 entitled Fire Department Driver Training Agreement be accepted as information;

AND FURTHER THAT Council approves the draft By-Law to authorize the execution of a fire department driver certification program agreement between the Township of Norwich and the Township of Blandford Blenheim.

.Carried

b. Jim Harmer – Drainage Superintendent

i. DS-22-18 – Monthly Report

RESOLUTION #19

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Report DS-22-18 be received as information.
.Carried

ii. DS-22-19 – Petition for Drainage Baker Drain

RESOLUTION #20

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report DS-22-19 be received as Information;
and,

That Council accepts the petition for drainage works from Don Steinman and 1058672 Ontario Inc. for repair and improvements of the Baker Drain at Part of lot 5 and 4 con 11 at 906072 Township Road 12

That the Clerk notify the Grand River Conservation Authority that it has received a petition for drainage work and that they intend to proceed with this petition

.Carried

c. Jim Borton – Director of Public Works

i. PW-22-18 – Monthly Report

RESOLUTION #21

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report PW-22-18 be received as information.
.Carried

ii. Oxford County Road Supervisors Association

RESOLUTION #21

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Whereas the Oxford County Road Supervisors Association is seeking to host the 2025 Association of Ontario Road Supervisor's (AORS) Municipal Trade Show;

And Whereas this event draws more than 2,000 participants to share information and technical developments related to municipal roads and

infrastructure with 200+ exhibitors (300 booths) of public works products and services;

And Whereas this event provides an opportunity to show case the County and local municipalities while providing support to the local economy through accommodations, meals and other related spinoffs;

And Whereas municipal support for the show and public works staff involved in planning, organizing and running the Trade Show is required for it to be successful;

Now therefore the Council of the Township of Blandford-Blenheim hereby endorses the Oxford County Road Supervisors Association bid for the 2025 AORS Municipal Trade Show;

And further endorses the utilization of public works staff to assist with planning, organizing and running the 2025 AORS Municipal Trade Show.

.Carried

d. John Scherer – Chief Building Official

i. CBO-22-09 – Monthly Report

RESOLUTION #23

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Report CBO-22-09 be received as information.

.Carried

e. Trevor Baer – Manager of Community Services

i. CS-22-13 – Monthly Report

RESOLUTION #24

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Report CS-22-13 be received as information.

.Carried

f. Denise Krug – Director of Finance

i. TR-22-12 – 2023 Budget Schedule

RESOLUTION #25

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-22-12 be received as information;

And further that Council adopt the budget schedule for the 2023 Operating and Capital Budgets, set out in Report TR-22-12.

.Carried

g. Rodger Mordue – Chief Administrative Officer / Clerk

i. CAO-22-21 – January 2023 Council Meetings

RESOLUTION #26

Moved by – Councillor Banbury
Seconded by – Councillor Read

Be it hereby resolved that Report CAO-22-21 be received; and,

That the Council meeting for January 4, 2023 be cancelled and the following meetings be established for the month of January 2023:

- January 11, 2023 at 4:00 p.m., Regular Council
- January 18, 2023 at 10:00 a.m., Operating Budget presentation

.Carried

11. Reports from Council Members

Councillor Demarest reported that the keys for the Habitat for Humanity build in Drumbo were handed over to the owners at the end of August.

Councillor Banbury reported that the Princeton District Museum and Library Association is holding their 25th Anniversary celebration on the 17th and 18th of September from 1 pm - 4 pm, providing refreshments and a late lunch. Mayor Peterson wished all the candidates running for Council good luck on the upcoming election, October 24th, 2022. Mayor Peterson requested staff to get a timer for those appearing as delegations, he would like it on the TV or the wall visible to everyone.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

- a. A proposed or pending acquisition or disposition of land by the municipality or local board.
 - i. Unopened road allowance in Drumbo.
- b. Personal matters about an identifiable individual, including municipal or local board employees.
 - i. Staffing.

RESOLUTION #27

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of section 239 of the Municipal Act at 7:05 p.m. to discuss:

- ii. A proposed or pending acquisition or disposition of land by the municipality or local board.
 - 1. Unopened road allowance in Drumbo.
- iii. Personal matters about an identifiable individual, including municipal or local board employees.
 - 1. Staffing.

.Carried

RESOLUTION #28

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 8:00 p.m.

.Carried

RESOLUTION #29

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

That Council direct Staff to proceed with arranging for the environmental remediation of the unopened road allowance between 71 and 75 Prospect Street Drumbo.

.Carried

16. By-laws

- a. 2313-2022, Princeton Drainage System 2022;
- b. 2314-2022, Fire ER By-Law;
- c. 2315-2022, Being a By-law to amend the zoning by-law; and,
- d. 2312-2022, Being a By-law to confirm the proceedings of Council.

RESOLUTION #29

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2312-2022, 2315-2022, 2316-2022.

.Carried

RESOLUTION #30

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final reading: 2312-2022, 2315-2022, 2316-2022.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #31

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 8:01 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on
Wednesday, September 21st, 2022 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

September 2, 2022

Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West
Guelph, ON N1G 2Y1

Re: Ontario Wildlife Damage Compensation Program

Dear Minister,

Please be advised that at the August 23rd meeting, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considered and adopted the following resolution.

Moved by Roger Watt
Seconded by Jennifer Miltenburg

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program;

AND FURTHER THAT this resolution be circulated to the Association of Municipalities of Ontario and all Ontario Municipalities for their consideration and support.

Carried

I also enclose the letter and resolution that brought the issue to Council's agenda. If you require any clarification or further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Florence Witherspoon', is written over a white background.

Florence Witherspoon
Municipal Clerk

The Corporation of the
MUNICIPALITY OF TWEED

255 Metcalf St., Postal Bag 729
Tweed, ON K0K 3J0
Tel.: (613) 478-2535
Fax: (613) 478-6457



Email: info@tweed.ca
Website: www.tweed.ca
facebook.com/tweedontario

July 4, 2022

Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West
Guelph, ON N1G 4Y2

Dear Minister:

Re: Ontario Wildlife Damage Compensation Program

We are writing to you today on behalf of our municipality regarding the administration fees related to wildlife damage claims. This program is necessary to protect our farm producers from the devastating losses incurred when they lose livestock to predators.

At the June 28, 2022 Regular Council Meeting the attached Resolution was passed by Council.

Our Council's concern is the administration fee paid to municipalities to administer the program on the Ministry's behalf which was recently increased from \$30.00 per claim to \$50.00 per claim.

We have recently contracted for a new Livestock Investigator resulting in the following costs directly related to wildlife claims:

Hourly Rate: \$25.00/hour
Mileage Rate: .50/km

On the most recent invoice for this service there were three wildlife claims with costs as follows:

1. April 28, 2022 – 3 hours + mileage = \$95.00
2. May 5, 2022 – 2.5 hours + mileage = \$75.00
3. May 8, 2022 – 3.5 hours + mileage = \$120.00

There is also time spent by municipal staff in preparing the wildlife claims for submission and monitoring the claims for payment to the livestock owner.

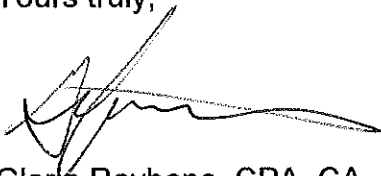
This results in a loss on each wildlife claim for our taxpayers to bear to be able to provide this necessary service to our farm producers.

Ministry of Agriculture, Food and Rural Affairs
Page 2
July 4, 2022

We respectfully request that the Ministry consider increasing the administration fee on wildlife claims to help offset the increasing costs associated with Livestock Investigation.

We look forward to hearing from you about this matter at your earliest convenience.

Yours truly,

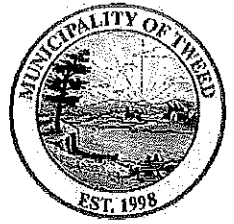
A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long horizontal flourish extending to the right.

Gloria Raybone, CPA, CA
CAO/Treasurer

Encl.

cc. Association of Municipalities of Ontario
Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No. 442.
Title: Ministry of Agriculture, Food and Rural Affairs
Date: Tuesday, June 28, 2022

Moved by Brian Treanor
Seconded by Jacob Palmateer

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;
AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;
AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;
NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Tweed request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;
AND FURTHER, that this Resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

Carried

Mayor

A handwritten signature in cursive script, appearing to read "J. Albert", is written over a horizontal line.

Public Works MEMORANDUM

TO: Oxford County Area Municipal Councils

FROM: David Simpson, Director of Public Works

DATE: September 15, 2022

RE: **Oxford County 2024 Water and Wastewater Master Plan
Municipal Class Environmental Assessment Study – Phase 1 & 2
Notice of Public Consultation Centre #1 (Virtual), Oxford County**

Oxford County has commenced the 2024 *Water and Wastewater Master Plan (W/WWMP)* Class Environmental Assessment (EA) Study to provide the County with strategic long-term water and wastewater servicing strategies that will support existing servicing needs and accommodate further projected population and employment growth to the year 2046. Public and review agency consultation is a key element of the Master Plan process.

Public Consultation Centre (PCC) #1 will be in virtual meeting format, and will include a presentation by the County's project Consultant (R.V. Anderson Associates Ltd.) followed by a Q/A period. The presentation agenda will include an introduction to the W/WWMP, provide an overview of the Class EA Master Plan process, summarize the existing water and wastewater infrastructure of the County, and discuss next steps in the Master Plan Process.

A short survey to leave comments will be available through the Speak-Up! Oxford (SUO) project web page and remain active 3 weeks after the Virtual PCC date. As detailed in the attached Notice, the PCC #1 date and registration information are as follows:

Date: Thursday, September 29, 2022

Time: 5:00 pm – 7:00 pm

Register: www.oxfordcounty.ca/wwwmp

In addition to the virtual PCC #1, in-person opportunities for public engagement will also be available on Wednesday, September 14th in Woodstock at the Outdoor Farm Show, Friday, September 23rd in Tillsonburg at Tillsonburg Ribfest, and Monday, September 26th in Ingersoll at the Town Hall.

Notice of the Virtual PCC #1 and the in-person engagement opportunities will be advertised in local newspapers and social media in advance of these events.

A handwritten signature in black ink, appearing to read 'David Simpson', with a stylized flourish at the end.

David Simpson, P.Eng., PMP
Director of Public Works

Encl. *Notice of Public Consultation Centre #1*

Notice of Public Consultation Centre #1

Oxford County Water and Wastewater Master Plan

Oxford County has initiated the development of a Water and Wastewater Master Plan (W/WW MP) to provide the County with strategic long-term water and wastewater servicing strategies that will support existing servicing needs and accommodate further projected population and employment growth to the year 2046.

About the Water and Wastewater Master Plan

The 2024 Water and Wastewater Master Plan (W/WW MP) is a long-term planning document that identifies municipal water treatment, water supply, wastewater collection and wastewater treatment strategies to meet Oxford County's growth needs and service goals in existing serviced areas. The plan will:

- Consider population trends and servicing needs across the County;
- Provide infrastructure solutions that meet the County's level of service framework and objectives; and,
- Recognize water conservation measures and wastewater treatment efficiency optimization to support the County's commitment to environmental sustainability.

R.V. Anderson Associates Limited has been retained by Oxford County to complete the W/WW MP. Key objectives of the master plan include:

- Assess the current water and wastewater systems performance and deficiencies;
- Offer solutions that evaluate full lifecycle costs to understand overall financial implications and sustainability; and,
- Develop a system plan, which will ensure reliability, redundancy, and security of water resources for existing and future consumers through to the year 2046.

The W/WW MP is being conducted in accordance with the Master Plan requirements of Phases 1 and 2 of the *Municipal Class Environmental Assessment* (2000, as amended in 2007, 2011 & 2015), approved under the *Ontario Environmental Assessment Act*.

Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.

We want to hear from you

Public and technical agency consultation will be fundamental in developing the Master Plan, and members of the public are invited and encouraged to comment on the project at any time during the Study.

The Project Team is hosting the study's first Public Consultation Centre (PCC) to introduce the 2024 Water and Wastewater Master Plan. This will be a virtual (online) event held:

Thursday, September 29, 2022

5:00 PM – 7:00 PM

Log-in details at www.oxfordcounty.ca/wwwmp

Representatives from the County and its consultants will be available at the PCC to answer questions and discuss the next steps in the study.

In addition to PCC #1, the Project Team is attending local events to engage directly with members of the community. Pop-up events are planned for:

Wednesday, September 14: Canada's Outdoor Farm Show in Woodstock

Friday, September 23: Ribfest in Tillsonburg.

Events will be advertised via social media, *Speak Up Oxford!*, and local media prior to the event.

The comment period for the W/WW MP PCC#1 closes on **Wednesday, October 19, 2022**.

Contacts for information

Travis Pawlick, P.Eng.
Supervisor, Water and Wastewater
Oxford County
1-800-755-0394 x3111 | tpawlick@oxfordcounty.ca

John Tyrrell, MSc (Eng.), P.Eng
Senior Project Manager
R.V. Anderson Associates Limited
519-681-9916 x 5038 | jtyrrell@rvanderson.com

Posted September 9, 2022

Municipal Council of the County of Oxford
Council Meeting - Oxford County

Date: Wednesday, September 14, 2022

Moved By: Stephen Molnar

Seconded By: Ted Comiskey

Resolved that the information regarding the Federal Electoral Boundary Reform be received as information;
And further, that the County of Oxford strongly opposes the proposed realignment;

And further, that The County of Oxford makes application for representation to effectively present their position through the Public Engagement process, in advance of September 25, 2022;

And further, that this material be shared with MP Mackenzie. MPP Hardeman and all municipalities of Oxford County as information.

Motion Carried

Chloe Senior

To: Warden and Members of County Council

From: Director of Community Planning

Proposed Amendment to the Official Plan (OP 22-16-9) Additional Residential Units in Rural Areas

RECOMMENDATIONS

1. That Oxford County Council direct that Planning staff consider any additional input received in response to the attached draft Amendment No. 285 to the County of Oxford Official Plan and bring back a final draft of the amendment, with any necessary revisions, for Council's consideration at a future meeting;
2. And further, that County Council direct that Planning staff consult with the Ministry of Municipal Affairs and Housing (MMAH) to determine the most appropriate process to incorporate the necessary amendments to Section 3.1 – Agricultural Land Resource with respect to Additional Residential Units, while OPA 269 (Agricultural Policy Updates) is still undergoing review by MMAH;
3. And further, that Report No. CP 2022-332 be circulated to the Area Municipalities for information.

REPORT HIGHLIGHTS

- The Planning Act requires municipalities to enact Official Plan policies and Zoning By-law provisions to allow for the establishment of 'additional residential units (ARUs)' in a single detached, semi-detached and rowhouse dwelling, and/or in a building or structure ancillary to such dwellings.
- On January 26, 2022 ([Report CP 2022-16](#)) County Council directed Planning staff to initiate an amendment to the County Official Plan with respect to additional residential units in the County's rural areas and undertake consultation with the five Townships and the public as part of the policy review process. With the exception of this statutory public meeting with County Council, this consultation has now been completed.
- This report outlines the key changes to the Official Plan policies that are currently being proposed by Planning staff to reflect the provincial direction on ARUs, and input received from Township Councils and staff, County staff, and the public. The proposed draft Official Plan amendment is included as Attachment 1 to this report.

- Planning Staff are recommending that a final draft of the amendment, with any necessary revisions, be brought back for Council's approval at a future meeting. This will allow further consideration of any comments from Council and/or the public and further consultation with MMAH with respect to the process for incorporating the necessary ARU policy references into the Council-approved OPA 269 (agricultural policy updates) that is currently under review by MMAH.

Implementation Points

The proposed amendments will be implemented in accordance with the relevant objectives, strategic initiatives and policies contained in the Official Plan. Further, once the Official Plan amendment has received County Council approval, each of the Township's will need to initiate updates to their Zoning By-laws, and consideration of any other local tools and/or measures deemed necessary or appropriate, to reflect and implement the new ARU policy direction.

Financial Impact

The approval of this amendment will have no financial impact beyond what has been approved in the current year's budget. However, it should be noted that the establishment of a substantial number of ARUs in a particular community could result in increased demand for municipal services and/or infrastructure without the ability by the County and/or Area Municipalities to collect Development Charges (DCs) to offset any of the costs, as such units are exempt from DCs under the Development Charges Act.

Communications







The Notice of Public Meeting was advertised in local newspapers (Tillsonburg-Norfolk News, Oxford Review, and Woodstock Sentinel Review) in accordance with the requirements of the Planning Act in August 2022. The notice was also posted on the County website and provided to agencies and stakeholders that were considered to have an interest in the proposal, as well as other persons and groups that had indicated interest in the proposed amendments.

