



vallee

*Consulting Engineers,
Architects & Planners*

August 19, 2025

Norfolk County Planning Department
12 Gilbertson Drive
Simcoe, Ontario N3Y 4N5

Attention: Alisha Cull, BES, MCIP, RPP, Ec.D., Manager of Planning Services

**Reference: Application for OFDU – Compliance Brief
Bleacher Prototype and Maintenance – 2454 Nixon Rd, Simcoe
Our Project 25-064**

On behalf of our clients, Mike and Krista Timmermans, we are pleased to submit the enclosed Site Plan Application for recognition of an On-Farm Diversified Use (OFDU) at the above-noted property. The subject lands consist of 58.92 acres in active agricultural production and include a legally constructed 600 m² accessory structure that is proposed to be partially reused for the indoor maintenance and prototyping of mobile bleacher trailers.

This application is consistent with the 2024 Provincial Policy Statement, the OMAFRA Guidelines on Permitted Uses in Prime Agricultural Areas (Publication 851), and the Norfolk County Official Plan (2023 Consolidation). The proposed OFDU meets all applicable land use, scale, and compatibility criteria outlined in Section 7.2.2 of the Official Plan and is clearly secondary to the principal agricultural use of the property.

Rationale for No Supporting Studies

The following site-specific facts and policy context strongly support full site plan approval without the need for technical studies:

- **No New Development:** The use is entirely contained within an existing farm building built post-2014 under permit. There is no expansion of built form or site alteration proposed.
- **Minimal Scale:** The OFDU occupies approximately 0.25% of the lot area, significantly below the 2% maximum permitted under the Official Plan.
- **No Outdoor Storage or Traffic Impacts:** All activity is fully enclosed, with no external storage, display, or dedicated customer traffic. Access is via an existing laneway, shared with the agricultural operation.
- **No Impact on Infrastructure or Servicing:** There are no new demands on water, wastewater, or stormwater infrastructure. The use does not introduce new impervious areas or alter drainage patterns.
- **Policy Compliance Demonstrated:** Appendix B and C of the enclosed Planning Brief confirm compliance with all applicable PPS, OMAFRA, and Norfolk OP criteria for OFDUs.

Request for Unconditional Approval

Given the limited nature of the use, the absence of site alteration, and the clarity of policy compliance, we respectfully request that this application proceed directly to full site plan approval without conditions related to additional technical studies. The proposed use aligns with Norfolk County's intent to support on-farm diversification while preserving the agricultural integrity of the land base.

The application package includes:

- Application form
- Planning Brief
 - Appendix A – Site Plan
 - Appendix B – OMAFRA Guidelines - Publication 851 Compliance Analysis
 - Appendix C – Official Plan Policy Compliance Analysis

Please confirm the application fee and when it can be paid.

We look forward to working cooperatively with staff to bring this matter to a timely and positive conclusion.

Please contact the undersigned should you require any clarification or additional materials.

Yours truly,



Eldon Darbyson, BES, RPP, MCIP
Director of Planning
G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

Planning Department Development Application Form

Complete Application

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

Pre-Submission Consultation:

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

Development Application Process

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.

Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

Notification Sign Requirements

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or planning@norfolkcounty.ca. Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.

For Office Use Only:

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Check the type of planning application(s) you are submitting.

- ☐ Official Plan Amendment
- ☐ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☒ Site Plan Application
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please summarize the desired result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

Property Assessment Roll Number: _____

A. Applicant Information

Name of Owner

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Applicant

Address

Town and Postal Code

Phone Number

Cell Number

Email

Name of Agent

Address

Town and Postal Code

Phone Number

Cell Number

Email

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

☐ Owner

☐ Agent

☐ Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Municipal Civic Address: _____

Present Official Plan Designation(s): _____

Present Zoning: _____

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☐ No If yes, please specify corresponding number:

3. Present use of the subject lands:

4. Please describe **all existing** buildings or structures on the subject lands and whether they will be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from the front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☐

If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:

9. Existing use of abutting properties:

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☐ No If yes, describe the easement or restrictive covenant and its effect:

C. Purpose of Development Application

Note: Please complete all that apply.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☐ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☐ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☐ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

6. Description of land intended to be severed in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Proposed final lot size (if boundary adjustment): _____

