

## REPORT TO COUNTY COUNCIL

# Application for Official Plan Amendment OP 25-07-2 - 2274581 Ontario Inc.

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

**From:** Director of Community Planning

## RECOMMENDATIONS

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1. That Oxford County Council approve Application No. OP 25-07-2, submitted by 2274581 Ontario Inc. for lands legally described as Lot H, Concession 5, Part Lot 21, Plan 329, in Perth County, to amend the Official Plan to include a site specific policy to permit three proposed new residential lots within the Hamlet of Sebastopol to be connected to the existing Oxford County municipal water system.
2. And further, that Council approve the attached Amendment No. 341 to the County of Oxford Official Plan and raise the necessary by-law to approve Amendment No. 341.

## REPORT HIGHLIGHTS

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- The subject Official Plan Amendment Application proposes to include a site-specific policy to permit the connection of the Oxford County municipal water system to the subject lands to service a total of four residential lots (three severed lots and one retained lot) in the Hamlet of Sebastopol in Perth County.
- The subject lands currently have one municipal water connection. Three additional connections to the existing Oxford County municipal water system are being requested.
- The proposal to permit the additional connections to the existing Oxford County municipal water system to facilitate the development of three new residential infill lots maintains the intent and purpose of the Official Plan regarding the extension of municipal services outside of Oxford County boundaries and will help to ensure efficient use of existing County infrastructure.

## IMPLEMENTATION POINTS

This application will be implemented in accordance with the relevant objectives, strategic initiatives and policies in the Official Plan.

### Financial Impact

Consideration of this application will have no financial impacts beyond what has been approved in the current year's budget.

### Communications




In accordance with the requirements of the *Planning Act*, notice of complete application regarding this proposal was provided to surrounding property owners on April 30, 2025, and notice of public meeting was issued on May 29, 2025. As of the date of this report, staff have not received any letters of objection or support.

## 2023-2026 STRATEGIC PLAN

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>
<a href="#">Goal 1.2</a> – Sustainable infrastructure and development <a href="#">Goal 1.3</a> – Community health, safety and well-being		<a href="#">Goal 3.2</a> – Collaborate with our partners and communities <a href="#">Goal 3.4</a> – Financial sustainability

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

## DISCUSSION

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### Background

**Owners:** 2274581 Ontario Inc.  
3523 Huron Road, New Hamburg, ON N3A 3C4

**Agent:** Patterson Planning Consultants Inc.  
6095 Line 66, Monkton, ON N0K 1P0

### Location:

The subject lands are described as Lot H, Concession 5, Part Lot 21, Plan 329, Township of Perth East. The lands are located on the west side of Perth Road 107, lying north of the Village of Tavistock, and are municipally known as 3584 Perth Road 107.

### Proposal:

The Hamlet of Sebastopol, while located within Perth County, is currently serviced by Oxford County municipal water services (i.e. via an extension of the Tavistock Water System) which has been facilitated through various servicing agreements. The extension of municipal water from Oxford County to properties in this area of Perth County (Sebastopol) has existed in some form since the 1960s.

In 2002, Oxford County Council approved an Official Plan Amendment (OPA No. 62) to include policies in the Official Plan to formally recognize the existing connections to the County's municipal water system that have been provided to properties in the Hamlet of Sebastopol and to establish policies and criteria to guide the consideration of any future connection requests within the Hamlet. That OPA was triggered by the owner of a communal water system, located on Line 29, no longer wanting to provide water services to eight lots within the Hamlet of Sebastopol, including the owner's. At the time of that OPA, 19 lots within the Hamlet of Sebastopol were already connected to the Oxford County municipal water system, with an estimated potential for up to 48 lots to be connected to the system. The number of lots currently connected to water system stands at approximately 38.

The policies established by OPA 62 put in place a formal process for the evaluation and consideration of future connection requests, which includes the requirement to submit an Official Plan Amendment application for Council's consideration. The subject application has been submitted to address this requirement and the associated policy criteria.

