



TABLE OF CONTENTS

Orders – June 22, 2021.....	2
Elgin County Council Minutes – June 8, 2021.....	3
Reports Index.....	18
Report – Homes – Infection Control Policy – Immunization – Staff COVID-19...	19
Report – 2020 Annual Report.....	29
Report – Approval for Official Plan Amendment No. 20-20, Town of Aylmer Official Plan.....	85
Report – Transportation Master Plan – Progress Update.....	337
Report – Avon Drive and Putnam Road Intersection Review.....	342
Correspondence – Items for Consideration Index.....	349
Letter from MP Karen Vecchio.....	350
Letter from Nigel Howcroft.....	352
Correspondence – Items for Information Index.....	354
County of Elgin Homes – June 2021 Newsletter.....	355
Four Counties Health Services Foundation Spring 2021 Newsletter.....	357
Letter from Community Schools Alliance.....	361
Closed Session Agenda.....	365
By-Law 21-28 – Amending the By-Law Regulating ORVS on County Roads....	366



ORDERS OF THE DAY FOR TUESDAY, JUNE 22, 2021, 9:00 A.M.

- 1st Meeting Called to Order
- 2nd Adoption of Minutes
- 3rd Disclosure of Pecuniary Interest and the General Nature Thereof
- 4th Presenting Petitions, Presentations and Delegations
- 5th Motion to Move Into “Committee Of The Whole Council”
- 6th Reports of Council, Outside Boards and Staff
- 7th Council Correspondence
 - 1) Items for Consideration
 - 2) Items for Information (Consent Agenda)
- 8th Other Business
 - 1) Statements/Inquiries by Members
 - 2) Notice of Motion
 - 3) Matters of Urgency
- 9th Closed Meeting Items
- 10th Recess
- 11th Motion to Rise and Report
- 12th Motion to Adopt Recommendations from the Committee Of The Whole
- 13th Consideration of By-Laws
- 14th Adjournment

VIRTUAL MEETING: IN-PERSON PARTICIPATION RESTRICTED

NOTE FOR MEMBERS OF THE PUBLIC:

Please click the link below to watch the Council Meeting:

<https://www.facebook.com/ElginCountyAdmin/>

Accessible formats available upon request.

ELGIN COUNTY COUNCIL

MINUTES

June 8, 2021

Elgin County Council met this 8th day of June 2021. The meeting was held in a hybrid in-person/electronic format with Councillors and staff participating as indicated below.

Council Present: Warden Tom Marks (Council Chambers)
Deputy Warden Dave Mennill (electronic)
Councillor Duncan McPhail (electronic)
Councillor Bob Purcell (electronic)
Councillor Sally Martyn (electronic)
Councillor Grant Jones (electronic)
Councillor Mary French (electronic)
Councillor Dominique Giguère (electronic)
Councillor Ed Ketchabaw (electronic)

Staff Present: Julie Gonyou, Chief Administrative Officer (Council Chambers)
Brian Lima, Director of Engineering Services (electronic)
Stephen Gibson, County Solicitor (electronic)
Jim Bundschuh, Director of Financial Services (electronic)
Michele Harris, Director of Homes and Seniors Services (electronic)
Amy Thomson, Director of Human Resources (electronic)
Brian Masschaele, Director of Community and Cultural Services (electronic)
Jeff Brock, Director of Information Technology Services (electronic)
Nancy Pasato, Manager of Planning (electronic)
Stephanie Godby, Manager of Human Resources (electronic)
Mike Hoogstra, Purchasing Coordinator (electronic)
Natalie Marlowe, Library Coordinator (electronic)
Jeff VanRybroeck, CEMC/Fire Training Officer (electronic)
Carolyn Krahn, Legislative Services Coordinator (Council Chambers)

1. CALL TO ORDER

The meeting convened at 9:00 a.m. with Warden Marks in the chair.

2. ADOPTION OF MINUTES

Moved by: Councillor Purcell
Seconded by: Councillor Jones

RESOLVED THAT the minutes of the meeting held on May 25, 2021 be adopted as amended.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 Proclamation – World Elder Abuse Awareness Day

The Warden proclaimed June 15th Elder Abuse Awareness Day and encouraged all residents to recognize and celebrate seniors and their ongoing contributions to the success and vitality of Ontario.

5. COMMITTEE OF THE WHOLE

Moved by: Councillor Mennill
Seconded by: Councillor Martyn

RESOLVED THAT we do now move into Committee of the Whole Council.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

6.1 Warden’s Activity Report (May) and COVID-19 Update – Warden Marks

Warden Marks provided a summary of the County’s response to the pandemic as well as a list of events and meetings he attended and organized on behalf of County Council.

Moved by: Councillor McPhail
Seconded by: Councillor French

RESOLVED THAT the May 31, 2021, report titled, *Warden’s Activity Report (May) and COVID-19 Update* submitted by the Warden, be received and filed for information.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		

Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.2 **Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan – Councillor French and Councillor Martyn**

Councillor French and Councillor Martyn presented the Community Safety and Well-Being (CSWB) Plan for Aylmer, Elgin and St. Thomas. In accordance with *The Safer Ontario Act*, all municipalities are required to prepare and adopt a CSWB Plan. The County of Elgin, City of St. Thomas, and Town of Aylmer chose to develop a joint plan for the entire area, and a copy of the plan will be sent to all Local Municipal Councils for their consideration and approval.