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added: _____

Description of land intended to be retained in metric units:

Frontage: _____

Depth: _____

Width: _____

Lot Area: _____

Present Use: _____

Proposed Use: _____

Buildings on retained land: _____

7. Description of proposed right-of-way/easement:

Frontage: _____

Depth: _____

Width: _____

Area: _____

Proposed use: _____

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

9. Site Information**Zoning****Proposed**

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	_____	_____
Lot depth	_____	_____
Lot width	_____	_____
Lot area	_____	_____
Lot coverage	_____	_____
Front yard	_____	_____
Rear yard	_____	_____
Left Interior side yard	_____	_____
Right Interior side yard	_____	_____
Exterior side yard (corner lot)	_____	_____
Landscaped open space	_____	_____
Entrance access width	_____	_____
Exit access width	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____

10. Building Size

Number of storeys	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
Total useable floor area	_____	_____

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe:

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

Seating Capacity (for assembly halls or similar): _____

Total number of fixed seats: _____

Describe the type of business(es) proposed: _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Is open storage required: ☐ Yes ☐ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☐ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

15. Describe Recreational or Other Use(s) (if applicable)

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☐ No ☐ Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☐ No ☐ Unknown

3. Provide the information you used to determine the answers to the above questions:

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☐ No

E. Provincial Policy

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*? ☐ Yes ☐ No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☐ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☐ Yes ☐ No

If no, please explain:

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

Livestock facility or stockyard (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance _____

Wooded area

☐ On the subject lands or ☐ within 500 meters – distance _____

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance _____

Provincially significant wetland (class 1, 2 or 3) or other environmental feature

☐ On the subject lands or ☐ within 500 meters – distance _____

Floodplain

☐ On the subject lands or ☐ within 500 meters – distance _____

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance _____

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☐ within 500 meters – distance _____

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance _____

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance _____

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

- | | |
|--|---|
| <input type="checkbox"/> Municipal piped water | <input type="checkbox"/> Communal wells |
| <input type="checkbox"/> Individual wells | <input type="checkbox"/> Other (describe below) |
-

Sewage Treatment

- | | |
|---|---|
| <input type="checkbox"/> Municipal sewers | <input type="checkbox"/> Communal system |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
-

Storm Drainage

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Storm sewers | <input type="checkbox"/> Open ditches |
| <input type="checkbox"/> Other (describe below) | |
-

2. Existing or proposed access to subject lands:

- | | |
|---|---|
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway |
| <input type="checkbox"/> Unopened road | <input type="checkbox"/> Other (describe below) |

Name of road/street: _____

G. Other Information

1. Does the application involve a local business? ☐ Yes ☐ No

If yes, how many people are employed on the subject lands?

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study

- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

I. Development Agreements

A development agreement may be required prior to site plan approval, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

J. Transfers, Easements and Postponement of Interest

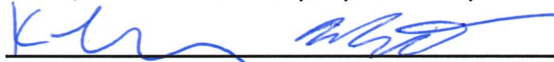
The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

K. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

L. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.



Owner/Applicant Signature

August 14th, 2025

Date

M. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Michael + Krista Timmermans am/are the registered owner(s) of the lands that is the subject of this application.

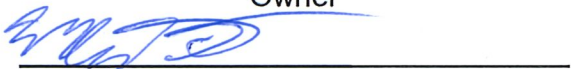
I/We authorize G. Douglas Vallee Limited c/o Eldon Darbyson to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



Owner

August 14th, 2025

Date



Owner

August 14th, 2025

Date

N. Declaration

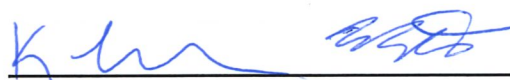
I, Michael + Krista Timmermans of Simcoe, ON

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

Simcoe

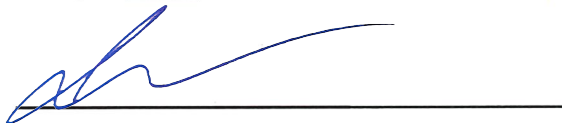


Owner/Applicant Signature

In Norfolk County

This 14th day of August

A.D., 2025.



A Commissioner, etc.

