

**Township of South-West Oxford
Minutes
SWOX Housing Opportunities Committee
December 3, 2024**

In Attendance: Mayor David Mayberry, Councillor Peter Ypma (Ward 2), Councillor Craig Gillis (Ward 6) and Paula Beckett (community representative)

Staff: Clerk Julie Middleton and Clerk's Assistant/Records Management Co-ordinator Nicole Chambers

Regrets: CBO Howard Leaver

Guests: Kirby Heckford and Dominic Bradley, Tillsonburg Developments, Director of Community Planning for Oxford County Paul Michiels and Development Planner Laurel Davies Snyder

Call Meeting to Order

The meeting was called to order at 3:00 p.m. by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Craig Gillis
 Seconded by Peter Ypma

RESOLVED that the agenda for the meeting of the December 3, 2024 SWOX Housing Opportunities Committee be approved.

DISPOSITION: Motion Carried

Minutes

Resolution No. 2 Moved by Peter Ypma
 Seconded by Paula Beckett

RESOLVED that the minutes of the November 5, 2024 SWOX Housing Opportunities Committee meeting be approved.

DISPOSITION: Motion Carried

Appointments

3:05 p.m. – Kirby Heckford and Dominic Bradley, Tillsonburg Developments re: Development of Layton Property in Mount Elgin

Mayor David Mayberry welcomed Kirby Heckford and Dominic Bradley to the meeting. He explained the purpose and mandate of the Committee. The Committee is looking to build something that is saleable and attractive to the community, in harmony with planning and zoning requirements.

Paul Michiels noted that in terms of requirements, they could create a set of site-specific provisions to create development that is appropriate for the land. Mr. Heckford asked about the regulations pertaining to a tiny home community – what rules do they have to follow to meet the County and Township's criteria? He noted that affordable housing is needed in the community, but it is hard to develop this type of housing today with the amount of taxes and fees imposed.

The following items were noted:

- Ownership concept is preferred (for residents to build equity).
- Type of development may depend on cost for developers.
- Two development options for consideration at this point:
 - Townhouse concept: 1,150 to 1,225 square feet unit, 5 buildings with 5 units each (2-storeys).
 - Tiny home concept: small family unit, less than 650 square feet, parking at the front, space for shed, individual ownership, two parking spaces per units.
- If the unit/home sale price is under \$406,000, the developer may enter into an agreement with Oxford County to exempt development charges if it remains affordable for a 25-year period.
- Committee supported small footprint residential development and prioritized the quality of the structure/building.
- Township and County are supportive in-principle of developing an alternative zoning framework for a small footprint residential development, as appropriate.
- Discussion took place regarding configurations and options for the access road.
- It was suggested that the Baldwin Place (Tillsonburg) zoning be used as the framework for this proposed development.

**Clerk Julie Middleton left the meeting at 3:45 p.m.*

Mr. Heckford and Mr. Bradley will send Ms. Davies Snyder a summary of key components of a proposal, their questions (e.g., minimum and maximum dwelling size, off-street parking requirements, etc.), as well as the preliminary concept. Oxford County Planning will review the preliminary concept, and discuss this further with the developers.

The following questions will be discussed as a part of the planning process:

- Would one-way street be acceptable for Fire and Public Works?
- Would the Township assume the road?
- What are the minimum setbacks acceptable from a planning perspective?

- What is the maximum number of units on a single access?
- What are Doug Tarry's zoning conditions with Elgin County?
- Would Council be agreeable with sidewalks on only one side?
- What door widths would be required (accessibility)?
- Would Planning consider "roll-up" front ends (grade lot from curb to porch level – sink entrance way so wheelchair does not have hump to go over)?
- Is there capacity in the wastewater system?

**Nicole Chambers left the meeting at 4:30 p.m.*

Planning Discussion re: Growth in Mount Elgin

Discussion took place regarding the growth in Mount Elgin. It was noted that the MTO does not want direct access onto Plank Line (Highway 19) which is challenging for commercial businesses.

General Amendment to the Zoning By-law re: Tiny Homes

The Committee reviewed an example by-law/development agreement that was drafted by the 12-Neighbours Micro-home Community in Fredericton, New Brunswick. The city used a Comprehensive Development District (CDD) zoning bylaw, along with a Development Agreement with the applicant, for the community. At the time of this writing, they are in Phase 2 of the development and have 32-micro-homes that are built and occupied.

Business Arising from the Minutes – None

Correspondence – None

Discussion Items – None

New Business – None

Directives

- Assist the Township and provide recommendation on taking a leadership role with respect to the consideration of various housing options within the Township and the County of Oxford;
- The SWOX Housing Opportunities Committee acts as a resource, information gathering and advisory body to Township Council on housing needs within the community;
- Monitor and obtain information on the local housing market and identify trends and emerging housing needs in the community and recommend action where appropriate;
- Provide advice and make recommendations regarding affordable housing initiatives and priorities within the community;
- Explore options for facilitating outside partnerships/involvement for new housing;

- The committee will not be directly involved in providing social housing within the community (this is an upper tier responsibility). However, may consider facilitating discussion in this regard should the opportunity arise with available land or interest from developers.

Adjournment

Resolution No. 3 Moved by Pete Ypma
 Seconded by Paula Beckett

RESOLVED that the Committee adjourn at 5:01 p.m. to meet again on February 4th, 2025 at **2:00 p.m.**

DISPOSITION: Motion Carried