Moved by: Councillor Martyn
Seconded by: Councillor French

RESOLVED THAT the June 2, 2021, report titled, Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan, submitted by Councillor French and Councillor Martyn, be received and filed for information; and,

THAT Council adopt the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan; and,

THAT Council direct staff to present the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan to Local Municipal Councils for their consideration.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.3 **2020 Annual Library Performance Measurements – Library Coordinator**

The Library Coordinator presented Elgin County Library's (ECL) 2020 annual usage trends both for the system as a whole and for the ten branches.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Jones

RESOLVED THAT the report titled "2020 Annual Library Performance Measurements" from the Library Coordinator dated June 8, 2021 be received and filed; and,

THAT a copy of this report be submitted to all municipalities in the County of Elgin.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		

Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.4 **Elgin County Libraries Policy Revisions – “Facilities Use Policy” and “Exhibition Agreement” – Director of Community and Cultural Services**

The Director of Community and Cultural Services presented revisions to Elgin County Library’s “Facilities Use Policy” and “Exhibition Agreement” as part of an on-going review of library policies.

Moved by: Councillor Martyn
Seconded by: Councillor Mennill

RESOLVED THAT THAT the report titled “Elgin County Library Policy Revisions – “Facilities Use Policy” and “Exhibition Agreement” from the Director of Community and Cultural Services dated June 1, 2021 be received and filed; and,

THAT the “Facilities Use Policy” and “Exhibition Agreement” attached to this report as Appendix A and Appendix B be hereby adopted as amended.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.5 **Human Capital Management System RFP – Contract Award – Purchasing Coordinator**

The Purchasing Coordinator provided information regarding the contract award for the Human Capital Management System RFP. Upon completion of the evaluation and selection process, the proposal submission from Ceridian Canada, Ltd. was deemed the successful qualified proponent.

Moved by: Councillor Jones
Seconded by: Councillor Giguère

RESOLVED THAT the report titled “Human Capital Management System RFP – Contract Award”, dated June 2, 2021 be received and filed; and,

THAT the provision of services associated with the Human Capital Management System, Request for Proposal 2020-P36 submission received from Ceridian Canada, Ltd. in the amount of \$123,137 (implementation costs) and \$118,313 (annual costs) be awarded; and,

THAT Legal Services conduct a review of the proposed services agreement with Ceridian Canada, Ltd.; and,

THAT the Warden and Chief Administrative Officer be authorized to execute the supporting service agreement under the direction of the County Solicitor.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.6 Imperial Road and Dexter Line Intersection Stop Control – General Manager of Engineering, Planning & Enterprise

The General Manager of Engineering, Planning & Enterprise provided information regarding concerns brought to staff's attention with respect to the lack of available sight distance for drivers on the Dexter Line approaches to Imperial Road. Upon review, staff proposed an all-way stop controlled intersection at Imperial Road and Dexter Line so that road users have sufficient sight lines at this intersection.

Moved by: Councillor Giguère
Seconded by: Councillor Mennill

RESOLVED THAT an all way stop control be implemented at the intersection of Imperial Road and Dexter Line;

THAT the County of Elgin's By-Law No. 17-33 being a by-law to designate through highways, be amended to reflect this change, and;

THAT the Township of Malahide be requested to install the necessary road signage as supplied by the County.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.7 Single Source Contract Award – LTC Home Air Conditioning – General Manager of Engineering, Planning & Enterprise

The General Manager of Engineering, Planning & Enterprise provided information regarding the Single Source Contract awarded to Paramount Services for required air conditioning in Long-Term Care Homes by the end of summer of this year.

Moved by: Councillor Purcell

Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled “Single Source Contract Award – LTC Home Air Conditioning” from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated May 31, 2021 be received and filed;

THAT County Council approve the reallocation of \$75,000 from the 2021 Bobier Villa HVAC project to meet the legislated air conditioning requirements at Bobier Villa and Elgin Manor before the end of summer 2021; and,

THAT County Council approve the reallocation of \$145,904 from the 2022 Bobier Villa HVAC project to meet the legislated air conditioning requirements at Bobier Villa and Elgin Manor before the end of summer 2021.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.8 Administration Building – Council Chambers Modernization Project Update – General Manager of Engineering, Planning & Enterprise

The General Manager of Engineering, Planning & Enterprise provided Council with an update on the progress of the Council Chamber Modernization Remodelling Project.

Moved by: Councillor Jones
Seconded by: Councillor Martyn

RESOLVED THAT the report titled “Administration Building – Council Chambers Modernization Project Update” from the Director of Engineering Services, dated June 8, 2021 be received and filed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.9 **Lease Extension Agreement – Alzheimer Society Elgin – St. Thomas/Elgin (County) – County Solicitor**

The County Solicitor presented information with respect to the request by the Alzheimer Society Elgin – St. Thomas to extend its current Lease Agreement, dated and effective May 1, 2020, for the further one (1) year Term commencing May 1, 2021 and ending April 30, 2022.