Planning staff presented the draft amendments to each of the Township Councils at their regular council meetings in June-August 2022 to obtain Council and public feedback.

Supplementary communication of the proposed amendments and opportunities for feedback was also provided by way of social media and a project-specific webpage on the County's Speak Up Oxford (SUO) platform, which contained various staff reports and other information and materials with respect to ARUs in the County's rural areas, as well as an on-line survey and comment submission form and contacts for further information. A summary of the feedback received through the SUO platform and other correspondence is provided in the Comment section of this report.

If the proposed Official Plan amendment is approved by County Council, notice of the decision will be advertised in local newspapers in accordance with the requirements of the Planning Act as well as provided directly to those persons, groups and agencies that have expressed interest in the matter. Notice will also be posted to the County website and Speak Up Oxford.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.ii. 3.iii.	4.i. 4.ii.		

DISCUSSION

Background

The Provincial Government has made amendments to various legislation and policies to place a stronger focus on increasing housing availability, choice and affordability as a matter of Provincial interest. One of the ways the Province has chosen to further this interest is by requiring municipalities to enact Official Plan policies and Zoning provisions to allow for the establishment of ‘additional residential units’ (ARUs) in a single detached, semi-detached or row house dwelling and/or within a building or structure ancillary to such dwellings.

This Provincial direction on ARUs is largely provided through Bill 108 - *More Homes, More Choice Act*, which was passed on June 6, 2019, and through Ontario Regulation 299/19, which came into effect on September 3, 2019. The Provincial Policy Statement (PPS) was also amended in early 2020 to include specific policy references to ‘additional residential units’. Other related legislative and policy changes have been made to remove perceived barriers to the establishment of such additional units, including exempting such units from development charges and streamlining building code requirements.

County Council directed Planning staff to initiate an amendment to the County Official Plan with respect to additional residential units (ARUs) in the County’s rural areas (i.e. the five townships) on January 26, 2022 ([Report CP 2022-16](#)).

In early 2022, Planning staff had initial discussions with County and Township staff with respect to implementation of the provincial direction on ARUs in the rural areas. Draft Official Plan policies were subsequently developed and circulated to Township staff and Councils, Oxford County Public Works and Oxford County’s Manager of Housing Development, and posted to Speak Up Oxford for public review and comment throughout May-August 2022.

The revised draft policies attached to this report reflect further Planning staff review and consideration of the proposed amendments and the comments received through the consultation process to date.

This report outlines the key changes to the Official Plan policies currently being proposed by Planning staff. It is noted that the specific details and considerations with respect to where ARUs will be permitted and what local requirements and standards will apply will be further reviewed

and discussed as part of the local Zoning By-law amendment process which will need to be initiated by each Township once the proposed Official Plan policies have been approved by County Council.

Comments

The following commentary provides an overview of the current legislative and policy framework that applies to ARUs, as well as related land use planning and implementation considerations.

PLANNING ACT

The Planning Act provisions require that Official Plans shall contain policies that authorize the use of additional residential units by authorizing:

- The use of two residential units in a detached house, semi-detached house or rowhouse; and,
- The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.

The Act also requires that each local municipality ensure that their zoning by-laws give effect to the policies described above. The Planning Act does not specifically define 'additional residential units'.

Further, the Planning Act restricts appeals of ARU official plan policies and zoning by-law provisions so that only the Minister of Municipal Affairs and Housing has the right to appeal municipal decisions on such matters to the Ontario Land Tribunal (OLT).

The accompanying Planning Act regulations (O. Reg. 299/19) set out specific requirements and standards with respect to additional residential units, as follows:

- Each additional residential unit shall have one parking space that is provided and maintained for the sole use of the occupant of the additional residential unit and it may be a tandem space;
- An additional residential unit may be occupied by any person regardless of whether the person who occupies the additional residential unit is related to the person who occupies the primary residential unit and whether the person who occupies either the primary or additional residential unit is the owner of the lot; and
- Where the use of additional residential units is authorized, an additional residential unit is permitted, regardless of the date of construction of the primary residential unit.

2020 PROVINCIAL POLICY STATEMENT

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

The 2020 amendments to the PPS introduced a number of new and updated policies intended to increase the supply and mix of housing, including:

- Requiring that a range of housing options and densities be planned for in order to meet projected housing demand;
- Added references to the terms 'affordable' and 'market-based' in the policies pertaining to the determination of housing need;
- Requiring that planning decisions be aligned with local housing and homelessness plans; and,
- Adding specific references to the term 'additional residential units' in the housing policies.

The term 'additional residential units' is specifically referenced in two sections of the PPS (Sections 1.1 and 1.4). However, the latter policies are the most relevant in terms of providing direction on Provincial expectations:

Section 1.4 - Housing - Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by permitting and facilitating all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3.

The PPS does not include a definition of Additional Residential Unit, but includes reference to the term within the definitions of 'Housing Options' and 'Residential Intensification'.

The above noted PPS policies generally require that municipalities provide for a range and mix of housing options and densities to meet projected need in appropriate locations, by permitting and facilitating all types of residential intensification, including additional residential units. However, this direction also needs to be balanced with various other PPS policies pertaining to such matters as the protection of prime agricultural areas and other natural resources, land use compatibility, consideration of natural and man-made hazards, ensuring development is appropriately serviced, and directing growth and development to settlement areas.

OFFICIAL PLAN

The existing Official Plan policies do not specifically address the current Provincial direction with respect to Additional Residential Units (ARUs). However, the Plan does contain policies that support various forms of residential intensification in rural settlements, including converted dwellings and backyard infill, and, to some extent, outside of settlements through the conversion of an existing dwelling into two dwelling units. The existing Official Plan policies that are applicable to intensification in the form of an additional dwelling unit in a principal dwelling and/or in a structure ancillary are briefly summarized below. A more detailed overview of the existing Official Plan policies was provided in [Report CP 2022-16](#).

Additional Units in Rural Settlements

Section 6.1 – Rural Settlement Strategy, contains policies that promote a range and mix of housing and appropriate infill development and intensification of land and buildings in rural settlements consistent with the level of municipal services available and taking into consideration various other matters, such as environmental features and constraints and compatibility with existing or planned development.

More specifically, the policies of Section 6.2.2.2 – Converted Dwellings, permit Township Council to zone areas or properties to permit single detached dwellings within Rural Cluster and Village designations to be converted into two residential units in accordance with various criteria.

Within Low Density Residential areas of Serviced Villages, Area Council may zone areas to permit detached, semi-detached, duplex and townhouse dwellings to be converted into two residential units. These policies also state that Area Council may zone areas to permit the conversion of dwellings for more than two dwelling units in accordance with specified criteria.

With respect to policies pertaining to the establishment of a dwelling unit in an accessory residential structure, Section 6.2.2.1 – Infill Housing contains policies with respect to backyard infilling that apply to residential areas in all rural settlements. These policies allow for various forms of residential development in a rear yard, such as the construction of a residential structure behind a building facing a street, the conversion of secondary structures for residential purposes and establishment of a garden suite. However, in Villages and Rural Clusters, residential development involving more than two units is not permitted due to reliance on private or partial water and wastewater services.

Various development criteria are provided for evaluating such infill proposals, including siting of buildings and parking areas, parking and access, adequacy of services and application of site plan control.

Additional Units in Other Rural Areas

Section 4.2.2.1 – Rural Area applies to the lands in the County that are located outside of a designated settlement. This section contains policies that permit converted dwellings, to a maximum of two units per dwelling, on a farm unit or non-farm lot in the Agricultural Reserve, Open Space and Future Urban Growth designations. The policies indicate that Area Council may zone an area or property to permit the conversion of dwellings for two dwelling units, subject to addressing criteria pertaining to such matters as adequacy of servicing, Minimum Distance Separation Formula, parking, lot and dwelling size and impact on environmental resources.

The current Official Plan policies also allow for the establishment of a garden suite as a temporary use on a farm or non-farm lot containing a dwelling, in accordance with the policies contained in Section 10.3.9., which set out various development criteria relating to servicing, location, buffering, MDS, minimum lot area, etc.

The Official Plan also contain policies that allow for the establishment of an additional accessory dwelling on a farm for the purposes of accommodating full-time farm help, where it is demonstrated to be necessary to support the farm operation. The policies and development criteria for the establishment of additional accessory dwelling(s) on a farm for full-time farm help will remain distinct and separate from the proposed ARU policies, which are not currently proposed to require such justification of need.

In summary, the existing Official Plan policies currently allow Township Councils to zone properties or areas to allow for the establishment of an additional unit in a principal dwelling (i.e. converted dwelling) and/or an accessory residential structure (i.e. backyard infill policies) in a fully serviced Village and, to a lesser extent, in other settlement and rural areas, subject to meeting various development criteria. These existing policies provide a solid framework for the incorporation of specific ARU policies into the Official Plan and are proposed to be amended to ensure that they clearly reflect the current Provincial direction on ARUs.

TOWNSHIP ZONING BY-LAWS

Much of the Provincial and Official Plan policy direction with respect to ARUs will be implemented through the provisions of the Area Municipal Zoning By-laws. As such, each Township Zoning By-law will also require review and update to ensure the permitted uses and provisions address the current Provincial direction and updated Official Plan policies, as well as any local constraints or objectives for such units.

The majority of the zones in the Townships that currently permit a single-detached dwelling also permit a 'converted dwelling', and a temporary 'garden suite' is also permitted in agricultural zones (i.e., A1 and A2), rural residential zones (i.e., RE and RR), and 'Residential Type 1 Zone (R1)', subject to a site specific zone change application and compliance with the provisions for such units set out in the General Provisions of the By-laws. The Zoning By-laws do not currently contain any provisions that would address the establishment of a permanent dwelling unit in a structure ancillary to a residential use.

The existing 'Residential Type 2 (R2) Zone' permits buildings containing two units (i.e., duplexes, converted dwellings and semi-detached dwellings) and the 'Residential Type 3 Zone (R3)' permits a variety of multiple unit buildings. These zones are generally applied to residential lots in Serviced Villages, where the Township has determined it to be appropriate to permit more than one dwelling unit.

Further, an additional single detached dwelling may be permitted in agricultural zones (i.e., A1 and A2), subject to approval by the Committee of Adjustment and where it is demonstrated that the additional dwelling is necessary to accommodate full-time farm help required to support the farm operation, making these dwellings distinct from ARUs, which are not currently proposed to require such justification of need.

The current requirement for a site specific zone change to allow for converted dwellings and garden suites provides for review and confirmation of adequate on-site sewage disposal and/or water services and compliance with other applicable development criteria (i.e. minimum lot and dwelling size, location on the lot, MDS etc.), prior to allowing for such units to be established on a lot. As many of these considerations are equally applicable to ARUs, some form of review process (i.e. zone change, minor variance, site plan approval etc.) is likely to be necessary and/or advisable in many circumstances to determine whether it would be appropriate to allow such unit(s) to be established on a particular lot, particularly for ARUs in an ancillary structure.

Where a more 'as of right' zoning approach for the establishment of 'additional residential units', is to be considered (as generally encouraged by the Province), the County and Townships would need to ensure that any applicable Official Plan development criteria (i.e. adequacy of servicing, access, layout, compatibility etc.) for such units could be adequately addressed through zoning provisions or other Planning Act tools, and the building permit review process.

As previously noted, once the proposed Official Plan policies have been approved, each Township will have the opportunity to further consider local objectives, requirements and standards for the establishment of such units through their zoning by-law amendment process. Planning staff will continue to assist and advise the Townships in this regard.

Proposed Amendments to Official Plan Policies

The draft Official Plan Amendment (OPA 285) is included as Attachment 1 to this report and a 'tracked changes' version showing changes to the existing policies is also included as Attachment 2. The proposed amendments primarily pertain to Sections 4.2.2.1 (Growth Management - Rural Area) and 6.2 (Residential Uses in Rural Settlements), with some minor amendments to Sections 3.1 (Agricultural Area) and 6.3 (Commercial Uses in Rural Settlements) to reflect new terminology and clarify that severing ARUs from the lot containing the principal dwelling is not permitted. Some minor housekeeping amendments to Section 10.3.9 (Temporary Use) are also being proposed as part of this amendment to increase the maximum period a garden suite may be permitted on a lot from ten years to twenty years to be consistent with current Planning Act provisions and to improve the overall clarity of the garden suite policies.

The draft OPA attached to this report currently sets out the proposed changes to the existing agricultural policies in Section 3.1 of the Official Plan that would be required to incorporate the appropriate references to ARUs and the associated policies in Section 4.2.2.1. However, it is noted that comprehensive updates to Section 3.1 of the Official Plan (agricultural policies) were recently adopted by County Council (i.e. through OPA 269) and forwarded to the Ministry of Municipal Affairs and Housing (MMAH) for final approval, but have not yet been approved by MMAH. As such, further consultation with MMAH will be necessary to confirm the expected timing for the final approval of OPA 269 and/or the process for incorporating the appropriate terminology and cross references with respect to ARUs into their approval of that amendment, so that the most expedient process for incorporation of the necessary policy references into Section 3.1 can be determined.

The general intent of the proposed amendments is to ensure consistency with the current Provincial direction on ARUs, while also establishing appropriate review criteria to inform and support the development of appropriate zoning provisions for each Township. The proposed approach would also allow for each Township to utilize other local implementation measures, such as licensing, property standards, and site plan control, where deemed to be appropriate.

The proposed policy approach is generally described as follows:

- Specifically referencing the term 'additional residential units' in the updated policies, including replacement of various references to the term 'converted dwellings' throughout the rural sections of the Plan, where appropriate. A definition of ARU(s) was recently added to the Plan through the ARU amendment for the City of Woodstock, as follows:

Additional Residential Unit (ARU) means a separate, self-contained dwelling unit located within a single detached, semi-detached or street townhouse dwelling, or within a detached building ancillary to such dwelling, and which is located on the same lot as, and is clearly subordinate to the principal dwelling.

- Require that each Township establish appropriate zoning provisions to allow for ARUs in single detached, semi-detached and townhouse dwellings and/or in a structure ancillary to such dwellings, where they are satisfied the various development review criteria in the Official Plan can be met;
- The proposed Official Plan policies set out the maximum number of ARUs per lot depending on the type of residential uses and servicing levels. However, the Townships have the ability to further limit the number or type of ARUs permitted through zoning and/or to limit or prohibit ARUs in specific areas where there are known servicing or other constraints. The proposed policies permit as follows:
 - up to two ARUs per lot (i.e. one in the principal dwelling and/or one in an ancillary structure) in a Serviced Village, subject to confirmation of available water and wastewater servicing capacity;
 - one ARU per lot in the principal dwelling or in an ancillary structure in other settlements (i.e. Rural Clusters and Villages without full services); and,
 - up to two ARUs per lot (i.e. one in the principal dwelling and/or in an ancillary structure) on an agricultural or rural residential lot. Agricultural lots that already contain more than one dwelling would still be limited to two ARUs total. An ARU in an ancillary structure on a farm would be subject to approval by the Committee of Adjustment to ensure that the location of the unit and servicing are consistent with the applicable policies and allow for any necessary approval conditions to be applied.
- Criteria for all ARUs:
 - the ARUs shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area no greater than 50% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m² (1076 ft²) on a lot in a settlement (Serviced Village, Village or Rural Cluster) and 140 m² (1506 ft²) on a lot outside of a settlement (agricultural and rural residential lots), except that the entire basement or cellar of the principal dwelling may be used. Note: this latter figure was shown as 139 m² in the version of the amendment attached to the Public Notice, but has been rounded to 140 m² in the attached version of the amendment.

The gross floor area for ARUs outside of settlement areas was increased from the consultation draft in response to requests to provide additional size flexibility for such units on lots outside of settlements, given the generally larger lot sizes, fewer anticipated impacts to adjacent properties and municipal services, and gross floor area currently permitted for garden suites;

- ARUs would not be permitted on a lot that already contains other accessory units/uses, including a boarding/lodging house or group home, or a home occupation that is characterized by higher occupancy, including a bed and breakfast or a farm vacation rental. However, some flexibility has been added to allow for the Townships to consider allowing ARUs in combination with garden suites or existing converted dwellings, provided the total number of additional dwelling units does not exceed the maximum permitted by the ARU policies.

