

**For Office Use Only:**

File Number ZNPL2022014

Related File Number \_\_\_\_\_

Pre-consultation Meeting \_\_\_\_\_

Application Submitted Dec 21, 2021

Complete Application Jan 13, 2021

Public Notice Sign \_\_\_\_\_

Application Fee \_\_\_\_\_

Conservation Authority Fee \_\_\_\_\_

Well & Septic Info Provided \_\_\_\_\_

Planner N. Goodbrand

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

The applicant wishes to apply a temporary use by-law to the buildings to be used for temporary accommodations for labourers.

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**Property Assessment Roll Number:** 3310541030070000000

**A. Applicant Information**

**Name of Owner** Mike & Sandy Kloepper

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

**Address** 1129 Highway 3

**Town and Postal Code** Delhi N4B 2W6

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Name of Applicant** Titan Trailers Inc.

**Address** 1129 Hwy #3

**Town and Postal Code** Delhi N4B 2W6

**Phone Number** \_\_\_\_\_

**Cell Number** 519-688-4826

**Email** DHolmes@titantrailers.com

**Name of Agent** Mike Sullivan

**Address** 403-110 James St.

**Town and Postal Code** St. Catharines L2R 7E8

**Phone Number** \_\_\_\_\_

**Cell Number** 289-687-3730

**Email** mike@landproplan.ca

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded 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):

MID CON 1 NTR PT LOTS 181 AND RP 37R10593 PARTS 1 2 AND 4, Norfolk County.

Municipal Civic Address: 695-711 Schafer Side Road, Delhi

Present Official Plan Designation(s): Agriculture

Present Zoning: Agriculture

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:

The property has most recently been used for crops and has several modern buildings.

This includes and institutional building, greenhouses, industrial food storage and some agriculturally related building.

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to 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 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:

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

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9. Existing use of abutting properties:

Agricultural

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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:

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### 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:

The applicant wishes to apply a temporary use by-law to the buildings

to be used for temporary accommodations for labour seekers in the Norfolk County area.

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

The majority of the property is agricultural cropland,

with about 1/8 of the property being former institutional building. Formerly the Government of Canada's, Delhi Agricultural Research Station.

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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:

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

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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):

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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: \_\_\_\_\_

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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):

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

Please indicate unit of measurement, for example: m, m<sup>2</sup> or %

Lot frontage	30 m	
Lot depth		
Lot width		
Lot area	40 h.a. (Min.)	
Lot coverage		
Front yard	13 m	
Rear yard	9 m	
Left Interior side yard	3 m	
Right Interior side yard	3 m	
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: \_\_\_\_\_ greenhouses, industrial food storage and some agriculturally related building

Number of buildings proposed: \_\_\_\_\_

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

If yes, describe:

Conversion of the above mentioned buildings to a temporary use by-law to the buildings to be used for accommodations for labour seekers in the Norfolk County area.

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):

The property has most recently been used for crops and has several modern buildings.

This includes and institutional building, greenhouses, industrial food storage and some agriculturally related building.

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:

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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:

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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:

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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:

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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

- ☐ Municipal piped water  
☒ Individual wells

- ☐ Communal wells  
☐ Other (describe below)
- 

### Sewage Treatment

- ☐ Municipal sewers  
☒ Septic tank and tile bed in good working order
- ☐ Communal system  
☐ Other (describe below)
- 

### Storm Drainage

- ☐ Storm sewers  
☒ Open ditches
- ☐ Other (describe below)
- 

2. Existing or proposed access to subject lands:

- ☒ Municipal road  
☐ Unopened road
- ☐ Provincial highway  
☐ 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?

ACCOMMODATIONS SUPPORTING TITAN TRAILERS

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.

PLEASE SEE ATTACHED PLANNING REPORT

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## **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 Ministry of Environment and Climate Change, Ministry of Transportation or 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 approval for site plan, 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

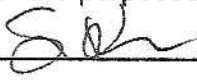
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that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

Dec 21, 2021

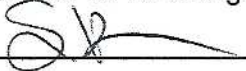
\_\_\_\_\_  
Date

#### 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 Mike & Sandy Kloefer am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize LandPro Planning Consultants Inc. 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

Dec. 21, 2021

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Owner

Dec. 21, 2021

\_\_\_\_\_  
Date

**N. Declaration**

I, Michael Sullivan of WELLAND

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:

WELLAND

  
Owner/Applicant Signature

In Norfolk Region

This 21<sup>st</sup> day of DECEMBER

A.D., 2021

  
A Commissioner, etc.

**CAROLE IDA SULLIVAN**  
a Commissioner, etc., Province of Ontario,  
for LandPro Planning Solutions Inc.,  
and limited to process serving only.  
Expires July 17, 2024.





**LANDPRO**  
PLANNING SOLUTIONS

# PLANNING RATIONALE

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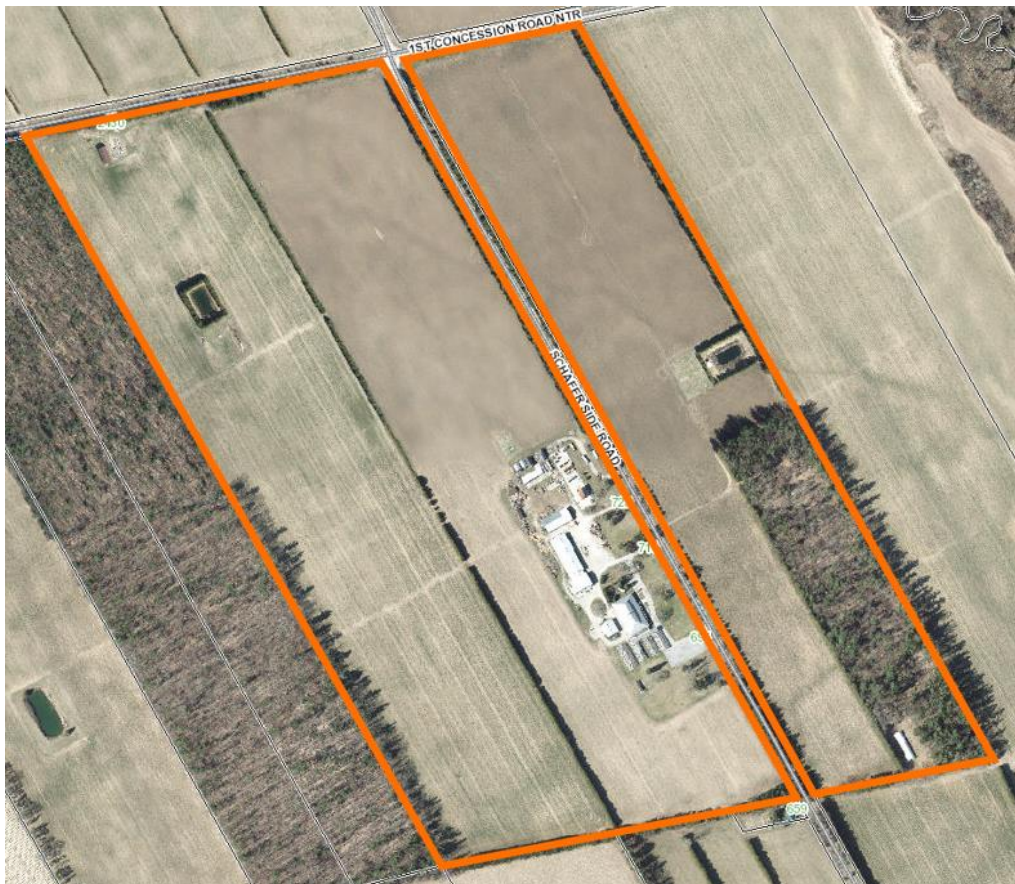
TEMPORARY USE BY-LAW