The subject lands were recently subject to Severance and Zone Change applications in Perth County. The Township of Perth East Council approved the Zone Change application D14-Z23-2024-PE at their March 18, 2025 regular meeting which proposed to rezone the subject lands from 'Hamlet/Village Residential Zone (HVR)' to 'Special Hamlet/Village Residential Zone (HVR-55)' which would include special provisions to allow for single detached dwellings with reduced lot area and frontage.

Further, Perth County Land Division Committee approved the Severance application (B04-25) at their March 31, 2025 meeting to permit the subject lands to be severed into four residential lots (three severed lots and one retained lot). The intended use of each lot is a single detached dwelling. As part of the approval, the Perth County Land Division Committee included ten conditions that must be fulfilled prior to the severance being finalized, including:

Condition #3, which reads:

*That confirmation be received from the County of Oxford that an Official Plan Amendment has been completed for the lands to be retained and the lands to be severed to allow for water service connections.*

Condition #5, which reads:

*That confirmation be received from the County of Oxford that all financial requirements of the County of Oxford with respect to provision of water services to the subject property have been complied with.*

The subject Official Plan Amendment application has been submitted in to satisfy Condition #3 of the Land Division Committee's approval. If the subject application is approved the applicant would be required to work with the Oxford County Public Works Department to satisfy Condition #5.

It should be noted that assessment of the planning merits of the residential lot creation and associated zone provisions is the responsibility of the Township of Perth East/Perth County, therefore the review of this proposal from an Oxford County perspective is focused strictly on whether the connection of the proposed lots to the County's municipal water system is appropriate and can be supported.

Plate 1, Location Map and Existing Zoning, shows the location of the subject lands and the existing zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), provide an aerial view of the subject lands and surrounding uses.

Plate 3, Applicant's Sketch, outlines the lot configurations of the lots to be severed via Severance Application B04-25, as approved by the Perth County Land Division Committee.

## **Comments**

### **2024 Provincial Planning Statement**

The 2024 Provincial Planning 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 policies of the PPS represent minimum standards and planning authorities and decision-makers may go beyond those minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the PPS.

The PPS states that municipal official plans are the most important vehicle for implementation of the PPS and for achieving comprehensive, integrated and long-term planning. Official plans should coordinate cross-boundary matters to complement the actions of other planning authorities and promote mutually beneficial outcomes.

The following outlines the key PPS policies that have been considered in the evaluation of this proposal, but is not intended to be an exhaustive list.

Section 2.3.1 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should be supported where it can be accommodated in settlement areas.

Section 2.5 (Rural Areas) indicates that in rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted. Further, when directing development in rural settlement areas, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development, and the provision of appropriate service levels.

Section 3.6 (Sewage, Water and Stormwater) indicates that planning for sewage and water services shall, among other matters:

- accommodate forecasted growth in a timely manner that promotes the efficient use and optimization of existing municipal sewage services and municipal water services;
- ensure that these services are provided in a manner that:
  - a) can be sustained by the water resources upon which such services rely;
  - b) is feasible and financially viable over their life cycle;
  - c) protects human health and safety, and the natural environment, including the quality and quantity of water; and
  - d) aligns with comprehensive municipal planning for these services, where applicable.
- be in accordance with the servicing options outlined in the PPS policies which state that Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Partial municipal services (e.g. only municipal water services) shall only be permitted in the following circumstances:
  - a) where they are necessary to address failed individual on-site sewage services and individual on-site water services in existing development;
  - b) within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts; or
  - c) within rural settlement areas where new development will be serviced by individual on-site water services in combination with municipal sewage services or private communal sewage services.

Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity.

Section 6.2 (Coordination) indicates that a coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers, including managing and/or promoting growth and development that is integrated with planning for infrastructure and public service facilities.