JAMES JOHN CIARALLO-CANZANO,
a Commissioner, etc., Province of Ontario,
for G. Douglas Vallee Limited.
Expires February 26, 2028.



vallee

*Consulting Engineers,
Architects & Planners*

August 6, 2025

Norfolk County Planning Department
12 Gilbertson Drive
Simcoe, Ontario N3Y 4N5

Attention: Alisha Cull, BES, MCIP, RPP, Ec.D., Manager of Planning Services

**Reference: Application for OFDU – Compliance Brief
Bleacher Prototype and Maintenance – 2454 Nixon Rd, Simcoe
Our Project 25-064**

This brief is submitted in support of the ongoing operation at 2454 Nixon Road, where the owners, Mike and Krista Timmermans, are seeking formal recognition of a permitted on-farm diversified use (OFDU). The subject property comprises 58.92 acres and is actively used for hay production and horse boarding. The proposed OFDU involves the maintenance, routine servicing, and prototyping of mobile bleacher trailers used in rural events across Ontario. All activity takes place within a 600 m² accessory structure, constructed under permit, and located in the established farmstead area.

The proposal has been evaluated against the 2024 Provincial Planning Statement (PPS), the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (OMAFRA, Publication 851), and the Norfolk County Official Plan. The use is consistent with Section 2.3.3.1 of the PPS, which permits on-farm diversified uses that are secondary, limited in area, and compatible with agriculture. The operation occupies approximately 0.25% of the total lot area and does not require any land to be removed from production. The building and laneway already exist, and there are no known servicing constraints or compatibility issues with adjacent agricultural operations.

In addition to satisfying the PPS policies, the proposal meets the five core criteria set out in the OMAFRA Guidelines. See Appendix B for detailed analysis. The property is an active farm, and the bleacher use is clearly secondary to the principal agricultural activity. The area involved is well below the maximum 2% lot coverage. The use aligns with the recognized "home industry" category in the Guidelines, which includes minor fabrication, repair, and servicing operations of the type described. The activity is entirely contained indoors, does not generate off-site emissions, and is compatible with both the function and character of the agricultural area.

The Norfolk County Official Plan (2023 consolidation) specifically supports the establishment of on-farm diversified uses within the Agricultural Designation, subject to the policies of Sections 7.2.1 and 7.2.2. See Appendix C for detailed analysis. The proposed use satisfies all criteria, including the locational, scale, compatibility, and infrastructure policies. It is worth noting that the activity does not interfere with agricultural operations, does not require a severance, and no additional built form is proposed. The use supports the long-term economic viability of the farming operation and is consistent with the Official Plan's intent to permit modest, farm-related economic diversification.

Based on the above, the operation should be recognized as a permitted on-farm diversified use under the applicable policy framework. It maintains the agricultural integrity of the site, supports the ongoing viability of the farm, and aligns with all levels of policy direction, including the PPS 2024, OMAFRA Guidelines, and the Norfolk Official Plan.

Given that the structure in question is an existing, legally constructed farm building now being adaptively reused in part for a permitted on-farm diversified use (OFDU), there is no planning rationale to require further technical studies. The building is fully enclosed and located within the established farmstead cluster. Its use for light fabrication and maintenance aligns directly with the "home industry" category recognized in the OMAFRA Guidelines and has no off-site impacts. Norfolk County has placed all OFDUs under site plan control; however, this should not trigger requirements for studies unrelated to the actual land use, such as traffic impact, stormwater, or hydrogeology, particularly where no new development or site alteration is proposed.

Included with this brief are:

Appendix A – Site Plan
Appendix B – Compliance with OMAFRA Guidelines
Appendix C – Compliance with Norfolk Official Plan Policies

Yours truly,



Eldon Darbyson, BES, RPP, MCIP
Director of Planning
G. DOUGLAS VALLEE LIMITED
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Consulting Engineers, Architects & Planners

Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas – Compliance Table

This appendix demonstrates how the proposed application is consistent with those applicable guidelines of this Ministry document.