**Transitional Accommodations for Migrant Workers**

695-711 Schafer Road, Delhi

For Mike & Sandy Kloepher (Titan Trailers)

December 2021



**LandPro Planning Solutions Inc.**

110 James St., Ste 403  
St. Catharines, ON L2R 7E8

28 Colborne St. N.  
Simcoe, ON, N3Y 3T9

## DISCLAIMER

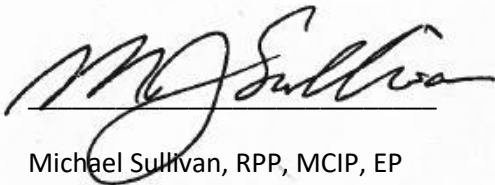
This report was prepared by the team at LandPro Planning Solutions Inc. It is based on the information provided to us by the applicant. The planning policy research and opinions are based on our own research and independent analysis of the applicable policy.

Adam Moote, MPlan    Research, Reporting

Michael Sullivan, RPP    Project Manager, Quality Control

This report was written by professionals and supervised by Registered Professional Planners, who are full members of the Ontario Professional Planners Institute as defined by the *Ontario Professional Planners Act*, 1994. The contents of this report represent the author's independent professional opinions and comply with the OPPI Code of Professional Practice and the opinions presented herein will be defended as required.

### LandPro Planning Solutions Inc.



Michael Sullivan, RPP, MCIP, EP  
President | Principal Planner



Adam Moote, MPlan  
Planner

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## 1. INTRODUCTION

LandPro Planning Solutions Inc. (LandPro) was retained by Mike and Sandy Kloepper (Titan Trailers), owners of 695-711 Schafer Side Road to provide land planning services in support of planning applications regarding a temporary use by-law for their property.

The subject property is located at 695-711 Schafer Road, which is located north of Highway 3, between Delhi and Courtland. The majority of the property is currently being farmed, with a small portion (about 1/8 of the property) hosting the former Government of Canada Delhi Agricultural Research Station. The applicant wishes to apply a temporary use by-law permit the buildings from the former Research Station to be used for transitional accommodations for migrant labour primarily for Titan Trailers.

### 1.1 PURPOSE

Norfolk County requires this Planning Justification Report to justify the issuance of a Temporary Use By-law to permit this property to serve as accommodation for transient workers and new immigrants. This report will demonstrate compliance with Provincial and County planning policy towards concluding that these applications can be considered “good planning”.

### 1.2 PRELIMINARY MEETINGS WITH COUNTY

An initial meeting was held at the facility on August 23, 2021, with the applicant and his business team and members of Norfolk County Council and County staff. This meeting provided attendees an introduction to the concept plan to help address labour shortage. A thorough discussion took place along with site walk through to highlight its operational value in terms of providing accommodations to labour seekers.

This meeting was focused on information exchange.

A subsequent onsite meeting was held on November 23, 2021, with senior County staff, which functioned as a Pre-Consultation of sorts. It was generally agreed that the County would be supportive of a temporary use by-law, subject to the applicant meeting certain technical points, including the submission of a Planning Justification Report. In the meantime, the Building Department can review building plans on a parallel timeline.

The applicable studies are summarized later in this report and are provided in full as part of this application submission.

The property is located at 695-711 Schafer Side Road, which is located northwest of Delhi. The property is located an agricultural area of the County, approximately 4 kilometres north-west of the community of Delhi. This is presented in **Figure 1**, below.

The map displays the Village of Delhi, New York, with the following details:

- Village Boundary:** Indicated by a thick red line.
- Town Boundary:** Indicated by a thin black line.
- Water Bodies:** North Creek and South Creek are shown in blue.
- Streets:** Main Street, South Street, and West Street are labeled.
- Lots and Zoning:**
  - LOT 38 (179) CON 1 NTR
  - LOT 39 (180) CON 1 NTR
  - LOT 40 (181) CON 1 STR
  - LOT 41 (182) CON 1 STR
  - LOT 42 (183) CON 1 NTR
  - LOT 43 (184) CON 1 NTR
  - LOT 44 (185) CON 1 NTR
  - LOT 45 (186) CON 1 NTR
  - LOT 46 (187) CON 1 NTR
  - LOT 47 (188) CON 1 NTR
  - LOT 48 (189) CON 1 NTR
  - LOT 21 CON 11
  - LOT 22 CON 11
  - LOT 23 CON 11
  - LOT 24 CON 11
  - LOT 25 CON 11
  - LOT 26 CON 11
  - LOT 27 CON 11
  - LOT 28 CON 11
  - LOT 29 CON 11
  - LOT 30 CON 11
  - LOT 31 CON 11
  - LOT 32 CON 11
  - LOT 33 CON 11
  - LOT 34 CON 11
  - LOT 35 CON 11
  - LOT 36 CON 11
  - LOT 37 (178) CON 1 STR
  - LOT 38 (179) CON 1 STR
  - LOT 39 (180) CON 1 STR
  - LOT 40 (181) CON 1 STR
  - LOT 41 (182) CON 1 STR
  - LOT 42 (183) CON 1 STR
  - LOT 43 (184) CON 1 STR
  - LOT 44 (185) CON 1 STR
  - LOT 45 (186) CON 1 STR
  - LOT 46 (187) CON 1 STR
  - LOT 47 (188) CON 1 STR
  - LOT 48 (189) CON 1 STR
  - LOT 21 CON 12
  - LOT 22 CON 12
  - LOT 23 CON 12
  - LOT 24 CON 12
  - LOT 25 CON 12
  - LOT 26 CON 12
  - LOT 27 CON 12
  - LOT 28 CON 12
  - LOT 29 CON 12
  - LOT 30 CON 12
  - LOT 31 CON 12
  - LOT 32 CON 12
  - LOT 33 CON 12
  - LOT 34 CON 12
  - LOT 35 CON 12
  - LOT 36 CON 12
  - LOT 37 (177) CON 1 STR
  - LOT 38 (178) CON 1 STR
  - LOT 39 (179) CON 1 STR
  - LOT 40 (180) CON 1 STR
  - LOT 41 (181) CON 1 STR
  - LOT 42 (182) CON 1 STR
  - LOT 43 (183) CON 1 STR
  - LOT 44 (184) CON 1 STR
  - LOT 45 (185) CON 1 STR
  - LOT 46 (186) CON 1 STR
  - LOT 47 (187) CON 1 STR
  - LOT 48 (188) CON 1 STR
  - LOT 21 CON 13
  - LOT 22 CON 13
  - LOT 23 CON 13
  - LOT 24 CON 13
  - LOT 25 CON 13
  - LOT 26 CON 13
  - LOT 27 CON 13
  - LOT 28 CON 13
  - LOT 29 CON 13
  - LOT 30 CON 13
  - LOT 31 CON 13
  - LOT 32 CON 13
  - LOT 33 CON 13
  - LOT 34 CON 13
  - LOT 35 CON 13
  - LOT 36 CON 13

It is located to the north-west of the Delhi Urban Area, and fronts onto Schafer Side Road between 1<sup>st</sup> Concession Road NTR and Highway 3. The property has most recently been used for growing crops which is supplemented with several modern buildings. This includes a main laboratory-type building, greenhouses, industrial food storage and some agriculturally related building. The immediate surrounding land uses are agricultural.