Moved by: Councillor Mennill
Seconded by: Councillor French

RESOLVED THAT the report to Council, dated June 1, 2021, and entitled “Lease Extension Agreement – Alzheimer Society Elgin – St. Thomas / Elgin (County)”, be received and filed; and

THAT Elgin County Council approve and authorize the Warden and Chief Administrative Officer to execute a Lease Extension Agreement between Elgin (County) and Alzheimer Society Elgin – St. Thomas effective May 1, 2021, and for the one (1) year Term commencing May 1, 2021, and ending April 30, 2022.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.10 **Patio Agreement – Bridge Street Parkette – County Solicitor**

The County Solicitor provided information regarding the request of 9924701 Ontario Inc. to operate a licensed patio upon the Bridge Street Parkette in the Community of Port Stanley by Licence Agreement for the anticipated term of June 2021 through October 2021.

Moved by: Councillor McPhail
Seconded by: Councillor Purcell

RESOLVED THAT the report dated May 30, 2021, and entitled "Patio Agreement - Bridge Street Parkette" be received and filed; and,

THAT subject to finalization as effective upon the date confirmed by the Province of Ontario permitting outdoor dining in accordance with the "Roadmap to Reopen" Plan announced and implemented on or about May 20, 2021,

THAT County Council approve the proposed Patio Agreement for the Bridge Street Parkette as between Elgin (County), Central Elgin (Municipality), and 9924701 Ontario Inc.; and,

THAT County Council authorize the Warden and the Chief Administrative Officer to execute the proposed Patio Agreement for the Bridge Street Parkette as between Elgin (County), Central Elgin (Municipality), and 9924701 Ontario Inc. under direction of the County Solicitor.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

6.11 **COVID-19 Emergency Team Planning – May Update – Chief Administrative Officer**

The Chief Administrative Officer provided Council with an update on the County's COVID-19 response.

Moved by: Councillor Jones
Seconded by: Councillor Giguère

RESOLVED THAT the June 2, 2021, report titled, COVID-19 Emergency Team Planning – May Update, submitted by the Chief Administrative Officer, be received and filed for information.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw			Abstain
Central Elgin	Warden Marks	Yes		
		8	0	1

- Motion Carried.

7. COUNCIL CORRESPONDENCE

7.1 **Items for Consideration**

None.

7.2 **Items for Information (Consent Agenda)**

7.2.1 St. Thomas-Elgin Second Stage Housing with their Spring/Summer 2021 Newsletter.

Moved by: Councillor Mennill
Seconded by: Councillor French

RESOLVED THAT Correspondence Item #1 be received and filed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		

Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

8. OTHER BUSINESS

8.1 Statements/Inquiries by Members

None.

8.2 Notice of Motion

None.

8.3 Matters of Urgency

8.3.1 The Chief Administrative Officer requested Council's consent for the addition of the following items to the Agenda:

1. Correspondence from Martin Withenshaw, Rainbow Optimist Club, and
2. Fire Training College Announcement.

Moved by: Councillor Purcell

Seconded by: Councillor Jones

RESOLVED THAT the matter of urgencies be added to the June 8, 2021 Council Agenda.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

8.3.2 Correspondence from Martin Withenshaw – Rainbow Optimist Club

Moved by: Councillor McPhail

Seconded by: Councillor Giguère

RESOLVED THAT August 9th to August 15th be declared as Pride week in Elgin County.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		

Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

8.3.3 Fire Training College Announcement

The Fire Training Officer/CEMC announced that the County of Elgin received provincial designation as a regional training centre for firefighters. The training centre will provide firefighters from Elgin County's seven (7) Local Municipal Partners as well as Middlesex County the opportunity to receive new recruit training as well as higher level training courses for career advancement such as certification for instructors and fire officers.

Moved by: Councillor Jones
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report from the CEMC/Fire Training Officer be received.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

9. CLOSED MEETING ITEMS

Moved by: Councillor Martyn
Seconded by: Councillor McPhail

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

In-Camera Item #1

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Seniors Services.

In-Camera Item #2

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Property Matter.

In-Camera Item #3

(b) personal matters about an identifiable individual, including municipal or local board employees – Long Term Care.

In-Camera Item #4

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Long Term Care.

In-Camera Item #5

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Legal Services.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

10. MOTION TO RISE AND REPORT

Moved by: Councillor Mennill

Seconded by: Councillor McPhail

RESOLVED THAT we do now rise and report.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #1 – Seniors Services

Moved by: Councillor Jones

Seconded by: Councillor French

RESOLVED THAT the report from the Chief Administrative Officer be received; and

THAT staff proceed as directed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		

West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #2 – Property Matter

Moved by: Councillor Purcell
Seconded by: Councillor Giguère

RESOLVED THAT the Warden and Chief Administrative Officer proceed as directed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #3 – Long Term Care

Moved by: Councillor Mennill
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report from the Chief Administrative Officer be received.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #4 – Long Term Care

Moved by: Councillor Jones
Seconded by: Councillor Martyn

RESOLVED THAT the report from the Chief Administrative Officer be received; and
THAT staff proceed as directed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

In-Camera Item #5 – Legal Services

Moved by: Councillor French
Seconded by: Councillor Purcell

RESOLVED THAT the report from the Chief Administrative Officer be received.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

11. MOTION TO ADOPT RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

Moved by: Councillor Mennill
Seconded by: Councillor Jones

RESOLVED THAT we do now adopt recommendations of the Committee Of The Whole.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		

		9	0	0
--	--	---	---	---

- Motion Carried.