### Official Plan

As outlined in Section 4.2.2.4.3 of the Official Plan, the extension of centralized wastewater or water supply facilities and infrastructure to service development beyond the limit of the Serviced Village designation as established on Schedules B-2, B-3, E-2, E-3, N-2, S-2, Z-2 and Z-3 shall be prohibited. Notwithstanding the above, the extension of centralized water supply or wastewater facilities and infrastructure to existing development from the Serviced Village of Tavistock to the Hamlet of Sebastopol may be permitted upon receipt of a written request from the Township of Perth East, provided that all of the following criteria are satisfied:

- The existing development is within the Hamlet of Sebastopol as defined by the County of Perth Official Plan as of August 1, 2002;
- The extension of services is required for existing development only and that no addition to the Hamlet designation or intensification of existing uses within the Hamlet designation are proposed with the exception of limited infilling in accordance with the policies of the County of Perth Official Plan;
- The existing development is experiencing a water quantity or water quality problem that has been verified by the local health unit and the health unit agrees that the extension of services is required to remediate the problem; or
- The existing development is no longer able to access existing communal water facilities, and the Class Environmental Assessment process has indicated that the extension of municipal services is the preferred servicing alternative;
- The owners of the existing development have agreed to pay connection fees based on the County of Oxford's cost recovery policy.

Each request for an extension of services shall be subject to County Council approval, consideration of which will be made upon a written recommendation of the County Public Works Department. Such recommendation shall be made on the basis of assessing the criteria listed above and with reference to the servicing hierarchy contained in Section 5.5.3 of the Plan.

Upon approval of such extension of municipal services, no such services shall be extended until an Agreement has been entered into by both the County of Oxford and the Township of East Perth indicating the extent of service provision and financial arrangements for service installation and ongoing operations and maintenance.

### Zoning By-law

The subject lands are currently zoned 'Special Hamlet/Village Residential Zone (HVR-55)' in the Township of Perth East Zoning By-law. The HVR-55 zone permits single detached dwellings, semi-detached dwellings, a duplex, a converted dwelling, a group home, a home occupation, a bed and breakfast establishment, and a public park.

Special provisions in the HVR-55 include allowing for single detached dwellings to have a minimum lot area of 680 m<sup>2</sup> (7,319.4 ft<sup>2</sup>) and a minimum lot frontage of 16.9 m (55.4 ft).

### Agency Comments

The Oxford County Public Works Department, the Township Chief Building Official, the Township Fire Chief, and the Township Public Works Manager have indicated no concerns with the proposal.

### Township of East Zorra-Tavistock Council

A public meeting was held during the June 18, 2025 Township of East Zorra-Tavistock Council meeting at which Township Council recommended support of the Official Plan Amendment application. No members of the public spoke in relation of the application at the public meeting.

### Planning Analysis

While the Oxford County Official Plan generally prohibits the extension of municipal services outside of County boundaries, the document does specifically allow for the consideration of service extensions to development within the Hamlet of Sebastopol through an Official Plan Amendment application. This consideration is based on the ability of the proposal to satisfy the relevant criteria outlined in Section 4.2.2.4.3 of the Official Plan.

The general intent of the OP policies prohibiting the extension of municipal water and/or wastewater services beyond the limits of a serviced settlement, except in very limited circumstance, is to:

- Ensure planning for infrastructure is coordinated with planning for growth;
- Preserve and enhance the planned function of serviced settlements as the primary focus for growth and development and support the development of complete communities;
- Reduce pressure for the premature, unjustified and/or uneconomical extension of services;
- Discourage the development of urban-type land uses outside of a designated settlement area with the benefit of full urban-level services, that could later hinder or prevent the efficient expansion of that settlement; and
- Protect prime agricultural areas for agriculture by reducing pressure to develop agricultural lands for non-agricultural uses with associated conflicts and compatibility concerns.

In this case, the subject lands are wholly located within the designated settlement boundary of the Hamlet of Sebastopol in the County of Perth Official Plan. Further, it is the opinion of Planning staff that the severance application that was recently conditionally approved by Perth County Land Division Committee to create three new residential lots (with one residential lot to be retained), would represent limited infill development within the existing settlement or 'Hamlet' designation, in accordance with the County of Perth Official Plan.

With respect to the Official Plan criteria pertaining to the existing development experiencing a water quality problem or no longer being able to access existing communal water facilities, it is



the opinion of staff that it is not necessary or reasonable to apply these policy requirements to the current proposal for the following reasons.