North	=	Agricultural
South	=	Agricultural
East	=	Agricultural
West	=	Agricultural



LANDPRO  
PLANNING SOLUTIONS

*Figure 2: Surrounding Land Uses (property in bright blue)*



## 2.2 PROPERTY DIMENSIONS & PHYSICAL ATTRIBUTES

*Table 1 - Property Dimensions*

The subject property has frontage on Schafer Side Road, with the property dimensions being presented in **Table 1**.

The property is primarily agricultural in use, with the active crop lands being rented to a local farmer.

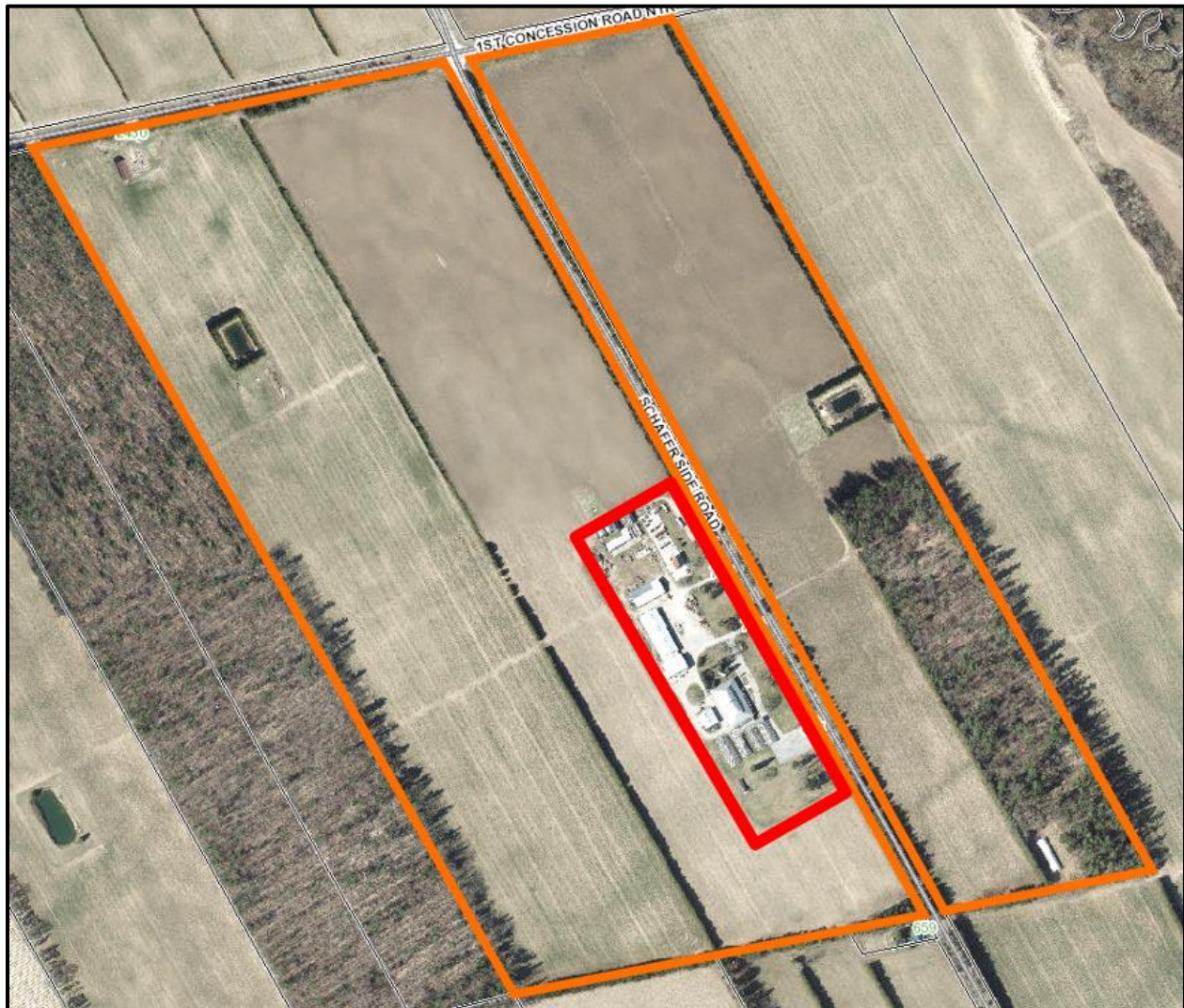
The property historically was home to the Government of Canada, Delhi Agricultural Research Station, established in 1933; and later served as the Southwest Fire Academy, housing, and training firefighter recruits.

For the purposes of this application for a temporary use by-law, only the area that encompasses those former uses will be applicable to the temporary use by-law, the agricultural lands will remain untouched. The figure below illustrates the area the temporary use by-law is intended to be applied to.

Item	Dimension
<b>Property Frontage</b>	1 km +/-
<b>Lot Depth</b>	430 m +/- (west side) 212 m +/- (east side)
<b>Lot Area</b>	62 ha +/- (154 acres)



*Figure 3 – Area for Temporary Use By-law*



### 3 PROPOSED DEVELOPMENT

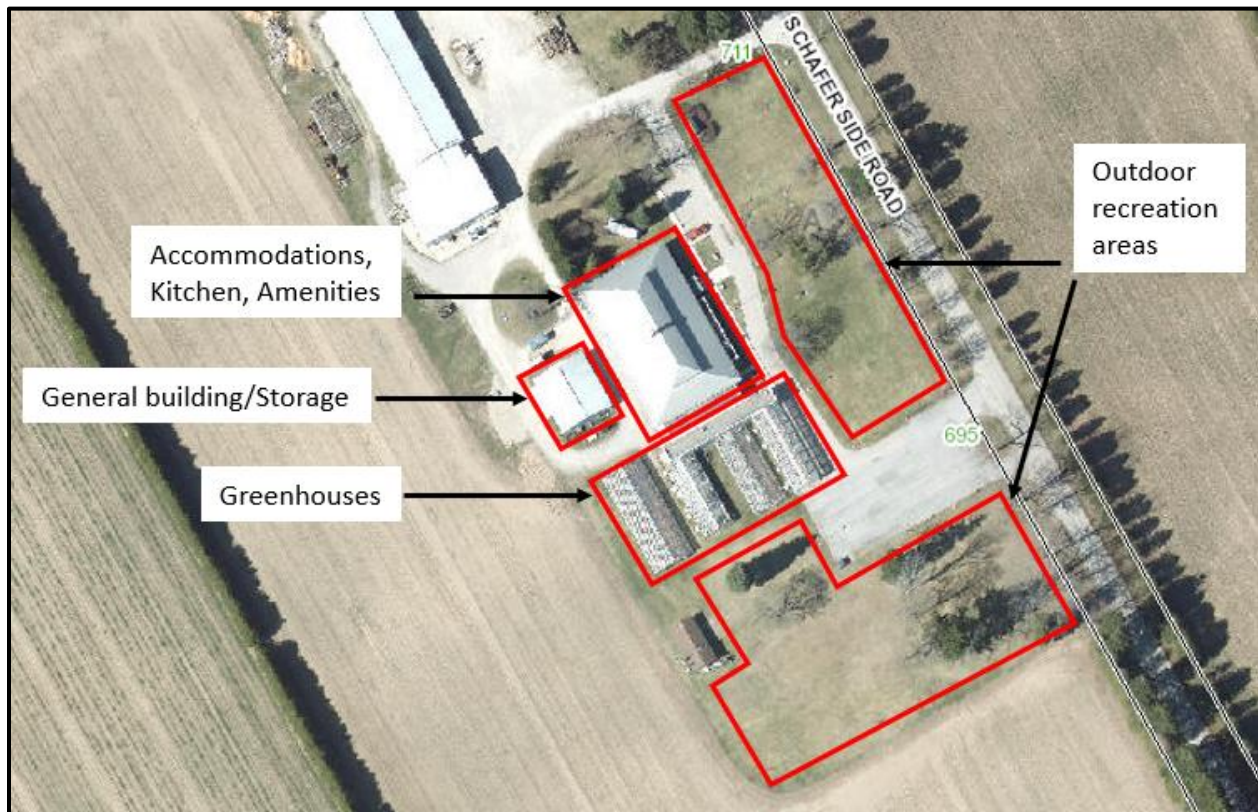
The applicant is seeking a temporary use by-law (TUL) to provide transitional accommodations to support migrant workers, primarily for Titan Trailers.