12. CONSIDERATION OF BY-LAWS

12.1 By-Law 21-26 – Amending the Schedule to By-Law No. 17-33

Being a By-Law to Amend the Schedule to By-Law No. 17-33 Being a By-Law to Designate Through Highways.

Moved by: Councillor McPhail
Seconded by: Councillor Martyn

RESOLVED THAT By-Law No. 21-26 be now read a first, second and third time and finally passed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

12.2 By-Law 21-27 – Confirming all Actions and Proceedings

BEING a By-law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the June 8, 2021 Meeting.

Moved by: Councillor Martyn
Seconded by: Councillor French

RESOLVED THAT By-Law No. 21-27 be now read a first, second and third time and finally passed.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

13. ADJOURNMENT

Moved by: Councillor Purcell
Seconded by: Councillor Jones

RESOLVED THAT we do now adjourn at 11:21 to meet again on June 22, 2021 at 9:00 a.m.

Recorded Vote

		Yes	No	Abstain
Malahide	Dave Mennill	Yes		
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Central Elgin	Warden Marks	Yes		
		9	0	0

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer.

Tom Marks,
Warden.

REPORTS OF COUNCIL AND STAFF

June 22, 2021

Staff Reports – ATTACHED

Director Homes and Seniors Services – Homes – Infection Control Policy – Immunization – Staff
COVID-19

Manager of Administrative Services and Director of Financial Services – 2020 Annual Report

Manager of Planning – Approval for Official Plan Amendment No. 20-20, Town of Aylmer Official
Plan

General Manager of Engineering Planning, & Enterprise – Transportation Master Plan – Progress
Update

General Manager of Engineering Planning, & Enterprise – Avon Drive and Putnam Road
Intersection Review



REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: June 16, 2021

SUBJECT: Homes – Infection Control Policy – Immunization – Staff COVID-19

RECOMMENDATIONS:

THAT the report titled: “Homes – Infection Control Policy – Immunization – Staff COVID-19” dated June 11, 2021 be received and filed; and,

THAT Council approve the Homes – Infection Control – Immunization – Staff COVID-19 policy.

INTRODUCTION:

On May 31, 2021, the Associate Deputy Minister issued a new Minister’s Directive: Long-Term Care Home (LTCH) COVID-19 Immunization policy requiring all LTCH’s to have a COVID-19 immunization policy as an additional tool to promote high vaccine uptake.

DISCUSSION:

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Achieving high immunization rates in Ontario’s long-term care homes through vaccination is part of a range of measures and actions that can help prevent and limit the spread of COVID-19 in homes. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, helps to reduce severe outcomes including hospitalizations and death due to COVID-19 in both residents and others who may be present in a long-term care home.

While province-wide vaccination rates in LTCHs are high, the ministry reports some variability at the home level, and a lower vaccination rate for staff in comparison to residents and essential caregivers.

Effective July 1, 2021, the requirement for all LTCH's to have a COVID-19 immunization policy in place will take effect. As per the minister's directive, at minimum, the policy must require staff, student placements and volunteers to do one of three things:

1. Provide proof of vaccination against COVID-19; or
2. Provide a documented medical reason for not being vaccinated against COVID-19; or
3. Participate in an educational program approved by the licensee which, at minimum, addresses all of the following:
 - a. How COVID-19 vaccines work
 - b. Vaccine safety related to the development of the COVID-19 vaccines
 - c. The benefits of vaccination against COVID-19
 - d. The risks of not being vaccinated against COVID-19

The Director of Homes and Seniors Services, in consultation with Human Resources and the Homes Administrators has drafted Infection Control policy 2.10 "Immunization – Staff COVID-19" to meet the requirements of the Minister's Directive.

It is important that all person(s) have the required information/education to make an informed decision about whether to receive a COVID-19 vaccine. In order to ensure that all person(s) subject to this policy are adequately educated about this policy, COVID-19 and the COVID-19 vaccine(s), educational materials/resources will be available and promoted within the Homes.

While we will respect staff, students and volunteer's decision about vaccination, we strongly encourage all person(s) working in or otherwise attending our Homes to help protect everyone by getting vaccinated.

FINANCIAL IMPLICATIONS:

Effective July 1, 2021, it is imperative that all staff complete one of the three (3) requirements of the policy/minister's directive within the thirty (30) day timeline. Failure to do so may result in the staff member being placed on unpaid leave until such time as one of the three requirements has been met which could potentially result in overtime costs for staff replacement.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" 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:

None

COMMUNICATION REQUIREMENTS:

Once approved, this policy shall be communicated to all staff, student placements, and volunteers. A copy of the policy shall be made available to residents and families as required by the ministry.

CONCLUSION:

The Homes Infection Control policy 2.10 “Immunization – Staff COVID-19” meets the requirements of the Minister’s Directive: Long-Term Care Home COVID-19 Immunization Policy” issued May 31, 2021. The management team of the Homes have developed an educational program and a plan for implementation to meet the directive requirements.