- centralized waste water and water supply and/or individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use;
 - dwellings and lots are large enough to accommodate the ARU and provide for adequate parking, landscaping, stormwater management, and outdoor amenity areas;
 - any new buildings, additions and/or exterior alterations/features will maintain the general architectural character of the principal dwelling and surrounding area;
 - principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway and parking area;
 - there is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
 - to the extent feasible, existing trees and other desirable vegetation are preserved to help maintain the character of the lot and area;
 - stormwater run-off will be adequately controlled; and,
 - potential impacts on environmental and/or heritage resources and any environmental constraints or land use compatibility issues can be satisfactorily addressed.
- Additional criteria for ARUs in a detached ancillary structure:
 - minimum lot area of 0.6 ha (1.48 ac) for lots without municipal wastewater services;

Note: There were some questions with respect to the need for this policy, given that private services are largely regulated by the Ontario Building Code (OBC). That said, it is Planning staff's understanding is that the OBC requirements do not take into consideration matters such as the potential cumulative impacts from multiple septic systems in a particular area and certain other context related considerations. Therefore, the minimum lot area requirement (which was established in consultation with local building officials) has been retained in the current draft of the policies to provide a reasonable minimum standard until such time as more detailed study is undertaken in that regard. Some site specific flexibility in the minimum lot area requirement could potentially be considered through a zone change or minor variance process, if supported by appropriate technical studies (i.e. hydrogeological study) and information.

- except on an agricultural lot, the ancillary structure must be located in the rear or interior side yard;
- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity areas will allow for privacy for occupants of the ARU, principal dwelling and abutting residential properties and minimize visual impacts on adjacent residential uses; and,

- on a farm, the ancillary structure must be located within the established residential area on the lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services). An ARU in a new ancillary building shall be located a maximum distance of 30 m (98 ft) from the principal dwelling and should share the individual on-site water supply and sewage services and utility services with the principal dwelling, where possible. The cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible and not exceed 0.8 ha (2 ac). Further, the location of the additional residential unit and/or new services shall not result in the removal of agricultural land from production and/or create impediments to the function of the farm or an adjacent farm.
- Proposals outside of settlement areas must meet, or not further reduce, Minimum Distance Separation (MDS I) requirements;
- Site plan control may be applied to ARUs;
- Zoning provisions for ARUs are to be implemented through a comprehensive Township initiated amendment to the Zoning by-law, except where otherwise specifically noted in the policies (i.e. where a zone change or minor variance process is required to confirm adequacy of servicing or address other review criteria). Other privately initiated amendments to the Zoning by-law provisions to permit an ARU will not generally be permitted;
- An ARU cannot be severed from the lot containing the principal dwelling; and,
- Area municipalities may use other tools and measures to assist with tracking and regulating ARUs including, but not limited to, registration and/or licensing requirements, design guidelines, property standards by-laws, etc.

Through the development of Official Plan policies, Planning staff also developed a discussion draft of the associated zoning provisions to illustrate how the policies could potentially be implemented locally and serve as a starting template for the necessary updates to the Township Zoning By-Laws. Through the local discussions on these draft provisions it was noted that many of the ARU policies related to compatibility with adjacent land uses could potentially be addressed by retaining or slightly amending the existing zoning provisions that apply to residential development, such as maximum lot coverage, minimum yards and setbacks, and maximum height and lot coverage for accessory structures.

The draft policies authorize the Townships to apply site plan control to the development of ARUs, or specific types of ARUs, and the Townships may also choose to utilize additional tools, such as licensing, registration and/or development agreements to regulate the establishment of such units. There has been some initial discussion with respect to how certain existing processes could be scoped or tailored for ARUs to streamline the process and lower costs, while still achieving local objectives. For example, if a Township decided to use site plan control to review the design, implementation and ongoing use of a shared parking area, the process could be scoped to require a simple site plan drawing, lower or waived application fee, and a shortened review period.

In general, Planning staff anticipate that certain areas, such as residential areas in fully serviced villages with adequate servicing capacity, could potentially be pre-zoned to allow ARUs 'as of right' subject to specific zoning provisions/criteria, particularly for ARUs in the principal dwelling. In other cases, such as for units in an ancillary structure and/or on a lot located in an un-serviced settlement, or a settlement where servicing capacity is a concern, a site specific zoning amendment process or approval by the Committee of Adjustment may continue to be required.

For the establishment of ARUs on lots located outside of a settlement area (i.e. in the prime agricultural area) there are additional Provincial and Official Plan policy requirements that must be taken into consideration. In particular, the need to ensure that the establishment of such units will not hinder or negatively impact agricultural operations; that prime agricultural areas are protected for long term agriculture; and that Minimum Distance Separation Formulae can be met. Accordingly, approval from the Committee of Adjustment for ARUs in ancillary structures on farms has been included in the draft policies as a process for Townships to review individual applications.

Public and Agency Comments

The following is a general summary of comments received through the consultation process on the proposed draft ARU amendments. All comments received have been reviewed and considered by Planning staff and, where deemed appropriate, reflected in the attached draft policies and/or the local zoning provision templates (and/or noted for future discussions during the development of zoning provisions).

Public Feedback

A webpage specific to ARUs in the rural areas was created on the 'Speak Up Oxford' platform and has been in operation since May 2022. The page was subject to promotion on social media through July/August 2022 and a feedback form/survey was available for completion. Those parties that indicated an interest in ARUs have been individually contacted regarding their comments or questions.

Approximately 50 responses were received in relation to the Speak Up Oxford survey, or through email and phone. Overall, there appeared to be general support for permitting ARUs in a variety of contexts (i.e., in serviced and un-serviced settlements and on rural residential and agricultural lots) and many respondents also indicated an interest in potentially living in and/or establishing an ARU. There was no particular consensus on preferred unit size, however, there appeared to be some desire for somewhat larger units (i.e., 2 bedrooms or larger) in detached ancillary structures on agricultural/rural residential lots. None of the respondents appeared to be opposed to ARUs, although some indicated that locating ARUs within larger settlements would make the best use of existing public services and infrastructure and provide occupants with easier access to a range of services.

In addition to the responses to the survey form, most email and phone inquiries were generally supportive of ARUs and/or seeking clarification on the draft policies and process. Two letters were received and included for Council's consideration as Attachment 3 to this report. The first is from a resident indicating support for ARUs, provided that they cannot be severed from the principal dwelling and that the tax assessment reflects the extra living space and its impact on services, but expressing some concern that ARUs may be used for short term rentals (e.g., AirBnB). The

second letter is from Libro Credit Union expressing general support for permitting ARUs across the County through clear policies and consistent implementation.

Township Councils

Planning staff consulted with Township Councils on the draft amendments on the following dates: Township of South-West Oxford on June 21, 2022; Township of Blandford-Blenheim, Township of East Zorra-Tavistock and Township of Zorra on July 6, 2022, and Township of Norwich on August 9, 2022.

Township Councils were all generally supportive of implementing ARUs and the draft policies as presented, although there was some concern expressed that the development of ARUs could increase demands on municipal water and wastewater systems and impact the availability of capacity for already approved or anticipated new development.

Township of South-West Oxford Council requested that consideration be given to permitting an ARU within a dwelling together with a temporary garden suite on the same lot, provided the total number of dwellings units on a lot did not exceed the number of ARUs that would be permitted by the policies. The policies have been amended to include this flexibility, subject to Township zoning provisions.

Township of East Zorra-Tavistock Council questioned the need for a specific minimum lot area for ARUs in ancillary structures on Rural Residential lots, given that it could limit the number of lots that may be able to accommodate such units and that private servicing requirements are dictated by the Building Code. No other concerns with respect to the proposed minimum lot area requirement were raised though the Township consultations, including from the local building officials who generally appeared to support a minimum lot size requirement (see general comments below under staff comments and further discussion of the proposed minimum lot area in the overview of the proposed policies).

Township Staff

In general, staff in all five Townships indicated that the requirements for ARUs should ensure:

- Adequate parking for new units without impacting the function and maintenance of municipal streets and stormwater management system (e.g. no new driveways, maintain maximum coverage for buildings and parking areas, require minimum parking and landscaping);
- Access to units in case of an emergency; and,
- That increased demands on municipal water and wastewater systems can be managed and that the development of ARUs does not compromise the availability of capacity for already planned development.

Other comments included:

- General preference for an 'as of right' approach with detailed zoning provisions to avoid the requirement for a planning application to permit the ARU(s) (i.e., zone change or minor variance) or to review site design (i.e. site plan approval), wherever possible. However, Townships may still choose to:

- limit ARUs to a maximum of one ARU per property in Serviced Villages to avoid potential issues with servicing capacity and small lot sizes. The proposed policies would permit this limitation to be included in the zoning provisions where appropriate.
- implement site plan control for all or certain types of ARUs. The draft policies enable Townships to require site plan review/approval if desired. The site plan review/approval for ARUs is anticipated to be scoped to specific matters and may have a reduced process/fee and/or be reviewed after a 'monitoring' period following implementation of new zoning provisions.
- That the maximum number of ARUs and overall number of dwelling units permitted per property should be carefully considered to ensure that the policy intent is appropriately implemented through zoning. For example, in cases where additional farm dwellings and farm labour housing exists or could exist on a property, or where a semi-detached dwelling is located on one parcel. Appropriate definitions in the Township zoning provisions are anticipated to address this concern.
- Some of the proposed Official Plan policies (e.g., maximum distance of 20 m from the principal dwelling on a farm and maximum gross floor area of 100 m²) may not permit enough flexibility to recognize existing farm layouts and typical proposals for larger dwelling units in the rural areas. Following review of sample farm layouts, the proposed policies have been amended from earlier drafts in response to these comments and now allow for a maximum distance of 30 m (98 ft) from the principal dwelling on a farm. Further, the maximum gross floor area for an ARU on any property outside of a settlement area has been increased to 140 m² (1,500 ft²) to recognize larger lot sizes, fewer anticipated impacts to adjacent land uses and municipal services, and to facilitate the potential conversion of existing temporary garden suites to permanent ARUs.
- The Building Code dictates the design of private wastewater systems and allows for alternatives to traditional septic disposal systems. However, these alternative systems have increased cost and maintenance, and the proposed minimum lot area of 0.6 ha (1.48 ac) for an ARU in an ancillary structure on a lot served by private services, is generally anticipated to provide sufficient lot area for the upgraded or second septic system(s) required for an ARU, with the exception of those lots with poor soil permeability or drainage conditions.

County Staff

County of Oxford Public Works indicated that the rural Townships comprise several small drinking water systems and wastewater collection and treatment facilities, some of which are at or nearing capacity and have limited potential for, and/or are not planned for, expansion. It was further identified that older lots may have outdated or deteriorating connections and lot level infrastructure (e.g., small pipe diameter), as the water and sewer connections must be shared by all units, this could result in poor performance or required upgrades for property owners.

To address these concerns, the attached draft policies require confirmation of servicing capacity prior to development of ARUs so that increased demands on municipal water and wastewater systems can be managed and/or monitored. Discussions with respect to the establishment of an appropriate and effective process for confirming servicing capacity prior to approval of ARUs in settlements that have municipal water and/or wastewater services are also on-going. This information will help to inform the development of appropriate local zoning and other implementation measures and processes for such units.

The County of Oxford Manager of Housing Development indicated support for policies to permit the establishment of additional residential units in the rural townships as a way to increase the supply and range of rental housing across the County. Additional residential units make home ownership more affordable by providing additional income to property owners, increase independent accommodation options for seniors, and leverage private housing stock to increase the supply of 'missing middle' housing. Overall, flexible policies and provisions to support the creation of ARUs can assist to provide more opportunities to address the current lack of rental housing supply across the entire County.

Conclusions

Planning staff are of the opinion that the draft Official Plan amendment attached to this report as Attachment 1 provides a reasonable, effective and flexible approach for the implementation of ARUs within the rural areas of the County, having regard for matters of provincial interest and is consistent with Provincial legislation and policy, while also reflecting the interests of the County and the Townships.

That said, Planning staff are recommending that County Council postpone final approval of the Official Plan Amendment, to allow for further consider any additional comments received from Council and/or the public and consultation with MMAH regarding the best approach for incorporating the necessary ARU policy references into the Council-approved OPA 269 (agricultural policy amendments) that is currently under review by MMAH. The final draft of the amendment, with any necessary revisions, would be brought back for Council's consideration at a future meeting.

At such time as the policy amendments are approved by County Council, each of the Townships would then be in a position to proceed with amendments to their Zoning By-Laws as required by the Planning Act and the proposed Official Plan policies. Each Township would also be able to consider using other local tools, such as site plan control or licensing, as deemed to be necessary

to establish appropriate local direction and requirements for the establishment of ARUs. Planning staff will continue to assist the rural Townships with development of Zoning By-law provisions and other tools, as necessary, as well as facilitating further agency and public consultation.

SIGNATURES

Report Author:

Original Signed By

Meghan House, MCIP, RPP
Development Planner - Policy

Report Author:

Original Signed By

Paul Michiels
Manager of Planning Policy

Departmental Approval:

Original Signed By

Gordon K. Hough, RPP
Director of Community Planning

Approved for submission:

Original Signed By

Benjamin R. Addley
Interim Chief Administrative Officer

ATTACHMENTS

Attachment 1 - Draft OPA 285
Attachment 2 - Proposed Policy Amendments (tracked changes version)
Attachment 3 - Written Correspondence Received

Report No. CP 2022-332 - Attachment No. 1

AMENDMENT NUMBER 285
TO THE COUNTY OF OXFORD OFFICIAL PLAN

the following text attached hereto
constitutes Amendment Number 285 to the County of Oxford Official Plan

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to update Sections 3.1 (Agricultural Area), 4.2.2.1 (Growth Management – Rural Area), 6.2 (Residential Uses in Rural Settlements), 6.3 (Commercial Uses in Rural Settlements) and 10.3.9 (Temporary Use), as contained in the County Official Plan, to implement policies regarding Additional Residential Units (ARUs) in the Rural Townships and updates certain policies with respect to the garden suites.

2.0 LOCATION OF LANDS AFFECTED

The policy amendments regarding Additional Residential Units generally apply to all the lands within the County's five Townships, as shown on Schedules 'B-1', 'E-1', 'N-1', 'S-1', and 'Z-1' of the Official Plan, with the exception of the updates to Chapter 10 pertaining to temporary garden suites, which apply to all lands within the County.

3.0 BASIS FOR THE AMENDMENT

Bill 108, *More Homes, More Choices Act* and accompanying regulations came into effect in Ontario in September 2019, providing Provincial direction and implementing various measures to increase the availability and affordability of housing through amendments to the *Planning Act* and the *Development Charges Act*. The amendments to the *Planning Act* require that municipalities enact policies that authorize Additional Residential Units (ARUs) in low density housing types, specifically single and semi-detached dwellings and street townhouses.

This Official Plan amendment introduces enabling policies that are intended to reflect and implement the current Provincial direction on ARUs for the rural areas of the County (i.e. the five Townships), while also establishing comprehensive review criteria to inform and support the establishment of appropriate zoning provisions and, where deemed appropriate, other local implementation measures for such units in those areas. Council is satisfied that the policies contained in this amendment provide the necessary support and direction for each of the Townships to establish specific local direction with respect to where ARUs will be permitted, and what standards will apply, primarily by establishing appropriate zoning provisions for such units through a comprehensive, Township-initiated Zoning By-law amendment.

Updates to Chapter 10 comprise minor amendments to reflect amended Planning Act provisions with respect to garden suites. The amendments are to clarify wording and amend the amount of time that a temporary garden suite is permitted to remain from 10 years to 20 years. The amendments would enable area municipalities to amend their zoning provisions with respect to garden suites as deemed appropriate.

The policy amendments regarding ARUs generally apply to all the lands within the County's five Townships, as shown on Schedules 'B-1', 'E-1', 'N-1', 'S-1', and 'Z-1' of the Official Plan, with the exception of the updates to Chapter 10 pertaining to temporary garden suites, which apply to all lands within the County.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Chapter 3 – NATURAL AND CULTURAL RESOURCE MANAGEMENT POLICES, Section 3.1 – Agricultural Land Resource, as amended, is hereby amended by deleting the third paragraph after the side bar title OBJECTIVES in subsection 3.1.4.5 Policies for Farm Residential Uses and replacing with the following:

To ensure that new dwellings will be established only for people associated with the farm activity, or in accordance with the policies for *additional residential units* or *garden suites*.

- 4.2 That Chapter 3 – NATURAL AND CULTURAL RESOURCE MANAGEMENT POLICES, Section 3.1 – Agricultural Land Resource, as amended, is hereby amended by deleting the second paragraph corresponding with the side bar title POLICIES in subsection 3.1.4.5 Policies for Farm Residential Uses and replacing it with the following:

Notwithstanding this policy, *additional residential units* and *garden suites* are also permitted in the Agricultural Reserve designation subject to the policies of Sections 4.2.2.1 and 10.3.9 respectively.