The TUL would only apply to the facilities previously used as the Fire Academy and Training Centre, this is outlined in Figure 3, the area encompassed in red.

The TUL would add a permission to the Agricultural zoning for that specific area to permit the intended use. It is anticipated that the workers would use this facility for a year, but up to two years. Further, the applicant would like to see the TUL changed to a permanent use on the property in the future.

A concept is presented in **Figure 3**.

Figure 3: Concept Plan



## 4 LAND USE PLANNING FRAMEWORK

In preparing this application, several policy and regulatory documents were reviewed that need to be addressed to demonstrate good planning. They include the following:

1. The Provincial Policy Statement, 2020 (PPS),
2. Norfolk County Official Plan; and the
3. Norfolk County Zoning By-law HC 1-2020.

The proposed development was assessed against these regulations and associated policies. A detailed review is below.

### 4.1 PROVINCIAL POLICY STATEMENT, 2020 (PPS)

The PPS provides policy direction on matters of provincial interest for all land use development throughout Ontario. It provides direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. To be considered good planning, this application shall be consistent with the PPS.



The PPS is based on three overlying principles: **1) Building Strong Healthy Communities; 2) Wise Use and Management of Resources; and 3) Protecting Public Health and Safety.**

Specific to this property, the PPS states that prime agricultural shall be protected for long-term use for agriculture (**2.3.1**), and further planning authorities are encouraged to use an agricultural system approach to enhance the functional and economic connections to the agri-food network (**2.3.2**).

Section **2.3.3.1** outlines the permitted uses and activities in the prime agricultural areas, which includes agricultural uses, agricultural related and on-farm diversified uses. The proposed agricultural related uses and on-farm diversified uses shall not be compatible and not hinder surrounding uses.

Section (**2.3.6.1.b**) outlines what permitted non-agricultural uses can be used in prime agricultural areas. It permits limited non-residential uses, so long as: it doesn't comprise specialty crop areas; complies with MDS formulae, there is an identified need, and alternative locations have been evaluated.

Lastly, but perhaps most important is that this proposal does not remove any land from active agricultural use, within the prime agricultural areas (**2.3.5**).

This application for a TUL is appropriate for the site because it will have positive impacts on the functionality and economic connections in the agri-food network. The proposed use, while not a direct agricultural use is agriculturally related, as the owners company serves the agricultural sector with products, it also will not hinder surrounding agricultural uses. The PPS also allows the local planning authority to permit non-agricultural uses in prime agricultural areas, provided the use meets the criteria as listed above. And most importantly the use is on a site that has been an institutional site since 1933, so there are limited and minimal disruptions or impacts on the existing agricultural operation and area. And no agricultural land will be removed.

This proposed development is consistent with the PPS.

## 4.2 NORFOLK COUNTY OFFICIAL PLAN, 2021(NCOP)

The Norfolk County Official Plan (NCOP) sets out the land use planning policy to manage growth and development within the County to the year 2036. Its purpose is to provide a policy framework to guide economic, environmental, and social decisions that have implications for the use of land.

An analysis of the NCOP indicate that the following policies support this application.

Section 2.2.1 (Strong and Diversified Economy) has a stated goal to create a planning framework that is flexible and adaptable to take advantage of investment and employment opportunities; and protect the viability and growth of the agricultural industry (2.2.1.1). This is to be achieved by the objectives outlined in 2.2.1.2:

- a) Maintenance and growth of economic activity through proactive and flexible land uses.



- b) Land use policies that permit and maximize employment opportunities, including those not currently available in the County
- d) Flexible land use policies that support business and industrial employment diversification
- h) Provide opportunities for small scale business opportunities that are secondary to farm operations, while protecting agricultural and the agricultural land use from incompatible uses.

Additionally, Section 5.2.d (Public Services) states that the County shall work to attract higher-order educational and skills development facilities in each Urban Area. However, this facility is in the Agricultural area. But the County does have a policy to facilitate these areas outside of the Urban Areas. Policy Section (7.2.2) provides the land use policy basis to implement this in the Agricultural Area.

Land Use Policies (7.2.2) of the NCOP prohibits the development of institutional uses for the purpose of developing a resource-based education facility is not permitted in the Agricultural Designation (7.2.2.I). However, the same policy does provide for an amendment to the NCOP to permit this as per Section 5.2 (Public Services), which is to be considered based on the following criteria found in 7.2.2.I:

Section 7.2.2.I Criteria	Compliance	Rationale
there is a demonstrated need for the proposed facility and the proposed use cannot locate in an Urban Area or Hamlet Area because it must reasonably be located near to farming activities, Natural Heritage Features or other resources;	✓	Labour and housing challenges County wide. This use will alleviate some of those pressures.
the proposed use shall be serviced by an approved water supply and wastewater treatment facility	✓	Existing on-site water and sanitary
the proposed use shall be accessed via a Provincial Highway, subject to the approval of the Province, or an arterial or collector road, subject to the approval of the County	✓	Fronts onto County Road
the proposed use complies with the minimum distance separation formulae	✓	No livestock nearby
there is a demonstrated need within the planning horizon of this Plan for the proposed use	✓	County need for labour, housing and employment opportunities
Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible	✓	Yes, impacts will be mitigated to the extent feasible
the proposed use shall not be permitted in Provincially Significant Features, Hazard Lands, or any Natural	✓	No provincially significant features in proximity to use

Resource Areas identified on Schedules “B” or “J” to this Plan		
the proposed use shall not be permitted in or on adjacent land to the Natural Heritage Features identified on Schedule “C” and/or Tables 1 and 2 of Section 3.5 (Natural Heritage Systems) or on Schedule “G” and Table 6 of the Lakeshore Special Policy Area Secondary Plan, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, in accordance with the policies of Section 3.5 (Natural Heritage Systems) and Section 11 (Lakeshore Special Policy Area Secondary Plan) of this Plan;	✓	No natural heritage features in proximity to use
the proposed use shall be located on lower priority agricultural land	✓	The land is soils Class 2, but on land that has been an institutional setting since 1933
the proposed use shall be subject to a Zoning By-law amendment, in accordance with the policies of Section 9.6.2 (Zoning By-law Amendments) of this Plan; and	✓	Temporary Use By-law is being proposed
the proposed use shall be subject to site plan control, in accordance with the policies of Section 9.6.5 (Site Plan Control) of this Plan	✓	Use will be subject to Site Plan Control

Furthermore, the NCOP permits the use of Temporary Use By-laws. This policy (9.4.4) allows the County to pass a temporary use by-law to allow a use that is otherwise prohibited.

While this application seeks only a TUL, an NCOP amendment based on the criteria in the table above could be implemented in the future if the owner decides to pursue it further than the temporary use by-law would permit. Therefore, not only is the temporary use by-law permitted under the NCOP, but there is also a basis to amend the Official Plan in the future to permit this.

The proposed application conforms to the County’s Official Plan.

#### 4.3 NORFOLK COUNTY COMPREHENSIVE ZONING BY-LAW 1-Z-2014

The Norfolk County Zoning By-law (ZBL) has been developed to incorporate the policy direction of the NCOP. The subject lands are presently zoned Agricultural (A) Zone by the County’s Zoning By-Law 1-Z-2014. The proposed use is not permitted based on zoning.

There is, however a historical precedent to permit this type of use on this property. Firstly, the specific area proposed for the TUL has been used as an institutional use since 1933, having been operated by the Government of Canada as a Agricultural Research Station until 2013. Then it was used as a Fire Academy to train firefighters until a few years ago. This latest TUL expired in 2019.

The ZBL does not permit the proposed use. However, the proposed temporary use is seeking permission to use lands/buildings that have been used for agriculture-related and institutional uses historically. The Delhi Research Station has been used for a variety of purposes for nearly 90 years, the most recent as a fire training school, which is non-agricultural. The TUL would permit the addition of “purpose built residential accommodation” on a site-specific provision to recognize a temporary use for a on a limited area within the property. This would be achieved while maintaining the Agricultural zoning.

Subject to approval of this application, the subject property and proposed development will conform to the County’s Zoning By-law.

## 5 SUPPORTING INFORMATION

In discussion with Norfolk County staff, it is necessary to demonstrate that the former Delhi Research Station can technically accommodate 40 and ultimately 80 refugees. To this end, traffic, sanitary services, water supply, electrical and fire fighting capacities were addressed, through professional reporting as noted below.

### 5.1 SANITARY | WATER | FIRE FIGHTING | ELECTRICAL

In a letter dated November 25, 2021, Gerald N. Catt, P.Eng., BDS, GSC, Consulting Engineer reported:

“I believe that the available services are adequate in servicing the new occupancy:

1. Sanitary: No additional sanitary treatment is required for the change of use.
2. Water System: The existing deep well is adequate for the new occupancy.
3. Fire Fighting supply: The existing system should be adequate with the Hazard level being reduced from General Hazard to Residential.
4. Electrical: The existing supply is more than adequate for the new occupancy.”

A copy of this report is provided in **Appendix 1**.

### 5.2 TRANSPORTATION PLANNING

In a reporting letter dated November 30, 2021, F.R. Berry & Associates Transportation Planning Consultants, noted that they had “...assessed the potential traffic impact of the proposal to reconfigure the former Delhi Research Station to covert part of the facility to accommodate up to 40 refugees in six apartment suites. Subject to MOECC approval, this number could increase to up to 80 residents.”

Their findings are noted as follows:

“The capacity of two lane rural road such as Schafer Side Road is usually considered to be between 1 000 and 1 500 vehicles a day.” “Vehicle trips generated by the proposed residential facility will have no significant impact on traffic operation.”

A copy of the F.R. Berry & Associates report is presented in **Appendix 1**.



## 6 SUPPORTING AGENCIES

Further to the planning justification provide above, social justification has been added to this report to show that the applicant is seeking additional supports from other levels of government and community organizations to support the people who will be in a transitional phase of their life. The applicant has sought the support of the following groups to strengthen the transition for the future occupants.

### **Cross-Cultural Learning Centre (CCLC) London**

The CCLC is the primary contact and support provider for new immigrants south western Ontario. They provide promote intercultural awareness and provide, educational support and funding. They are an intergovernmental agency that is funded by the federal government, provincial government and local municipalities.

A letter of support from CCLC is attached in **Appendix 2**.

### **Community Employment Services (CES) Oxford**

Community Employment Services offers supports and services to help new immigrants settle in Oxford County. Services include information and orientation, and funding assistance with immigration and Canadian documentation, and job training.

A letter of support from CES is attached in **Appendix 2**.

### **Workforce Planning Board of Grand Erie (Brantford)**

We actively monitor the local labour market, identifying trends and challenges. Led by volunteer representatives from Business, Labour, Education and Equity Groups, we work collaboratively with community partners to develop effective workforce strategies and solutions.

### **Province of Ontario**

The province of Ontario through Economic Development, Job Creation and Trade is endorsing the project and actively promoting and assisting other provincial organizations and departments.

### **Immigration, Refugees and Citizenship Canada (IRCC)**

The IRCC is responsible for placing Refugees in Canada. They have a federal mandate to bring in a total of approximately 30,000 Afghan Refugees. The Delhi Research Station is a unique opportunity that allows them to place refugees in a rural setting and provide them with living accommodations and employment opportunities. The Kloepfers and Titan Trailers maintain regular communication with IRCC staff in Ottawa and as soon as the premises are available refugees will be relocated there and supported by the various provincial and federal agencies.

A letter of support from IRCC is attached in **Appendix 3**.

### **Other Resources**

Outreach to local community groups and religious organization will start once Council has approved the application. Groups would include local service groups like the Shriners, Kinsmen, Rotary Clubs & churches.

## **7 PLANNING ANALYSIS**

The rationale for this application at the macro level is evident. The specific area of the land has been used for institutional purposes since 1933 and thus the application should be permitted. These previous uses included a government owned agricultural research station, and then a firefighter training centre.

The proposed use found in this application continues with the same or very similar use, that being a facility that supports the users in their work, or a transition in their life that enables learning. This proposed use will support people with transitional housing as they learn new skills to foster a career, much like training firefighters. While this seems like a simple permission to seek, we must also follow the planning rules that govern the property. The above review of the planning legislation and policies that apply to this property only serve to further strengthen this application, for now and the future.

The application is seeking a temporary use by-law. Temporary use by-laws are permitted by the Planning Act, and the Norfolk County Official Plan as evidenced in this Report. The Provincial Policy Statement also permits this so long as it encourages and enhances the agricultural system and agri-food network, of which this does as the owner's primary business serves the agricultural system with equipment. And most importantly this application does not propose to remove any agricultural land from production. The Norfolk County Official Plan contains policies that permit this use on the agricultural lands. While the Zoning By-law that govern this property do not permit this use, it will use agriculture-related buildings, proposes no new construction, uses existing services and existing parking and supports temporary transient housing for local workers. Given the history of this property and specifically the buildings being used for nearly 90 years for non-agricultural purposes, historical precedent demonstrates that this application is appropriate and should be approved.

Subject to approval of this application, the subject property and proposed development will conform to the PPS, NCOP, and the Zoning By-law of the County.

### **7.1 POTENTIAL PLANNING ISSUES**

#### **7.1.1 AGRICULTURAL USE**

While discussed earlier in this report, the change in use to residential accommodation affects only the existing buildings on the property. There is no intention to remove any land from agricultural production. Rather, the existing facilities, including greenhouses will be used by the refugees.

#### **7.1.2 SERVICING**

This was addressed above by Gerald Catt, P.Eng., who concluded that water, sewage, electrical and fire fighting water supply would be sufficient for the change in use.

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### 7.1.3 TRAFFIC/PARKING

This was addressed by F.R. Berry & Associates, which concluded that the existing parking lot could accommodate even the 80 refugees ultimately housed at this location. In addition, Schafer Side Road had sufficient capacity to accommodate the predicted peak traffic.

## 8 CLOSING

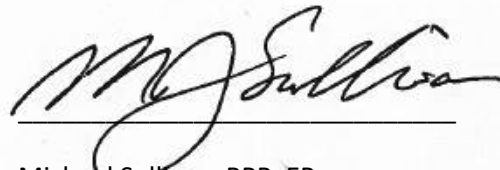
This application is consistent with the Provincial Policy Statement, and conforms to the Norfolk County Official Plan. Council approval of this Temporary Use By-law will permit the proposed use under the County's Zoning By-law. We further anticipate that the three year lifespan of the By-law will be sufficient to determine if and how the change in use may be made permanent.

It is our opinion that this application represents good planning and should be approved.

### LANDPRO PLANNING SOLUTIONS Inc.



Adam Moote, MPlan  
Planner



Michael Sullivan, RPP, EP  
President | Principal Planner



## 9 APPENDICES

## 9.1 APPENDIX 1 – TECHNICAL REPORTS

## 9.2 APPENDIX 2 – LETTERS OF SUPPORT



### 9.3 APPENDIX 3 – LETTER FROM IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA

# **F.R. Berry & Associates**

TRANSPORTATION PLANNING CONSULTANTS

660 Inverness Avenue

London, Ontario N6H 5R4

Tel: (519) 474 2527 Toll Free: 1 888 665 9192 Email: fyberry@rogers.com

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November 30, 2021

Our Ref. **2183**

Titan Trailers Inc.  
1129 Highway 3  
Delhi ON  
N4B 2W6

Attn. Mr. D. Holmes

Dear Mr. Holmes:

**RE: PROPOSED REPURPOSING  
DELHI RESEARCH STATION**

At your request, I have assessed the potential traffic impact of Titan Trailers proposal to reconfigure the former Delhi Research Station on Schafer Side Road. I understand that you have applied for appropriate re-zoning to convert part of the facility to accommodation for up to 40 refugees in six apartment suites. Subject to MOECC approval of site servicing, this number could increase to up to 80 residents. The location of the site is shown in **Figure 1**.

In addition to the former research facility, a large farm/trucking operation and four residences are located on Schafer Side Road between Highway 3 and Concession Road 1N. The road does not form a link between any major developments. As a result, Average daily traffic volumes on this section of Schafer Side Road are likely to be less than 500 vehicles.

The road is paved with grass shoulders. **Figure 2** shows views of Schafer Side Road looking north and south from the main entrance to the former research facility. Sight distance is not an issue.

I understand that one of the major goals of this project is to provide training and employment for immigrants with the understanding that after a year or so, most will move on to steady jobs and other accommodations in the community. You have advised me that after the project is up and running, you expect a turnover of about 60 residents per year.

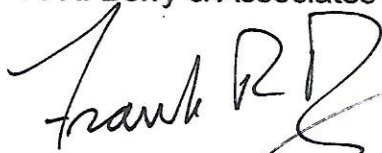


Initially, none of the residents is expected to own or operate a vehicle. Residents will be transported to education and workplaces as well as to shopping and other activities. The number of vehicle trips is difficult to estimate at this time but is not likely to exceed five to ten vehicle trips in either of the morning or afternoon peak hours. Total daily trips will not be more than 50 to 100 in total.

The capacity of a two lane rural road such as Schafer Side Road is usually considered to be between 1 000 and 1 500 vehicles a day. The addition of vehicle trips generated by the proposed facility will result in a total well below these capacity limits. As a result, Schafer Side Road will continue to operate at a good level of service and with a high degree of safety. Vehicle trips generated by the proposed residential facility will have no significant impact on traffic operation.

Very truly yours

F. R. Berry & Associates



Frank R. Berry, P.Eng.  
Principal







**Figure 1**

**Area Plan**





**Looking North from Site Access**



**Looking South from Site Access**

**Figure 2**

**Schafer Side Road**

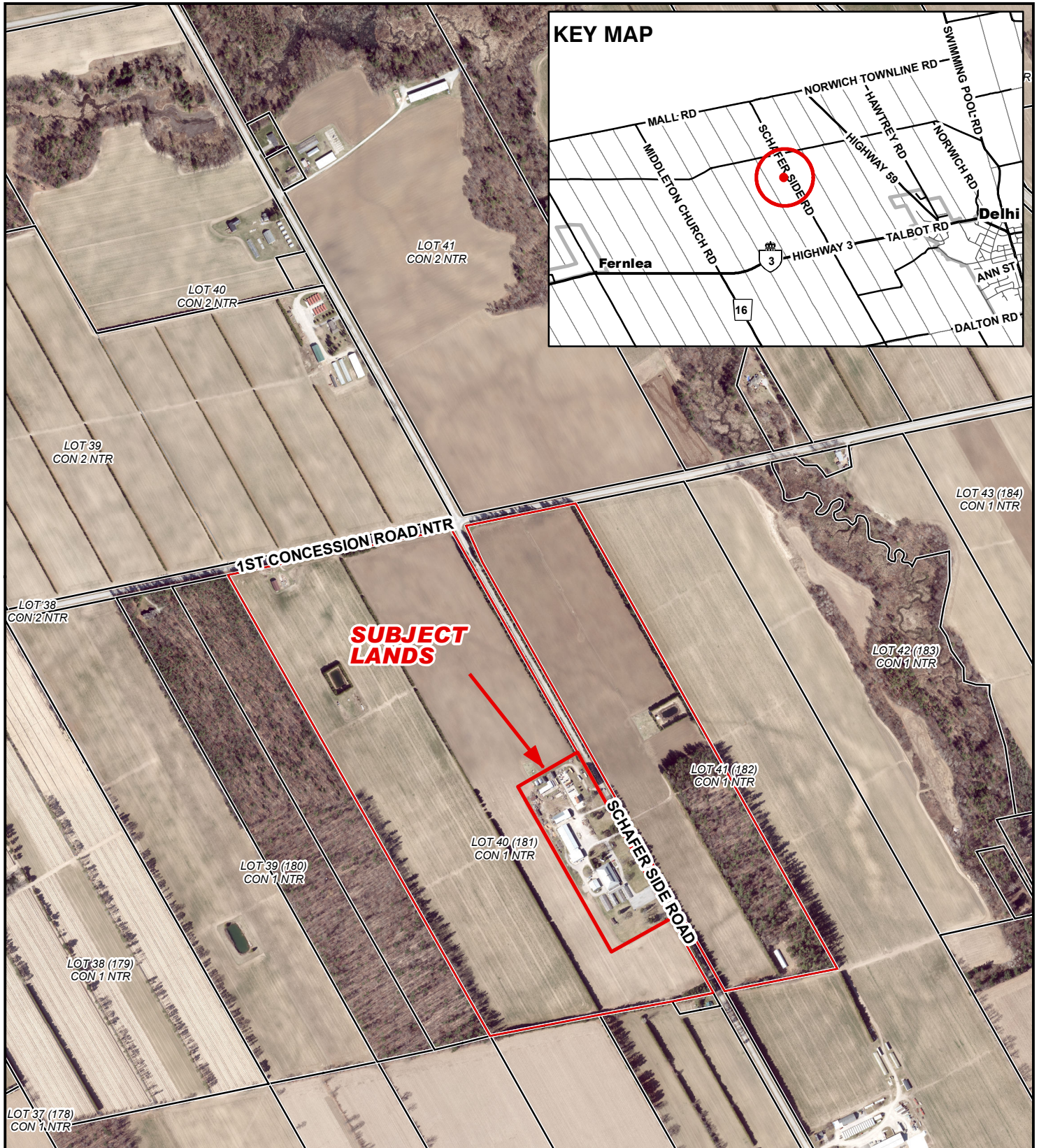


# MAP A

## CONTEXT MAP

Geographic Township of MIDDLETON

ZNPL2022014

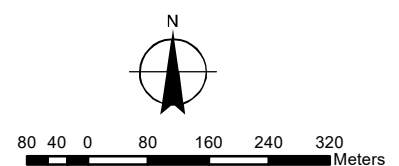


### Legend

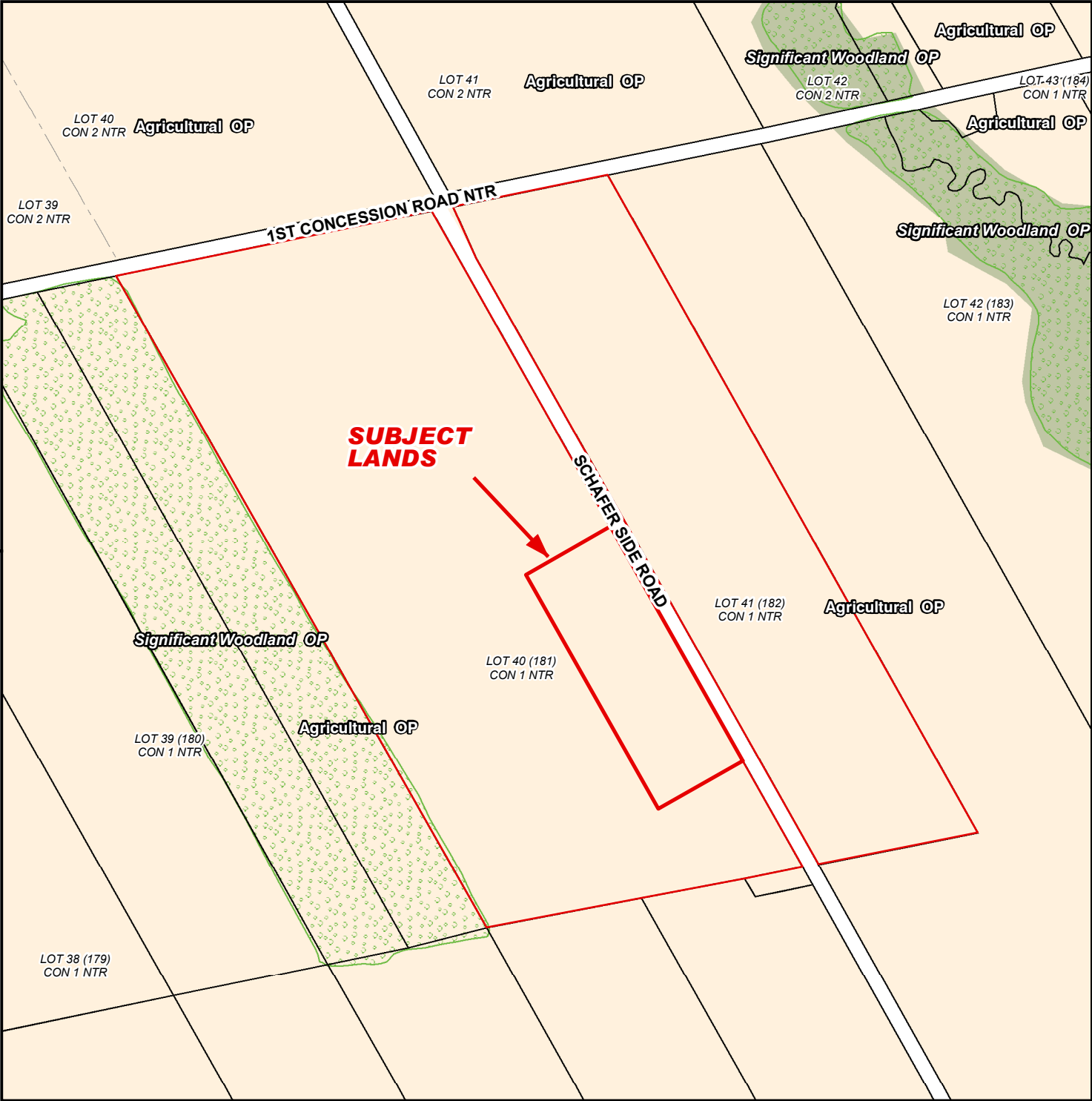
- Subject Lands
- Lands Owned

2020 Air Photo



1/17/2022










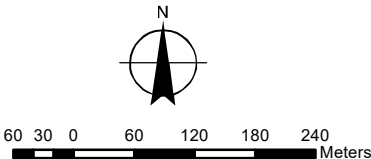
**Legend**

-  Subject Lands
-  Lands Owned

**Official Plan Designations**

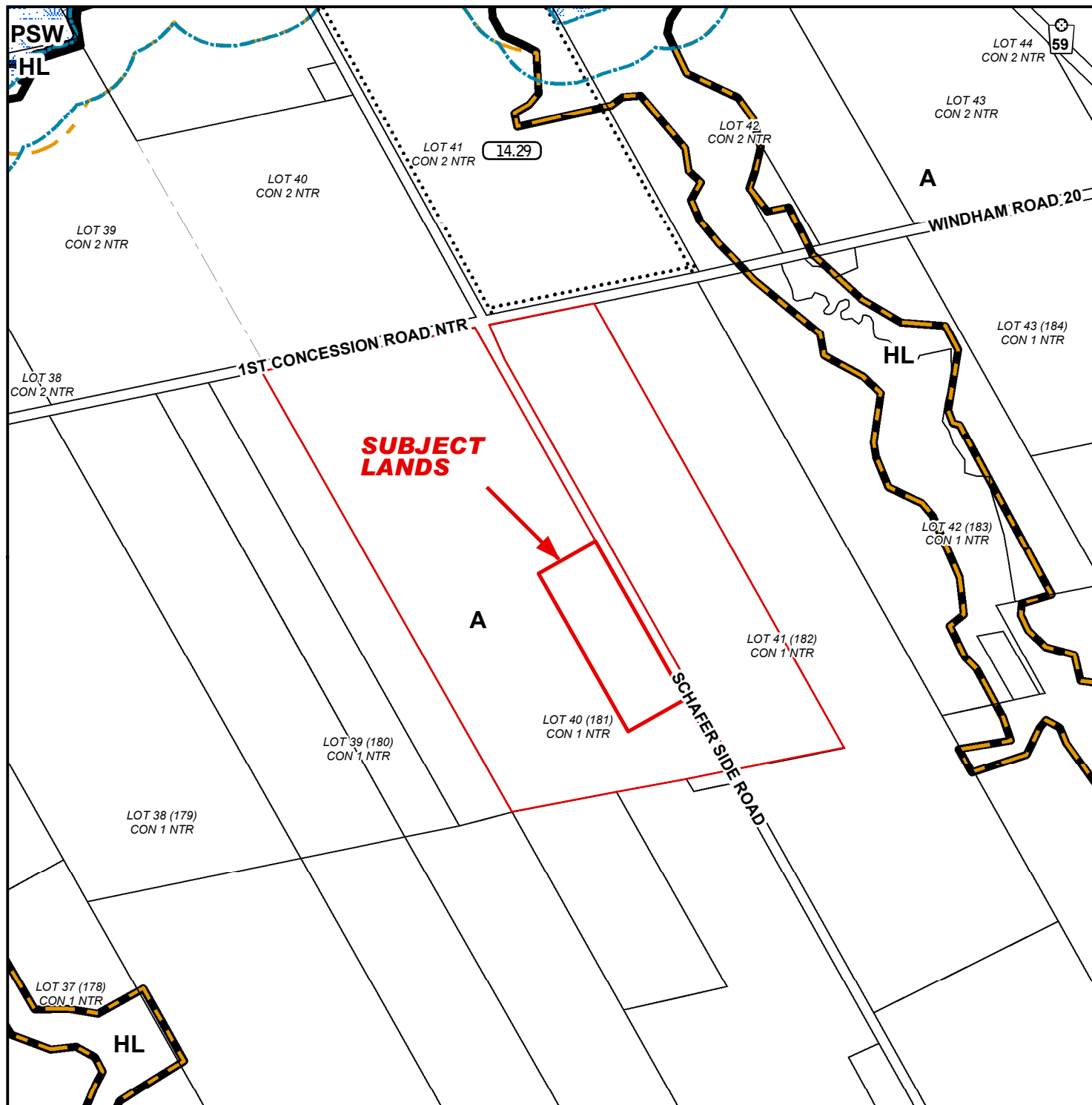
-  Agricultural
-  Hazard Lands
-  Significant Woodland

1/17/2022



## PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of MIDDLETON



### LEGEND

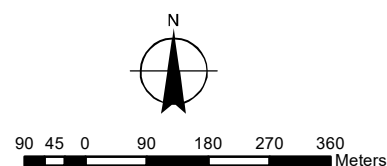
- Subject Lands
- Lands Owned
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

### ZONING BY-LAW 1-Z-2014

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone
- PSW - Provincially Significant Wetland Zone

**From: A**  
**To: A with Temporary Use**

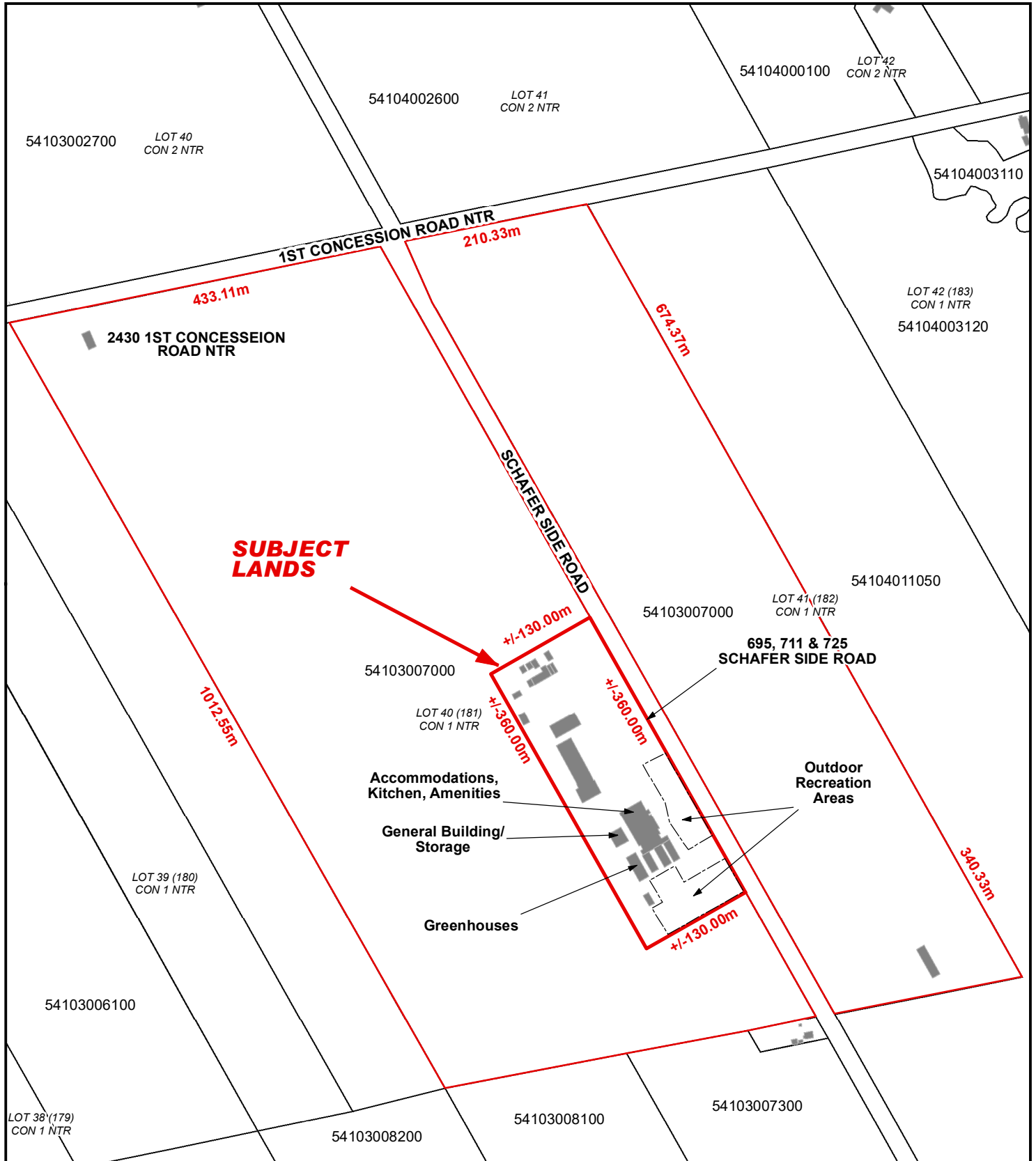
1/17/2022





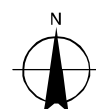
# CONCEPTUAL PLAN

Geographic Township of MIDDLETON



## Legend

- Subject Lands
- Lands Owned



1/17/2022