All of which is Respectfully Submitted

Approved for Submission

Michele Harris
Director of Homes and Seniors Services

Julie Gonyou
Chief Administrative Officer



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

Page 1 of 7

PREAMBLE:

The “Minister’s Directive: Long-Term Care Home COVID-19 Immunization Policy” issued pursuant to section 174.1 of the *Long-Term Care Homes Act, 2007* (the Act), which authorizes the Minister of Long-Term Care to issue operational or policy directives respecting long-term care homes where the minister considers it in the public interest to do so.

Every licensee of a long-term care home shall carry out every operational or policy directive that applies to the long-term care home.

This Directive is effective as of **July 1, 2021**.

This Directive sets out requirements related to the establishment, implementation, and reporting on a COVID-19 immunization policy.

PURPOSE:

The purpose of this policy is to outline Elgin County Homes expectations with regards to COVID-19 immunization of staff, student placements, and volunteers.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Achieving high immunization rates in Ontario’s long-term care homes through vaccination is part of a range of measures and actions that can help prevent and limit the spread of COVID-19 in homes. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, helps to reduce severe outcomes including hospitalizations and death due to COVID-19 in both residents and others who may be present in a long-term care home.

High rates of vaccination in our Homes is important to protect all person(s) who live, work and visit our Homes to help reduce the risk of outbreaks and the need to isolate residents. Isolation impacts residents’ access to in-person social interaction, activities, and communal dining. The effects of isolation may be greater for residents who have dementia and/or cognitive impairment.



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

Page 2 of 7

Recently released guidance issued by the Ministry of Long-Term Care permits communal dining and indoor activities to resume with precautions in accordance with COVID-19 Directive #3 for LTCHs under the Long-Term Care Homes Act, 2007 issued by the Chief Medical Officer of Health. MLTC Guidance indicated that when at least 85 % of residents and 70 % of employees are fully immunized, some measures/precautions such as physical distancing requirements are further lifted during these activities which supports resident wellbeing.

Contingent upon vaccine availability, all eligible staff, student placements, and volunteers are strongly encouraged to receive a COVID-19 vaccine, unless it is medically contraindicated.

In partnership with Southwestern Public Health, Elgin County Homes will provide support for COVID-19 vaccination to staff members as protection for residents and staff, and to ensure appropriate staffing availability for resident care.

APPLICATION OF THE POLICY:

Regardless of how often they are at the home and how much time they spend there, this policy applies to:

- workers (including employees, persons on contract, and people employed by an employment agency or other third party)
- students on an educational placement at the home
- volunteers

Elgin County Homes shall ensure that the policy provides staff, student placements, and volunteers up to 30 calendar days counted from the effective date of this Directive for existing staff, student placements, and volunteers to meet the applicable policy requirements.

If requested, Elgin County Homes may provide staff, student placements, and volunteers an extension of a reasonable duration to the 30-day allowance on a case by case basis, where the Home determines that there are unforeseen or extenuating circumstances outside of the control of the individual that impede the individual from meeting the requirements.

PROCEDURE:

1. As per the “Minister’s Directive: Long-Term Care Home COVID-19 Immunization Policy” this policy is effective July 1, 2021.



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

Page 3 of 7

2. It is important that all person(s) have the required information/education to make an informed decision about whether to receive a COVID-19 vaccine. In order to ensure that all person(s) subject to this policy are adequately educated about this policy, COVID-19 and the COVID-19 vaccine(s), educational materials/resources will be available and promoted within the Homes.
3. Elgin County Homes shall ensure that the policy on COVID-19 immunization requires all persons to whom the policy applies to select/provide **one of the following**:
 - (a) Proof of COVID-19 vaccine administration as per the following requirements:
 - i. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
 - ii. If the individual has received the total required number of doses of a COVID-19 vaccine approved by Health Canada, proof of all required doses.
Please note: For persons vaccinated in Ontario, the only acceptable proof of vaccination is presenting the actual or a copy of the physical or electronic receipt provided by the Ministry of Health to each person who has been vaccinated in Ontario. Individuals who misplace their receipt can obtain a replacement copy by logging into the provincial vaccine portal.
 - (b) Written proof of a medical reason, provided by either a physician or registered nurse in the extended class, that sets out:
 - i. that the person cannot be vaccinated against COVID-19; and
 - ii. the effective time period for the medical reason.
 - (c) Proof that the individual has completed an educational program approved by the licensee that addresses, **at a minimum**, all of the following:
 - i. how COVID-19 vaccines work
 - ii. vaccine safety related to the development of the COVID-19 vaccines
 - iii. the benefits of vaccination against COVID-19



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

Page 4 of 7

iv. risks of not being vaccinated against COVID-19

4. In accordance with Elgin County Homes and Human Resources policies, collective agreements and applicable legislation and directives, failure to meet one (1) of the above (a, b or c) mandated requirements within thirty (30) days shall result in staff, student, volunteer access to the Home being removed and remain on unpaid leave until such time as one of the mandated requirements outlined in #3 are met.
5. The Home will reimburse the staff member for such expense incurred in obtaining and providing written proof of medical exemption by a physician and/or Registered Nurse in extended class. If the effective time period of a medical reason provided has expired, Elgin County Homes management shall ensure, within 30 days of the medical reason expiring, that the individual provides proof of vaccination or proof that the individual completed the required educational program.
6. For individuals who have received the first dose of a two-dose COVID-19 vaccination series and have provided proof Elgin County Homes shall consider the person to have met the requirements of the policy until such time as they are eligible for a second dose. At that time, the person shall provide proof of their second dose, or proof of a medical reason for not receiving it, or proof that the individual has completed the mandatory educational program.
7. The Educational program is mandatory for all staff, students and volunteers that elect not to receive vaccination and/or fail to provide written proof of medical exemption for COVID-19 vaccination.
8. If required to be completed, the educational program shall be completed outside of scheduled work time and such time shall be unpaid.
9. While we will respect staff, students and volunteer's decision about vaccination, we strongly encourage all person(s) working in, or otherwise attending, our Homes to help protect everyone by getting vaccinated.
10. Elgin County Homes are committed to supporting access to vaccination. As such, on-site COVID-19 vaccination clinic(s), where sanctioned by the Homes Medical Director