- 4.3 That Chapter 3 – NATURAL AND CULTURAL RESOURCE MANAGEMENT POLICES, Section 3.1 – Agricultural Land Resource, as amended, is hereby amended by deleting the paragraph with the side bar title CRITERIA FOR ADDITIONAL ON-FARM RESIDENCES in subsection 3.1.4.5 Policies for Farm Residential Uses and replacing it with the following:

Additional dwelling units may be permitted on an agricultural lot in the form of temporary dwellings, such as mobile homes or modular dwellings, and permanent detached dwellings through a minor variance granted by the Area Committee of Adjustment, in accordance with the policies of this Section.

- 4.4 That Chapter 3 – NATURAL AND CULTURAL RESOURCE MANAGEMENT POLICES, Section 3.1 – Agricultural Land Resource, as amended, is hereby amended by deleting the first paragraph of subsection 3.1.4.5.1 Development Criteria for Farm Residential Uses and replacing it with the following:

With the exception of *additional residential units* and *garden suites*, all applications for additional accessory farm dwellings shall, in the opinion of the Area Council, satisfy the following criteria:

- 4.5 That Chapter 3 – NATURAL AND CULTURAL RESOURCE MANAGEMENT POLICES, Section 3.1 – Agricultural Land Resource, as amended, is hereby amended by replacing the first and second paragraphs of subsection 3.1.4.5.2 Surplus Farm Residences and replacing them with the following:

On-farm dwellings, including *additional residential units* and *garden suites*, are to be considered as part of the *farm unit* and consent to sever any surplus farm dwellings will not be permitted by the Oxford County Land Division Committee, unless the proposal involves a farm consolidation in accordance with the policies of Section 3.1.4.4.1 and complies with the policies of Section 3.1.5.4.2.

Any *additional residential units* or *garden suites* and associated servicing shall remain on and/or be located onto the same lot as the surplus dwelling, provided that the proposal meets the applicable policies of this section, Section 3.1.5.4.2, and Section 4.2.2.1 or 10.3.9 respectively.

- 4.6 That Chapter 3 – NATURAL AND CULTURAL RESOURCE MANAGEMENT POLICES, Section 3.1 – Agricultural Land Resource, as amended, is hereby amended by deleting the entire second paragraph with the side bar title GARDEN SUITES of subsection 3.1.5.4 Rural Residential Uses and replacing it with the following:

**ADDITIONAL
RESIDENTIAL UNITS
AND GARDEN SUITES**

Additional residential units and/or garden suites are also permitted in the Agricultural Reserve designation subject to the policies of Sections 4.2.2.1 and 10.3.9 respectively.

- 4.7 That Chapter 4 – GROWTH MANAGEMENT POLICES, Section 4.2 - Policies, as amended, is hereby amended by deleting the entirety of paragraphs starting at and including the side bar title RESIDENTIAL CONVERSIONS IN RURAL AREAS and ending before side bar title GARDEN SUITES in subsection 4.2.2.1 – Rural Area and replacing them with the following paragraphs and side bar titles:

**ADDITIONAL
RESIDENTIAL
UNITS (ARUs)**

In the Agricultural Reserve designation, *additional residential units* (ARUs) are permitted within a single detached dwelling and/or in a structure ancillary to such dwelling, provided that they are located on a lot zoned for agricultural or rural residential uses that permits a dwelling, and are in accordance with the policies of this subsection.

In the Open Space and Future Urban Growth designations *additional residential units* shall only be permitted within an existing single detached, semi-detached, or street townhouse dwelling and in accordance with the applicable policies of this subsection.

Policies for *additional residential units* in Rural Cluster, Village and Serviced Village designations are contained in Section 6.2.2.2.

**POLICIES FOR ALL
ADDITIONAL
RESIDENTIAL
UNITS OUTSIDE OF
A SETTLEMENT**

The Area Municipal Zoning By-law shall identify the areas and/or zones where *additional residential units* may be established and contain zoning provisions to regulate the establishment of such units, in accordance with the following policies:

- the *additional residential unit(s)* shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1506 ft²), except that the entire basement of the principal dwelling may be used;

- *additional residential units* are not permitted where a lot or dwelling already contains other accessory residential dwellings/uses, including: a boarding/lodging house or group home, or a home occupation that is characterized by higher occupancy, such as a bed and breakfast, a farm vacation rental, or other similar use;
- an *additional residential unit* within the principal dwelling may be permitted on the same lot as a *garden suite* where all other policies of this section are met;
- *individual on-site water supply and sewage services* are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and Quantity and 5.5, County Servicing Policy;
- the existing principal dwelling and the lot are of sufficient size to accommodate the creation of *additional residential unit(s)* and to provide adequate off-street parking, landscaping, stormwater management, and amenity areas;
- any new or expanded structures and/or exterior alterations to accommodate an *additional residential unit* will maintain the general built form and architectural character of the principal dwelling;
- the principal dwelling must have direct, individual vehicular access to a public street and all *additional residential units* shall use the same driveway and parking area as the principal dwelling;
- there is adequate access from the front lot line and parking area to each *additional residential unit* for both occupant use and emergency response;
- to the extent feasible, existing trees and other desirable vegetation are preserved;
- stormwater run-off will be adequately controlled; and,
- *additional residential units* and related services and amenities shall comply with all other applicable policies of the Plan including, but not limited to: Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.

ADDITIONAL
RESIDENTIAL
UNITS IN
ANCILLARY
STRUCTURES

The following additional policies shall apply to the establishment of an *additional residential unit* in a detached ancillary structure:

- the lot must be a minimum of 0.6 ha (1.48 ac) in area;
- on a rural residential lot, the ancillary structure must be located in a rear or interior side yard;
- on an agricultural lot, an *additional residential unit* in an ancillary structure shall only be permitted through a minor variance granted by the Area Municipal Committee of Adjustment, to ensure all applicable policy criteria, zoning provisions and any local standards and requirements will be adequately addressed.

The ancillary structure must be located within the established residential area on the agricultural lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services). An *additional residential unit* in a new ancillary building shall be located a maximum distance of 30 m (98 ft) from the principal dwelling and should share *individual on-site water supply and sewage services* and utility services with the principal dwelling, where possible.

The cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible to a maximum of 0.8 ha (2 ac) and the location of the *additional residential unit* and/or new services shall not result in the removal of agricultural land from production and/or create impediments to the function of the farm or an adjacent farm;

- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity area will allow for privacy for the occupants of the *additional residential unit*, principal dwelling and abutting residential properties;
- an *additional residential unit* will satisfy *MDS I*, or not further reduce an existing insufficient *MDS I* setback; and,
- all other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

SITE PLAN
CONTROL

All *additional residential units*, particularly new dwelling units located in ancillary structures, may be subject to site plan control.

SITE SPECIFIC
ZONING
AMENDMENTS

The zoning provisions for *additional residential units* will be implemented through a comprehensive, municipally initiated amendment to the Zoning By-law.

Site specific amendments to the Zoning By-law to permit the establishment of an *additional residential unit* shall not generally be permitted except where a site specific zone change or minor variance process is specifically required by the policies of this Section or by the Area Municipal Zoning By-law provisions.

NO NEW LOT CREATION

An *additional residential unit* shall not be severed from the lot containing the principal dwelling or converted into a separately transferrable unit through plan of condominium.

OTHER TOOLS AND
MEASURES

Where deemed necessary and/or appropriate, Area Municipalities may implement other supplementary tools and measures to assist with tracking and regulating *additional residential units* including, but not limited to, registration and/or licensing requirements, design guidelines, property standards by-laws, etc.

- 4.8 That Chapter 6 – RURAL SETTLEMENT LAND USE POLICIES, Section 6.2 – Residential Uses in the Rural Settlements, as amended, is hereby amended by deleting the entirety of the second paragraph with the side bar title Permitted Uses in subsection 6.2.2 - *Low Density Residential Areas* and replacing it with the following:

Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached and duplex dwellings, *additional residential units*, and street townhouses. Notwithstanding this policy, in the Rural Cluster and Village designations, residential *development* involving more than two units per lot is not permitted.

- 4.9 That Chapter 6 – RURAL SETTLEMENT LAND USE POLICIES, Section 6.2 – Residential Uses in the Rural Settlements, as amended, is hereby amended by deleting the word ‘consistent’ in the first bullet point of subsection 6.2.2.1.1 - Street Oriented Infill and replacing it with the word ‘compatible’, so that the first bullet of the subsection shall read as follows:

- the proposal is compatible with the street frontage, setbacks, lot area and spacing of existing *development* within the immediate residential area;

- 4.10 That Chapter 6 – RURAL SETTLEMENT LAND USE POLICIES, Section 6.2 – Residential Uses in the Rural Settlements, as amended, is hereby amended by deleting the entire subsection 6.2.2.1.2 - Backyard Infill, and replacing it with the following:

Backyard infill *development* may involve new residential *development* behind an existing building facing a street, on a vacant lot with minimal street frontage (e.g. flag shaped lots), or on small vacant remnant parcels of land which cannot be integrated into a plan of subdivision.

Backyard infill may involve *development* on existing lots or the creation of new lots by consent. *Additional residential units* and *garden suites* may also be permitted to the rear of an existing dwelling on a lot in accordance with the policies of Sections 6.2.2.2 and 10.3.9, respectively.

When considering proposals for backyard infilling, the County Land Division Committee and the Area Municipal Council will be guided by the following policies, as well as the policies of Section 6.2.2.1.4:

- the siting of any buildings and parking areas in relation to the size, configuration and topography of the lot is such that impact on light, view and privacy of adjacent backyards is minimal;
- for proposals involving more than two dwelling units, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area; and,
- direct vehicular access to a public street will be required and driveways will have sufficient width to allow efficient vehicular use and turning of both private and emergency vehicles and to provide for snow storage.

- 4.11 That Chapter 6 – RURAL SETTLEMENT Land Use Policies, Section 6.2 – Residential Uses in the Rural Settlements, as amended, is hereby amended by deleting the entire subsection 6.2.2.1.3 – Infill Subdivisions, and replacing it with the following:

In addition to the policies of Section 6.2.2.1.4 and 10.3.3, where infill *development* is proposed on vacant or underutilized sites within established residential areas by plan of subdivision, the Area Council and County Council will ensure that:

- the nature of the proposed residential *development* will be evaluated having regard to the type of housing found in the surrounding residential neighbourhood;
- any new residential lots with direct exposure to an established residential street will be consistent with the size of lots within the immediate area and new residential *development* will maintain setbacks and spacing between dwellings consistent with the established built pattern;
- measures will be incorporated into the subdivision design to buffer and screen existing residential uses from the new *development*; and,
- stormwater run-off from the proposal will be adequately controlled in accordance with the stormwater management policies of Section 3.2.7.2.1 and will not *negatively affect* adjacent properties.

- 4.12 That Chapter 6 – RURAL SETTLEMENT LAND USE POLICIES, Section 6.2 – Residential Uses in the Rural Settlements, as amended, is hereby amended by deleting the preamble before the bullet points of subsection 6.2.2.1.4 – All Infill Proposals, and replacing it with the following:

In addition to the specific infill policies of this Section, the following policies will apply to all infill proposals:

- 4.13 That Chapter 6 – RURAL SETTLEMENT LAND USE POLICIES, Section 6.2 – Residential Uses in the Rural Settlements, as amended, is hereby amended by deleting the entire Section 6.2.2.2 – Converted Dwellings, and replacing it with the following:

6.2.2.2 Additional Residential Units

ADDITIONAL RESIDENTIAL UNITS (ARUs)

The development of *additional residential units* (ARUs) within Rural Cluster, Village and Serviced Village designations shall be encouraged, where appropriate, with the objective of increasing the range and availability of *housing options* while maintaining the residential character of the settlement areas and ensuring that appropriate water and wastewater services are provided.

ADDITIONAL RESIDENTIAL UNITS IN RURAL CLUSTERS AND VILLAGES

In Rural Cluster and Village designations, an *additional residential unit* is permitted in a single detached, semi-detached, or street townhouse dwelling, or in a structure ancillary to such dwelling, to a maximum of two dwelling units per lot.

ADDITIONAL RESIDENTIAL UNITS IN SERVICED VILLAGES

In Serviced Village designations, an *additional residential unit* is permitted in a single detached, semi-detached, or street townhouse dwelling, and/or in a structure ancillary to such dwelling, to a maximum of three dwelling units per lot, where sufficient *centralized waste water and water supply* capacity exists.

POLICIES FOR ALL ADDITIONAL RESIDENTIAL UNITS

In Rural Cluster, Village and Serviced Village designations, Area Municipal Zoning By-laws shall identify the areas and/or zones where *additional residential units* may be established and contain zoning provisions to regulate the establishment of such units in accordance with the following policies:

- the *additional residential unit(s)* shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area no greater than 50% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m² (1076 ft²), except that the entire basement of the principal dwelling may be used;
- *additional residential units* are not permitted where a lot or dwelling already contains other accessory residential dwellings/uses, including: a boarding/lodging house or group home, or a home occupation that is characterized by higher occupancy, such as a bed and breakfast or other similar use;
- an *additional residential unit* may be permitted on the same lot as a *garden suite* or converted dwelling where all other policies of this section can be met;
- *centralized waste water and water supply* and/or *individual on-site water supply and sewage services* are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and 5.5, County Servicing Policy;

- the existing principal dwelling and lot are of sufficient size to accommodate the creation of *additional residential unit(s)* and to provide adequate off-street parking, landscaping, stormwater management, and outdoor amenity areas without detracting from the visual character of the lot or area;
- any new or expanded structures and/or exterior alterations to accommodate an *additional residential unit* will maintain the general built form and architectural character of the principal dwelling and the surrounding area;
- the principal dwelling must have direct, individual vehicular access to a public street and all *additional residential units* shall use the same driveway and parking area as the principal dwelling;
- there is adequate access from the front lot line and parking area to each *additional residential unit* for both occupant use and emergency response;
- to the extent feasible, existing trees and other desirable vegetation are preserved to help maintain the character of the lot and area;
- stormwater run-off will be adequately controlled;
- any potential increase in on-street parking demand can be adequately accommodated and/or managed;
- the location of the proposed *additional residential unit* and related services and amenities shall comply with all other applicable policies including: Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.

ADDITIONAL
RESIDENTIAL
UNITS IN
ANCILLARY
STRUCTURES

The following additional policies shall apply to the establishment of an *additional residential unit* in an detached ancillary structure:

- the minimum lot size for a lot with *individual on-site sewage services* is 0.6 ha (1.48 ac);
- the ancillary structure must be located in a rear or interior side yard;
- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity area will allow for privacy for the occupants of the *additional residential unit*, principal dwelling and abutting residential properties and minimize potential visual and shadowing impacts on adjacent residential properties; and
- all other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

*SITE PLAN
CONTROL*

All *additional residential units*, particularly new dwelling units located in ancillary structures, may be subject to site plan control.

*SITE SPECIFIC
ZONING
AMENDMENTS*

The zoning provisions for *additional residential units* will be implemented through a comprehensive, municipally initiated amendment to the Zoning By-law, or through the proposed zoning for new residential subdivisions.

Site specific amendments to the Zoning By-law to permit the establishment of an *additional residential unit* shall not generally be permitted except where a site specific zone change or minor variance process is specifically required by the policies of this Section or by the Area Municipal Zoning By-law provisions.

*AVAILABILITY OF
MUNICIPAL
SERVICES*

Additional residential units within a settlement serviced by *centralized waste water and/or water supply* shall be required to connect to all available services, where adequate capacity exists and County connection standards can be met.

Area Municipal Zoning By-laws shall prohibit the development of *additional residential units* in settlements and/or areas where the County has determined that the existing and/or planned servicing capacity is not adequate to support such development.

NO NEW LOT CREATION

An *additional residential unit* shall not be severed from the lot containing the principal dwelling or converted into a separately transferrable unit through plan of condominium.

*OTHER TOOLS AND
MEASURES*

Where deemed necessary and/or appropriate, Area Municipalities may implement other supplementary tools and measures to assist with tracking and regulating *additional residential units* including, but not limited to, registration and/or licensing requirements, design guidelines, property standards by-laws, etc.

- 4.14 That Chapter 6 – RURAL SETTLEMENT LAND USE POLICIES, Section 6.3 – Commercial Uses in the Rural Settlements, as amended, is hereby amended by deleting the words ‘converted dwellings’ in the third paragraph of subsection 6.3.1.1 – Village Core, so that the third paragraph of the subsection shall read as follows:

Residential dwelling units including Low and Medium Density residential *development*, accessory dwelling units within a non-residential use, bed and breakfast establishments, social housing and special needs housing are also permitted in the Village Core where adequate servicing levels exist.