Section	Guideline	Comments
Section 1.3 Objectives and Criteria for Permitted Uses		
1.3	<p>The criteria for the uses permitted in prime agricultural areas are specifically derived from PPS policies and definitions. They revolve around two key objectives:</p> <ol style="list-style-type: none"> 1. maintaining the land base for agriculture (PPS Policy 2.3.1) 2. supporting a thriving agricultural industry and rural economy (PPS Vision and PPS Policy 1.1.4) <p><u>Criteria for On-Farm Diversified Uses</u></p> <ol style="list-style-type: none"> 1. Located on a farm. 2. Secondary to the principal agricultural use of the property. 3. Limited in area. 4. Includes, but is not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products. 5. Shall be compatible with, and shall not hinder, surrounding agricultural operations. 	

Comments:

The proposed OFDU at 2454 Nixon Road satisfies the objectives and intent of the PPS and the OMAFRA Guidelines. The property is an actively farmed 58.92-acre parcel supporting hay production and horse boarding, both of which constitute bona fide agricultural uses. The bleacher prototyping and maintenance activity is clearly secondary and occurs entirely within a 600 m² accessory structure, located within the established farmstead cluster.

The use aligns with the OMAFRA definition of a home industry and directly supports the rural economy without displacing agricultural activity or requiring land to be taken out of production. It occupies only 0.25% of the total lot area, far below the 2% threshold, and is fully compatible with surrounding agricultural operations. The use makes adaptive reuse of an existing structure, generates no measurable off-site impacts, and maintains the agricultural land base in accordance with PPS Policy 2.3.1 and Policy 1.1.4.

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Section	Guideline	Comments	
Section 1.4 Principles of Permitted Uses			
1.4	The intent of the PPS and these guidelines is to allow uses in prime agricultural areas that ensure settlement areas remain the focus of growth and development and:		
	a) agriculture remains the principal use in prime agricultural areas	Yes. The majority of the lands are used for growing crops, and the property continues to run a horse boarding business.	✓
	b) prime agricultural areas are protected for future generations	Yes. The lands will continue to be used for agricultural purposes.	✓
	c) land taken out of agricultural production, if any, is minimal	Nothing was taken out of agricultural production for the subject building. No additional buildings are proposed for the OFDU.	✓
	d) regard is given to the long-term (multi-generational) impact on prime agricultural areas	No impacts are created.	✓
	e) normal farm practices are able to continue unhindered	Use does not impact normal farm practices in the area or on site.	✓
	f) agricultural and rural character and heritage are maintained as much as possible	The location of the building is set back from the road and accessed via a driveway. Its form, scale, and use are consistent with agricultural building types, thereby maintaining the rural character.	✓
	g) they make a positive contribution to the agricultural industry, either directly or indirectly	Yes. The farming and horse boarding business achieve this purpose. The subject building continues to be used to support the agricultural business such as farm equipment and hay storage. It is also used for the OFDU. The bleachers support rural events such as fairs, horseshows and even Norfolk County events.	✓
	h) servicing requirements (e.g., water and wastewater, road access, fire services, policing) fit with the agricultural context”)	The building was issued a permit and is sustained by current service levels.	✓

Section	Guideline	Comments
Section 2.3 On-Farm Diversified Uses		
2.3	<p>As described in the PPS definition, on-farm diversified uses should be related to agriculture, supportive of agriculture or able to co-exist with agriculture without conflict. On-farm diversified uses are intended to enable farm operators to diversify and supplement their farm income, as well as to accommodate value-added and agri-tourism uses in prime agricultural areas.</p> <p><u>On-farm Diversified Uses:</u> means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products.</p> <p>An example of an On-Farm Diversified Use from the guidelines includes home industries (e.g., sawmill, welding or woodworking shop, manufacturing/ fabrication, equipment repair, seasonal storage of boats or trailers)</p>	
2.3.3	<p><u>Examples of Uses that Would Typically Not be On-Farm Diversified Uses</u></p> <p>Examples of uses that would typically NOT be on-farm diversified uses because they would not meet PPS definitions or criteria include:</p> <ul style="list-style-type: none"> • large-scale equipment or vehicle dealerships, hotels, landscape businesses, manufacturing plants, trucking yards • uses with high water and sewage needs and/or that generate significant traffic, such as large food processors, distribution centres, full-scale restaurants, banquet halls • large-scale recurring events with permanent structures • institutional uses (e.g., churches, schools, nursing homes, cemeteries) • large-scale recreational facilities such as golf courses, soccer fields, ball diamonds or arenas 	
The following is an analysis of the guidelines in consideration of the proposed use and its description provided for in the Planning Review section of this report. The proposed use is tested in the following Table.		