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

Page 5 of 7

and/or Southwestern Public Health (Medical Officer of Health) through a signed medical directive, will be provided for staff members who have provided informed consent.

11. The nurse giving the injections may administer the COVID-19 vaccine to eligible County of Elgin staff members according to the applicable manufacturer's instructions after performing a health assessment, reviewing contraindications and receiving informed consent. Adrenaline 1:1000 IU 1 ml will be available on the injection tray in case of adverse reaction. Registered staff to understand and be able to apply the medical directive for dosage of Adrenaline prior to vaccination.
12. A list of immunized staff will be compiled in each Home by the Manager of Resident Care.
13. Staff members who receive their vaccine at the Home will be recorded on the list of immunized staff members in each Home. A record of immunization will be provided by the Home.
14. Staff members hired after July 1, 2021, will, prior to commencement of work, be required to provide proof of COVID-19 vaccine administration, or provide written proof of a medical reason, provided by either a physician or registered nurse in the extended class, that sets out:
 - a. that the person cannot be vaccinated against COVID-19; and
 - b. the effective time period for the medical reason.
15. This policy shall be communicated to all staff (including, but not limited to, Surge learning), student placements, and volunteers, and a copy of the policy shall be made available to residents and families.
16. Elgin County Homes shall comply with all statistical information collection and disclose in aggregate form (without any identifying information) to Ministry of Long-Term Care as set out by the ministry.

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

Page 6 of 7

References/Resources:

- MLTC Minister’s Directive: Long- Term Care Home COVID-19 Immunization Policy
- MLTC Resource Guide Minister’s Directive: Long- Term Care Home COVID-19 Immunization Policy Version 1, May 31, 2021
- About COVID-19 Vaccines (Ontario Ministry of Health)
- COVID-19 Vaccine Information Sheet (Ontario Ministry of Health)
- ****bilingual**** Building Confidence in Vaccines [English] and Accroître la confiance à l’égard des vaccins [French] (Public Health Ontario)
- Communicating effectively about immunization: Canadian Immunization Guide (Government of Canada)
- ****multilingual**** Coronavirus disease (COVID-19): Awareness resources (Government of Canada)
- COVID-19 Info (Immunize Canada)
- ****bilingual**** COVID-19 vaccines and workplace health and safety: Learn how COVID-19 vaccines help protect you and make your workplace safer [English] and Les vaccins contre la COVID-19 et la santé et la sécurité au travail: Découvrez comment les vaccins contre la COVID-19 contribuent à vous protéger et à rendre votre lieu de travail plus sécuritaire [French] (Ontario Ministry of Labour, Training and Skills Development)
- COVID-19: Vaccines | Centre for Effective Practice - Digital Tools (Centre for Effective Practice)
- COVID-19 Vaccines Explained (World Health Organization)
- ****multilingual**** COVID-19: Vaccine Resources and in American Sign Language (City of Toronto)
- ****multilingual**** Documents multilingues sur la vaccination contre la COVID-19 (Alliance des communautés culturelles pour l’égalité dans la santé et les services sociaux)
- Gashkiwidoon toolkit: covid-19 vaccine implementation (Indigenous Primary Health Care Council)
- ****multilingual**** LTC COVID-19 Vaccine Promotion Toolkit (Ministry of Long-Term Care)
- Ontario’s doctors answer COVID-19 vaccine questions (Ontario Medical Association)
- Tools to Boost Vaccine Confidence in LTC Teams (Ontario Centres for Learning, Research and Innovation in Long-Term Care)
- Updates on COVID-19 (National Collaborating Centre for Indigenous Health)



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DRAFT NEW

DEPARTMENT: *Infection Control*

SUBJECT: *Immunization – Staff COVID-19*

APPROVAL DATE: June 2021

DRAFT



REPORT TO COUNTY COUNCIL

FROM: Katherine Thompson, Manager of
Administrative Services

Jim Bundschuh, Director of Financial Services

DATE: June 22, 2021

SUBJECT: 2020 Annual Report

RECOMMENDATION:

THAT the 2020 Annual Report, Financial Information Return (FIR) and Audited Consolidated Financial Statements be approved for publication; and,

THAT the report titled “2020 Annual Report” dated June 22, 2021 be received and filed.

INTRODUCTION:

The 2020 Annual Report will allow Council to communicate the state of the Corporation to the residents of Elgin County. It will speak to the achievements, the financial results and performance measures for 2020. In past years, this report was published in the third quarter, but new financial modeling has been developed to speed up the preparation process.