- 4.15 That Chapter 10 – IMPLEMENTATION MEASURES, Section 10.3 – Implementation Tools, as amended, is hereby amended by deleting the words “*Garden suites* may be permitted up to a maximum of ten years, subject to re-application at 3-year intervals thereafter” in the first paragraph of subsection 10.3.9 – Temporary Use.

- 4.16 That Chapter 10 – IMPLEMENTATION MEASURES, Section 10.3 – Implementation Tools, as amended, is hereby amended by deleting the entirety of paragraphs starting at and including side bar title GARDEN SUITES and ending before side bar title COMPATIBILITY in subsection 10.3.9 – Temporary Use and replacing them with the following paragraphs and side bar titles:

GARDEN SUITES

Area Municipalities may permit a *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations, on a residential lot in the Rural Cluster or Village designations, or in Low Density Residential designations in Serviced Villages and Large Urban Centres. *Garden suites* may be permitted remain on a lot up to a maximum of 20 years, subject to re-application and extension not to exceed three-years each occurrence.

OCCUPANTS

Garden Suites are intended to provide temporary housing for specified occupant(s), which shall be limited to:

- the parents or grandparents of a property owner or their spouse, or the child or grandchild of the property owner, or
- a property owner provided that the principal dwelling is occupied by their parents, grandparents, child or grandchild.

**ZONING AMENDMENT
REQUIRED**

Prior to permitting the construction of a *garden suite*, an amendment to the Zoning By-Law under Section 39 of the Planning Act, which relates to temporary use by-laws, will be required. The temporary use by-law may remain in effect for up to 20 years, subject to reapplication and approval by the Area Municipality for up to three-years. The zoning amendment will be subject to satisfying the following criteria:

SERVICING

The *garden suite* should generally use the existing sanitary sewage disposal, water supply and electrical services of the principal dwelling existing on the lot where the *garden suite* is proposed to be located. Prior to the zoning amendment, approvals shall be obtained from the authorities responsible for

the various services to ensure that the existing servicing systems are adequate for shared use. In situations where the approval authority indicates that one or more of the services are not adequate for shared use, separate services will be required, provided these services can be accommodated on the subject property to the satisfaction of the approval authority.

In the rural areas, Rural Clusters and Villages, it must be demonstrated *individual on-site water supply and sewage services* are adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and Quantity and 5.5, County Servicing Policy;

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the relevant implementation policies contained in the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the relevant interpretation policies of the Official Plan.

**County of Oxford Official Plan
Excerpt from Section 3.1 Agricultural Land Resource**

3.1.4.4.5.3 Part Lot 21, Concession 5 (North Dorchester)
Township of Zorra (Banner)

LOCATION The lands to which this subsection applies comprise approximately 20.5 ha (51.8 ac) with frontage on Road 60 and are described as Part Lot 21, Concession 5 (North Dorchester), Township of Zorra. The lands are located on the south side of Road 60, between 15th Line and 17th Line (Oxford Road 45), and are municipally known as 602814 Road 60.

POLICIES Notwithstanding Section 3.1.4.4.1 or any other relevant policies of the Official Plan, approximately 20 ha (50.7 ac) of vacant agricultural land may be severed from the subject property by means of a consent approved by the County Land Division Committee provided that the lands are consolidated with the adjacent property to the immediate west. The Area Municipal Council may rezone the lot to be retained to recognize the lot as a non-farm rural residential parcel.”

AMENDMENT No. 247

3.1.4.5 Policies for Farm Residential Uses

OBJECTIVES These policies apply to proposals for on-farm dwellings accessory to the farming operation.

To permit the *development* of on-farm dwellings required to support the farm activity.

To ensure that new dwellings will be established only for people associated with the farm activity or in accordance with the policies for additional residential units or garden suites.

To ensure that farm dwellings are not permitted to be severed from the *farm unit*, except through farm consolidation in accordance with the policies of Section 3.1.4.5.2.

POLICIES

RESIDENCES ONLY
ACCESSORY TO
THE FARM

Within the Agricultural Reserve designation, residential uses on the *farm unit* will be accessory to farming operations and shall be permitted only as part of the farm. Area Zoning By-Laws may prohibit the establishment of accessory residential uses to lots having frontage on a public road, maintained year round at a reasonable level of construction.

AMENDMENT No. 27

Notwithstanding this policy, additional residential units and garden suites are also permitted in the Agricultural Reserve designation subject to the policies of Sections 4.2.2.1 and 10.3.9 respectively.

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CRITERIA FOR ADDITIONAL ON- FARM RESIDENCES

Additional dwelling units may be permitted on the *farm unit* in the form of temporary dwellings, such as mobile homes or modular dwellings, and permanent detached dwellings including bunkhouses or converted dwellings through a minor variance granted by the Area Committee of Adjustment, in accordance with the policies of this subsection. ~~A converted dwelling shall be a permitted use in the implementing zone category. Preference will be given to temporary dwellings.~~

3.1.4.5.1 Development Criteria for Farm Residential Uses

With the exception of additional residential units and garden suites, all applications for additional accessory farm dwellings dwelling units shall, in the opinion of the Area Council, satisfy the following criteria:

- the type of the farm warrants the need for an additional dwelling unit in terms of requiring close proximity for farm personnel for the farm operations;
- the size and scale of the *farm unit* in terms of land area and livestock or poultry currently warrants the need for an additional dwelling unit;
- the size of the farm parcel is in keeping with the policies of Section 3.1 of the Official Plan and the provisions of the Zoning By-Law of the Area Municipality; and
- the number of existing farm-related dwellings already on the *farm unit* cannot adequately serve the needs of the farm operation.
- the principal farm dwelling unit is occupied by the farmer, a retired farmer or hired help or family members directly involved with the farming activity;
- the additional dwelling unit is demonstrated to be necessary for hired help or family members directly involved with the farming activity or is required for farm retirees;
- an adequate supply of water and sanitary waste disposal system are provided to the satisfaction of the Oxford County Board of Health; and
- the location of the proposed additional farm dwelling is in conformity with the policies of Section 3.2, Environmental Resource Policies.

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REQUIREMENTS FOR PERMANENT DWELLINGS

Where the proposed additional farm dwelling is intended to be a permanent dwelling unit, the new dwelling will generally be located in close proximity to the existing dwelling and farm buildings and will be encouraged to use the existing driveway for access except in instances where farm safety issues would be better addressed by a separate access. Permanent dwellings will satisfy the *Minimum Distance Separation Formula I*.

REQUIREMENTS FOR TEMPORARY DWELLINGS

Where the proposed additional farm dwelling is intended to be a temporary dwelling such as a mobile dwelling unit or a modular dwelling unit, the Committee of Adjustment of the Area Municipality shall require the applicant to enter into an agreement with the municipality to address issues such as installation, maintenance, removal, period of occupancy and other matters deemed appropriate to ensure the dwelling is farming related and temporary in nature.

Temporary dwellings must satisfy the requirements of *Minimum Distance Separation Formula I* (MDS I) or not further reduce an existing insufficient setback relative to MDS I.

3.1.4.5.2 Surplus Farm Residences

On-farm dwellings, including additional residential units and garden suites, are to be considered as part of the *farm unit* and consent to sever any surplus farm dwellings will not be permitted by the Oxford County Land Division Committee, unless the proposal involves a farm consolidation in accordance with the policies of Section 3.1.4.4.1 and complies with the policies of Section 3.1.5.4.2.

Any additional residential units or garden suites and associated servicing may remain on or be relocated onto the same lot as the surplus dwelling, provided that the proposal meets the applicable policies of this section, Section 3.1.5.4.2, and Section 4.2.2.1 or 10.3.9 respectively.

EXCEPTION

Notwithstanding the above policy, a surplus second or additional farm dwelling may be severed from the farm where such dwelling is located within a designated *settlement* as shown on Schedule C-3, Settlement Strategy Plan, and satisfies the policies for residential *development* in the *settlement* area.

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Excerpt from Section 4.2 Growth Management Policies

4.2.2 Growth Strategy

INTRODUCTION

Lands which have been designated for *settlement* and employment purposes in accordance with the policies of this Chapter and Chapters 6 through 9, Land Use Policies, are anticipated to be adequate to meet growth expectations for the planning period and include a margin of surplus to provide for effective market operation and competition. In addition, lands have been designated to identify areas where long term urban level *development* is feasible.

The policies of this Plan have been structured to provide opportunities for environmentally responsible growth which protects and prevents conflicts with the County's natural resources in all Area Municipalities. Consequently, different levels of growth are planned for the following areas:

- Rural Clusters
- Villages without *centralized waste water and water supply facilities*
- Serviced Villages
- Large Urban Settlements
- Future Urban Growth Areas

Schedule C-3, Settlement Strategy Plan, identifies these areas.

4.2.2.1 Rural Area

Growth outside of the *Settlements* designated on Schedule C-3 will be in accordance with the following policies:

NON-FARM RELATED DEVELOPMENT

Residential and employment growth which is not related to agriculture is directed to established Rural Clusters and designated villages as set out on Schedule C-3, Settlement Strategy Plan. Non-farm uses proposed outside of these areas will comply with the policies of Section 3.1.5.4.

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ADDITIONAL RESIDENTIAL UNITS (ARUs)

In the Agricultural Reserve designation, *additional residential units* (ARUs) are permitted within a single detached dwelling and/or in a structure ancillary to such dwelling, provided that they are located on a lot zoned for agricultural or rural residential uses that permits a dwelling, and are in accordance with the policies of this subsection.

In the Open Space and Future Urban Growth designations *additional residential units* shall only be permitted within an existing single detached, semi-detached, or street townhouse dwelling and in accordance with the applicable policies of this subsection.

Policies for *additional residential units* in Rural Cluster, Village and Serviced Village designations are contained in Section 6.2.2.2.

POLICIES FOR ALL ADDITIONAL RESIDENTIAL UNITS OUTSIDE OF A SETTLEMENT

The Area Municipal Zoning By-law shall identify the areas and/or zones where *additional residential units* may be established and contain zoning provisions to regulate the establishment of such units, in accordance with the following policies:

- the *additional residential unit(s)* shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1506 ft²), except that the entire basement of the principal dwelling may be used;
- *additional residential units* are not permitted where a lot or dwelling already contains other accessory residential dwellings/uses, including: a boarding/lodging house or group home, or a home occupation that is characterized by higher occupancy, such as a bed and breakfast, a farm vacation rental, or other similar use;
- an *additional residential unit* within the principal dwelling may be permitted on the same property as a *garden suite* where all other policies of this section are met;
- *individual on-site water supply and sewage services* are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and Quantity and 5.5, County Servicing Policy;
- the existing principal dwelling and the lot are of sufficient size to accommodate the creation of *additional residential unit(s)* and to provide adequate off-street parking, landscaping, stormwater management, and amenity areas;

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- any new or expanded structures and/or exterior alterations to accommodate an *additional residential unit* will maintain the general built form and architectural character of the principal dwelling;
- the principal dwelling must have direct, individual vehicular access to a public street and all *additional residential units* shall use the same driveway and parking area as the principal dwelling;
- there is adequate access from the front lot line and parking area to each *additional residential unit* for both occupant use and emergency response;
- to the extent feasible, existing trees and other desirable vegetation are preserved;
- stormwater run-off will be adequately controlled; and,
- *additional residential units* and related services and amenities shall comply with all other applicable policies including, but not limited to: Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.

ADDITIONAL
RESIDENTIAL
UNITS IN
ANCILLARY
STRUCTURES

The following additional policies shall apply to the establishment of an *additional residential unit* in a detached ancillary structure:

- the minimum lot size is 0.6 ha (1.48 ac);
- on a rural residential lot, the ancillary structure must be located in a rear or interior side yard;

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- on an agricultural lot, the *additional residential unit* in an ancillary structure shall only be permitted through a minor variance granted by the Area Municipal Committee of Adjustment, to ensure all applicable policy criteria, zoning provisions and any local standards and requirements will be adequately addressed.

The ancillary structure must be located within the established residential area on the agricultural lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services). An *additional residential unit* in a new ancillary building shall be located a maximum distance of 30 m (98 ft) from the principal dwelling and should share *individual on-site water supply and sewage services* and utility services with the principal dwelling, where possible.

The cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible to a maximum of 0.8 ha (2 ac) and the location of the *additional residential unit* and/or new services shall not result in the removal of agricultural land from production and/or create impediments to the function of the farm or an adjacent farm;

- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity area will allow for privacy for the occupants of the *additional residential unit*, principal dwelling and abutting residential properties and minimize potential visual and shadowing impacts on adjacent residential uses;
- an *additional residential unit* will satisfy *MDS I*, or not further reduce an existing insufficient *MDS I* setback; and,
- all other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

SITE PLAN CONTROL

All *additional residential units*, particularly new dwelling units located in ancillary structures, may be subject to site plan control.

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SITE SPECIFIC ZONING AMENDMENTS

The zoning provisions for additional residential units will be implemented through a comprehensive, municipally initiated amendment to the Zoning By-law.

Site specific amendments to the Zoning By-law to permit the establishment of an additional residential unit shall not generally be permitted except where a site specific zone change or minor variance process is specifically required by the policies of this Section or by the Area Municipal Zoning By-law provisions.

NO NEW LOT CREATION

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferrable unit through plan of condominium.

OTHER TOOLS AND MEASURES

Where deemed necessary and/or appropriate, Area Municipalities may implement other supplementary tools and measures to assist with tracking and regulating additional residential units including, but not limited to, registration and/or licensing requirements, design guidelines, property standards by-laws, etc.

RESIDENTIAL CONVERSIONS IN RURAL AREAS

~~Converted dwellings are permitted to a maximum of two units per dwelling on a farm unit or on a non-farm lot in the Agricultural Reserve, Open Space, and Future Urban Growth designations. The Area Council may zone an area or property to permit the conversion of dwellings for two dwelling units in accordance with the following criteria:~~

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CRITERIA FOR 2 UNITS

- ~~• private water and on-site sewage facilities are determined to be adequate in accordance with the requirements of the County and the Board of Health and the policies contained in Section 3.2, relating to water quality, as appropriate;~~
- ~~• the proposal is compatible with surrounding land uses and is able to satisfy the Minimum Distance Separation Formula 1 from adjacent livestock operations;~~
- ~~• the lot size is sufficient to accommodate the required off-street parking without detracting from the visual character of the area;~~
- ~~• existing dwellings are generally of a size sufficient to accommodate the creation of an additional dwelling unit;~~
- ~~• the proposal complies with the policies of Section 3.2, Environmental Resource Policies of this Plan.~~

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ZONING

~~The Zoning By Law may specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling, the Zoning By Law may also limit the extent of structural additions or changes that would be permitted.~~

GARDEN SUITES

Area Council may consider allowing one *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations in accordance with the policies of Section 10.3.9.

4.2.2.2 Rural Clusters

DESCRIPTION

For the purposes of this Plan a Rural Cluster is the existence of a compact grouping of non-farm related *development* which is of insufficient size to be considered a village. Rural Clusters are designated on Schedule C-3, Settlement Strategy Plan and shown on the Land Use Schedules for the rural municipalities.

In order to be considered a Rural Cluster there must be a grouping of at least ten non-farm residential lots with each lot separated from the adjoining lot by a distance of no more than 50 metres (164 feet) and servicing must be by an existing communal well or by private individual wells and private sewage treatment systems. Rural Clusters may include *development* on either side of a public road and/or around corners. A Rural Cluster designation is also contingent on the grouping of lots satisfying the following criteria:

- potential for infill *development* that would not result in the extensions in length or depth of existing *development*;
- no evidence of growth limitations due to known water supply or quality issues and/or soils not suitable for individual sewage disposal systems and/or where there is a high risk of groundwater contamination;
- minimal potential for conflicts with agricultural uses, environmental resources and mineral and petroleum resources;
- potential for Rural Clusters located adjacent to designated fully serviced *Settlement* areas to be incorporated within *Settlement* boundaries as areas of potential growth and/or to alleviate servicing problems.

The designated Rural Clusters shall be identified by specific zoning in the Zoning By-Law of the Area Municipality.

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Excerpt from Section 6.2 Residential Uses in the Rural Settlements

COMPACT DEVELOPMENT AND INTENSIFICATION

Promote the concepts of compact urban form and residential infilling in all rural *settlement* areas where appropriate given the level of *infrastructure* available. Various forms of *residential intensification* shall be permitted in appropriate locations within the Serviced Villages, in accordance with the policies of the associated land use designations, and taking into consideration *public services, infrastructure*, environmental features and constraints and compatibility with existing or planned *development*. Residential growth in the Serviced Village designations will be encouraged to be accommodated through *intensification* in existing built up areas as a first priority.