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Section	Guideline	Comments
Table 1: 2.3.1 Criteria for On-Farm Diversified Uses		
1)	<p>Located on a farm. (from the label “on-farm” diversified uses and from the definition’s requirement that the use be secondary to the principal “agricultural use” of the property)</p> <p>On-farm diversified uses must be located on a farm property that is actively in agricultural use. The on-farm diversified uses provisions in the PPS do not apply to small residential lots in the prime agricultural area. Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas</p> <p>As noted in Section 2.1 of these guidelines, agricultural uses occur on a farm with the expectation of gain or reward. This does not include production primarily for use or consumption by members of the household of the owner or operator of the agricultural operation, for purposes of pastime or recreation, or in a park, on a property used primarily for residential purposes or in a garden located in a public space. The planning authority may require evidence that the property is actively farmed. For example, proof may be required that shows the property qualifies for the Farm Property Class under the Assessment Act, 1990.</p>	<p>The subject property is an active, bona fide agricultural operation of 58.92 acres (approximately 23.88 ha), qualifying as a “farm” under the PPS and OMAFRA definitions. The owners, Mike and Krista Timmermans, operate a hay production business and horse boarding facility, both of which meet the definition of agricultural uses involving the expectation of gain or reward.</p> <p>The bleacher trailer prototyping and servicing use is physically located on this agricultural parcel, within a permitted accessory structure. This use is therefore clearly “located on a farm”.</p>
2)	<p>Secondary to the principal agricultural use of the property.</p>	<p>The principal use of the subject property remains agriculture, consisting of hay production and horse boarding operation, both of which are recognized as agricultural uses under the PPS. The bleacher use is fully contained within a 600 m² shop and does</p>

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	<p>(from the PPS definition of on-farm diversified uses)</p> <p>Agricultural uses must remain the dominant use of the property.</p> <p>Spatially, the use must be secondary relative to the agricultural use of the property. “Limited in area.”</p>	<p>not occupy or interfere with the agricultural production area of the site.</p> <p>The bleacher activity is clearly secondary to the agricultural use in both:</p> <ul style="list-style-type: none"> • Scale – occupying only 0.25% of the lot • Function – it supports and supplements the farming business without displacing it <p>The use is secondary to the agricultural use of the property and satisfies Criterion 2 without reference to any minimum lot size threshold.</p>	
3)	<p>Limited in area.</p> <p>This criterion is intended to:</p> <ul style="list-style-type: none"> • minimize the amount of land taken out of agricultural production, if any • ensure agriculture remains the main land use in prime agricultural areas • limit off-site impacts (e.g., traffic, changes to the agricultural-rural character) to ensure compatibility with surrounding agricultural operations <p>The approach to the “limited in area” criterion is intended to:</p> <ul style="list-style-type: none"> • achieve the balance between farmland protection required by the PPS and economic opportunities for farmers • improve consistency among municipalities in terms of the land area that could be used for such uses • level the playing field for different types of on-farm diversified uses 	<p>Lot area: 58.92 acres = 238,767 m²</p> <ul style="list-style-type: none"> • Maximum OFDU area (2%): 4,775 m² • Area used for bleacher OFDU: 600 m² (fully counted, post-2014 structure) • % of lot used for OFDU: 0.25% <p>The bleacher trailer use takes place entirely within an existing 600 m² shop, built with all required permits. The shop is located in the developed farmstead area (~5 acres) and did not require taking any land out of production.</p> <p>No additional buildings, setbacks, or surface infrastructure were added to support the use. There is no significant long-term outdoor storage, and the existing laneway is shared with the broader farm operation, meaning it is not included in the area calculation.</p>	✓

