

## REPORT TO COUNTY COUNCIL

# Water and Wastewater Services Easement – Part of McQueen Street, City of Woodstock

**To:** Warden and Members of County Council

**From:** Acting Director of Public Works

## RECOMMENDATIONS

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1. That County Council pass a by-law to authorize the Chief Administrative Officer and Director of Public Works to execute an easement agreement with the City of Woodstock, as required for the County to obtain legal access to operate and maintain existing water and wastewater infrastructure on McQueen Street, between Metcalf Street and Reeve Street, in the City of Woodstock;
2. And further, that the by-law also authorize the Chief Administrative Officer and Director of Public Works to execute related Acknowledgement and Direction documentation to allow the City of Woodstock's lawyer to complete the easement transfer/registration.

## REPORT HIGHLIGHTS

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- The purpose of this report is to obtain County Council approval to execute documents required for the County to obtain an easement from the City of Woodstock (City) for existing water and wastewater infrastructure located within the McQueen Street road allowance, lying between Metcalf Street and Reeve Street.
- City Council approved the closure and declared surplus this noted portion of McQueen Street at their March 7, 2024 Council meeting. Furthermore, City Council approved the sale of the said portion of McQueen Street to the abutting land owner to the north.
- Completion of the easement transfer is required prior to the City completing the land sale and transfer to the neighbouring land owner.
- Public Works staff is of the understanding that the land transfer is planned to accommodate/support future development to the north.

## IMPLEMENTATION POINTS

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Following Council’s approval of this report, staff will proceed with execution of the easement agreement between the County and City, as well as the associated acknowledgement and direction documentation required to complete the transfer.

### Financial Impact

There is no financial impact associated with the subject easement acquisition.

### Communications

Staff will communicate with the City and their legal representatives to have the easement transfer documentation executed in an efficient and timely manner.




## 2023-2026 STRATEGIC PLAN

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Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

### Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
<b>Promoting community vitality</b>	<b>Enhancing environmental sustainability</b>	<b>Fostering progressive government</b>
<p>Goal 1.2 – Sustainable infrastructure and development</p> <p>Goal 1.3 – Community health, safety and well-being</p>		<p>Goal 3.1 – Continuous improvement and results-driven solutions</p> <p>Goal 3.2 – Collaborate with our partners and communities</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

## DISCUSSION

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### Background

In March 2024, City of Woodstock Council declared the road segment of McQueen Street, between Metcalf Street and Reeve Street, as surplus lands and approved sale of the surplus lands to the abutting property to the north. At this time, the City is trying to finalize the sale; however, a servicing easement must first be transferred to Oxford County as required for the continued operation and maintenance of the County's water and sanitary sewer systems located on the lands.

Referencing *Oxford County Policy Number 6.14 – Delegations of Powers and Duties Policy*, there is no delegated authority for staff with respect to executing documents for the subject easement.

### Comments

Since this type of easement is not included in the Delegation of Powers and Duties Policy as it is not linked to a specific planning application, this matter requires County Council to pass a by-law to permit execution of easement documentation. The by-law will also serve as a permanent record of the legal undertaking and perpetual commitment associated with the easement.

Staff understand that the City is selling the existing road allowance to support future development of northerly adjacent lands (which the existing road allowance lands is being added to). Respecting development constraints associated with the existing water and wastewater services (amongst other utilities, etc.), the lands may perhaps be proposed to serve as parking or landscaped areas for a future development. Proposed development on the lands will be subject to Site Plan Control approval.

The primary purpose of the easement is to permit legal access to the lands as required for the County (as owner of the systems) to operate and maintain existing water and wastewater infrastructure located on the lands. Content of the easement agreement is as per the County's standard template for underground servicing easements. It will be an easement in gross, meaning that the County will have access to the entirety of the existing road allowance parcel, as required to facilitate future maintenance. As per conditions of the easement agreement, the easement will run with the land title, and will be extended to successors of the Transferor (City) and Transferee (County) respectively.

## CONCLUSIONS

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To support the City of Woodstock with their land sale and mutual advocacy for future development, it is considered appropriate for County Council to pass a by-law to authorize the execution of documents by staff, as required for the City to transfer a servicing easement to the County (required as a result of the City's land sale).

## SIGNATURES

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### Report author:

Original signed by

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Jesse Keith  
Supervisor of Development Engineering

### Departmental approval:

Original signed by

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Melissa Abercrombie, P. Eng., PMP  
Acting Director of Public Works

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Chief Administrative Officer

## ATTACHMENT

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Attachment 1 – Proposed Easement Location Map