DISCUSSION:

The Financial Information Return (FIR) is a provincially mandated reporting document in a standardized format required to be reported to the province and published for the public. The intent of the Annual Report is to make the information from the FIR easy to understand using charts and explanations. The Annual Report, FIR and audited consolidated financial statements are to be published on the County’s website for access by the public. In the past, the Annual Report was a pdf report (an electronic version of a traditional paper-based report) that was posted to the County website. Paper copies of the pdf were produced for anyone not having internet access.

Rather than just posting a non-interactive pdf onto the website, this year’s report will use the interact tools that web design allows. Even though [a new web-based format](#) has been developed, it is important to still provide an accessible version for those without internet. As such, the content of the web version has been migrated to an [accessible pdf version](#).

The attached audited consolidated financial statements are consistent with the financial results contained within the annual report. The auditor has completed the review of these statements. Their independent auditors' report, included as part of the financial statements, indicates that the statements fairly present the financial position of the County. The auditor will attend the June 22nd meeting to present his audited findings.

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" 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 type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Additional Comments:

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

The annual report and the FIR will be posted to the County website and the FIR will be submitted to the province after Council approval on June 22, 2021.

**CONCLUSION:**

An interactive web-based Annual Report provides the residents of Elgin an easy-to-understand synopsis of the financial details found in the FIR in a format that is more visually stimulating and engaging than traditional paper based annual reports.

All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson
Manager of Legislative Services

Julie Gonyou
Chief Administrative Officer

Jim Bundschuh
Director of Financial Services

June 22, 2021

The Corporation of the County of Elgin
450 Sunset Drive
St. Thomas, ON, N5R 5V1

Dear Members of Council:

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of The Corporation of the County of Elgin for the year ending December 31, 2020. We look forward to meeting with you and discussing the matters outlined below.

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan (as previously presented to you).

Other Matters

We have not identified any other significant matters that we wish to bring to your attention at this time.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

There were no significant estimates/judgements contained in the financial statements.

Significant Financial Statement Disclosures

We did identify financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention. They are as follows:

Significant event note disclosure was required to report the possible unknown impacts of the coronavirus pandemic on the organization.

Uncorrected Misstatements

We accumulated no significant uncorrected misstatements during our audit.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian accounting standards for public sector enterprises.

Other Audit Matters of Governance Interest

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of The Corporation of the County of Elgin to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Sincerely,

GRAHAM SCOTT ENNS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS



Robert Foster, CPA, CA
Partner

Acknowledgement of Members of Council:

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Per: The Corporation of the County of Elgin

Signed: _____

Print Name: Tom Marks, Warden

CORPORATION OF THE COUNTY OF ELGIN

Consolidated Financial Statements

December 31, 2020

Draft

CORPORATION OF THE COUNTY OF ELGIN
Consolidated Financial Statements
For the Year Ended December 31, 2020

Draft

Table of Contents	PAGE
Management Responsibility for Financial Reporting	1
Independent Auditors' Report	2 - 3
Consolidated Statement of Financial Position	4
Consolidated Statement of Operations and Accumulated Surplus	5
Consolidated Statement of Change in Net Financial Assets	6
Consolidated Statement of Cash Flows	7
Notes to the Consolidated Financial Statements	8 - 23
Consolidated Schedule of Segment Disclosure	24 - 25

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying consolidated financial statements are the responsibility of the management of **Corporation of the County of Elgin** and have been prepared in accordance with Canadian accounting standards for public sector entities.

These consolidated financial statements include:

- Independent Auditors' Report
- Consolidated Statement of Financial Position
- Consolidated Statement of Operations and Accumulated Surplus
- Consolidated Statement of Change in Net Financial Assets
- Consolidated Statement of Cash Flows
- Notes to the Consolidated Financial Statements
- Consolidated Schedule of Segment Disclosure

The Chief Administrative Officer and the Director of Financial Services are responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing the consolidated financial statements before they are submitted to Council for approval.

The integrity and reliability of **Corporation of the County of Elgin** reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The consolidated financial statements have been audited on behalf of the Members of Council, Inhabitants and Ratepayers of **Corporation of the County of Elgin** by Graham Scott Enns LLP in accordance with Canadian generally accepted auditing standards.

Julie Gonyou,
Chief Administrative Officer

Jim Bundschuh
Director of Financial Services

St. Thomas, Ontario
June 22, 2021



INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of The **Corporation of the County of Elgin**:

Opinion

We have audited the consolidated financial statements of The **Corporation of the County of Elgin**, which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statement of operations and accumulated surplus, consolidated statement of changes in net financial assets and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the County's consolidated financial statements present fairly, in all material respects, the financial position of the County as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the County's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the County or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the County's financial reporting process.

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.