6.2.2 Low Density Residential Areas

DESCRIPTION

Low Density Residential *development* is permitted in Rural Clusters and Villages. Low Density Residential Areas within the Serviced Village designations are identified on Schedules B-2, B-3, E-2, E-3, N-2, S-2, Z-2 and Z-3.

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PERMITTED USES

Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached and, duplexes, converted—dwellings, additional residential units, and street townhouses. Notwithstanding this policy, in the Rural Cluster and Village designations, multiple unit residential *development* involving more than two units is not permitted.

In newly developing Low Density Residential areas in the Serviced Villages, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use. It is not intended, however, that the full range of housing will be required in every individual *development*. The Area Council may choose to restrict the range of uses permitted in a particular location through the zoning by-law.

MOBILE HOMES

Mobile home parks are permitted in the Low Density Residential areas of the Serviced Village designations, in accordance with the policies of Section 6.2.2.4.

SPECIAL NEEDS HOUSING

In the Low Density Residential areas of the Serviced Village designation, as well as in the Rural Cluster and Village designations, special needs housing such as group homes are permitted in accordance with the policies of Section 6.2.2.3.

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All uses permitted in Low Density Residential areas will comply with the Environmental Resource Protection policies and Environmental Constraints policies of Section 3.2.

DENSITY

Within the Serviced Village designation, the maximum *net residential density* for an individual *development* in a Low Density Residential area is 22 units per hectare (9 units per acre) and no building shall exceed three stories in height at grade.

Within areas of new Low Density Residential development in the Serviced Village designation, the minimum overall *net residential density* shall be 15 units per hectare (6 units per acre) throughout each of the Serviced Villages.

Within the Rural Cluster and Village designation, the density of *development* will be restricted by the land area required for the proper operation of individual private septic systems.

6.2.2.1 *Infill Housing*

For the purposes of this Plan, infill housing is defined as the placement of new residential *development* into established built-up areas on vacant or underutilized sites. In order to efficiently utilize designated residential land and any municipal servicing *infrastructure*, infill housing will be supported in Villages and in the Low Density Residential areas of Serviced Villages. Backyard infill and street oriented infill will be supported in Rural Clusters. The County Land Division Committee and Area Council will be guided by the following policies when considering proposals for infill *development* in Low Density Residential areas.

6.2.2.1.1 Street Oriented Infill

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is consistent with the characteristics of existing *development* in the immediate area. In order that the street oriented infill projects are sensitive to the continuity of the existing residential streetscape, the Area Council and the County Land Division Committee will ensure that:

- the proposal is consistent-compatible with the street frontage, setbacks, lot area and spacing of existing *development* within the immediate residential area;

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- for proposals involving more than two dwelling units in the Serviced Villages, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area.

Street-oriented infill proposals will comply with the requirements of Section 6.2.2.1.4.

6.2.2.1.2 Backyard Infill

~~Backyard infill development may involve the construction of a residential structure behind a building facing a street, the conversion of secondary structures for residential purposes, new residential development behind an existing building facing a street, on a vacant or lots with minimal street frontage (e.g., flag shaped lots) or on small vacant remnant parcels of land which cannot be integrated into a plan of subdivision.~~

~~Backyard infill may involve the development on existing lots of record, or the creation of new lots by consent or the development of a garden suite or granny flat. Additional residential units and Garden suites/granny flats may also be permitted as backyard infill development to the rear of an existing dwelling on a lot subject to the criteria of this Section in accordance with the policies of Section 6.2.2.2 and 10.3.9 respectively.~~

EVALUATION CRITERIA

~~When considering proposals for backyard infilling, the Area Council and the County Land Division Committee and the Area Municipal Council will be guided by the following criteria policies as well as the policies of Section 6.2.2.1.4:~~

- the siting of any buildings and parking areas in relation to the size, configuration and topography of the lot is such that impact on light, view and privacy of adjacent backyards is minimal;
- for proposals involving more than two dwelling units, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area; and,
- direct vehicular access to a public street will be required and driveways will have sufficient width to allow efficient vehicular use and turning of both private and emergency vehicles and to provide for snow storage.

~~Backyard infill proposals will comply with the requirements of Section 6.2.2.1.4.~~

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6.2.2.1.3 Infill Subdivisions

In addition to the policies of Section [6.2.2.1.4](#) and 10.3.3, where infill *development* is proposed on vacant or underutilized sites within established residential areas by plan of subdivision, the Area Council and County Council will ensure that:

- the nature of the proposed residential *development* will be evaluated having regard to the type of housing found in the surrounding residential neighbourhood;
- any new residential lots with direct exposure to an established residential street will be consistent with the size of lots within the immediate area and new residential *development* will maintain setbacks and spacing between dwellings consistent with the established built pattern;
- measures will be incorporated into the subdivision design to buffer and screen existing residential uses from the new *development*; and
- stormwater run-off from the proposal will be adequately controlled in accordance with the stormwater management policies of Section 3.2.7.2.1 and will not *negatively affect* adjacent properties.

~~Infill Subdivision proposals will comply with the requirements of Section 6.2.2.1.4.~~

6.2.2.1.4 All Infill Proposals

In addition to the specific infill policies of this Section, the following ~~policies~~ criteria will apply to all ~~proposals~~ for infill ~~development~~ proposals:

- stormwater run-off from the proposal will be adequately controlled and will not *negatively affect* adjacent properties;
- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;

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- existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project;
- the extent to which the proposed *development* provides for the retention of any desirable vegetation or natural resources that contribute to the visual character of the surrounding area;
- all infill proposals will be evaluated as to the environmental impacts and constraints associated with the proposed *development* in accordance with Section 3.2, as well as to the potential effect of the *development* on *heritage resources* (Section 3.2.7.5);
- compliance of the proposed *development* with the provisions of the Zoning By-law of the Area Municipality and other municipal by-laws.

SITE PLAN CONTROL

Street oriented infill proposals and backyard infill proposals may be subject to site plan control.

6.2.2.2 Additional Residential Units~~Converted Dwellings~~

6.2.2.2.1 Additional Residential Units

ADDITIONAL RESIDENTIAL UNITS

The development of *additional residential units* (ARUs) within Rural Cluster, Village and Serviced Village designations shall be encouraged, where appropriate, with the objective of increasing the range and availability of *housing options* while maintaining the residential character of the settlement areas and ensuring that appropriate water and wastewater services are provided.

ADDITIONAL RESIDENTIAL UNITS IN RURAL CLUSTERS AND VILLAGES

In Rural Cluster and Village designations, an *additional residential unit* is permitted in a single detached, semi-detached, or street townhouse dwelling, or in a structure ancillary to such dwelling, to a maximum of two dwelling units per lot.

ADDITIONAL RESIDENTIAL UNITS IN SERVICED VILLAGES

In Serviced Village designations, an *additional residential unit* is permitted in a single detached, semi-detached, or street townhouse dwelling, and/or in a structure ancillary to such dwelling, to a maximum of three dwelling units per lot, where sufficient *centralized waste water and water supply* capacity exists.

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POLICIES FOR ALL
ADDITIONAL
RESIDENTIAL
UNITS

In Rural Cluster, Village and Serviced Village designations, Area Municipal Zoning By-laws shall identify areas and/or zones where *additional residential units* may be established and contain zoning provisions to regulate the establishment of such units in accordance with the following policies:

- the *additional residential unit(s)* shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area no greater than 50% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m² (1076 ft²), except that the entire basement of the principal dwelling may be used;
- *additional residential units* are not permitted where a lot or dwelling already contains other accessory residential dwellings/uses, including: a boarding/lodging house or group home, or a home occupation that is characterized by higher occupancy, such as a bed and breakfast or other similar use;
- an *additional residential unit* may be permitted on the same property as a *garden suite* or converted dwelling where all other policies of this section can be met;
- *centralized waste water and water supply and/or individual on-site water supply and sewage services* are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and 5.5, County Servicing Policy;
- the existing principal dwelling and the lot are of sufficient size to accommodate the creation of *additional residential unit(s)* and to provide adequate off-street parking, landscaping, stormwater management, and outdoor amenity areas without detracting from the visual character of the lot or area;
- any new or expanded structures and/or exterior alterations to accommodate an *additional residential unit* will maintain the general built form and architectural character of the principal dwelling and the surrounding area;
- the principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway and parking area as the principal dwelling;

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- there is adequate access from the front lot line and parking area to each *additional residential unit* for both occupant use and emergency response;
- to the extent feasible, existing trees and other desirable vegetation are preserved to help maintain the character of the lot and area;
- stormwater run-off will be adequately controlled;
- any potential increase in on-street parking demand can be adequately accommodated and/or managed;
- the location of the proposed *additional residential unit* and related services and amenities shall comply with all other applicable policies including: Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.

ADDITIONAL RESIDENTIAL UNITS IN ANCILLARY STRUCTURES

The following additional policies shall apply to the establishment of an *additional residential unit* in an detached ancillary structure:

- the minimum lot size for a lot with *individual on-site sewage services* is 0.6 ha (1.48 ac);
- the ancillary structure must be located in a rear or interior side yard;
- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity area will allow for privacy for the occupants of the *additional residential unit*, principal dwelling and abutting residential properties and minimize potential visual and shadowing impacts on adjacent residential properties; and
- all other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

SITE PLAN CONTROL

All *additional residential units*, particularly new dwelling units located in ancillary structures, may be subject to site plan control.

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SITE SPECIFIC ZONING AMENDMENTS

Where the Area Municipality has comprehensively amended their Zoning By-law to identify areas where additional residential units are permitted and include specific provisions for such units, site specific zoning amendments to permit additional residential units in other areas, or to amend specific zoning provisions, will generally not be supported.

AVAILABILITY OF MUNICIPAL SERVICES

Additional residential units within a settlement serviced by centralized waste water and/or water supply shall be required to connect to all available services, where adequate capacity exists and County connection standards can be met.

Area Municipal Zoning By-laws shall prohibit the development of additional residential units in settlements and/or areas where the County has determined that the existing and/or planned servicing capacity is not adequate to support such development.

NO NEW LOT CREATION

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferrable unit through plan of condominium.

OTHER TOOLS AND MEASURES

Where deemed necessary and/or appropriate, Area Municipalities may implement other supplementary tools and measures to assist with tracking and regulating additional residential units including, but not limited to, registration and/or licensing requirements, design guidelines, property standards by-laws, etc.

RURAL CLUSTERS AND VILLAGES

~~Converted dwellings are permitted to a maximum of two units per dwelling in the Rural Cluster and Village designations, with the exception of semi-detached and duplex dwellings where conversions are prohibited. The Area Council may zone an area or property to permit the conversion of dwellings for two dwelling units in accordance with the following criteria:~~

CRITERIA FOR TWO UNITS

- ~~existing municipal services or private services will be adequate to accommodate the proposed conversion;~~
- ~~lot sizes are sufficient to accommodate the required off-street parking without detracting from the visual character of the area;~~
- ~~existing dwellings are generally of a size sufficient to accommodate the creation of an additional dwelling unit.~~

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ZONING

~~The Zoning By-Law may specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling, the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.~~

SITE-PLAN CONTROL

~~Converted dwellings with more than two dwelling units may be subject to site-plan control.~~

6.2.2.3 Special Needs Housing

It is a policy of County Council to permit housing for people with special needs to be located in the Low Density Residential area in the Serviced Village designation and in the Rural Cluster and Village designations. Accordingly, the Area Councils may implement through the Zoning By-Law, regulations permitting group homes, rooming, boarding and lodging houses and other similar forms of special needs housing in specific residential zones . Proposals to establish new special needs housing not permitted as of right, will require an amendment to the Zoning By-Law of the Area Municipality.

EVALUATION CRITERIA

When reviewing any proposal to rezone lands for the purposes of establishing, through new construction or conversion of existing structures, a group home, rooming, boarding and lodging house, hostel, temporary shelter, emergency shelter or other similar form of special needs housing, the Area Council shall be satisfied that:

TRAFFIC

Traffic generated from the facility can be adequately accommodated by the road network and will not have a significant impact on adjacent residential areas.

DESIGN

The facility shall be designed to maintain the scale, density, appearance, character and continuity of existing land uses in the surrounding neighbourhood.

ZONING CONFORMITY

The land, buildings or structures for the proposed facility shall conform to the provisions of the zoning by-law. Parking requirements will be established on the basis of floor area and shall ensure that the on-site parking supply meets the needs of residents, support staff and visitors.

SERVICING POLICY

For Rural Clusters and Villages, private water and on-site sewage facilities for the proposed special needs housing will be established in accordance with the requirements of the County and the Board of Health, and the policies contained in Section 3.2 relating to water quality and quantity, as appropriate.

6.3 Commercial Uses in the Rural Settlements

INTRODUCTION

In order to promote the designated rural *settlements* as service centres to the wider rural community, a hierarchy of commercial uses is established and lands are designated for a variety of commercial purposes. The Plan establishes criteria for the evaluation of commercial proposals in the Rural Cluster, Village and Serviced Village designations. Within the Serviced Villages, lands are designated as Village Core and Service Commercial Areas on Schedules B-2, B-3, E-2, E-3, N-2, S-2, Z-2, and Z-3.

AMENDMENT No. 131

6.3.1 Serviced Villages

6.3.1.1 Village Core

DESCRIPTION

The Village Core within the Serviced Village represents a relatively compact area of predominantly commercial uses which have historically functioned as a downtown pedestrian shopping district. It is intended that the Village Core will continue to be the most intensive and dominant business area within the *settlement* serving both village residents and those within the wider rural area.

PERMITTED USES

Within the Village Core, the full range of retail, office, administrative and public utility uses, cultural, entertainment, recreational and institutional uses are permitted. Cottage industry and associated retail may also be permitted.

Residential dwelling units including Low and Medium Density residential *development*, accessory dwelling units within a non-residential use, bed and breakfast establishments, *converted dwellings*, social housing and special needs housing are also permitted in the Village Core where adequate servicing levels exist.

Notwithstanding the range of residential uses permitted, the Area Council may restrict residential uses from the front portion of a building at street level in an area characterized by:

- street-related pedestrian traffic; and
- an established cluster of businesses, government services or cultural and institutional facilities.

County of Oxford Official Plan
Excerpt from Section 10.3 Implementation Tools

10.3.9 Temporary Use

TEMPORARY USE
PROVISIONS

Notwithstanding the requirement for zoning by-laws to comply with the Official Plan, County Council recognizes that the Official Plan represents the long-term direction to the *development* of the municipality. As such, the Area Council may permit uses for specific temporary periods, up to a maximum of three years, as set out in the Planning Act, which would otherwise not conform to the Official Plan and/or the comprehensive zoning by-law, subject to re-application at 3-year intervals thereafter. ~~Garden suites may be permitted up to a maximum of ten years, subject to re-application at 3-year intervals thereafter.~~

Such uses may be permitted upon individual application and careful consideration by the Area Council of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by the temporary use. The Area Council shall also take into consideration the following matters:

CRITERIA

- compatibility of the proposed use with surrounding land uses;
- any requirement for temporary buildings or structures in association with the proposed use;
- any requirement for temporary connection to municipal services and utilities;
- the potential impact of the proposed use on transportation facilities and traffic in the immediate area;
- access requirements for the proposed use; and
- parking required for the proposed use, and the ability to provide adequate parking on site.

EXTENSION

The Area Council may extend a temporary use by-law beyond the three year time period, as set out in the Planning Act, provided such extension does not exceed a three year time period and does not jeopardize the long-term *development* intentions for the subject lands as specified in the Official Plan.

County of Oxford Official Plan

GARDEN SUITES

~~Additional residential units may be permitted on a lot in the form of a *garden suite* in rural or urban areas. Area Municipalities may permit a *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations, on a residential lot in the Rural Cluster or Village designations or in Low Density Residential designations in Serviced Villages and Large Urban Centres. *Garden suites* may be permitted remain on a lot up to a maximum of 20 years, subject to re-application and extension not to exceed three-years each occurrence.~~

GARDEN SUITES IN RURAL AND URBAN AREAS OCCUPANTS

~~Area Council may consider allowing one *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations. A *garden suite* may be considered on a residential lot in the Rural Cluster or Village designations or in Low Density Residential designations in Serviced Villages and Large Urban Centres. *Garden Suites* are intended to provide temporary housing will be considered for specified occupant(s), which shall be limited to:~~

- ~~the retired parents or grandparents of a property owner or the property owner's spouse, or the child or grandchild of a property owner, or~~
- ~~a retiring property owner provided that the principal dwelling is occupied by their parents, grandparents, child or grandchild of the retiring property owner.~~

REZONING ZONING AMENDMENT REQUIRED

~~Prior to permitting the construction of a *garden suite*, an amendment to the Zoning By-Law under Section 39 of the Planning Act, which relates to temporary use by-laws, will be required. The temporary use by-law will may remain in effect for up to ~~ten~~ 20 years, subject to ~~renewal reapplication and approval upon expiry change~~ by the Area Council Municipality for up to three years, as required. The zoning ~~change~~ amendment will be subject to satisfying the following criteria:~~

SERVICING

The *garden suite* should generally use the existing sanitary sewage disposal, water supply and electrical services of the principal dwelling existing on the lot where the *garden suite* is proposed to be located. Prior to the ~~rezoning zoning~~ amendment, approvals shall be obtained from the authorities responsible for the various services to ensure that the existing servicing systems are adequate for shared use. In situations where the approval authority indicates that one or more of the services are not adequate for shared use, separate services will be required, provided these services can be accommodated on the subject property to the satisfaction of the approval authority.

