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Date	August 7, 2024
To	Council – August 14, 2024
From	Andy Grozelle, CAO, Heather James, Manager of Planning and Development Roxanne Lambrecht, Planning and Development Technician
Report No.	PLAN 26-24
Report Title	Town of Aylmer Settlement Expansion Lands Assessment All Parties Advisory Group

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## Recommendation

**That Report PLAN 26-24 be received regarding the Town of Aylmer Settlement Expansion Lands Assessment All Parties Advisory Group for information purposes; and,**

**That Council appoint \_\_\_\_\_ to sit on the Town of Aylmer Settlement Expansion Lands Assessment All Parties Advisory Group along with the staff representative.**

## Executive Summary

On May 15, 2024, Council awarded the next phase of the Town's Boundary adjustment to Stantec Consulting. The Settlement Expansion Lands Assessment process is now underway, and it is anticipated to be completed in the winter of 2025. At this time, Stantec is recommending an all-parties advisory group be established to

assist the Town of Aylmer and the project team in the preparation of final recommendations and negotiations with the Township of Malahide.

The All-Parties Advisory Group is intended to be limited in duration. The commitment required of Council's appointee is to attend approximately three meetings. The Group is recommended to ensure all entities are informed of the process. It will function much like an informal staff project management group and will not make any recommendations or reports to Council.

## **Background**

On July 11<sup>th</sup> and 25<sup>th</sup>, 2024, Town staff, known as the project team, met with the project planners from Stantec Consulting hired to assist with the Aylmer Settlement Expansion Lands Assessment.

Stantec has initiated the project with the Town of Aylmer's project team consisting of our Chief Administrative Officer, Manager of Planning and Development, and Planning & Development Technician. This team will be responsible for gathering information and presenting feedback to Council.

Moving forward so that communications can begin; an all-parties advisory group needs to be established, consisting of eight (8) representatives with up to one (1) Council member from the Town of Aylmer, County of Elgin and the Township of Malahide respectively and one representative from both Catfish Creek Conservation Authority, and Elgin County Federation of Agriculture. This team will be responsible for providing feedback and recommendations as well as communicating accurate information to internal stake holders and the Town's project team.

Stantec has developed a Terms of Reference (attached) which the Manager of Planning and Development has emailed to the Township of Malahide, the County of Elgin, Catfish Creek Conservation Authority and Elgin County Federation of Agriculture requesting for representatives from their respective authorities to be appointed to the advisory group. The advisory group will exist for the duration of the estimated six-month project length and will meet a few times over the project. A project schedule developed by Stantec will be followed which identifies the timeline of events and meetings around the following: Development Parcel and Scoring Methodology, Candidate Parcel Assessment, and Recommendations and Discussions with the Township of Malahide. Town Council will be kept informed as necessary through this process.

## **Financial Impact**

The All-Parties Advisory Group is part of the overall contract awarded by Council on May 15, 2024. It is important to note that the study costs do not include any amounts

for compensation related to the loss of taxation revenue that would result in a boundary adjustment.

## **Strategic Priorities**

This report supports the goals and objectives set out in [Council's Strategic Pillars](#). The goal it supports includes: Pillar Two – Planning for the Future.

## **Conclusion**

An all-parties advisory group needs to be established for the Town of Aylmer Settlement Expansion Lands Assessment. This team will be responsible for providing feedback and recommendations as well as communicating accurate information to internal stake holders and the Town's project team. Council needs to appoint one member to represent the interest of the Town of Aylmer as we proceed with expanding our settlement area.

Respectfully submitted,

Heather James, MES (Pl.), RPP, MCIP  
Manager of Planning and Development

Roxanne Lambrecht  
Planning and Development Technician

Reviewed by Andy Grozelle, Chief Administrative Officer

# Appendix

## Attachments

1. Attachment A: Town of Aylmer Settlement Expansion Assessment All Parties Advisory Group Terms of Reference

## Follow Up

In adopting this report, what follow up action is required?

By-law

Agreement(s)/document(s) to be signed by Mayor and/or Clerk

Social media/Website update or communication

Other communication – Specify: Aylmer Council to appoint the Town's all parties advisory group members