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	<ul style="list-style-type: none"> • provide flexibility as on-farm diversified uses and owners change • simplify implementation 	<p>The scale of the use is:</p> <ul style="list-style-type: none"> • Well within the 2% cap • Not visually or functionally dominant • Rural in character, and consistent with the built form, scale, and materials typical of agricultural accessory buildings in the area <p>The building’s siting, modest scale, and shared infrastructure mitigate any off-site impacts.</p> <p>The use is limited in area in accordance with the OMAFRA Guidelines and satisfies Criterion 3.</p>	
4)	<p>Includes, but is not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products.</p> <p>The PPS language related to uses that are not related to agriculture (i.e., home occupations, home industries), suggests that in prime agricultural areas, these operations must be at a reasonable scale, as discussed under the “secondary to...” and “limited in area” criteria.</p>	<p>The proposed bleacher-related use involves:</p> <ul style="list-style-type: none"> • Routine maintenance, storage, and prototyping of mobile bleacher trailers • Conducted entirely within a permitted 600 m² shop on the farmstead cluster • No full-scale manufacturing or commercial retail activity on-site • Minor fabrication / maintenance • All production beyond prototyping occurs off-site <p>This use clearly aligns with the PPS-recognized OFDU category of a “home industry”, which includes: <i>“...welding or woodworking shop, manufacturing/fabrication, equipment repair...”</i> <i>(OMAFRA Guidelines, Table 1, Section 2.3.1, Criterion 4)</i></p> <p>The bleacher operation is a low-intensity, farm-linked service activity, similar in form and function to:</p> <ul style="list-style-type: none"> • Custom fabrication or repair of agricultural implements • Light trailer or machinery servicing • Artisan shops tied to rural/agriculture-based economies 	✓

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		<p>Additionally, the business originated from and supports the farm operation, which bolsters its legitimacy as a permitted diversification use.</p> <p>The bleacher use is consistent with the examples of home industries allowed as OFDUs and satisfies Criterion 4.</p>	
5)	<p>Shall be compatible with, and shall not hinder, surrounding agricultural operations. (from PPS Policy 2.3.3.1)</p> <p>a. Ensure surrounding agricultural operations are able to pursue their agricultural practices without impairment or inconvenience. (The use is limited in size and away from agricultural activities on the property.)</p> <p>b. Uses should be appropriate to available rural services (e.g., do not require the level of road access, water and wastewater servicing, utilities, fire protection and other public services typically found in settlement areas). Rural roads only, no need for settlement area services.</p> <p>c. Maintain the agricultural/rural character of the area (in keeping with the principles of these guidelines and PPS Policy 1.1.4). Buffering and landscaping proposed to minimize presence of use.</p> <p>d. Meet all applicable provincial air emission, noise, water and wastewater standards and receive all relevant environmental approvals.</p>	<p>The bleacher servicing and prototyping activity is:</p> <ul style="list-style-type: none"> • Located within a permitted 600 m² accessory structure on the farmstead cluster • Conducted entirely indoors, minimizing visual, noise, and odour impacts • Low-traffic, with access via existing laneways and rural roads • Not reliant on water or wastewater systems <p>There is no evidence of:</p> <ul style="list-style-type: none"> • Off-site noise, dust, emissions, or runoff • Conflicts with neighbouring agricultural practices • Encroachment into adjacent working lands or sensitive features <p>The property remains in active agricultural use for hay production and horse boarding, and no natural features or hazard areas are disturbed by the OFDU.</p> <p>The bleacher-related use is conducted entirely indoors, does not rely on water or wastewater infrastructure, and is not known to generate air emissions, odours, or noise beyond what is typical for a rural accessory use.</p> <p>The owners are not aware of any provincial environmental standards or approvals that would apply to the scale or nature of the operation, and the activity is considered minor in its servicing and operational requirements.</p>	✓

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	e. The cumulative impact of multiple uses in prime agricultural areas should be limited and not undermine the agricultural nature of the area.	<p>All active uses on the property, including hay production, horse boarding, and the bleacher-related servicing activity, are functionally organized and physically contained within the approximately 5-acre developed farmstead area. This concentration of activity minimizes land consumption, preserves the surrounding agricultural land base, and avoids dispersion of uses across the parcel.</p> <p>The use is compatible with, and does not hinder, surrounding agricultural operations, and therefore satisfies Criterion 5.</p>	

Conclusion

The proposed bleacher prototyping and maintenance use has been evaluated in relation to the criteria for On-Farm Diversified Uses established by the Provincial Planning Statement, 2024 and interpreted through the OMAFRA Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas (Publication 851). The use is:

- Located on an actively farmed property that continues to support hay production and horse boarding as its principal agricultural activities
- Secondary and limited in area, occupying 600 m² within a permitted accessory structure, significantly below the 2% land area threshold for on-farm diversified uses
- Consistent with permitted home industry examples, such as equipment servicing, minor fabrication, and rural-based value-added enterprises
- Compatible with surrounding agricultural operations, presenting no known off-site impacts, servicing conflicts, or land use encroachments

All active land uses are contained within the approximately 5-acre developed farmstead cluster, ensuring that the surrounding agricultural land base remains protected and productive.