County of Oxford Official Plan

In the rural areas, Rural Clusters and Villages, it must be demonstrated that the ~~garden suite can be accommodated using private service. On-site sewage and water facilities will satisfy the requirements of the Board of Health and/or the Province and will be consistent with the policies of Section 3.2, Environmental Resource Policies.~~ individual on-site water supply and sewage services are adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and Quantity and 5.5, County Servicing Policy;

COMPATIBILITY

The proposal is compatible with the surrounding area and, if applicable, be able to satisfy the *Minimum Distance Separation Formula I* or not further reduce an existing insufficient setback relative to MDS I for adjacent livestock operations. Within the Serviced Village and Large Urban Centres, the proposal should be on a large lot greater than 929 sq. m. (10,000 sq. ft.) in area on full municipal services.

SUITABILITY

The lot is suitable for an additional temporary dwelling unit with respect to lot area, lot coverage, yard setbacks, and setback from a public road allowance.

BUFFERING

The implementing Zoning By-Law may contain additional measures to ensure minimal disruption to adjacent land uses, such as the provision of grass strips, the planting of trees and shrubs or the erection of a fence.

ACCESS

The proposed *garden suite* will generally use the existing access to a permanent public road of reasonable construction maintained year round.

LOCATION

Generally, the *garden suite* will not be located to the front of the principal dwelling on the lot, although Area Council may give consideration to such siting on a site specific basis.

AGREEMENT

The owner of the subject property shall be required to enter into an occupancy agreement with the Area Council, specifying the matters related to the temporary use of the *garden suite* as Area Council considers necessary, including, the installation, maintenance and removal of the *garden suite*; the period of occupancy of the *garden suite* by any of the persons named in the agreement; and the monetary or other form of security that Area Council may require for actual or potential costs to the municipality related to the *garden suite*.

NO SEVERANCE

Garden suites are intended to be temporary in nature and as such consent to sever a surplus *garden suite* will not be permitted by the Oxford County Land Division Committee.

County of Oxford Official Plan

REMOVAL OF GARDEN SUITE

When the *garden suite* is no longer required for the original use intended, it shall be removed from the lot and the temporary use by-law shall be allowed to lapse.

10.3.10 Bonus Zoning

BONUS ZONING PROVISIONS

Under the provisions of the Planning Act, a municipality may include in its Zoning By-Law regulations that permit increases to the height and density limits applicable to a proposed *development* in return for the provision of such facilities, services, or matters as set out in the By-Law. This practice, commonly referred to as bonus zoning, is considered to be an appropriate means of assisting in the implementation of this Plan.

PRINCIPLE

The facilities, services or matters that would be provided in consideration of height or density bonus should be reasonable, in terms of the cost/benefit implications for both the municipality and the developer and must result in a benefit to the general public and/or an enhancement of the design or amenities of a *development* to the extent that a greater density or height is warranted. Also, the height and density bonuses received should not result in a scale of *development* that is incompatible with adjacent uses or exceeds the capacity of available municipal services.

CIRCUMSTANCES APPLICABLE

Bonus zoning is applied to encourage social amenities and design features resulting in a public benefit which cannot be obtained through the normal *development* process. Area Councils may pass by-laws providing for bonusing to achieve the following objectives:

- to support the provision of the *development* of affordable housing as provided for in this Plan;
- to encourage aesthetically attractive *development* through the provision of enhanced landscaped open space and architectural review relating to building design materials and colours;
- to support the provision of, and improved access to, public open space, supplementary to any parkland dedication requirements;
- to support the provision of day care facilities;
- to support the preservation of structures and/or districts identified as architecturally and/or historically significant by the municipality;

From: Arjan and Catherine Kouwenberg
Sent: August 9, 2022 4:07 PM
To: Meghan House <mhouse@oxfordcounty.ca>
Subject: ARUs

Hi Meghan,

I'm a farm owner in SWOX and Norwich townships and see ARUs as part of the solution to the housing shortage. They could work for aging parents, young couples who at present can't afford to get into the housing market, and staff housing for rural/farm businesses. I personally would never recommend anyone build an ARU for the purpose of an investment rental unit, but I suppose some people will want to do that to supplement their income and I can't think of a reason to stop people from becoming landlords with an ARU.

When developing your policies, I'd want to make sure that the unit can only be sold as part of the entire property and there's no chance it could be owned by people other than who owns the main property, it can't be sold as a separate unit, nor severed from the main property. I suspect if this were allowed you'd run into property disputes that could be a drag on township staff resources.

I'd also want to see the tax status of the property reassessed and it would be logical that the property taxes should increase to reflect the extra living capacity on the property that will need local services.

On another housing related topic, I'd like to see Oxford County clamp down on vacant houses (there's 3 on Salford Road at the moment) and AirBnBs (there's a ridiculous number of local houses listed on AirBnB). I like what London is doing with AirBnBs and, as I understand it, the listings have to come off short term rental by October, which pushes the units into either a long term rental or onto the market for sale.

Thank you for the opportunity to provide feedback

Catherine Agar

Salford Road

----- Original Message -----

From: mhouse@oxfordcounty.ca
To: Arjan and Catherine Kouwenberg
Sent: Tuesday, August 23, 2022 10:21 AM
Subject: RE: ARUs

Dear Catherine,

Thank you for your comments. Could please confirm whether you would like this email forwarded to Council as part of the report? (personal information other than your name would be removed)

Also please let me know if you have further questions or comments. We have also noted your name on the list of parties to receive updates regarding the policies.

Thank you,

Meghan House MCIP RPP

Development Planner (Policy Focus)
Community Planning
County of Oxford
21 Reeve Street, PO Box 1614
Woodstock ON N4S 7Y3
519-539-9800 x3219
mhouse@oxfordcounty.ca

From: Arjan and Catherine Kouwenberg
Sent: August 23, 2022 12:07 PM
To: Meghan House <mhouse@oxfordcounty.ca>
Subject: Re: RE: ARUs

Hi Meghan,

Yes I would like my comments sent to council and included in the report.

I would like to add to my general housing comments that I would be in favour of an expansion of year round mobile trailer parks where the water and waste infrastructure can support expansion, and where the township can collect taxes to cover the services required. I see these as an affordable way to retire within a dense community of support

Thank you, Catherine Agar



libro.ca
4th Floor
217 York Street
London ON N6A 5P9

T 519-672-0130
F 519-672-7831
1-800-361-8222

Oxford County
21 Reeve Street
PO Box 1614
Woodstock, Ontario
N4S 7Y3

July 14, 2022

RE: Libro Credit Union offers feedback and support for Additional Residential Units across Oxford County.

Dear Ms. House and Team,

Libro Credit Union (Libro) is pleased to offer both our support and appreciation to Oxford County for moving forward with Additional Residential Units within low density geographical areas across the County and for the work already completed within Woodstock. As an employer within Oxford County, we recognize how critical affordable and attainable housing is to employment, well-being, and quality of life. Housing is an organizational pillar at Libro and with a goal of enhancing access to adequate, safe, and affordable housing for all. The work being completed by Oxford County at this time is supporting this goal and we are appreciative of the work and efforts. Below is some feedback on what we have seen with documents relating to Woodstock. We hope that the feedback may help with future amendments or decisions relating to other low-density locations within the County.

Official Plan Amendments

We believe that the amendments generated for the city of Woodstock are appropriate and helpful to ensure responsible ARUs, while also ensuring that units are built with limited red tape. Ensuring that flexibility is offered to those seeking to build ARUs is necessary moving forward and hopefully remains present in any future change or by-law.

We note some very broad language within the by-laws that could generate confusion, questions, or concerns. This language includes phrasing such as “character of neighborhood”, “optimal privacy”, and “general built form”. We would recommend that the county consider how to create definitions or stronger mutual understanding for those reading and implementing the plan requirements. Ensuring that red tape does not creep into the ARU goals and objectives will be critical to creating supply and ensuring enhanced affordability for County residents.

Parking Requirements

We were pleased to see that tandem parking was allowed and that the county is reducing parking barriers (where possible and appropriate) to ensure that supply through the ARU approach is achieved. We are curious if the County has considered limiting parking requirements for those who may wish to

not own a vehicle moving forward to promote local public transit options and potentially more environmentally friendly means of transportation? We are unsure if there are examples or case studies of municipalities promoting such action within a specific designated area or build, but it may be worth considering as the program advances in the future.

Affordability Needs

Rental affordability remains a growing concern and is placing more pressure and stress on individuals and families. Has the County considered how we push for affordable market rents within the ARU permit process? Is there a way to expedite or offer incentives through the My Second Unit program to homeowners who wish to rent their ARU below market rates, or at affordable rates set by CMHC? Are there requirements within current provisions that hold back homeowners from renting below market rates? We ask these questions as we desire more units that are below current market rates, which in most cases are not affordable and place significant financial strain on individual and family savings and budgets.

How Can We Help?

We would love to help further if such an opportunity exists. The My Second Unit program is a great offering by the County, and we are supporters of such incentives to get more ARUs built. If we can be of assistance, please do not hesitate to reach out to myself for conversation/support.

Thank you for your continued work on this important issue within the County.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Moat', with a stylized flourish at the end.

Jordan Moat
Regional Manager London-Elgin-Oxford
Libro Credit Union
Jordan.Moat@libro.ca



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Rick Richardson – Director
of Protective Services

Reviewed By: Rodger Mordue **Date:** September 12, 2022

Subject: By-Law Enforcement **Council Meeting**
Service Agreement **Date:** September 21st ,2022

Report: FC -22-20

Recommendation:

BE IT RESOLVED that Council receive Report No. FC -22-20 as information

AND FURTHER THAT the CAO and Mayor of the Township of Blandford Blenheim be authorized and directed to enter into the Shared Service By-Law Enforcement Officer Agreement with the municipalities of Norwich, South -West Oxford and Zorra as proposed.

Background:

The Township, up until recently, used a third-party agent (Municipal Enforcement Unit) to conduct enforcement of Township By-laws.

In late 2019 the Township of Blandford Blenheim entered into an Agreement with Municipal Enforcement Unit (MEU) for By-law Enforcement Services. The partnership allowed the participating municipalities to contract a third-party for enforcement of by-laws with a reasonable commitment financially to ensure enforcement services were available when needed.

In early July 2022, the sole owner of the MEU passed away and staff were advised that the contracted MEU would no longer be providing services for the Township of Blandford Blenheim. Since that time, the Director of Protective Services and Staff have been attending by-law complaints and follow-up as time permits.

Analysis/Discussion:

Township CAO spoke with a representative from the City of Woodstock about entering a service agreement with our Township to perform by-law enforcement for our Township. They initially expressed possible interest in looking at this option but were unable to follow-up on this in a timely fashion.

Additionally, Staff met with the 5 Rural Municipalities in August to explore options for Council consideration on what a shared service agreement might look like. This resulted in a number of meetings where it was established that four (4) of the five (5) rural municipalities (Norwich,

Blandford-Blenheim, Zorra, South-West Oxford) would be willing to draft an agreement for a shared service by-law officer for Council consideration. East Zorra-Tavistock currently has an arrangement with a part-time third-party provider but have indicated they may be interested in joining at some point in the future.

The 4 participating rural municipalities have completed a Draft Shared Service Agreement for By-law (see attached). Highlights of the Draft Agreement for Council consideration are:

- Hire one full-time by-law officer for the 4 participating municipalities
- Zorra is willing to host this position
- The Officer would work on a rotating basis at each municipality similar to the current Fire Prevention Officer arrangement
- This new position would be hired as a full-time permanent position to attract qualified personnel
- There would be some flex hours required of the position at certain times to deal with after-hours issues that may arise (parking enforcement in winter etc.)
- The Officer would be provided with a vehicle, proper protective equipment, training, etc. (calculated in the start-up cost)
- Enforcement would take place as per each municipalities by-laws and policies regarding enforcement approaches
- Anticipated start date for this position would be end of 2022

Financial/Staffing/Legal/Implications:

The current allocation for by-law enforcement services approved under the 2022 Operating Budget is \$20,000. This endeavor would require additional funding to the respective by-law services operating budgets in 2023 and forward.

The projected cost for one (1) permanent full-time (35 hrs./week) By-law Officer would be approximately \$101,300 annually plus a start-up cost of \$30,250. Costs split between the 4 participating rural municipalities would be approximately \$25,325.00 plus a start-up cost of \$7,600.00. These costs could be included in the proposed 2023 Operating Budget.

Conclusion:

Staff suggests that the proposed shared service agreement will meet the needs of the Township in providing by-law enforcement services for the remainder of 2022 and beyond.

Attachments:

Appendix 1 - Shared Service By-law Agreement

Respectfully submitted by:

Rick Richardson

Director of Protective Services

Oxford County Rural By-law Enforcement Services

By-law Enforcement Officer (Proposed Partnership)

September 12th, 2022

Background:

The municipal by-law enforcement division ensures that municipal residents adhere to the Township's by-laws related to property standards, clean and clear yards and lots, noise, animal care and control, zoning, parking and other various municipal by-laws. The enforcement division also strives to maintain the public's safety on roads, sidewalks, parks and other publicly owned property.

Municipal by-laws help to maintain the quality and standard within the community. Knowing and following local by-laws helps everyone enjoy a clean and safe neighbourhood and other shared public spaces. Within rural Oxford, enforcement services are generally provided on a complaint basis and in accordance with each municipality's by-law enforcement policy. When responding to a complaint, the enforcement officer commonly attempts to obtain compliance and a resolution of the matter through education, awareness and mediation. Tickets, fines and further legal action may result in instances where compliance cannot be attained otherwise, and a resolution to a complaint is not achieved.

A formal complaint means a complaint received in writing by staff wherein the complainant provides their full name, address and contact information. This allows the enforcement officer to gather information regarding the nature of the complaint and provide the appropriate follow up information to the complainant. Complaint information is kept confidential by township staff.

Oversight of enforcement services within rural Oxford fall within the fire services, protective services, building services and clerk's services divisions.

Current Challenges:

Municipal Enforcement Unit (MEU) was an agency that provided by-law enforcement services to many communities within Southwestern Ontario. Several rural Oxford municipalities entered into contracts with MEU over the last three years. These services included enforcement services, education services and consulting services in relation to by-law development and enforcement.

The sole owner and operator, Chief Bill Menzie, passed away suddenly in early July, 2022. Rural Oxford municipalities were advised in writing on July 15th, 2022 that the doors of MEU have officially closed. Since this time, Township staff responsible for by-law enforcement services within their respective municipalities have expressed the need and desire to consider a joint and shared municipal by-law enforcement services within rural Oxford. The Township of Norwich, Township of Zorra, Township of South-West Oxford and Township of Blandford-Blenheim primarily provided enforcement services under contract with MEU.

Since this time, staff have been required to shift by-law enforcement related tasks internally to other existing staff. Workload and other pressing demands do not make this

a sustainable solution for providing enforcement services long-term. Each municipality estimates a need for approximately 10 hours of enforcement services per week. This does not take into account staff time from other divisions which is currently being spent on enforcement related activities (i.e. notices of violations, by-law exemption requests).

All participating Rural Oxford Municipalities have expressed recent concerns in relation to by-law complaint response, tracking and follow-up through the services provided by MEU. Due to staffing changes and location, MEU officers' availability had been limited and timely response to complaints was an ongoing concern. Follow-up phone calls to complainants and scheduling follow-up inspections in response to Notice of Violations that had been issued continued to be a responsibility of Township staff. Township staff routinely had to follow up with MEU to receive copies of officer reports following inspections.

Rural Oxford Municipal Scan:

Township of Norwich: Retained the services of Municipal Enforcement Unit in 2019. By-law enforcement services continue to fall within the responsibility of fire and protective services staff (Director of Fire and Protective Services and Fire and Protective Services Clerk). Without the services of MEU, complaints are responded to based on priority and evaluation of immediate risk to health and safety and as staff have availability.