- Given that municipal water services have already been extended to the Hamlet of Sebastopol and most existing development within the Hamlet is connected, the primary intent of these policy criteria is to ensure that requests to further extend municipal water services or to connect to/extend, municipal wastewater services (which could also, technically, be considered in accordance with the policies) are justified to be necessary;
- In this case, the proposal is to connect three additional residential infill lots to the existing municipal water infrastructure that already runs along the frontage of the subject property (i.e. only requires a connection, not extension), so the additional proposed connections will not require additional infrastructure investment and would assist in maximizing the use of existing infrastructure and contributing to the associated maintenance and operating costs; and
- In addition to allowing for existing development within the Hamlet of Sebastopol to be connected to the County's municipal water services, the existing servicing agreement between Oxford County and the Township of Perth East also already contemplates the potential consideration of some further connections for minor residential infill development within the existing settlement boundary (discussed in more detail below)

As such, it is the opinion of planning staff that an exception to the above noted justification of need OP criteria is reasonable and appropriate in this particular case.

In terms of the OP criteria related to the requirement to enter into a servicing agreement to address the extent of service provision and associated financial arrangements, it is noted that a cross-boundary servicing agreement between Perth County and Oxford County is already in place to address the requirements for connection to the County's municipal water servicing infrastructure in the Hamlet of Sebastopol. This agreement is reviewed and renegotiated every five years, with the latest agreement being entered into in 2024. As part of that agreement, a list of the properties currently in Perth County that are connected to Oxford County's municipal water system are included on a schedule, which may be amended from time to time. Currently, approximately 38 lots in the Hamlet of Sebastopol are connected to Oxford County's municipal water system. Included in the terms of the agreement is the direction that no additional connections will be permitted without permission from Oxford County and that such requests would be subject to an Official Plan Amendment application.

The agreement between Perth County and Oxford County outlines that customers in Perth County are subject to the same external water regulations as those within Oxford County, including total external water bans, where required. Customers located within Perth County are also subject to Oxford County's Water and Wastewater Rates By-laws which includes rates for 'Out of County' customers, which are generally set higher than those for customers within Oxford County.

In consultation with the Oxford County Public Works Department, it has been confirmed that sufficient capacity exists within the current Tavistock water system to service the proposed lots within the Hamlet of Sebastopol without compromising the availability of servicing capacity for existing development and forecasted future growth within the Village of Tavistock. The Owner will also be required to pay all necessary connection fees based on the County of Oxford's cost recovery policy.



In summary, it is the opinion of Planning staff that the proposed Official Plan amendment to allow for three additional connections to the existing County municipal water servicing infrastructure in the Hamlet of Sebastopol is consistent with the applicable policies of the PPS and Official Plan and will assist in ensuring the efficient use of existing County infrastructure and contributing to the associated costs of the system.

## CONCLUSIONS

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In this case, the proposed connections to the County's water servicing infrastructure will facilitate limited residential infill development within the existing designated settlement boundary of the Hamlet of Sebastopol and do not require the further extension of the existing infrastructure or the settlement boundaries. Further, Oxford County Public Works has confirmed that there is sufficient capacity within the Tavistock water system to serve the proposal as well as future planned growth within the Village of Tavistock, and there is already an existing cross boundary servicing agreement in place for the area. As such, it is the opinion of Staff that the request can be supported from a planning perspective.

## SIGNATURES

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### Report author:

Original signed by \_\_\_\_\_

Dustin Robson, MCIP, RPP  
Development Planner

### Departmental approval:

Original signed by \_\_\_\_\_

Eric Gilbert, MCIP, RPP  
Manager of Development Planning

Original signed by \_\_\_\_\_

Paul Michiels  
Director of Community Planning

### Approved for submission:

Original signed by \_\_\_\_\_

Benjamin R. Addley  
Chief Administrative Officer

## **ATTACHMENTS**

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Attachment 1 – Plate 1, Location Map with Existing Zoning  
Attachment 2 – Plate 2, Aerial Photography (2020)  
Attachment 3 – Plate 3, Applicant's Sketch  
Attachment 4 – Official Plan Amendment No. 341