Based on this review, the proposed use is consistent with the policy intent and implementation framework of the Provincial Planning Statement, 2024, contributes to rural economic diversification, and maintains the long-term viability and integrity of prime agricultural land.

Norfolk County Official Plan – Policy Analysis Table

This appendix demonstrates how the proposed application is consistent with applicable policies of the Norfolk County Official Plan.

Section	Policy	Comments	
Section 7.2 Agricultural Designation			
	<p>The majority of land within the County is designated Agricultural, reflecting the dominance of agriculture. Lands designated as Agricultural in this Plan are comprised predominantly of Class 1, 2 and 3 soil capability as identified by the Canada Land Inventory. The Agricultural Designation also contains lands with a lower soil capability classification for agriculture production.</p> <p>The Agricultural Designation is intended to strengthen the agricultural community in the County. The policies are designed to protect agriculture from the intrusion of incompatible uses, such as non-farm related residential dwellings and other uses that are sensitive to agricultural practices. The policies of the Agricultural Designation are also intended to provide the opportunity for businesses that support agricultural operations to locate on farms or in close proximity to farms. The policies support the agricultural community by providing opportunities for farm operators to engage in secondary business activities that supplement farm incomes.</p>		
7.2.1	Subject to the other policies of this Plan, the following policies shall apply in determining uses permitted on land designated Agricultural on Schedule “B”.		
a)	The primary use of land shall be for the growing of crops, including biomass, nursery and horticultural crops, the raising of livestock, the raising of other animals for food, fur and fibre, including poultry and fish, aquaculture, apiaries and maple syrup production and agro-forestry.	The subject property is a 58.92-acre farm used for hay production and horse boarding, both of which are permitted and bona fide agricultural uses. These uses are the primary function of the site and are ongoing. The proposed bleacher-related activity is accessory and secondary, consistent with the principle that agriculture remains the dominant land use.	✓
b)	The farm holding shall generally consist of all agricultural lots, the primary farm residence, associated farm buildings and structures including renewable energy facilities for domestic electricity production, farm woodlands, and Natural Heritage Features.	<p>The subject property includes:</p> <ul style="list-style-type: none"> • A primary residence • Farm outbuildings, including a 600 m² accessory structure used for hay storage, equipment, and the proposed OFDU • Actively farmed lands producing hay <p>The proposed OFDU takes place entirely within the developed farmstead cluster and uses a permitted</p>	✓

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		accessory structure, fully consistent with the described farm holding composition.	
h)	<p>The following uses may also be permitted, provided these uses do not conflict with existing farming operations, or with any policies related to Provincially Significant Features or Natural Heritage Features:</p> <ul style="list-style-type: none"> i) Garden suites, subject to the policies of Section 5.3.3 (Special Housing Forms); ii) Home occupations and home industries, subject to the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies); iii) On-farm diversified uses, subject to the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies); iv) Agriculture-related commercial and industrial operations, subject to the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies); v) v) Accessory Residential Dwelling, subject to the policies of Section 5.3.3 (Special Housing Forms) 	<p>The proposed bleacher trailer servicing and prototyping operation qualifies as a home industry, specifically recognized under this policy. It is fully contained within an accessory structure, does not conflict with ongoing agricultural uses (hay production and horse boarding), and occupies only 0.25% of the lot. The use is secondary, compatible, and consistent with the intent of this policy to support rural economic diversification on working farms.</p>	✓