Township of Zorra: Retained the services of Municipal Enforcement Unit in 2021. By-law enforcement services, follow-up, tracking and inspection related activities continued to fall onto Township staff in building and clerk's divisions. Prior to entering into a contract with MEU, by-law enforcement services were primarily the responsibility of the Township's Chief Building Official and Building Inspector.

Township of South-West Oxford: Retained the services of Municipal Enforcement Unit in 2020. By-law enforcement services, follow-up, tracking and inspection related activities continue to fall onto Township staff, primarily the Township's Chief Building Official and Municipal Clerk. Complaint tracking and follow up has been the responsibility of the Municipal Clerk. Prior to entering into a contract with MEU, by-law enforcement service was primarily the responsibility of the Township's Drainage Superintendent/Building Inspector.

Township of Blandford Blenheim: Retained the services of Municipal Enforcement Unit in 2019. By-law enforcement services continue to fall within the responsibility of building and protective services staff (Chief Building Official, Protective Services Administrator and Fire Chief). Without the services of MEU, complaints are responded to based on priority and immediate risk to health and safety. OPP have been providing some limited assistance.

Township of East Zorra Tavistock: By-law enforcement services are provided through a part-time contract position. The Township does not have an agreement for services with MEU. For the time being, the Township of East Zorra-Tavistock will continue providing

enforcement services within their municipality through their part-time contract. They will review this decision in a year.

Township of North Dumfries (Waterloo Region): The Township has one full-time officer who works 40 hours per week with rotating shifts to ensure coverage outside of normal business hours. The Township also has a fill-in contract officer. This officer works approximately 10-15 hours per week.

Proposed Position Responsibilities:

By-law enforcement service managers within Rural Oxford are proposing that the rural municipalities partner to hire one (1) full-time By-law Enforcement Officer.

The major responsibilities of the position would be:

- Enforce all applicable municipal by-laws as directed by the municipality, including but not limited to parking, noise, curfews, nuisance, property standards, animal control (in partnership and consultation with third party contract), regulating fireworks, debris and anti-littering, and cleaning and clearing, as well as any other by-laws or Provincial Legislation;
- Provide coverage for municipal events including but not limited to any requested enforcement at special events (i.e. smoking and parking);
- As directed, patrol Municipal property, including parks, to enforce by-laws and address any trespass and vandalism issues;
- As directed, conduct investigations into municipal property standards complaints, by-law infractions or Provincial Offence infractions and determine course of action;
- As directed, patrol the Municipality and act on any possible violation of municipal by-laws and enforcement of such by-laws;
- Work co-operatively with Ontario Provincial Police and any other agencies on municipal related matters and respond to any requests from the Ontario Provincial Police and other agencies in regard to municipal by-law related matters;
- Assist in any emergency situations and co-operate with all local emergency services, as needed;
- Maintain records and provide written reports in relation to all formal complaints received and follow up with complainants within twenty-four (24) hours of receipt of the complaint;
- In responding to a complaint, adhere to the local municipality's by-law enforcement policy with respect to the approach taken in enforcement and follow-up timelines.
- Maintain a working knowledge of Part I, II and III of Provincial Notices and Crown briefs;

- Maintain a working knowledge of property court procedures, evidence procedures and Criminal Code of Canada matters. This shall include co-operating with the local courts for the Municipality;
- Work with Municipal appointed solicitor for any legal/court proceedings, as required;
- Enforcement services may require evening and weekend hours of response, as needed;
- Attend Council meetings when requested;
- Obtain and maintain current training in all areas of by-law enforcement;
- Make recommendations to the Municipality and conduct research as necessary in relation to municipal by-laws;
- Prepare public education and awareness materials and articles to educate the public regarding municipal by-laws and enforcement of such by-laws;
- Carry out any other related duties as required and determined by the Municipality from time to time.
- Work closely with and under the supervision of by-law enforcement services and building officials within each municipality (Chief Building Officials, Fire Chiefs and Municipal Clerks).

Financial Impact

This endeavor would require additional funding to the respective By-law Enforcement Services operating budgets in 2023 and forward. The projected cost for one (1) a full-time by-law enforcement officers would be approximately \$96,950 annually in addition to one-time start up costs.

The following chart provides a breakdown of projected annual costs associated with the shared by-law enforcement officer positions and estimated one-time start-up costs.

Expense	Annual Costs (\$)	Start Up Cost (\$)
Salary	\$70,000	
Benefits - 30% (benefits, CPP, EI, OMERS)	21,000	
Phone (cell)	300	1,000
Portable Radio/Charger		1,500
Computer/Laptop		2,000
General Office Supplies	400	
Clothing	1,000	
Annual Training	2,000	
Vehicle – purchase (based on \$25,000)		25,000
Gas	1,600	
Advertising		750
Amortized Start-up Costs (5 years)	5,000	
Totals	\$101,300	\$30,250

With all four rural Oxford municipalities participating in the proposed partnership, this reflects a one-time start-up cost of **\$7,600.00** for each municipality and annual operating costs of **\$25,325**.

Current by-law enforcement operating budgets within rural Oxford range from approximately \$10,000 to \$20,000 annually. This does not take into consideration time spent by other staff within building, fire and clerk's services for required by-law enforcement follow up, tracking, inspections and records management.

A joint partnership delivery model is seen to be the most effective and efficient option to implementing a by-law enforcement officer position. The shared cost model reduces duplication of some expenses associated with such a position, such as clothing, vehicle, training, and integrated technology costs.

Draft Agreement – Shared By-law Enforcement Officer

This Agreement made the day of September, 2022.

BETWEEN:

The Corporation of the Township of Zorra
hereinafter referred to as “Township of Zorra’

-and-

The Corporation of the Township of South-West Oxford
Hereinafter referred to as “Township of South-West Oxford”

-and-

The Corporation of the Township of Norwich
hereinafter referred to as “Township of Norwich”

-and-

The Corporation of the Township of Blandford-Blenheim
Hereinafter referred to as “Township of Blandford-Blenheim”

Whereas the Township of Zorra, Township of South-West Oxford, Township of Norwich and Township of Blandford-Blenheim deem it desirable to share one (1) full-time By-law Enforcement Officer to provide enforcement services within rural Oxford;

Whereas the Township of Zorra, Township of South-West Oxford, Township of Norwich, and Township of Blandford-Blenheim are agreeable and deem it expedient to enter into this shared service agreement;

Now Therefore the parties to this agreement hereby agree as follows:

1. The Township of Zorra shall host one full-time by-law enforcement officer and provide by-law enforcement services to the parties to this agreement, as required and scheduled;
2. For the purposes of this agreement, by-law enforcement services shall mean the performance of duties and responsibilities of the position of By-law Enforcement Officer as outlined in Appendix ‘A’ attached hereto.

3. By-law enforcement services provided to all participating municipalities shall not exceed ten (10) hours per week unless expressly approved by the supervisor of enforcement services for the Township of Zorra.
4. The officer's hours of work shall be dependent on the complaints and demands within each municipality. The officer will rotate daily between each participating municipality. They shall be permitted to flex their time as needed to meet these demands. The officer shall not work more than 35 hours each week.
5. Any required by-law enforcement training must be agreed to by all participating municipalities prior to enrollment and the expenses of such training shall be shared equally between all participating municipalities.
6. All parties shall pay to the host municipality on a quarterly basis costs associated with the provision of by-law enforcement services. All costs shall be shared equally between all participating municipalities.
7. This agreement shall be for a term not exceeding one year and shall be reviewed on an annual basis thereafter. For the purposes of this agreement, the anniversary date shall be January 1st each year that the agreement is in effect.

Indemnity and Limitation of Liability:

8. The parties agree to indemnify and save each other harm, along with their respective councillors, officers, employees, and agents from any liability, action, claim, loss, damage, payment, cost, fee, fine surcharge, recovery of expense, including assessable legal fees arising out of the performance of their respective obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, pay, cost, fee, fine surcharge, recovery of expense, including assessable legal fees, directly attributed to, arising from, or caused by the negligence of breach of contractual obligation hereunder by any party hereto.
9. Notwithstanding that set forth in paragraph eight (8) above, the parties agree that no party or parties shall be held responsible for damages caused by delay or failure to perform its or their undertakings under the terms of this agreement when the delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers which cannot reasonably be foreseen or provided against.
10. Notwithstanding any other provision in this agreement or any applicable statutory provisions, none of the parties shall be liable to any other party for special or consequential damages or damages for loss of use arising directly or indirectly from any breach of this contract, fundamental or otherwise, or from omissions of their respective employees or agents.
11. The parties hereto agree that no provision herein, or any part thereof, shall be interpreted or act so as to affect, restrict, prohibit, or interfere with the right of any party or parties hereto, either individually or in combination, to demand or

otherwise take action or commence proceedings to enforce the terms of this Agreement.

Amendment:

12. The parties may amend this Agreement from time to time by further written memorandum.
13. Should any of the parties wish to amend the terms of this Agreement, they shall provide a minimum of ninety days written notice to the other parties of the proposed terms of this Agreement.

Dispute Resolution:

14. In the event that a dispute arises or disputes arise between the parties which cannot be resolved, the parties shall submit the dispute or disputes to arbitration using the procedure set out in the *Municipal Arbitrations Act*, R.S.O. 1990, c. M-48, as amended.
15. In the event that a dispute or disputes is submitted for arbitration, the decision or decisions of the arbitrator shall be final and binding upon all the parties to this agreement.
16. In the event that arbitration cannot be conducted using the procedures set out in the *Municipal Arbitrations Act*, the parties shall select a single arbitrator, and in the absence of agreement on an arbitrator, the arbitrator shall be nominated by a justice of the Superior Court of Justice of the Ontario Courts under the procedure set out in the *Arbitration Act*, S.O. 1991, c. 17, as amended.

General Provisions:

17. This Agreement is not assignable without the written consent of the parties. Any attempt to assign any rights, duties, or obligations of this Agreement without the written consent is void.
18. This Agreement shall not be in force, or bind any of the parties, until executed by all parties named in it, and shall take effect upon its execution by the authorized representative or representatives of the Township of Zorra and Township of Blandford-Blenheim.
19. Any notice under this Agreement shall be sufficiently given by personal delivery or by registered letter, postage prepaid and mailed in a Canada Post office, and the date of receipt of any notice by mailing shall be deemed conclusively to be ten days after the mailing.

20. The parties agree that each of them shall, upon reasonable written request of the other, do or cause to be done all further lawful acts, deed, and assurances whatever for the better performance to be expressed in modification of this agreement.
21. It is intended that all provisions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or part of one is found to be void, voidable or unenforceable for any reason whatever, then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of the Agreement and all other provisions shall remain in full force.
22. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
23. Subject to the restrictions on transfer and assignment, this Agreement shall ensure to the benefit of an be binding on the parties and their respective successors and assigns.

In Witness Whereof the parties hereto have affixed the Corporate Seals attested by the hands of their proper officers and further this agreement shall be signed in counterpart with the parties named below and a copy of each counterpart shall remain attached to and form part of this Agreement.

Signed, Sealed, and Delivered

In the presence of:

The Corporation of the Township of Zorra

Mayor: Marcus Ryan

Clerk: Karen Martin

**The Corporation of the Township of
South-West Oxford**

Mayor: David Mayberry

Clerk: Julie Middleton

**The Corporation of the Township of
Norwich**

Mayor: Larry Martin

CAO/Clerk: Kyle Kruger

**The Corporation of the Township of
Blandford-Blenheim**

Mayor: Mark Peterson

CAO/Clerk: Rodger Mordue

Appendix A

By-law Enforcement Services – Duties and Responsibilities

- Enforce all applicable municipal by-laws as directed by the municipality, including but not limited to parking, noise, curfews, nuisance, property standards, animal control (in partnership and consultation with third party contract), regulating fireworks, debris and anti-littering, and cleaning and clearing, as well as any other by-laws or Provincial Legislation;
- Provide coverage for municipal events including but not limited to any requested enforcement at special events (i.e. smoking and parking);
- As directed, patrol Municipal property, including parks, to enforce by-laws and address any trespass and vandalism issues;
- As directed, conduct investigations into municipal property standards complaints, by-law infractions or Provincial Offence infractions and determine course of action;
- As directed, patrol the Municipality and act on any possible violation of municipal by-laws and enforcement of such by-laws;
- Work co-operatively with Ontario Provincial Police and any other agencies on municipal related matters and respond to any requests from the Ontario Provincial Police and other agencies in regard to municipal by-law related matters;
- Assist in any emergency situations and co-operate with all local emergency services, as needed;
- Maintain records and provide written reports in relation to all formal complaints received and follow up with complainants within twenty-four (24) hours of receipt of the complaint;
- In responding to a complaint, adhere to the local municipality's by-law enforcement policy with respect to the approach taken in enforcement and follow-up timelines.
- Maintain a working knowledge of Part I, II and III of Provincial Notices and Crown briefs;
- Maintain a working knowledge of property court procedures, evidence procedures and Criminal Code of Canada matters. This shall include co-operating with the local courts for the Municipality;
- Work with Municipal appointed solicitor for any legal/court proceedings, as required;
- Enforcement services may require evening and weekend hours of response, as needed;
- Attend Council meetings when requested;
- Obtain and maintain current training in all areas of by-law enforcement;
- Make recommendations to the Municipality and conduct research as necessary in relation to municipal by-laws;

- Prepare public education and awareness materials and articles to educate the public regarding municipal by-laws and enforcement of such by-laws;
- Carry out any other related duties as required and determined by the Municipality from time to time.
- Work closely with and under the supervision of by-law enforcement services and building officials within each municipality (Chief Building Officials, Fire Chiefs and Municipal Clerks).



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Rodger Mordue, CAO/Clerk

Reviewed By: N/A

Date: September 14 2022

Subject: Request for closure and transfer of a portion of Centre Street, Drumbo

Council Meeting Date: September 21, 2022

Report #: CAO-22-20

Recommendation:

That Report CAO-22-20 be received; and,

The unopened road allowance known as Centre Street located between 24 and 36 Maitland Street Drumbo be declared surplus; and

That staff be instructed to begin the process of closing and transferring the property to the abutting property owner provided that all costs associated with the conveyance and closure be borne by the party receiving the land.

Background:

A request has been received from the owner of the property south of Maitland Street and west of Oxford Road 3 in the south end of Drumbo to officially close and transfer a portion of the opened Centre Street road allowance. A copy of the correspondence received is attached. The two adjacent property owners on Maitland Street were circulated and at the time of writing this report one had responded indicating that they had no issue with the request. Township staff were also circulated and they had no comment.

The following is an outline of the property being requested:



Analysis/Discussion:

A request has been received from the owner of the property south of Maitland Street and west of Oxford Road 3 in the south end of Drumbo to officially close and transfer a portion of the opened Centre Street road allowance. The property owner is developing plans for a residential subdivision on these lands and has included them as part of the development in his preliminary plans. The property off Maitland Street would be an individual building lot rather than an access to the subdivision while the lands further south would be part of the overall subdivision plan.

Because there are two distinct areas of this property the disposal of it should be split into two parts. There is value to the portion off Maitland Street as a separate building lot so an appraisal for this part would determine the purchase price for that. The second part of the property is the land south of the rear lot lines on the properties off Maitland. As this land is within the Drumbo settlement area and is on municipal services the cost would be \$2.03 per square foot as set out in the Township's fees and charges by-law.

Financial Considerations:

The value of the property requested would be made up of two components.

The potential purchaser has attained an appraisal of the 66' x 132' lot off Maitland Street and the value was set at \$235,000.

The land south of that lot has an approximate area of 30,000 square feet so the value of that would be \$60,900 +/- . The actual area of land would need to be determined by a survey.

Attachments:

Request from property owner.

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

Rodger Mordue

From: Denis Brolese <[REDACTED]>
Sent: July 28, 2022 1:13 PM
To: Rodger Mordue
Cc: [REDACTED]
Subject: Closing of Centre Street Unopened Road Allowance

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Good afternoon Roger,

As discussed, I am representing the developer, Mr. Amer Cengic, of the lands south of Maitland Street in which the Centre Street road allowance projects. We are requesting closing and our purchase of the road allowance as our subdivision design does not facilitate the incorporation of Centre Street. We appreciate your assistance with this matter.

Regards,
Denis Brolese

Sent from [Mail](#) for Windows

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2317-2022

Being a By-law to confirm the proceedings of Council.

WHEREAS by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

AND WHEREAS by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on September 21, 2022 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 21 day of September, 2022.

By-law read a third time and finally passed this 21 day of September, 2022.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE