



**The Corporation of the Township of Malahide  
CORRESPONDENCE AGENDA  
November 2, 2023 – 7:30 p.m.**

(G) Correspondence:

1. Association of Municipalities of Ontario - WatchFile –October 19, 2023 and October 26, 2023
2. Elgin County – Council Highlights – October 24, 2023
3. County of Elgin – Request for support for grant application submitted by County of Elgin
4. County of Elgin - Ontario Natural Gas Expansion Program - Opportunity to provide feedback
5. Elgin County - Resolution in Support of Updating the Municipal Freedom of Information and Protection of Privacy Act
6. 2024 ROMA Conference – Registration Details
7. Catfish Creek Conservation Authority – 10-year Strategic Plan Consultation Survey
8. Town of Aylmer – Town of Aylmer 2023 Growth Projections Update
9. Town of Aylmer – Zoning By-law Amendment - Notice of Passing 431 John Street South
10. Town of Rainy River - Water Treatment Training
11. Corporation of the Township of The Archipelago – Cigarette Producer Responsibility

## Allison Adams

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**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Thursday, October 19, 2023 10:01 AM  
**To:** Allison Adams  
**Subject:** AMO Watchfile - October 19, 2023

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October 19, 2023

### In This Issue

- AMO 2024 Youth Fellowship applications now welcome!
- Local Government Week - October 15-21.
- New Baseline Waste & Recycling Report released.
- ROMA Conference - *Close to Home*: Registration and hotel information.
- ROMA 2024 Conference: Exhibitor and sponsorship opportunities.
- New AMO training - Understanding Competing Human Rights.
- AMO-LAS Energy Symposium November 2-3: Still time to register!
- Councillor training is not just for new councillors!
- Land Use Planning: Strengthen your planning prowess through AMO training.
- 4S Webinar: Double WSIB rebates for Municipal Health & Safety Programs.
- SaveOnEnergy Energy Management and Efficient Electrification webinars.
- A conversation of what it takes to be an effective CAO.
- Fleming College seeking municipal partnership projects.
- Invasive spotted lanternfly sightings in Ontario.
- Careers.

### AMO Matters

Encourage postsecondary students in your orbit who are interested in local government, policy development, good governance, and healthy democracy to apply to be one of three [2024 AMO Youth Fellows](#). Fellows are mentored, participate in AMO Board and Taskforce meetings, and engage in AMO's Healthy Democracy Project. [Applications](#) are due **on or before November 13 at 10 p.m.**

Understanding municipal government is to appreciate the range of services provided to residents and business community. It is the order of government closest to the people. [Local Government Week](#), October 15-21, is meant to educate youth on the importance and operation of municipal government, but one is never too old to learn.

AMO's [Baseline Waste & Recycling Report](#) reviews Ontario's current circular economy efforts. With only 10 years of disposal capacity remaining in Ontario, new waste

diversion policy is required.

### **Eye on Events**

The 2024 ROMA Conference, themed *Closer to Home*, will provide rural municipal leaders the opportunity to address policy issues, funding concerns, and to meet directly with Provincial Ministers on local issues. Register by **October 27** to access early bird rates. For full registration and hotel information, [click here](#).

Don't be disappointed! Book your trade show booth today to ensure your participation in the 2024 ROMA Conference. Limited spaces available. Download the [exhibitor package](#) or [sponsorship package](#) today.

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. You can register for this important training [here](#).

AMO and LAS have finalized the program for this year's important conversation on energy and the municipal role. Don't miss this event November 2-3 at the Novotel Centre, Toronto. [View the program and register now](#). Space is limited.

AMO's Councillor Training provides the knowledge and insights to support you as a local leader. AMO's training explores the key areas related to your role as a local leader including: conflict of interest, code of conduct, insight into legislation and policy, finance and strategic planning, asset management - and more! [Register today](#) for October 20 training.

Whether you are looking for better understanding of legislation and planning processes, or are ready to dive into strategic decision making, these sessions will prepare you in your not always easy role of an elected official. Register for the [Foundations](#) or [Advanced](#) land use training fall opportunities.

AMO's Health and Safety Program Management partner, [4S Consulting](#), is hosting a webinar on November 14 at 8:30am ET on the double rebate offering from WSIB for municipal health and safety programs. [Register and learn](#) more on how to create sustainable health and safety programs.

### **LAS**

SaveOnEnergy is offering free training webinars for municipal energy/facility managers and directors. Learn how to integrate energy management principles, identify savings, and reduce cost in your municipal facilities. [Register](#) today.

### **Municipal Wire\***

The Ontario Municipal Administrators Association (OMAA) is offering an online seminar series on the [CAO Profile](#) and what it takes to be an effective CAO. The series will feature the workbook and many practical tips on what's required to succeed. [Register now](#).

[Fleming College](#) is seeking municipal environmental land-use planning and management projects to be implemented by students in the [Environmental Land](#)

Management program. Contact Emily Markovic to discuss partnership opportunities.

The Invasive Species Centre is ready to support municipalities where there have been spotted lanternfly sightings. For information and resources, see our species profile or take our online training course.

### Careers

Accounting Services Manager/Deputy Treasurer - County of Northumberland. Responsible for maintaining effective control over the day-to-day activities of the Finance department. Apply to hr@northumberland.ca by October 25.

Public Works Technologist - Town of Carleton Place. Development, coordination, implementation, and administration of asset management plans related to roads, water, and sewer infrastructure. Apply to hr@carletonplace.ca by October 31.

Advisor, Asset Management - Town of Caledon. Responsible for leading the management of effective departmental asset management plans. Apply online by October 24.

Engineer - City of Toronto. Provides technical support to the operational units of the Solid Waste Management Services Division (SWMS). Apply online by October 30.

Asset Management Analyst - City of Cambridge. Responsible for leading and/or supporting variety of projects related to development and improvement of asset management systems. Apply online by October 31.

Planner III - County of Simcoe. Co-ordinates the processing of all planning application and circulations. Apply online by November 6.

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

### AMO Contacts

AMO Watchfile Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries

Municipal Wire, Career/Employment and Council Resolution Distributions

AMO's Partners



\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

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October 26, 2023

### In This Issue

- AMO 2024 Youth Fellowship applications now welcome!
- ROMA Conference: *Close to Home* - Early bird registration closes October 27.
- ROMA 2024 Conference January 21-23: Exhibitor and sponsorship opportunities.
- New AMO training - Understanding Competing Human Rights, December 12.
- Land Use Planning Deeper Dive: Strengthen your planning skills with AMO training.
- Indigenous Community Awareness Training - Save the date.
- 4S Webinar: Double WSIB rebates for Municipal Health & Safety Programs.
- LAS electricity procurement - 2024 hedge price.
- Get a free quote for your 2024 Road & Sidewalk Study.
- Bright idea if you're thinking of lighting upgrades.
- Canoe Fall webinars continue.
- SaveOnEnergy Energy Management and Efficient Electrification webinars.
- A conversation of what it takes to be an effective CAO.
- Fleming College seeking municipal partnership projects.
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in the 2024 ROMA Conference. Limited spaces available. Download the [exhibitor package](#) or [sponsorship package](#) today.

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. You can register for this important training [here](#).

This training is for councillors with a good foundation in land use training and are ready to dive into strategic decision making. Engage in case studies and real life examples that are analyzed and understood through instructor lead instruction and group discussion. Register for the November 7 [Advanced](#) land use training.

OFIFC has developed a training to help build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger relations forward in Ontario. Watch [here](#) for registration announcements.

AMO's Health and Safety Program Management partner, [4S Consulting](#), is hosting a webinar on November 14 at 8:30am ET on the double rebate offering from WSIB for municipal health and safety programs. [Register and learn](#) more on how to create sustainable health and safety programs.

## **LAS**

LAS is pleased to [announce it has secured a fixed hedge price](#) for the 12-month term from January 1 to December 31, 2024, for the 145 participants in the program.

The [LAS Road & Sidewalk Assessment](#) uses high-quality objective data to help you spend maintenance dollars wisely. Contact [Tanner](#) to get a free, no obligation quote for a survey of your community's roads and sidewalks.

Are you looking to upgrade your interior lighting, sports fields, or other outdoor lights next year? Our turn-key [Facility Lighting Service](#) has you covered. Contact [Christian Tham](#) to get a free proposal for your 2024 budget.

Our fall webinar series showcasing [Canoe Procurement Group](#) opportunities continues. Join us for educational webinars covering a range of topics from Electric Vehicles and charging systems to drone technology. [Check out our Events page](#) for all the registration details.

SaveOnEnergy is offering free training webinars for municipal energy/facility managers and directors. Learn how to integrate energy management principles, identify savings, and reduce cost in your municipal facilities. [Register](#) today.

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Fleming College is seeking municipal environmental land-use planning and management projects to be implemented by students in the Environmental Land Management program. Contact Emily Markovic to discuss partnership opportunities.

### **Careers**

Senior Program Advisor - Ministry of Municipal Affairs and Housing. Please apply online, only, by quoting Job ID 204474. Closing date: November 14.

Team Lead - Ministry of Municipal Affairs and Housing. Please apply online, only, by quoting Job ID 204478. Closing date: November 14.

Research and Policy Associate - City of Toronto. Support the development, coordination and implementation of programs, strategies and policies. Closing date: November 8.

Municipal Clerk - Haldimand County. Execute the statutory duties as identified in the Municipal Act and other provincial legislation. Closing date: November 8.

Asset Management Technician - City of Cambridge. Coordinate, review, and enter asset information provided from various internal/external sources into business system data repositories. Closing date: November 9.

Director Strategy & Engagement - City of Thunder Bay. Responsible for the strategic management, direction, efficient and effective operation of the Strategic Initiatives & Engagement Division. Closing date: November 14.

Manager of Facilities and Parks - Township of Rideau Lakes. Oversee all operations within the Municipal Properties department. Closing date: November 10.

Chief Administrative Officer - Municipality of Brighton. Responsible for providing administrative leadership to the Municipality. Closing date: November 10.

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AMO's Partners



# COUNCIL HIGHLIGHTS

TUESDAY,  
OCTOBER 24, 2023

## IN THIS ISSUE:

Empowering Progress: Elgin County's Support to Modernize the MFIPPA

Enhancing Spasticity Care in Elgin's LTCHs: Renewed Two-Year Service Agreement

Enhancing Mobility and Wellness: Achieva Health's Physiotherapy Services Contract Extended for an Additional Two Years

Ensuring Seamless Pharmacy Services at Elgin County Homes

Boosting Southwestern Public Health: County Council's Commitment to Community Well-Being

A Collaborative Approach to Taxation: Resolving Payment-in-Lieu Discrepancies

Empowering the Arts: STEPAC's Request for County Council Funding Increase



## Empowering Progress: Elgin County's Support to Modernize the MFIPPA

Elgin County Council supported efforts to update and modernize the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). This comes in response to correspondence received from The Town of Bracebridge requesting advocacy for updates to this Act.

Elgin County Council directed the Warden to send a letter of support endorsing advocacy efforts, including but not limited to:

- Strengthening municipal accountability and transparency;
- Providing minimum standards for privacy management and breach protocols;
- Designating clerks as heads of municipalities under the Act;
- Regular review of the Act and General Regulation; and
- Ensuring that the Act is consistent with other applicable legislation.

For the complete list of efforts, please visit the Council Agenda package.

This letter will be sent to the Premier of Ontario, Minister of Municipal Affairs and Housing, Minister of Public and Business Service Delivery, Member of Provincial Parliament for Elgin-Middlesex-London, Local Municipal Partners, and the Association of Municipal Managers, Clerks, and Treasurers of Ontario to express Elgin's support for modernizing the Act.



## **Enhancing Spasticity Care in Elgin's LTCHs: Renewed Two-Year Service Agreement**

The *Fixing Long-Term Care Act* and *Ontario Regulations 246/22* require a Specialized Physician agreement for providing specialized medical services to the residents of Bobier Villa, Elgin Manor, and Terrace Lodge, Elgin's three Long-Term Care Homes (LTCHs).

The specialized physician's role for spasticity management-neurotoxin therapy includes providing specialized medical services, such as spasticity management-neurotoxin therapy, as well as being accountable to the Medical Director for meeting the Home's policies, procedures, and protocols for medical services.