Section	Policy	Comments	
Section 7.2.2 Land Use Policies			
b)	On-farm diversified uses comprise a gainful occupation conducted in whole or in part of an accessory building (shed or farm building) by a member of the farm family. On-farm diversified uses shall be subject to all of the following policies:		
	i) the use is located on a parcel of land which has an existing farm operation established on it;	Yes. The property is an active farm.	✓
	ii) the use is secondary to the principal agricultural use of the property;	Yes. The primary use is hay production and horse boarding. The bleacher use is minor in scale and function.	✓
	iii) the use is limited in area, as outlined in Section 7.2.2 c);	Yes. The use occupies 600 m ² , or approximately 0.25% of the lot area, well within the 2% maximum.	✓
	iv) the use may include, but is not limited to, home occupations, home industries, agri-tourism uses including overnight tourist accommodation and uses that produce value-added agricultural products, including those that use crops from other producers;	Yes. The proposed use qualifies as a home industry, consistent with examples in the Official Plan and OMAFRA Guidelines (e.g., equipment repair, fabrication, servicing).	✓
	v) the use is compatible with, and will not hinder, surrounding agricultural operations;	Yes. The use is fully enclosed, low-impact, and located within the farmstead. It does not interfere with farming or neighbouring operations.	✓
	vi) the use is appropriate to available rural services and infrastructure;	Yes. The operation relies only on existing rural access, utilities, and services. No upgrades or additional infrastructure are required.	✓
	vii) the use maintains the agricultural/rural character of the area;	Yes. The activity is located in an existing farm building and does not alter the rural landscape or introduce incompatible built form.	✓
	viii) the use meets all applicable environmental standards; and	Yes. The use is low-impact and fully enclosed. No known emissions, discharges, or environmental concerns are associated with the activity.	✓
	ix) outside storage areas, associated with the on-farm diversified use shall be included in the limited area calculations outlined in	Yes. No significant outside storage is proposed. Any incidental outdoor items are minimal and located within the screened farmstead area.	✓

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	Section 7.2.2 c). Outside storage areas shall be screened from the road and residential buildings on adjacent properties.		
c)	On-farm diversified uses shall be limited in size in accordance with the following policies:		
	i) the acceptable area occupied by an on-farm diversified use is up to 2% of a farm parcel to a maximum of 1 ha (10,000m ²);	Yes. The use occupies 600 m ² , approximately 0.25% of the 238,767 m ² lot, well within the 2% maximum.	✓
	ii) the gross floor area of buildings used for on-farm diversified uses is limited to an approximate 20% of the acceptable land area, as calculated in 7.2.2 c) i);	Yes. The building is 600 m ² , which is well under 20% of the 4,775 m ² permitted land area for OFDUs on this property.	✓
	iii) the land area and the area of existing buildings used for on-farm diversified uses may be discounted at the rate of 50%. Where the on-farm diversified use occupies the same footprint as a demolished building, the land area for the use may be similarly discounted by 50%;	Yes. The OFDU is located in a post-2014, permitted building. The full 600 m ² is counted without applying any discount.	✓
	iv) where the on-farm diversified use uses an existing farm laneway, the area of the laneway will not be included in the area calculations;	Yes. The existing farm laneway is shared with the OFDU and is not included in the calculated area.	✓
	v) 100% of the area needed for parking and outdoor storage for the on-farm diversified uses will be included in the area calculation;	Yes. No dedicated parking or significant outdoor storage is proposed. All activity occurs within the existing farmstead cluster.	✓
	vi) If more than one on-farm diversified use is proposed on a single property, the combined area of all on-farm diversified uses shall be	Noted. Previous application is not intended to be pursued to final approval. Cost prohibitive.	✓

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	within the land area and building area requirements;		
	vii) On-farm diversified uses that are proposed to grow beyond the area limits, either incrementally or otherwise, will not be permitted and will be encouraged to locate in areas of the County appropriately designated for the use;	Yes. The use is stable in scale, limited to 600 m ² , and there are no plans to expand it beyond the permitted area.	✓
	viii) On-farm diversified uses will be subject to site plan control, where warranted and appropriate (e.g. for those uses requiring outdoor storage areas, visitor parking and/or a new farm access, etc.), in accordance with the policies of Section 9.6.5 (Site Plan Control).	Yes. The applicant acknowledges that site plan control may apply and is prepared to address this requirement if deemed necessary.	✓
	i) Severances to separate the on-farm diversified uses from the farm property will not be permitted.	Noted.	✓