The County of Elgin Homes had a successful agreement with Dr. Adam Kassam to provide spasticity management medical services. The County's Director of Homes and Seniors Services has successfully negotiated a two-year agreement with Dr. Adam Kassam for providing specialized medical services (spasticity management) for Bobier Villa, Elgin Manor, and Terrace Lodge, which was approved and authorized by County Council.

## **Enhancing Mobility and Wellness: Achieva Health's Physiotherapy Services Contract Extended for an Additional Two Years**

Long-Term Care Home operators must provide onsite therapy services either through a contracted physiotherapy service or by qualified, regulated health professionals. The services include on-site physiotherapy, occupational therapy, positioning, transferring, mobility assessment, education and support, range of motion, and group exercise.

Elgin County Homes previously had a three-year agreement with Achieva Health for physiotherapy services, which could be extended for two years, subject to satisfactory performance.

Achieva Health has provided excellent service with positive resident outcomes over the past three years. County Council approved the increase in physiotherapy service fees and authorized extending the contract with Achieva Health from January 1, 2024, to December 31, 2025.



## Ensuring Seamless Pharmacy Services at Elgin County Homes

During the September 12th, 2023, County Council Meeting, the current Pharmacy Services agreement was extended until January 29, 2024, allowing for additional evaluation time and a potential transition outside the holiday season. Six proposals were received through the Request For Proposal (RFP) issued on June 12, 2023. Advantage Care Pharmacy was recommended by the Evaluation Committee to accept the contract.

County Council authorized staff to extend the contract for an additional two, two-year terms for a potential seven (7) year contract in accordance with section 7.6 of the County's Procurement Policy, subject to satisfactory performance and mutual agreement between both parties during the initial three-year contract term.

Once the agreement is signed, staff will begin discussions with the current provider and Advantage Care to ensure a successful transition of pharmacy services. The transition of pharmacy services in all Elgin County Homes is planned for the week of January 29, 2024.

## Boosting Southwestern Public Health: County Council's Commitment to Community Well-Being

At a previous Council Meeting, County Council received a letter from Southwestern Public Health (SWPH) requesting programming funding, which was approved for \$61,000. The County recently received a letter requesting additional support for their 2023 budget-based funding.

Southwestern Public Health requested a 4.5% base funding increase from the Ministry of Health but only received a 1% increase. As a supporting partner of SWPH, the County of Elgin and other funding partners are responsible for the unfunded portion of the additional increase if the Ministry does not support their request.



As per their budget letter to the County, Council approved a \$99,657 request from Southwestern Public Health. Council also directed the Warden to send a letter to MPP Rob Flack, as well as Ontario Municipalities, detailing concerns with the current Public Health funding structure that requires local governments to cover such costs.

## A Collaborative Approach to Taxation: Resolving Payment-in-Lieu Discrepancies

Payment(s)-in-Lieu are funds paid by the Province of Ontario or the Government of Canada to Municipalities for properties that would otherwise be exempt from tax assessment. The payments are not classified as taxes, and a portion of these funds are directed to school boards and the upper-tier municipal government.

During the County's 2021 year-end review, inconsistencies were discovered in Payment(s)-in-Lieu from local Municipalities and related to the calculation of taxes that should have been forwarded to the County. The County Treasurer initiated discussions to investigate these inconsistencies. Interpretations of the rules of taxation differed between the County and some Local Municipal Partners, resulting in a historical calculation discrepancy.

Staff reports that Payment(s)-in-Lieu calculations are now annually reconciled with Local Municipal Partners and recommended that Council should not consider placing restrictions on reserves that penalize any of our Local Municipal Partners relevant to this issue.

## Empowering the Arts: STEPAC's Request for County Council Funding Increase



The St. Thomas-Elgin Public Art Centre (STEPAC) has requested increased funding from the County of Elgin to continue providing diverse programs and activities for people of all ages and backgrounds.

Despite STEPAC's efforts to raise funds, the funding allocation granted from the County of Elgin in 2008 has remained the same. The Public Art Centre notes that this hinders its ability to fulfill its mission effectively and impacts the quality and diversity of programs.

The Public Art Centre requested an increase in funding of \$40,000 from the County of Elgin for 2024. County Council recommended that this correspondence be sent to the Budget Committee for discussions in the Budget development process for 2024 and that a letter be sent to STEPAC requesting additional details about the need for these additional funds.

For the complete **October 24, 2023**, County Council Agenda Package,  
please visit the Elgin County [website](#).

The Township of Malahide  
87 John Street South  
Aylmer, ON N5H 2C3

October 20, 2023

Dear Mayor Giguère and Malahide Council,

I am writing to request your support for Elgin County's grant application to the Federal Economic Development Agency for Southern Ontario. We are undertaking this initiative to develop an investment attraction strategy that leverages our strategic location, recent developments in electric vehicle battery production, and the increasing interest in the development opportunities within our region. This project is not just about Elgin County; it's about strengthening our entire community.

The project's success hinges on the collaborative support of our local municipalities. Each of you plays a vital role in our shared future, and your letter of support will demonstrate your commitment to our regional development and growth. By endorsing Elgin County's grant application, you are advocating for a project that encompasses a multitude of advantages:

1. **Economic Growth:** The project is designed to foster clean economic growth by promoting electric vehicle manufacturing, reducing environmental impact, and creating new job opportunities within our region.
2. **Local Business Growth:** Your support will contribute to the growth of small to medium-sized businesses, particularly in the clean technology sector, ensuring that our local enterprises are well-positioned for the future.
3. **Inclusivity and Regional Coverage:** Endorsing this project showcases your commitment to promoting inclusivity and diversifying the regional economy, ensuring a more balanced and sustainable future.
4. **Localizing Supply Chains:** The project will contribute to localizing supply chains, ensuring greater resilience in the face of evolving global markets.

While we are excited about the potential benefits of this initiative, we also recognize that challenges and risks are an inherent part of any undertaking of this magnitude. Your support will help mitigate these risks and increase our chances of success.

The County of Elgin has identified potential risks, such as a lack of municipal capacity, infrastructure costs, power capacity shortages, and energy consumption growth. However, we are confident that our collaborative approach, strong partnerships, and risk mitigation measures will lead to a positive outcome. With your support, we can address these challenges more effectively and ensure the success of the project.

We understand the importance of your role in our shared future and would greatly appreciate your endorsement of Elgin County's grant application. This collaborative effort will not only benefit Elgin County but also the entire region, creating a prosperous, sustainable, and inclusive community for our residents.

To provide your letter of support or if you have any questions or require further information about the project, please do not hesitate to contact us. We value your input, and we are committed to working closely with you to develop and implement this strategy.

Thank you for considering our request.

Sincerely,



Carolyn Krahn

Manager of Economic Development, Tourism and Strategic Initiatives  
519-631-1460 | [ckrahn@elgin.ca](mailto:ckrahn@elgin.ca)

Attachments:

1. Report to County Council Re: Investment Attraction – FedDev Grant Application
2. Letter of Support Template



## REPORT TO COUNTY COUNCIL

**FROM:** Carolyn Krahn, Manager of Economic Development, Tourism and Strategic Initiatives

**DATE:** October 3, 2023

**SUBJECT:** Investment Attraction – FedDev Grant Application

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### RECOMMENDATIONS:

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THAT staff be directed to work with the Local Municipal Partners to submit a grant application to FedDev Ontario to support the development and implementation of an investment attraction strategy.

### INTRODUCTION:

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The opening of the Amazon Fulfillment Centre and the development of the Power SE Gigafactory have generated significant interest from the private sector in both industrial and residential land development within the County. By working with our Local Municipal Partners, the County can maximize this opportunity for the entire region and ensure that the benefits of this growth are realized by our communities.

Economic Development staff, with input from the local Chief Administrative Officers, are working on a grant application to FedDev Ontario. This grant will help us create a plan to attract investments to our region. A joint application makes it more likely that our grant application will succeed and that the resulting plan will benefit the entire area.

FedDev Ontario supports not-for-profit and community organizations with grants ranging from \$125,000 to \$10 million per project. They focus on clean economic growth, helping growing companies, advancing technology, and aiding in the transition of traditional industries. They prioritize inclusive growth and regional coverage, welcoming projects that benefit underrepresented groups and communities.

Successful projects aim to make local economies better by filling gaps, attracting businesses, and promoting new ideas. They include supporting major employers, creating economic clusters, expanding into new markets, and making supply chains local. The grant is open to industry organizations, municipalities, and non-profits that drive economic growth and development.

For more information on this grant opportunity, visit [FedDev Ontario](#). The grant application form is also attached to this report.

## DISCUSSION:

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The proposed project will position Elgin County and the surrounding region as a hub for the manufacturing of electric vehicles and will foster investment and stimulate business growth. By leveraging strategic advantages such as our location at the heart of the Great Lakes Automotive Corridor, proximity to the new Volkswagen electric vehicle battery factory, and access to critical minerals, the project aims to create a thriving ecosystem with increased business activity, talent attraction, and global competitiveness in rural southern Ontario.

### 1. Objectives

- **Attract Investment and Develop the Electric Vehicle Battery Supply Chain:** The primary objective is to attract significant investment to Elgin County, facilitating the development of a robust electric vehicle battery supply chain. Our strategic location makes us a prime choice for manufacturing and supplying products and services within the electric vehicle battery supply chain.
- **Foster Business Scale-up and Diversification:** The project seeks to stimulate the growth of small to medium-sized businesses actively supporting the electric vehicle battery supply chain and related industries.
- **Connect Smaller Communities to Globally Competitive Economies:** The project will enhance economic diversification and connect the lower tier municipalities within Elgin County to globally competitive economies. By establishing a cluster that fosters collaboration among businesses, educational institutions, and research organizations, the project lays the foundation for a vibrant and innovative ecosystem, promoting job creation and prosperity for the entire region.

### 2. Project Overview

Timeline	Task	Cost
November – December 2023	<u>Work with Lower Tier Municipalities to Clarify Goals</u> The project will build a strategy to coordinate a collective response to the rapid growth expected in the region. The goal is to optimize support for investors and implement a managed growth strategy that addresses the needs of current and future businesses and residents. Growth strategies will be informed by Official Plans and other key documents to manage potential competition and synergies in various types of growth.	Staff Time

November – December 2023	<u>Update Vacant Land Inventory</u> The project will collaborate with the lower tier municipalities to gather lists of current vacant lands in the County. This information will be added to our GIS maps to make it easier for potential investors to access all available land and supporting information in one location.	Staff Time
October 2023 – June 2024	<u>Complete Master Servicing Study</u> A consultant will be engaged to map existing servicing infrastructure (water, waste water, gas, hydro, fibre) onto the vacant land inventory, providing accurate information to potential investors.	\$475,000
December 2023 – February 2024	<u>Identify Parcels Ready for Development</u> In partnership with the lower tier municipalities, the project will contact landowners to determine their interest in marketing their lands to potential investors.	Staff Time
June 2024 – July 2024	<u>Address Servicing Gaps</u> The Master Servicing Study will provide options and recommendations for necessary infrastructure, ensuring its availability for development.	Staff Time
January 2024 – September 2024	<u>Update Incentives</u> Staff will work with the Local Municipal Partners to review and evaluate the current Community Improvement Plan (CIP). Following the review, staff will consult with the local municipalities to determine the growth priorities for each municipality and update the CIP to support the growth of existing businesses and to attract investment in priority sectors.	Staff Time
November 2023 – May 2024	<u>Streamline Planning Processes</u> In partnership with the local municipalities, the project will strengthen planning services and streamline planning applications and approvals to expedite the development process for investors.	Staff Time
June 2024 – June 2026	<u>Develop Workforce Attraction and Retention Plan</u> Collaborating with relevant organizations, the project will establish goals and actions for workforce training, education, diversity, equity, and inclusion initiatives, addressing housing and transportation needs.	Staff Time



<p>June 2024 – June 2026</p>	<p><u>Create and Implement Marketing and Lead Generation Strategy</u>                  The project aims to develop a comprehensive marketing and lead generation strategy to attract potential investors and generate interest in Elgin County. This will involve creating a compelling community profile highlighting the county's strengths, using effective advertising methods such as a dedicated website, ads, and face-to-face meetings. The lead generation process will include market research and targeted outreach efforts to identify potential investors. The goal is to engage potential leads directly, providing information and facilitating meetings with stakeholders to secure investments that contribute to establishing Elgin County as a hub for the manufacturing of electric vehicles.</p>	<p>\$150,000</p>
<p>October 2024 - ongoing</p>	<p><u>Establish BR+E Program and Evaluate Strategies</u>                  Developing an investment aftercare program and using data to enhance investment attraction and retention strategies, the project will consider existing businesses and provide opportunities for expansion.</p>	<p>Staff Time</p>

**FINANCIAL IMPLICATIONS:**

The grant ask would be \$625,000 with the County’s and Local Municipality’s contribution being their staff time.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

<p><b>Serving Elgin</b></p>	<p><b>Growing Elgin</b></p>	<p><b>Investing in Elgin</b></p>
<p><input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need.</p> <p><input checked="" type="checkbox"/> Exploring different ways of addressing community need.</p> <p><input checked="" type="checkbox"/> Engaging with our community and other stakeholders.</p>	<p><input checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.</p> <p><input checked="" type="checkbox"/> Fostering a healthy environment.</p> <p><input checked="" type="checkbox"/> Enhancing quality of place.</p>	<p><input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.</p> <p><input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.</p>

**Additional Comments:****LOCAL MUNICIPAL PARTNER IMPACT:**

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County staff will work with the Local Municipal Partners to draft the grant application. If the application is successful, staff will work closely with the local municipalities to develop and implement a County-wide investment attraction strategy.

**COMMUNICATION REQUIREMENTS:**

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County staff will reach out to the Local Municipal Partners to request letters of support for the grant application. The result of the application will also be shared with the Local Municipal Partners.

**CONCLUSION:**

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Recent industrial developments have spurred private sector interest in both industrial and residential land development within Elgin County and the surrounding region. By working with our Local Municipal Partners and pursuing a grant from FedDev Ontario, the County can maximize this opportunity for economic growth. The proposed project aligns with the FedDev vision of supporting regional initiatives, clean economic growth, technology advancement, and inclusive development. The proposed project aims to create a vibrant ecosystem for the manufacturing of electric vehicles. Looking forward, our commitment extends to ongoing initiatives such as the BR+E Program and the support of existing businesses. By leveraging local assets and resources, this project seeks to solidify Ontario's position as a leader in the electric vehicle industry, while creating a sustainable future for Elgin County and its communities.

All of which is Respectfully Submitted

Approved for Submission

Carolyn Krahn  
Manager of Economic Development,  
Tourism and Strategic Initiatives

Don Shropshire  
Chief Administrative Officer/Clerk



Federal Economic Development  
Agency for Southern Ontario

Agence fédérale de développement  
économique pour le Sud de l'Ontario

**APPLICATION FOR FUNDING  
(Not-For-Profit Applicants)**

**IMPORTANT:**

- Before you begin, please review the information on our [website](#) to confirm your eligibility. The Application Guide provides important background information, definitions, and instructions on how to complete your Application for Funding.
- If you have any questions, please [contact FedDev Ontario](#) or phone at 1-866-593-5505.
- Complete your Application for Funding using Adobe Reader® 10 (or higher). You may not be able to fill and save your form using a different PDF software. Troubleshooting can be found in the Application Guide.
- Questions with an asterisk \* are mandatory.
- After completing the Application for Funding, please attach all required supporting documents by using the "Add Attachments" buttons in this document. When you are ready to submit, please first print and save a copy for your records.
- **Incomplete applications cannot be assessed and will be deemed ineligible.**

APPLICANT INFORMATION		
1. Legal name of Applicant organization *		
2. Is the operating name same as legal name? * <input type="radio"/> Yes <input type="radio"/> No <i>Operating name (if different from legal name).</i>		
3. Type of organization * <i>If other, please specify.</i>		
4. Is the Applicant subsidiary? * <input type="radio"/> Yes <input type="radio"/> No <i>If yes, identify the parent entity and its location (city/country):</i>		
5. Business number (provided by the Canada Revenue Agency) *		
6. If you are an Indigenous organization, please provide your Band Number (if applicable)		
7. Select from the drop-down box below to indicate the nature of your organization. * <i>If you selected Manufacturing, please select from the drop-down box below to specify the type of manufacturing your business does.</i> <i>If other, please specify.</i>		
8. Provide a brief description of your organization, which must include: * <ul style="list-style-type: none"> <li>• Objectives, mandate, core activities, scope, and/or key products and services</li> <li>• Organization history, including years in operation, and major achievements</li> <li>• Details on your organization's structure and governance (maximum 3,000 characters)</li> </ul>		
9. Date of Incorporation/Formation: (YYYY-MM-DD) *		10. Your company's fiscal year end: (YYYY-MM-DD) *
11. Number of full-time employees in Canada: *	12. Number of part-time employees in Canada: *	13. Number of employees outside of Canada: *
14. Name of the FedDev Ontario representative with whom you spoke regarding your project, if applicable:		
15. Applicant Address: Street, Unit Number, etc. *		

City *	Province * Ontario	Country * Canada	Postal Code
16. Business website			
17. Business-related social media accounts, such as your Twitter, Facebook, Instagram, LinkedIn, YouTube, etc.			
18. In which official language do you wish to communicate? * <input type="radio"/> English <input type="radio"/> French			

**AUTHORIZED PROJECT CONTACT**

19. First name *		Last name *	
Title *		Email *	
Business telephone number *	Extension	Mobile telephone number	

**AUTHORIZED FINANCIAL CONTACT**

20. First name *		Last name *	
Title *		Email *	
Business telephone number *	Extension	Mobile telephone number	

**PROJECT INFORMATION**

21. Provide a short project description (2-3 sentences), summarizing the project and outlining the project's results. * (maximum 200 characters)			
<i>Please note that this information may be used by FedDev Ontario for public reporting</i>			
22. Which FedDev Ontario program are you applying to? (maximum 100 characters)			
23. Estimated start date of project: (YYYY-MM-DD) *		24. Estimated end date of project: (YYYY-MM-DD) *	
25. Provide the physical address where the largest portion of the project will occur: Street, Unit Number, etc. *			
City *	Province * Ontario	Country * Canada	Postal Code *
26. Will any part of the project be carried out on federal lands? * <input type="radio"/> Yes <input type="radio"/> No			
27. In what Official Language will your project offer products or services? * <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Both			
28. Describe your project plan, including main activities to be undertaken and key milestones during the project, and plan for sustainability following the end of the funding period (if known/applicable). * (maximum 3,000 characters)			
29. Describe your project's objective(s) and, the anticipated outcome(s), and outline how these will align with the program's priorities (as outlined in the Application Guide). * (maximum 3,000 characters)			

30. Is your project proposing to further distribute funding to one or more ultimate recipient? \*  Yes  No

If yes, please describe your further distribution of funding model proposal

- Summarize and attach a project plan with details on proposed end recipients, project activities and funding parameters
  - Describe how this project does not duplicate other existing measures or initiatives (government or otherwise)
  - Explain why federal government funding is required to complete this project
  - Detail your organization's track record of delivering funding programs (if applicable)
- (maximum 3,000 characters)

31. Does your project support clean growth outcomes? \*  Yes  No

If yes, please explain and include information that is measurable or quantifiable. (maximum 3,000 characters)

32. The Government of Canada recognizes that many underrepresented groups face unique economic challenges. Understanding that participation of underrepresented groups (listed below) is an integral part of building strong and inclusive communities, and it helps the Government of Canada provide inclusive programming to support all groups. Priority may be given to applications that can demonstrate how they support inclusive growth. You are encouraged to complete this section, however, if your company does not align with or support the below groups, or you do not wish to indicate, leave the fields blank.

	If applicable, please indicate if your company is led or majority led by one or more of the following underrepresented groups:	If applicable, please indicate if your project will influence any of the following federal inclusive growth priorities:
2SLGBTQI+	<input type="checkbox"/>	<input type="checkbox"/>
Black Communities	<input type="checkbox"/>	<input type="checkbox"/>
Indigenous Peoples	<input type="checkbox"/>	<input type="checkbox"/>
Members of Official Language Minority Communities	<input type="checkbox"/>	<input type="checkbox"/>
Newcomers to Canada and Immigrants	<input type="checkbox"/>	<input type="checkbox"/>
Persons with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Racialized Communities (other than Black)	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>
Other (maximum 200 characters)		

If applicable, please explain how your company will influence the federal inclusive growth priorities identified above. (maximum 1,000 characters)

33. List any key project partners or collaborators and their role(s) in the project. \* (maximum 3,000 characters)

34. Describe the target audience or clientele for your project and its value proposition. In answering this question, identify all similar initiatives in Canada (or internationally) and explain how they how they duplicate, complement and/or differentiate themselves from the activities proposed in your project. \* (maximum 3,000 characters)

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35. Describe the project's key risks and mitigation strategies (e.g., financial, competitive, technical, regulatory, supply chain). \* (maximum 3,000 characters)

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36. Describe the need for FedDev Ontario funding and the impact on the project if funding is not received. \* (maximum 3,000 characters)

**PROJECT RESULTS**

37. Please indicate whether your project will lead to any of the following results, and if so, indicate the amount or value. Expected results should be measured from the Start Date of Project to the End Date of Project. \*

Result	Amount
Increase in domestic revenues? <input type="radio"/> Yes <input type="radio"/> No	
Increase in exports? <input type="radio"/> Yes <input type="radio"/> No	
Increase in clean technology sales? <input type="radio"/> Yes <input type="radio"/> No	
New foreign investment into Canada? <input type="radio"/> Yes <input type="radio"/> No	
New partnerships/collaborations created? <input type="radio"/> Yes <input type="radio"/> No	
New intellectual property (IP) to be created or licensed? <input type="radio"/> Yes <input type="radio"/> No	
New products or services commercialized? <input type="radio"/> Yes <input type="radio"/> No	
New skills development, training/mentorship to be provided? <input type="radio"/> Yes <input type="radio"/> No	
Number of businesses supported? <input type="radio"/> Yes <input type="radio"/> No	
Number of organizations supported? <input type="radio"/> Yes <input type="radio"/> No	
Insert program specific indicator if applicable (refer to Application Guide) <input type="radio"/> Yes <input type="radio"/> No	
Total number of jobs to be created at end date of the project: *	Total number of jobs to be maintained at end date of the project: *
Total number of jobs to be created two (2) years after the end date of the project: *	Total number of jobs to be maintained two (2) years after the end date of the project: *

**PROJECT BUDGET**

38. A. Total Project Costs by Fiscal Year \* (fiscal year is defined as April 1 – March 31)

2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Total

B. Total Project Costs by Cost Category

Cost Category	Amount
Project facilities and infrastructure	
Labour	
Expertise	
Equipment and machinery	
Project Management	
Funding for further redistribution	
Materials	
Marketing and outreach costs	
Training and talent costs	
Total Project Costs	

C. Funding Sources

Funding Source	Amount of Funding	Status of Funding
Total Amount of Funding		

Please note that Total Project Costs must be equal in the three tables (A. Total Project Costs by Fiscal Year, B. Total Project Costs by Cost Category and C. Funding Sources)

39. Total Amount requested from FedDev Ontario: \*

Note: Complete Applications for Funding will undergo a due diligence review. Funding decisions will take into account the minimum amount required to carry out the project.

**FINANCIAL INFORMATION**

40. Has your company received any federal or provincial funding in the last five (5) years? \*  Yes  No

Department/agency name	Program name	Amount of funding received	Purpose of funding	Date funding received (YYYY-MM)	Contact name (at funding source)	Contact email (at funding source)

41. Describe your organization's current financial performance. * (maximum 3,000 characters)
42. Describe how your organization will be sustained beyond the project completion. * (maximum 3,000 characters)
43. Applicants must provide the following documentation to accompany this application by using the Add Attachments button: <ul style="list-style-type: none"><li>• Historical financial statements for the last two (2) fiscal years and the most recent interim financial statement</li><li>• Constituting / Incorporation documents, list of Directors/Members of the Board or other relevant documentation</li><li>• Biographies of key management and/or key staff required to complete the project</li><li>• A project schedule that outlines major activities and key milestones (with expected completion dates) for your project</li><li>• A detailed design plan for your further redistribution of funding proposal (if applicable)</li><li>• Any other attachments that could support your application such as implementation plans letters of support etc.</li></ul> <p><b>Incomplete applications cannot be assessed and may be deemed ineligible.</b></p> <p>Please confirm that the mandatory information required is attached to this application. * <input type="checkbox"/> Yes</p>



**CERTIFICATION**

On behalf of the Applicant, I hereby acknowledge and certify that:

- (a) I have authority to submit this application on behalf of the Applicant and evidence of this authority will be provided upon request.
- (b) I have read and understand this application and program information and will submit all the required information with this proposal. I understand incomplete applications cannot be assessed and will be deemed ineligible.
- (c) Funding is discretionary and subject to availability. Submitting a complete Application for Funding and meeting all or any of the assessment criteria does not mean that all or part of the funding requested will be granted.
- (d) I am not engaged in any illegal or criminal activity, and do not promote violence, incite hatred or discriminate on the basis of sex, gender identity or expression, sexual orientation, colour, race, ethnic or national origin, religion, age, or mental or physical disability, contrary to applicable laws.
- (e) The Applicant, its directors or its officers are not party to or threatened by, to the knowledge of the Applicant, any actions, suits, investigations or other legal proceedings pending and there is no order, judgment or decree of any court or governmental agency, which could materially and adversely affect the business, or its ability to carry out the proposed project.
- (f) The information provided herein is complete, true and accurate and covenant that any other information given in the future in connection with the carrying out of the project will also be complete, true and accurate.
- (g) Financial assistance from FedDev Ontario is a significant factor in the decision to proceed with this project, and I authorize FedDev Ontario to make credit checks or other inquiries it deems necessary to evaluate this application. I agree to provide any further information that may be required for FedDev Ontario to make a decision.
- (h) Project costs incurred by the Applicant in the absence of a signed contribution agreement with FedDev Ontario are incurred at the sole risk of the Applicant and any such costs may not be considered eligible for FedDev Ontario assistance.
- (i) FedDev Ontario, its officials, employees, agents and contractors may share this application and/or make enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/agencies, and not-for-profit, economic development or other organizations as may be appropriate, and may collect and share information with them, as FedDev Ontario deems necessary to assess this application, refer the application, administer and monitor the implementation of the project, and to evaluate the results of the project and program.
- (j) Information provided to FedDev Ontario will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern the use, protection and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to FedDev Ontario is secured from unauthorized access.
- (k) The Applicant has not engaged any person to solicit financial assistance for a commission, contingency fee or other form of consideration dependent upon the approval of this Application for Funding.
- (l) Any person who has been lobbying on behalf of the Applicant to obtain a contribution as a result of this application is registered pursuant to the *Lobbying Act* and was registered pursuant to that Act at the time the lobbying occurred. Where the lobbying duties of the employees of the Applicant constitute a significant part of the employee's duties, the Applicant is in compliance with the *Lobbying Act*.
- (m) Any former public office holder or public servant employed by the Applicant is in compliance with the provisions of the *Conflict of Interest Act*, the *Values and Ethics Code* for the Public Sector and the *Directive on Conflict of Interest*.
- (n) The Applicant agrees to comply with the *Official Languages Act* as may be required, and specifically where a project involves services to or activities with the public.
- (o) As part of its project assessment process, FedDev Ontario requires that all projects conform with the *Impact Assessment Act (2019)*.
- (p) The Applicant is not in default under any funding agreement with the federal government.

I Agree \*

Name *		Title *	
Signature of officer with signing authority for the organization		Date (YYYY-MM-DD) *	

*A signature is not required if you are submitting your application electronically.*

The Honourable Filomena Tassi  
Federal Economic Development Agency for Southern Ontario  
101-139 Northfield Drive West  
Waterloo, Ontario  
N2L 5A6

November 1, 2023

Dear Minister Tassi,

I am writing on behalf of [Your Municipality] to express our support for the grant application submitted by the County of Elgin. We are committed to working with the County of Elgin to advance economic development, foster inclusive growth, and position the region as a hub for electric vehicle battery production and manufacturing. The proposed investment attraction strategy is not only aligned with the priorities of FedDev Ontario but also holds tremendous promise for our community and the broader region.

The County of Elgin's project plan reflects a clear understanding of the potential opportunities and challenges in our region. We believe this initiative has the potential to generate significant benefits, not only for Elgin County but for the surrounding municipalities and the broader economy. The timeline, objectives, and partnerships outlined in the grant application showcase the comprehensive approach that the County of Elgin is taking to create a thriving ecosystem for electric vehicle manufacturing and related industries.

In light of the project's scope and impact, we wish to highlight key areas of support:

1. **Clean Economic Growth:** The project aligns with the imperative of fostering clean economic growth by promoting the manufacturing of electric vehicles and sustainable technologies. Elgin County's strategic location within the Great Lakes Automotive Corridor makes it well-suited to support such environmentally responsible initiatives.
2. **Growing Companies:** By fostering the growth of small to medium-sized businesses in the electric vehicle battery supply chain, the project actively supports the growth of companies in the clean technology sector. This focus on local businesses aligns with our community's vision for economic development.
3. **Inclusive Growth and Regional Coverage:** The project's focus on connecting smaller rural communities in Elgin County to globally competitive economies promotes regional inclusivity and bolsters economic diversification. This approach aligns with our municipality's vision for balanced and inclusive growth.
4. **Making Supply Chains Local:** The project's dedication to addressing infrastructure and servicing gaps is essential for localized supply chains, which will increase the resilience of the electric vehicle industry in our region and support our sustainability objectives.

However, we acknowledge that any endeavor of this magnitude comes with its share of risks and challenges. It is crucial to be prepared and proactive in addressing these potential roadblocks. The County of Elgin has identified several key risks associated with the project, including a lack of capacity at the municipal level, infrastructure costs, power capacity shortages, energy consumption growth, and

more. To mitigate these risks, the project plan outlines a range of measures, such as shared servicing opportunities, master servicing studies, regional solutions, and public-private partnerships.

We are confident that the County of Elgin's risk mitigation measures, combined with strong regional partnerships, will help ensure the successful implementation of the project.

In conclusion, we wholeheartedly endorse the County of Elgin's grant application and believe that their investment attraction strategy will not only benefit our municipality but will have a positive ripple effect on the entire region. We look forward to the prospect of a cleaner, more diversified, and economically vibrant future, and we eagerly await the positive impact this project will have on our local communities.

Should you have any questions or require further information, please do not hesitate to contact us. We are committed to working hand in hand with the County of Elgin to support and contribute to the success of this transformative initiative.

Thank you for your consideration.

Sincerely,

[Your Name] [Your Title] [Your Municipality]

**From:** Carolyn Krahn <[ckrahn@ELGIN.ca](mailto:ckrahn@ELGIN.ca)>

**Sent:** Friday, October 27, 2023 10:13 AM

**To:** Thomas Thayer <[cao@bayham.on.ca](mailto:cao@bayham.on.ca)>; Nathan Dias <[NDias@malahide.ca](mailto:NDias@malahide.ca)>; Andy Grozelle <[agrozelle@town.aylmer.on.ca](mailto:agrozelle@town.aylmer.on.ca)>; Robin Greenall <[RGreenall@centralelgin.org](mailto:RGreenall@centralelgin.org)>; Lisa Higgs <[cao@southwold.ca](mailto:cao@southwold.ca)>; Tracy Johnson <[TJohnson@duttondunwich.on.ca](mailto:TJohnson@duttondunwich.on.ca)>; Magda Badura <[mbadura@westelgin.net](mailto:mbadura@westelgin.net)>

**Cc:** CAO <[CAO@elgin.ca](mailto:CAO@elgin.ca)>

**Subject:** Ontario Natural Gas Expansion Program - opportunity to provide feedback

Good Morning,

Earlier this week, we met with a senior advisor from Enbridge to learn more about their plans for this region and how they plan to respond to the anticipated growth. They highlighted a few areas where we could work together, including providing feedback on the future of natural gas expansion.

The Ontario Ministry of Energy is seeking public input on the future of the Ontario Natural Gas Expansion Program (NGEP) to address high home heating costs in rural, northern, and Indigenous communities. NGEP aims to make natural gas more accessible to underserved communities. It bridges the funding gap for projects where infrastructure costs exceed expected revenue. The funding comes from a \$1/month charge on existing natural gas bills. The government is soliciting input to better understand community energy needs and preferences and to decide how to continue the program beyond current phases. Feedback is welcome until December 15, 2023: [“Consultation on the future of natural gas expansion and home heating affordability”](#).

The Ministry is seeking feedback on various themes, including thoughts on NGEP's operations and the Phase 2 application process, key achievements in natural gas expansion, insights into converting home heating to natural gas, experiences with finding technicians and subsidies, considerations for the future focus of natural gas expansion and public investment priorities, alternative government initiatives for home heating support, the role of the government in identifying NGEP projects for funding, and the alignment of natural gas expansion with sustainability objectives at different levels.

If you haven't already, this is a good opportunity for you to provide feedback and participate in the consultation process. Additionally, we are actively engaged in ongoing discussions with Enbridge, and if your group is interested, we can facilitate a presentation from Enbridge to share their expansion plans and other initiatives they are currently involved in.

If you have any questions, don't hesitate to reach out.  
Have a great weekend,

**Carolyn Krahn**

*Manager of Economic Development and Strategic Initiatives*



450 Sunset Drive  
St. Thomas, ON N5R 5V1  
(519) 631-1460 ext. 133  
[www.elgincounty.ca](http://www.elgincounty.ca)



October 27, 2023

Hon. Doug Ford  
Premier of Ontario  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act***

On behalf of Elgin County Council, I am writing to urge the Ontario Government to consider updating and modernizing the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). At its meeting on October 24, 2023, Elgin County Council considered a staff report prepared in response to a resolution circulated by the Town of Bracebridge lobbying for the need to update and modernize MFIPPA and passed the following resolution:

“Moved by: Deputy Warden Jones  
Seconded by: Councillor Hentz

RESOLVED THAT County Council hereby supports revisions to the *Municipal Freedom of Information and Protection of Privacy Act* as outlined in the report from the Director of Community and Cultural Services and Director of Legal Services titled “Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*; and

THAT the Warden on behalf of Elgin County Council issue a letter to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; Member of Provincial Parliament for Elgin-Middlesex-London; local municipal partners in the County of Elgin; and the Association of Municipal Managers, Clerks and Treasurers of Ontario; and

THAT the resolution from the Town of Bracebridge “Time for Change – *Municipal Freedom of Information and Protection of Privacy Act*” dated September 15, 2023 be received and filed.

Motion Carried.”

Elgin County Council supports the efforts to update and modernize MFIPPA and strongly urges the Ontario Government to consider the following improvements proposed by the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO):

1. Strengthen municipal accountability and transparency:
  - MFIPPA should provide clarity on the sharing and use on information across institutions.
  - Provide guidance regarding open data.
- 2 Adoption of a Routine Disclosure and Active Dissemination Policy.
3. Consider integrating the Personal Information Bank with another existing accountability and transparency measure such as Routine Disclosure or Active Dissemination procedures.
4. Provide minimum standards for privacy management and breach protocols.
5. Designate clerks as heads of municipalities under the Act.
6. Include a provision in the Act for regular (5 year) review of Act and General Regulation that will:
  - Ensure that the Act is reflective of recent orders and guidance of the Office of the Information and Privacy Commissioner of Ontario (IPC);
  - Update the Act to reflect new and emerging technology
7. Enhance frivolous and vexatious provisions, expand the definition and provide a statutory legal test for administrators to utilize.
8. Add mechanisms to confirm that requests with offensive and inappropriate language may be refused.
9. Add a provision to the Act to permit municipalities to adopt a 'bulk user' policy.
10. Ensure that the Act is consistent with other applicable legislation. Where the Act is not consistent, provide guidance on which legislation prevails.
11. Define timelines within MFIPPA as business-days so that municipalities have the necessary time to effectively respond.
12. Modify the definition of a record to include electronic mail, instant message chats and voicemails, while clarifying the scope of disclosures required within these records (e.g. only last email on email thread necessary).
13. Provide clarity in the Act regarding the application of the Act to records of Members of Council. More specifically, provide a statutory legal test for determining whether a record is a municipal record.
14. Ensure fees are reflective of current processes, and keep pace with inflation, to accurately capture administration fees and reduce burden on local ratepayers.
15. Review the Act to "clean-up" references to outdated processes and technology.
16. Offer institutions updated training and guidance materials on MFIPPA on an annual basis targeted to both municipal staff and elected officials to ensure municipal staff have capacity to deal with increasing complexity of privacy and information matters, and that they have the support of their elected leadership.

17. Revise annual reporting, as required in the Act, to ensure that data being collected is relevant. Consider replacing IPC reporting with requirements that municipalities report to their councils.

18. Provide more transparency on IPC processes and include in the Act timelines for IPC processing (e.g. timelines for resolution of IPC adjudication).

A copy of the staff report and the resolution from the Town of Bracebridge is attached for your information.

Yours truly,



**Warden Ed Ketchabaw**

[warden@elgin.ca](mailto:warden@elgin.ca)

519-619-8432

cc Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
Hon. Todd McCarthy, Minister of Public and Business Service Delivery  
Hon. Rob Flack, Member of Provincial Parliament for Elgin-Middlesex-London  
Elgin County Municipalities  
Association of Municipal Managers, Clerks and Treasurers of Ontario



## REPORT TO COUNTY COUNCIL

**FROM:** Brian Masschaele, Director of Community and Cultural Services

Nicholas Loeb, Director of Legal Services

**DATE:** September 27, 2023

**SUBJECT:** Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*

---

### RECOMMENDATION:

THAT County Council hereby supports revisions to the *Municipal Freedom of Information and Protection of Privacy Act* as outlined in the report from the Director of Community and Cultural Services and Director of Legal Services titled “Resolution in Support of Updating the *Municipal Freedom of Information and Protection of Privacy Act*; and,

THAT the Warden on behalf of Elgin County Council issue a letter to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; Member of Provincial Parliament for Elgin-Middlesex-London; local municipal partners in the County of Elgin; and the Association of Municipal Managers, Clerks and Treasurers of Ontario; and,

THAT the resolution from the Town of Bracebridge “Time for Change – *Municipal Freedom of Information and Protection of Privacy Act*” dated September 15, 2023 be received and filed.

### INTRODUCTION:

The Town of Bracebridge has circulated the attached item for discussion lobbying for the need to update and modernize the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA). The Director of Community and Cultural Services recently served on a taskforce through the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) which is also recommending updates to MFIPPA. This report recommends that County Council issue a letter of support to the Government of Ontario citing specific improvements as outlined in this report.

### DISCUSSION:

Staff recommend that Council support efforts to update and modernize MFIPPA. Staff are generally supportive of the resolution from the Town of Bracebridge, save and

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except recitals pertaining to the anonymity of requestors and the ability of legal professionals to submit applications under the Act. Staff feel that anonymity should be protected and that legal professionals should be able to utilize the process like any other individual. With these exceptions, staff are generally supportive of the resolution from the Town of Bracebridge.

At the same time, the Association of Municipal Managers, Clerks and Treasurers of Ontario is also lobbying for updates to MFIPPA. Staff generally endorse AMCTO's efforts, including:

1. Strengthen municipal accountability and transparency:
  - MFIPPA should provide clarity on the sharing and use on information across institutions.
  - Provide guidance regarding open data.
- 2 Adoption of a Routine Disclosure and Active Dissemination Policy.
3. Consider integrating the Personal Information Bank with another existing accountability and transparency measure such as Routine Disclosure or Active Dissemination procedures.
4. Provide minimum standards for privacy management and breach protocols.
5. Designate clerks as heads of municipalities under the Act.
6. Include a provision in the Act for regular (5 year) review of Act and General Regulation that will:
  - Ensure that the Act is reflective of recent orders and guidance of the Office of the Information and Privacy Commissioner of Ontario (IPC);
  - Update the Act to reflect new and emerging technology
7. Enhance frivolous and vexatious provisions, expand the definition and provide a statutory legal test for administrators to utilize.
8. Add mechanisms to confirm that requests with offensive and inappropriate language may be refused.
9. Add a provision to the Act to permit municipalities to adopt a 'bulk user' policy.
10. Ensure that the Act is consistent with other applicable legislation. Where the Act is not consistent, provide guidance on which legislation prevails.
11. Define timelines within MFIPPA as business-days so that municipalities have the necessary time to effectively respond.
12. Modify the definition of a record to include electronic mail, instant message chats and voicemails, while clarifying the scope of disclosures required within these records (e.g. only last email on email thread necessary).

13. Provide clarity in the Act regarding the application of the Act to records of Members of Council. More specifically, provide a statutory legal test for determining whether a record is a municipal record.
14. Ensure fees are reflective of current processes, and keep pace with inflation, to accurately capture administration fees and reduce burden on local ratepayers.
15. Review the Act to “clean-up” references to outdated processes and technology.
16. Offer institutions updated training and guidance materials on MFIPPA on an annual basis targeted to both municipal staff and elected officials to ensure municipal staff have capacity to deal with increasing complexity of privacy and information matters, and that they have the support of their elected leadership.
17. Revise annual reporting, as required in the Act, to ensure that data being collected is relevant. Consider replacing IPC reporting with requirements that municipalities report to their councils.
18. Provide more transparency on IPC processes and include in the Act timelines for IPC processing (e.g. timelines for resolution of IPC adjudication).

Further explanation of these recommendations is outlined through AMCTO’s draft submission on pages 52-73 of the following: <https://www.amcto.com/media/1091>.

#### **FINANCIAL IMPLICATIONS:**

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Not applicable.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**



Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need.  <input type="checkbox"/> Exploring different ways of addressing community need.  <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.  <input type="checkbox"/> Fostering a healthy environment.  <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.  <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

#### LOCAL MUNICIPAL PARTNER IMPACT:

The County's local municipal partners may choose to endorse County Council's recommendations and are being circulated on this report.

#### COMMUNICATION REQUIREMENTS:

Staff are recommending that the Warden issue a letter to the Premier and relevant Ministers of the Government of Ontario in support of revisions to MFIPPA and in response to efforts by other municipalities in this regard.

#### CONCLUSION:

County Council recently updated the County's [\*Access to Information and Privacy Policy\*](#) which incorporates many of the recommendations being made in this report.

All of which is Respectfully Submitted

Approved for Submission

Brian Masschaele  
Director of Community and Cultural Services

Don Shropshire  
Chief Administrative Officer/Clerk

Nicholas Loeb  
Director of Legal Services



September 15, 2023

**Re: Item for Discussion - Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

At its meeting of September 13, 2023, the Council of the Corporation of the Town of Bracebridge ratified motion 23-GC-184, regarding the Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as follows:

“WHEREAS the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA) came into force and effect on January 1, 1991;

AND WHEREAS municipalities, including the Town of Bracebridge, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the MFIPPA fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number, or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information to launch litigation against institutions, where other remedies exist;

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Public and Business Service Delivery be requested to review MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or their designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in the Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under MFIPPA, including those of the Information and Privacy Commissioner (IPC), be reviewed and modernized;
8. That the integrity of MFIPPA be maintained to protect personal privacy and transparent governments; and
9. And that this resolution be sent to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; and Member of Provincial Parliament for Parry Sound-Muskoka; Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities."

In accordance with Council's direction, I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,



Lori McDonald  
Director of Corporate Services/Clerk



[Home](#) /

# ROMA 2024 Conference

## *Closer to Home*

**Sunday, January 21 - Tuesday, January 23, 2024**  
**Sheraton Centre Hotel - 123 Queen Street West, Toronto**

The ROMA Board of Directors is pleased to welcome you to the 2024 Annual Conference.

The 2024 Conference, themed, ***Closer to Home***, will provide rural municipal leaders the opportunity to address policy issues, funding concerns and to meet directly with Provincial Ministers on local issues.

The ROMA Board has continued its policy and advocacy development on ensuring rural communities have access to services ***Closer to Home***.

The ROMA Conference provides participants the same opportunity to advocate for their local needs by gaining insight, education, networking opportunities and access to provincial and federal leaders.

Don't miss this important event that over the last several has seen attendance grow well over 1,000.

### **CONTACT**

[events@roma.on.ca](mailto:events@roma.on.ca)

T 416.971.9856

# ROMA Conference

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[Hotel Information](#)

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[Sponsorship Opportunities](#)

# CCCA STRATEGY SURVEY

Catfish Creek Conservation Authority (CCCA) is undergoing the development of a new 10 Year Strategic Plan as part of the Conservation Authorities Act (CA Act) update. The CCCA Board of Directors has approved the first part of the document for public review. This includes the mission and vision statement, strategic pillars, guiding principles for decision making, and objectives. For more information, check the CCCA website: <https://www.catfishcreek.ca> and social media platforms to complete the survey



Date of Notice: October 24, 2023

Public Notice: Catfish Creek Conservation Authority 10 Year Strategic Plan Consultation Survey

Catfish Creek Conservation Authority (CCCA) is undergoing the development of a new 10 Year Strategic Plan as part of the Conservation Authorities Act (CA Act) update.

The Strategic Plan will guide the CCCA in its decision making through strategic pillars. It will incorporate information from previous documents and address emerging watershed issues.

The Strategic Plan is a business plan for the CCCA and will identify opportunities to collaborate with other organizations and engage landowners to achieve watershed conservation. Climate change resiliency and adaptation will be embedded within the document.

The Strategic Plan will include pillars and objectives which will provide guiding principles for our Watershed Based Resource Management Strategy and our Conservation Areas Strategy.

The CCCA Board of Directors has approved the first part of the document for public review. This includes the mission and vision statement, strategic pillars, guiding principles for decision making, and objectives.

For more information, check the CCCA website: <https://www.catfishcreek.ca> and social media platforms to complete the survey, or contact Dusty Underhill by phone at 519-773-9037 or by email at [generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca).

The feedback period for the first phase of the document takes place until November 24, 2023 at 4:30pm.

**The CCCA encourages the sharing of our Strategic Survey. The more direction we receive, the more we can tailor our programs and services to meet the needs of our users, partners, constituents and municipal partners.**

**Link for Survey:** <https://bit.ly/406PmLF>

Thank you for your participation





Office of the Chief Administrative Officer  
The Corporation of the Town of Aylmer  
46 Talbot Street West, Aylmer, Ontario N5H 1J7  
Office: 519-773-3164 Fax: 519-765-1446  
[www.aylmer.ca](http://www.aylmer.ca)

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October 24, 2023

Via email: [ndiaz@malahide.ca](mailto:ndiaz@malahide.ca); [aadams@malahide.ca](mailto:aadams@malahide.ca)

**Re: Town of Aylmer 2023 Growth Projections Update  
Mayor and Council,**

At their meeting of October 18, 2023, the Town of Aylmer Council passed the following motion regarding the subject noted above:

That the presentation of Watson & Associates respecting Town of Aylmer 2023 Growth Projections Update be received for information;

And That Report CAO 61-23, respecting Town of Aylmer 2023 Growth Projections Update, be received as information;

And That Aylmer Council forward a copy of this report along with the Watson & Associates Economist Memo to Elgin County for consideration within their ongoing Official Plan review and growth consultation work;

And That Aylmer Council forward a copy of this report along with the Watson & Associates Economists Memo to Malahide Township for information purposes.

Please find attached the Memo from Watson & Associates regarding Town of Aylmer 2023 Growth Projections Update, and the associated staff report. These documents are being submitted to the Malahide Township for information purposes.

Thank you for consideration,

**Owen Jaggard**  
**Deputy Clerk / Manager of Information Services | Town of Aylmer**  
46 Talbot Street West, Aylmer, ON N5H 1J7  
519-773-3164 Ext. 4913 | Fax 519-765-1446  
[ojaggard@town.aylmer.on.ca](mailto:ojaggard@town.aylmer.on.ca) | [www.aylmer.ca](http://www.aylmer.ca)

CC:

Nathan Diaz, Chief Administrative Officer  
Allison Adams, Manager of Legislative Services/Clerk



Alternative formats and communication support available upon request. Please contact [clerks@town.aylmer.on.ca](mailto:clerks@town.aylmer.on.ca) or 519-773-3164 for assistance.

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Date	October 11, 2023
To	Council – October 18, 2023
From	Andy Grozelle, CAO
Report No.	CAO 61-23
Report Title	Town of Aylmer 2023 Growth Projections Update

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## Recommendation

**That Report CAO 61-23, respecting Town of Aylmer 2023 Growth Projections Update, be received as information;**

**And That Aylmer Council forward a copy of this report along with the Watson & Associates Economist Memo to Elgin County for consideration within their ongoing Official Plan review and growth consultation work;**

**And That Aylmer Council forward a copy of this report along with the Watson & Associates Economists Memo to Malahide Township for information purposes.**

## Executive Summary

The attached Memo from Watson & Associates quantifies the anticipated growth in the Town of Aylmer over the next 25-30 period.

## Background

The 2023 population growth projections presented in the Watson & Associates represent the most up-to-date estimates for the Town of Aylmer. Prior to this the Town

was relying upon a Lands Needs Assessment that was presented in May of 2016 along with recent Statistics Canada and MPAC estimates surrounding growth.

The Watson and Associates report builds upon many of the themes and challenges outlined in the 2016 report done by Montieth Brown. As a geographically small municipality Aylmer is heavily reliant upon intensification and on the continued development of a limited amount of properties for growth.

## **Analysis**

As a next step staff have prepared a companion closed session report that presents options if Aylmer Council wishes to begin discussions and negotiations with our neighbour, Malahide Township, upon a boundary adjustment. The last time the two municipalities undertook a boundary adjustment was around the EIC property in 2016 which previously was sub-divided. This was a modest revision, however broader boundary discussions have been identified as a priority for the Town of Aylmer since 2016.

Staff also recommend advocating with Elgin County to identify primary growth areas as communities which have the ability for intensification opportunities and can provide full servicing. This is endorsed best practice in planning to preserve more prime agricultural lands. Such an approach also supports contiguous urban communities that are walkable and can provide amenities and services desirable to residents.

The Watson and Associates report is timely in that Elgin County is undertaking their official plan process and is eager to engage with lower-tier municipalities upon their individual growth plans.

## **Conclusion**

The Watson and Associates Report provides valuable insights into how Aylmer is anticipated to grow and our future lands needs. There is considerable work for Council upon determining next steps. This includes whether or not to begin negotiations with Malahide Township upon a potential boundary adjustment and whether Aylmer should try to plan for a longer timeframe than they next 25-30 years.

## **Attachments**

N/A

## **Strategic Priorities**

Pillar One – Dynamic, Inclusive Community

Pillar Two – Planning for the Future

Pillar Three – Economic Vitality

Pillar Four – Environmental Stewardship

Pillar Five – Public Service Excellence

Respectfully,

Andy Grozelle  
Chief Administrative Officer

<b>To</b>	Heather James, Manager, Planning and Development
<b>From</b>	Jamie Cook, Managing Partner, Adam Fischer, Senior Project Coordinator
<b>Date</b>	October 11, 2023
<b>Re:</b>	Town of Aylmer 2023 Growth Projections Update

**Fax**

**Courier**

**Mail**

**Email**

The primary objective of this assignment is to update the population, housing and employment forecast for the Town of Aylmer, as well as conduct a high-level urban land needs analysis to determine if the Town has a sufficient supply of urban land to accommodate forecast demand over the next 25 to 30 years. The primary project tasks are outlined below:

- Create 30-year population and employment growth forecasts for the Town of Aylmer within the context of demographic and economic trends for Elgin County and the broader regional economy;
- Assess the potential impacts of the Volkswagen Electric Vehicle (EV) Battery Plant and associated supply chain development to estimate the growth impacts on the Town of Aylmer; and
- Prepare a residential and non-residential land needs analysis to determine whether there is sufficient designated land to accommodate forecast residential and employment growth over the 25-year planning horizon.

## 1. Residential and Non-Residential Growth Summary

The following subsection explores the population, housing, and employment growth for the Town of Aylmer. Ultimately, future population and housing growth within the Town of Aylmer will be determined in large measure by the competitiveness of the export-based economy within the Town, Elgin County, and the surrounding regional economic area. Further to this, the growth forecast for the Town also contemplates the residential and non-residential growth in Aylmer that would be associated with the Volkswagen EV Plant and associated spin-off employment.

Volkswagen Group and PowerCo SE are building a 15 million sq. ft. factory on a 152 ha property in St. Thomas to produce battery cells for electric vehicles (EVs). The plant is expected to employ 3,000 direct permanent jobs and production is anticipated to begin

in 2027. The plant is also expected to generate indirect supply chain growth (preceding stages of production) locally, regionally, and beyond. Further to this, there will also be additional induced employment (jobs resulting from household expenditures) to accommodate the growing population and economic base associated with direct as well as indirect employment.

## **1.1 Population and Housing Forecast, 2021 to 2051**

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The population forecast is based on assumptions related to total net migration, net migration by age, natural increase (i.e. births less deaths), and employment growth opportunities throughout the Town and surrounding commuter-shed. This forecast represents the future growth that can be anticipated for the Town over the next 30 years. Figure 1 displays the 2023 Town of Aylmer population forecast and also provides the 2022 Elgin County Official Plan (O.P.) growth forecast for Aylmer for comparative purposes.<sup>[1]</sup>

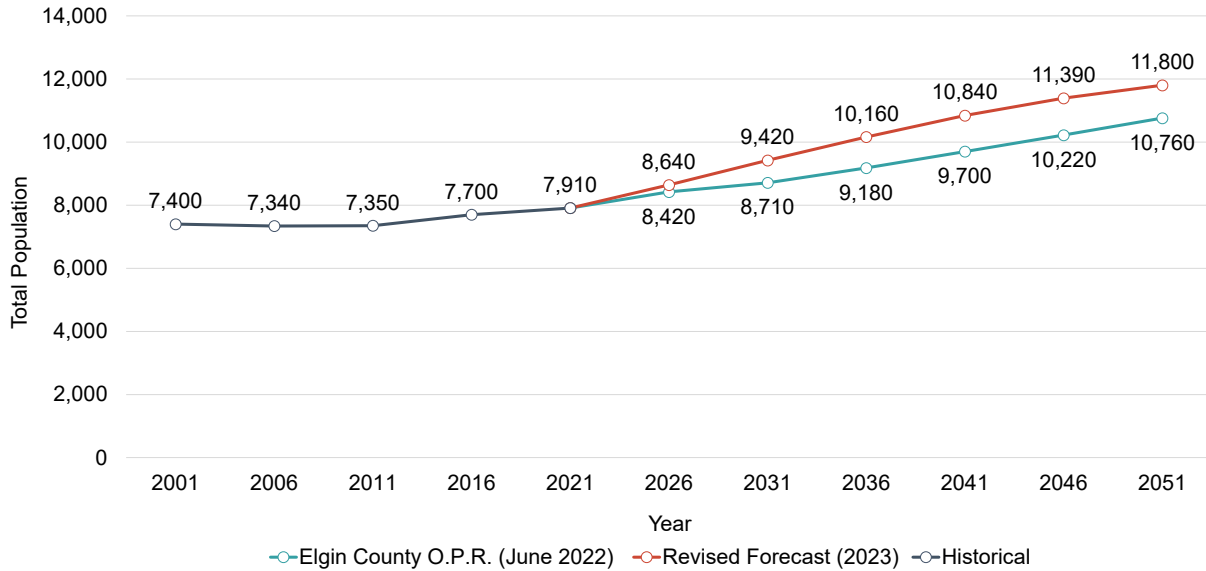
Over the 2021 to 2051 planning horizon, the population forecasts assumes that the Town of Aylmer will account for a larger share of County-wide growth compared to the previous decades.<sup>[2]</sup> As highlighted, the total population in the Town is expected to reach 11,800 by 2051, representing an average annual growth rate of 1.3% between 2021 and 2051.<sup>[3]</sup> This forecast represents an additional 1,040 people by 2051 compared to Aylmer's allocation through the 2022 Elgin County O.P. growth forecast.

<sup>[1]</sup> County of Elgin Official Plan 5 Year Review: Discussion Paper #5 – Population, Housing and Employment Forecasts and Associated Land Need Analysis, June 2022.

<sup>[2]</sup> Elgin County is defined herein to comprise the Municipality of Central Elgin, Township of Malahide, Town of Aylmer, Municipality of Bayham, Municipality of West Elgin, Township of Southwold, and Municipality of Dutton/Dunwich. The City of St. Thomas is geographically located in the Elgin County Census Division but is separated from the County's administration.

<sup>[3]</sup> 2021 Statistics Canada Census. Includes Census undercount of approximately 2.7%.

Figure 1  
Town of Aylmer  
Long-Term Population Forecast, 2021 to 2051



Note: Population metrics include a net Census undercount estimated at 2.7%.  
Source: Derived from Statistics Canada, 2001-2021 and County of Elgin Official Plan 5 Year Review: Discussion Paper #5 – Population, Housing and Employment Forecasts and Associated Land Need Analysis (June 2022) by Watson & Associates Economists Ltd., 2023.

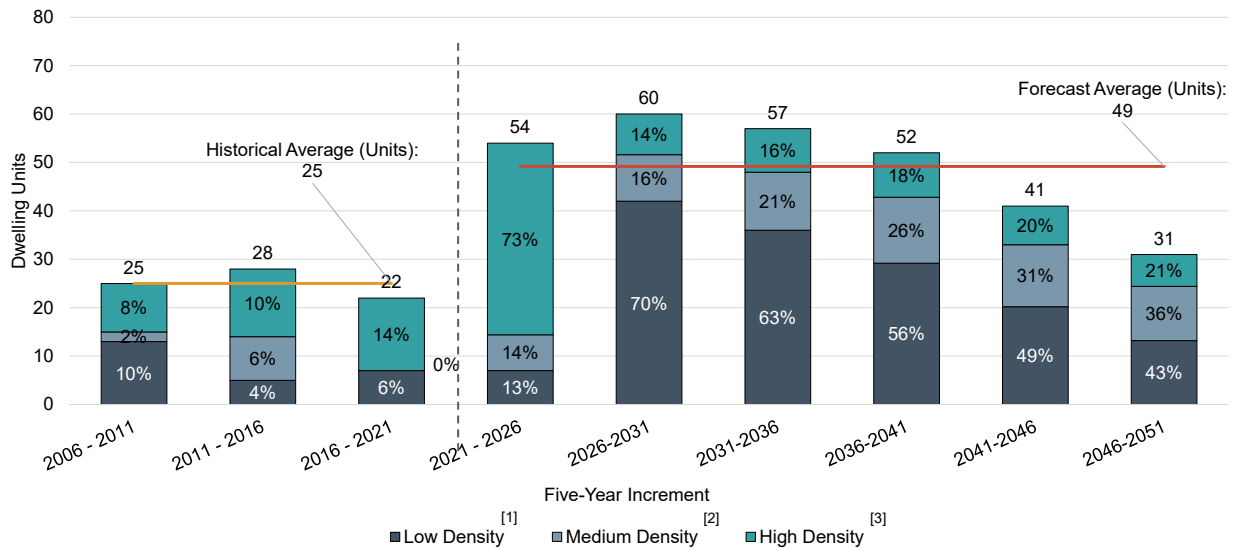
Growth Forecasts	2021 Population	2051 Population	2021 to 2051 Population Growth	Annual Population Growth	Annual Population Growth Rate
2023 Town of Aylmer Forecast	7,910	11,800	3,890	130	1.3%
2022 Elgin County O.P. Forecast Allocation for Aylmer	7,910	10,760	2,850	95	1.0%

Note: Population includes a net Census undercount estimated at 2.7%  
Source: Derived from Statistics Canada, 2021 and County of Elgin Official Plan 5 Year Review: Discussion Paper #5 – Population, Housing and Employment Forecasts and Associated Land Need Analysis (June 2022) by Watson & Associates Economists Ltd., 2023.

Figure 2 summarizes the Town’s household forecast from 2021 to 2051 in five-year growth increments and by structure type. Housing trends between 2001 and 2021 are also provided for historical context. While there is potential for the near-term housing market to “cool” slightly in the near term, the long-term housing outlook for Aylmer remains very positive given the longer-term regional economic outlook for the London Economic Region and the Town’s competitive housing market. Key observations are as follows:

- Average annual new housing construction activity over the next two to three decades is anticipated to remain above historical levels experienced over the past 15 years.
- More specifically, between 2021 and 2051, forecast housing development is expected to average 49 units per year which is higher when compared to the historical average of 25 units over the past 15 years. The forecast also represents an additional 10 units annually compared to the 2022 Elgin County housing forecast allocation to Aylmer of 39 units annually.
- Over the 2021 to 2051 forecast period, new housing is forecast to be comprised of 54% low-density (singles and semi-detached), 24% medium-density (townhouses) and 22% high-density (apartments) units. A steady increase in the share of medium- and high-density housing forms is anticipated in the short term based on current active development applications. This trend is forecast to continue over the longer-term, largely driven by the housing needs associated with the 65+ age group (including seniors' housing) as well as continued upward pressure on local housing prices and declining housing affordability.

Figure 2  
Town of Aylmer  
Annual Incremental Housing Growth – Historical and Forecast, 2006 to 2051



[1] Low density includes singles and semi-detached units.

[2] Medium density includes townhouses and apartments in duplexes.

[3] High density includes bachelor, 1-bedroom, 2-bedroom+ apartments.

Note: Figures may not add due to rounding.

Source: Historical 2006 to 2021 figures from Statistics Canada Census Profiles. Forecast prepared by Watson & Associates Economists Ltd., 2023.

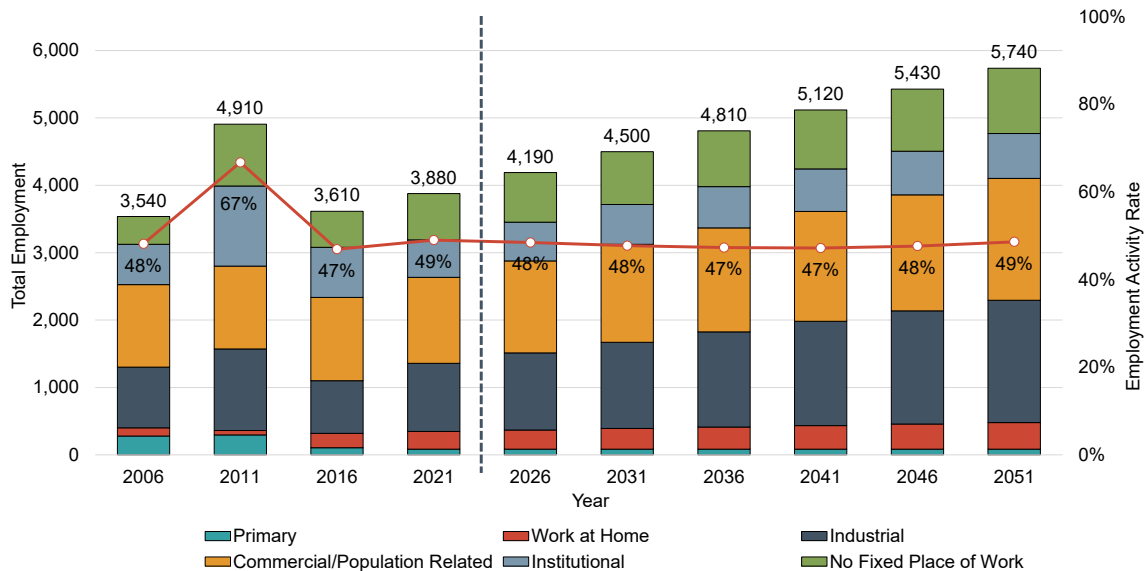


## 1.2 Employment Forecast, 2021 to 2051

Employment in Aylmer is expected to increase at a rate of 1.3% annually between 2021 and 2051. Under this growth forecast, Aylmer’s employment base is expected to increase by approximately 1,860 jobs from 2021 to 2051. The forecast anticipates total employment will reach 5,740 jobs by 2051. This forecast represents an additional 720 jobs compared to the 2022 Elgin County O.P. employment forecast allocation for Aylmer.

Land-based employment sectors, including commercial, industrial, and institutional are anticipated to account for 78% of employment growth over the forecast period. No fixed place of work (N.F.P.O.W.) and work-at-home employment categories are forecast to comprise the remaining 22% of employment growth. As shown in Figure 3, the Town’s employment activity rate is expected to stay relatively stable at 49% between 2021 and 2051.<sup>[1]</sup> For the Town of Aylmer, population growth is expected to stay in pace with employment growth over the forecast period.

Figure 3  
Town of Aylmer  
Historical and Forecast Employment Forecast, 2001 to 2051



Note: Figures have been rounded. Employment figures include work at home and no fixed place of work (N.F.P.O.W.).  
Source: Historical 2006 to 2021 from Statistics Canada place of work data. Forecast 2021 to 2051 prepared by Watson & Associates Economists Ltd., 2023

[1] Activity rate is the ratio of jobs to population.

## 2. Residential and Non-Residential Land Needs Analysis

### 2.1 Residential Land Needs Analysis, 2023 to 2048

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This subsection examines the Town's long-term residential land needs over the long-term (25-year) planning horizon in accordance with subsections 1.1.2 and 1.4 of the PPS, 2020. <sup>[1]</sup><sup>[2]</sup> This needs assessment is based on a detailed review of forecast demand and available vacant land supply for the Town. Figure 4 provides a summary of forecast urban residential land needs for Aylmer over the 2023 to 2048 planning horizon. Based on the forecast housing demand shown in Figure 4, Aylmer is expected to accommodate an additional 1,250 residential units between 2023 and 2048. Compared to the overall unit supply, there is a deficit of approximately 410 residential units forecast in the Town by 2048. Accordingly, this unit shortfall translates to a land need of 16 net hectares or 28 gross hectares by 2048.

The land need assessment represents an additional 7 gross ha of residential land compared to the 2022 Elgin County O.P. residential land need assessment for Aylmer. The 2022 Elgin County O.P. residential land needs analysis for Aylmer was conducted over a 30-year planning horizon – the results of this analysis would suggest that there would be a shortfall of 41 gross hectares assuming a 30-year planning horizon rather than the 25-year horizon examined here, in accordance with the P.P.S.

<sup>[1]</sup> It is important to note that the 2022 Elgin County O.P. land needs analysis was conducted over a 30-year horizon.

<sup>[2]</sup> The Proposed Provincial Policy Statement (2023) will offer more flexibility when establishing residential urban boundary expansions beyond the 25-year planning horizon.

Figure 4  
Town of Aylmer  
Urban Settlement Area Residential Land Needs, 2023 to 2048

Residential Demand	
Total Housing Demand, 2023 to 2048	1,250
Residential Units Accommodated through Intensification	190
Total Housing Demand Less Intensification	1,060
Residential Supply	
Residential Units in Development Approval Process	520
Residential Unit Potential on Vacant Lands	100
Sufficiency of Residential Land and Residential Units to 2051	
Housing Unit	(410)
Vacant Net Land (ha)	(16)
Vacant Gross Land (ha)	(28)

Key assumptions:

- Net to gross ratio of 55%
- Density (units)/net ha: 27

The Unit potential on vacant lands accounts for a gross to net assumption to account for parkland, infrastructure, and permitted institutional and commercial development.

Source: Watson & Associates Economists Ltd., 2023.

## 2.2 Employment Area Land Needs Analysis, 2023 to 2048

Figure 5 summarizes forecast demand against available supply for Employment Area land from 2023 to 2048 to determine the Employment Area land needs for Aylmer. Key observations include the following:

- Of the 1,550 total jobs forecast for Aylmer, 790 are forecast on employment lands between 2023 and 2048;
- Adjusted for a density of 16 jobs per net ha, there is an employment land demand of 45 net hectares by 2048; and
- Based on a net vacant employment land supply of 35 hectares, there is a deficit of approximately 9 net hectares anticipated by 2048.<sup>1</sup> Additional land will be required to account for non-developable features and infrastructure

<sup>1</sup> A 10% land vacancy factor was applied to the vacant employment land supply to account for lands which may not develop over the planning horizon due to barriers such as environmental constraints, landowner willingness, parcel fragmentation etc.

requirements, so the resulting gross employment land need by 2048 is forecast at 12.

- The shortfall represents an additional 12 gross ha of non-residential land compared to the 2022 Elgin County O.P. Employment Area land need analysis for Aylmer. It is important to note that the 2022 Elgin County Employment Area land needs analysis was conducted over a 30-year planning horizon, from 2021 to 2051, where this analysis has been conducted over a 25-year planning horizon (2023 to 2048) in accordance with the P.P.S. If this analysis was undertaken for a 30-year planning horizon, the resulting Employment Area land need would increase to 18 net hectares or 22 gross hectares.

Figure 5  
Town of Aylmer  
Urban Employment Area Land Needs, 2023 to 2048

Employment Growth on Employment Area Lands	Employment Growth Through Intensification	Employment Growth to be Accommodated on Vacant Employment Area Lands	Employment Area Density Assumption (Jobs/Net ha)	Land Required to Accommodate Employment Growth on Employment Areas (Net ha)	Net Vacant Employment Land (ha)	Deficit (Net ha)	Deficit (Gross ha)
A	B = 10%*A	C = A - B	D	E = C / D	F	G = F - E	H
790	80	710	16	45	35	(9)	(12)

Note: Net employment land area excludes lands associated with local infrastructure (e.g., local roads, stormwater ponds, utility easements, etc.), which is estimated to represent approximately 15% of gross land area.

Number may not add due to rounding.

Source: Watson & Associates Economists Ltd., 2023.

### 3. Conclusions

This memorandum demonstrates that the Town of Aylmer is forecast to experience increased residential and non-residential growth compared to what has been observed historically. As a result of this increased population, housing, and employment growth, there will be a greater need for urban land over the next 25 years. Accordingly, the Town is forecast to require an additional 28 gross hectares of urban land to accommodate residential uses (as well as community-serving employment uses) and 12 gross hectares of Employment Area land, totaling a 25-year requirement of 40 gross hectares. If this analysis were undertaken utilizing the 30-year horizon established in the

2022 Elgin County O.P. review, the resulting combined urban land need for Aylmer would be 63 gross hectares.

It is important to recognize that the Town of Aylmer has a fixed urban boundary and has limited opportunity to expand its current inventory of designated residential land within its current corporate boundary. Secondly, options to potentially expand the Town's corporate boundary would require inter-municipal coordination as well as potential negotiations with existing private landowners, which further adds to the complexity and timelines of addressing the Town's long-term urban land needs. The results of the analysis provided herein suggest that actions should be taken to proactively address the Town's urban land needs. It is also important to identify that while the current P.P.S. limits the designation of urban lands to a 25-year planning horizon, current provincial policy does not limit Ontario municipalities to plan for growth beyond a 25-year horizon when considering infrastructure, municipal service requirements, and strategic Employment Area land needs over the longer-term. Furthermore, it is noted that the 2023 proposed P.P.S. provides further flexibility by allowing municipalities to designate residential and non-residential urban lands and expand urban boundaries beyond a 25-year planning horizon.

This memorandum identifies the quantum of urban land needed for the Town of Aylmer over the next 25 to 30 years. This analysis represents a starting point regarding the Town's process towards the expansion of its corporate boundary. It is recommended that the Town develop a collaborative process between Elgin County and the Township of Malahide to specifically evaluate and negotiate the Town's future municipal land requirements and location options associated with future urban development. Given the complexity of this process it is recognized that the ultimate land area identified through the expansion of the Town's corporate boundary may potentially extend well beyond 25 years. In developing the ultimate size, configuration and location options of the preferred corporate boundary expansion for the Town, a broad range of factors should be considered, including, but not limited to: urban land needs and planning criteria, infrastructure requirements, municipal financing, agricultural and natural heritage impacts and development feasibility.

**NOTICE OF PASSING**

Pursuant to Section 34 of the Planning Act  
**APPLICATION FILE NO.: ZBA04-23**

**TAKE NOTICE** that the Council of the Corporation of the Town of Aylmer on the 18<sup>th</sup> day of October 2023 passed By-law No. 62-23, a Zoning By-law Amendment to the Town of Aylmer Comprehensive Zoning By-law 57-99, pursuant to Section 34 of the Planning Act, R.S.O. 1990, as amended.

The subject lands are legally described as North Part of Lots 38 and 39 Plan 164; South Part of Lot 11, Concession 6, and South Part of Lot 84, Concession South of Talbot Road; at 431 John Street South, as shown on the key map on the **back** of this notice.

**THE PURPOSE AND EFFECT** of the Application for Zoning By-law Amendment is to rezone the subject lands from Residential Type 2 Zone (R2) to Residential Multiple First Density Zone (RM1) to permit multiple dwellings, specifically seventy-six (76) two-storey townhouse units. Each unit will contain a one-car garage and one (1) parking space in each driveway, for a total of two (2) parking spaces per unit. A total of twenty (20) visitor parking spaces will be provided in various locations throughout the development, including two (2) barrier-free parking spaces.

The Written and Oral Submissions are summarized in the Planning Staff Report PLAN 29-23 and in the Statutory Public Meeting portion of the Council Meeting minutes of October 18, 2023; and were considered as part of the effect on the decision-making process.

**AND TAKE FURTHER NOTICE** that any person or public body may appeal to the Ontario Land Tribunal (Formerly Local Planning Appeal Tribunal) with respect to the Zoning By-law Amendment by filing with the Clerk of the Corporation of the Town of Aylmer, **no later than November 14<sup>th</sup>, 2023**, a notice of appeal setting out the objection to the by-law and the reasons in support of the objection, accompanied by the fee required by the Tribunal in the amount of \$1100.00 which must be in the form of a certified cheque, money order or credit card made payable to the Ministry of Finance and in Canadian funds. An Appellant may request a reduction of the filing fee to \$400, if the Appellant is a private citizen or eligible community group. The request for a reduction in the fee must be made at the time of filing the appeal. If you wish to appeal, a copy of an appeal form is available from the Ontario Land Tribunal website at: <https://olt.gov.on.ca/tribunals/lpat/about-lpat/>.

Only individuals, corporations and public bodies may appeal a zoning by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the By-law was passed, the person or body made oral submissions at a public meeting or written submissions to the Council, or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

This Notice and the By-law are available for inspection between 8:00 a.m. and 5:00 p.m. weekdays at Aylmer Town Hall, 46 Talbot Street West, Aylmer. Those interested in additional information regarding these applications, may contact: Heather James, Manager of Planning and Development Phone: 519-773-3164 x4915 or Email: [hjames@town.aylmer.on.ca](mailto:hjames@town.aylmer.on.ca).

**DATED** at the Town of Aylmer, this 25<sup>th</sup> day of October 2023.

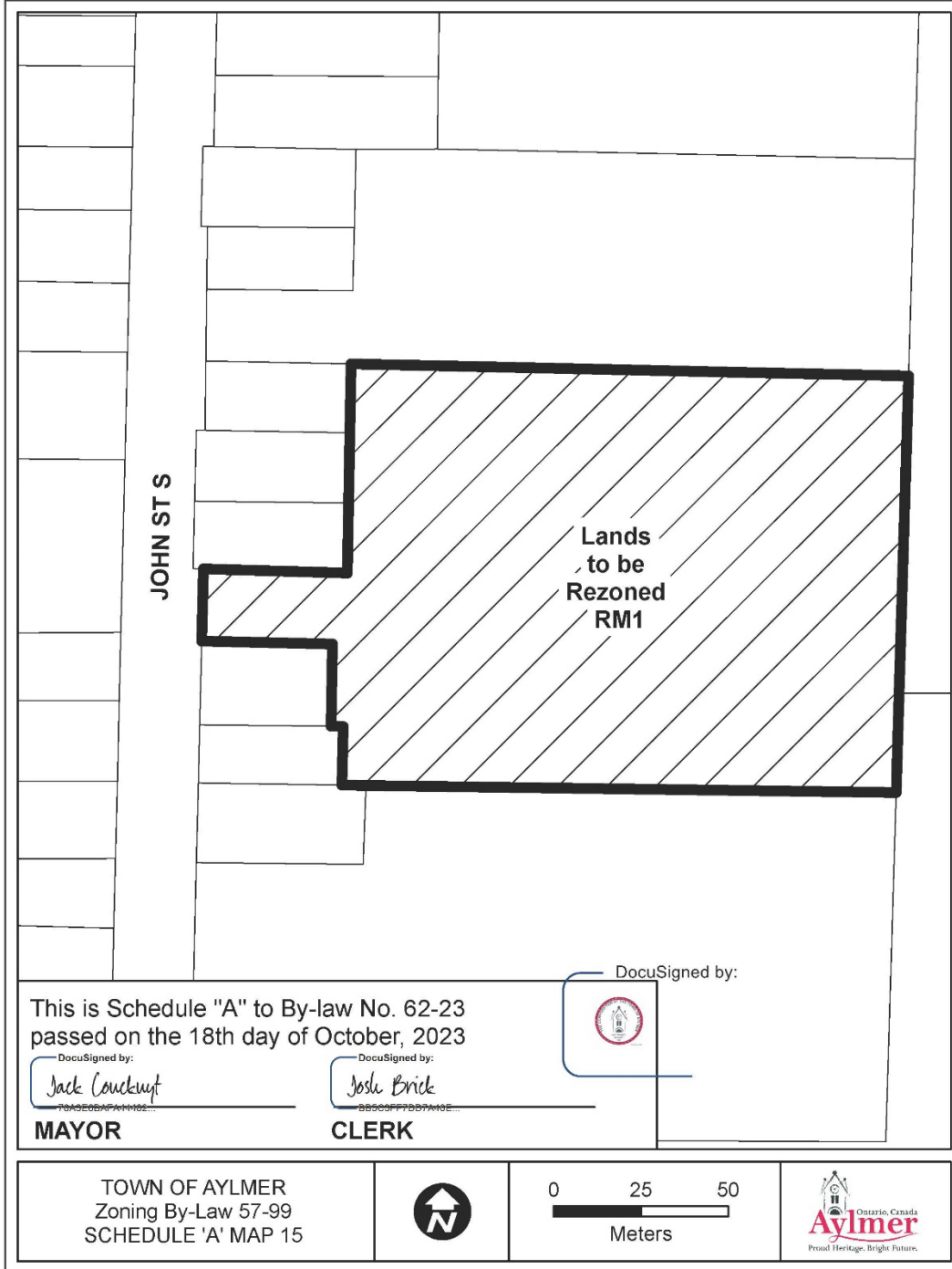
Heather James, MES (Pl.), RPP, MCIP  
Manager, Planning and Development, Town of Aylmer  
46 Talbot Street West  
Aylmer ON N5H 1J7  
Ph: 519-773-3164  
Fax: 519-765-1446

**Key Map (not to scale)**



### Zoning By-law Amendment Schedule

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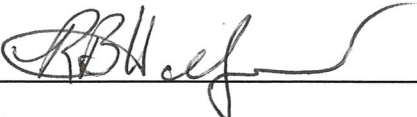
PO Box 488  
201 Atwood Avenue  
Rainy River, ON  
P0W 1L0



Office Phone: (807) 852-3244  
Clerk Phone: (807) 852-3978  
Fax: (807) 852-3553  
Email: rainyriver@tbaytel.net  
Website: www.rainyriver.ca

## Town of Rainy River

### RESOLUTION

MOVED BY  DATE: **October 10, 2023**

SECONDED BY  RESOLUTION: **23-020**

**“WHEREAS** the Corporation of the Town of Rainy River is a small community in Northwestern Ontario with limited financial resources;

**AND WHEREAS** the Town of Rainy River owns and operates the water treatment facilities, water distribution facilities, wastewater treatment facilities and wastewater collection facilities which service the residents of the Town of Rainy River;

**AND WHEREAS** the Town of Rainy River requires Class II Water Treatment Operators for its facilities;

**AND WHEREAS** the Corporation of the Town of Rainy River attempts to provide training as prescribed by the Province of Ontario to obtain the necessary classification(s);

**AND WHEREAS** the Town of Rainy River has been fortunate in obtaining a full staff compliment eager to take on the responsibilities of water treatment and distribution and wastewater collection and treatment operations;

**AND WHEREAS** any new employees of the Town of Rainy River require certification;

**AND WHEREAS** training is becoming increasingly difficult to procure;

**AND WHEREAS** the Province of Ontario has implemented stringent review of water treatment plants to ensure compliance;

**AND WHEREAS** the Province of Ontario is promoting and providing an increased number of training opportunities for a variety of trades;

**BE IT HEREBY RESOLVED** that the Corporation of the Town of Rainy River petitions the Province of Ontario to expand water treatment training opportunities for communities within Ontario;

**AND FURTHER** the training be delivered in a method that is flexible and affordable;

**AND FURTHER** utilize existing networks, such as Contact North, for on-line exam preparation and exam supervision;

**AND FURTHER** the Council of the Corporation of the Town of Rainy River forward copies of this resolution to Premier Doug Ford, Minister of Environment, Conservation and Parks Andrea Khanjin, MPP Greg Rickford, Walkerton Clean Water Centre, Ontario Municipalities.”

ABSTAIN \_\_\_\_\_  
AYES \_\_\_\_\_  
NAYES \_\_\_\_\_

CARRIED \_\_\_\_\_ ✓  
DEFEATED \_\_\_\_\_

D. ARMSTRONG \_\_\_\_\_  
D. EWALD \_\_\_\_\_  
J. HAGARTY \_\_\_\_\_  
B. HELGESON \_\_\_\_\_  
N. IVALL \_\_\_\_\_  
M. KREGER \_\_\_\_\_  
G. PROST \_\_\_\_\_

  
\_\_\_\_\_  
MAYOR OR ACTING MAYOR





The Corporation of The Township of The Archipelago  
Council Meeting

**Agenda Number:** 15.13.  
**Resolution Number** 23-178  
**Title:** Cigarette Producer Responsibility  
**Date:** Friday, October 13, 2023

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**Moved by:** Councillor Sheard  
**Seconded by:** Councillor MacLeod

**WHEREAS** cigarette manufacturers play a crucial role in the creation and distribution of cigarette products. Cigarettes, are responsible for significant environmental damage and contribute to waste and pollution; and

**WHEREAS** cigarette butts are the most common form of litter worldwide and pose a threat to aquatic life and ecosystems. As reported 26 July 2023 to the Canadian Council of Ministers of the Environment, Pollution Probe's Great Lakes Plastic Cleanup identified cigarette butts one of the top five items of microplastics found in the Great Lakes, and

**WHEREAS** cigarette filters are composed of non-biodegradable materials that can take several years to degrade, exacerbating the problem of waste accumulation; and

**WHEREAS** the concept of producer responsibility promotes the idea that the party that profits from the creation and sale of a product should also be responsible for managing the product's end-of-life environmental impact; and

**WHEREAS** the Province of Ontario has successfully implemented producer responsibility programs for various industries, such as electronics, packaging, and batteries, resulting in significant improvements in waste management and environmental sustainability; and

**WHEREAS** the exclusion of cigarette manufacturers from current producer responsibility programs in our province creates an inconsistency in environmental policy and hampers our overall efforts to reduce waste and protect our environment. It is imperative to address the environmental impact of cigarette manufacturing, usage, and disposal.

**NOW THEREFORE BE IT RESOLVED** that the Township of The Archipelago hereby requests the Province of Ontario to include cigarette manufacturers within the scope of producer responsibility regulations and programs;

**AND FURTHER BE IT RESOLVED** that the Ontario Government takes necessary steps to develop and amend legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and the Province of Ontario be encouraged to work collaboratively with relevant stakeholders, including public health organizations, environmental groups, and retail associations, to develop comprehensive and effective strategies for the inclusion of cigarette manufacturers in producer responsibility program, taking into account the unique challenges posed by tobacco products;

**AND FURTHER BE IT RESOLVED** that the Province of Ontario allocate adequate resources and establish monitoring systems to ensure compliance with the newly imposed responsibilities by cigarette manufacturers, including penalties for non-compliance;

**AND FURTHER BE IT RESOLVED** that the Province of Ontario adopts regulations and policies that require cigarette manufacturers to:

1. Take financial responsibility for the collection, transportation, recycling, or safe disposal of discarded cigarettes and related waste materials.
2. Develop and engage in public awareness campaigns to educate the public about the environmental impact of cigarette butt litter and implement programs to educate the public on the safe disposal of cigarette butts.
3. Implement measures to minimize the environmental impact of their products through the use of sustainable materials, reduced packaging, and improved recycling initiatives;

**AND FURTHER BE IT RESOLVED** The Ministry of the Environment actively collaborates with other provinces and territories within Canada to encourage a nationwide approach towards including cigarette manufacturers in Producer Responsibility initiatives;

**AND FURTHER BE FINALLY RESOLVED** that copies of this Resolution be sent to the Honorable Doug Ford Premier of Ontario, the Honorable Andrea Khanjin Minister of the Environment, Conservations and Parks, relevant Members of Provincial Parliament (MPPs), Leader of the Opposition parties, All Municipalities in Ontario, Pollution Probe, Georgian Bay Forever, Georgian Bay Association, and other pertinent stakeholders as appropriate, urging their support and action in this matter.

**Carried**