GRAHAM SCOTT ENNS^{LLP}
CHARTERED PROFESSIONAL ACCOUNTANTS

P. 519-633-0700 · F. 519-633-7009
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 · F. 519-773-9683
25 John Street South, Aylmer, ON N5H 2C1

www.grahamscottens.com

INDEPENDENT AUDITORS' REPORT (CONTINUED)

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (Continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the County's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the County to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

CORPORATION OF THE COUNTY OF ELGIN

**Consolidated Statement of Financial Position
As at December 31, 2020**

	2020	2019
	<u>\$</u>	<u>\$</u>
FINANCIAL ASSETS		
Cash	5,733,171	10,751,590
Investments (Note 2)	30,799,089	23,716,980
Accounts receivable	4,184,808	3,111,854
Loans receivable (Note 3)	<u>120,000</u>	<u>140,000</u>
Total financial assets	<u>40,837,068</u>	<u>37,720,424</u>
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	8,770,395	7,505,468
Employee post-retirement benefit liabilities (Note 4)	1,581,772	1,353,826
Long-term debt (Note 5)	<u>7,907,000</u>	<u>1,961,500</u>
Total financial liabilities	<u>18,259,167</u>	<u>10,820,794</u>
NET FINANCIAL ASSETS	<u>22,577,901</u>	<u>26,899,630</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 6)	209,610,068	192,398,168
Prepaid expenses	<u>103,126</u>	<u>404,446</u>
Total non-financial assets	<u>209,713,194</u>	<u>192,802,614</u>
ACCUMULATED SURPLUS (NOTE 9)	<u>232,291,095</u>	<u>219,702,244</u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

CORPORATION OF THE COUNTY OF ELGIN

**Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended December 31, 2020**

	Budget (Note 12) <u>\$</u>	Actual 2020 <u>\$</u>	Actual 2019 <u>\$</u>
REVENUES			
Requisition of local municipalities	39,200,967	39,737,672	37,312,350
Transfer payments			
Federal	2,482,621	2,521,692	3,240,387
Provincial	28,257,754	29,140,165	24,644,903
Municipal	4,071,275	3,903,300	3,264,659
User charges	6,827,121	6,499,456	6,746,345
Investment income	216,625	480,420	618,828
Other contributions	3,821,526	3,051,917	3,165,985
Gain on disposal of capital assets	<u>-</u>	<u>2,544</u>	<u>-</u>
Total revenues	<u>84,877,889</u>	<u>85,337,166</u>	<u>78,993,457</u>
EXPENSES			
General government	7,213,314	7,120,291	6,069,674
Property assessment and support	796,145	796,144	781,803
Emergency measures	279,825	253,218	31,866
Provincial offences	1,575,896	933,685	1,428,557
Transportation services	13,370,838	12,920,463	12,894,520
Public health services	6,195,244	6,303,723	5,885,321
Ambulance services	11,227,378	11,249,196	10,162,095
Social and family services	849,301	439,064	713,876
Assistance to aged persons	27,018,075	27,045,181	24,429,371
Social housing	1,614,803	1,287,089	1,488,464
Libraries (Note 11)	3,067,893	2,677,233	2,932,678
Cultural services	793,553	643,920	687,001
Planning and development	391,487	243,648	315,925
Economic development	1,227,930	775,403	961,297
Agriculture and reforestation	<u>64,956</u>	<u>60,057</u>	<u>53,422</u>
Total expenses (Note 13[a])	<u>75,686,638</u>	<u>72,748,315</u>	<u>68,835,870</u>
ANNUAL SURPLUS	9,191,251	12,588,851	10,157,587
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>219,702,244</u>	<u>219,702,244</u>	<u>209,544,657</u>
ACCUMULATED SURPLUS, END OF YEAR (NOTE 9)	<u><u>228,893,495</u></u>	<u><u>232,291,095</u></u>	<u><u>219,702,244</u></u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

CORPORATION OF THE COUNTY OF ELGIN

**Consolidated Statement of Change in Net Financial Assets
For the Year Ended December 31, 2020**

	Budget (Note 12) \$	Actual 2020 \$	Actual 2019 \$
ANNUAL SURPLUS	9,191,251	12,588,851	10,157,587
Acquisition of tangible capital assets	(28,415,047)	(28,415,047)	(15,842,016)
Amortization of tangible capital assets	11,199,707	11,199,707	10,562,723
Proceeds on disposal of tangible capital assets	-	5,984	-
Decrease (increase) in prepaid expenses	-	301,320	(22,670)
Gain on sale of tangible capital assets	-	(2,544)	-
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	(8,024,089)	(4,321,729)	4,855,624
NET FINANCIAL ASSETS , BEGINNING OF YEAR	<u>26,899,630</u>	<u>26,899,630</u>	<u>22,044,006</u>
NET FINANCIAL ASSETS, END OF YEAR	<u>18,875,541</u>	<u>22,577,901</u>	<u>26,899,630</u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

CORPORATION OF THE COUNTY OF ELGIN

**Consolidated Statement of Cash Flows
For the Year Ended December 31, 2020**

	2020	2019
	<u>\$</u>	<u>\$</u>
OPERATING ACTIVITIES		
Annual surplus	12,588,851	10,157,587
Items not involving cash:		
Amortization of tangible capital assets	11,199,707	10,562,723
Change in employee post-retirement benefit liabilities	227,946	(54,633)
Gain on sale of tangible capital assets	<u>(2,544)</u>	<u>-</u>
	24,013,960	20,665,677
Change in non-cash assets and liabilities related to operations (Note 13 [b])	<u>513,293</u>	<u>395,047</u>
	<u>24,527,253</u>	<u>21,060,724</u>
INVESTING ACTIVITIES		
Net increase in investments	<u>(7,082,109)</u>	<u>(9,417,656)</u>
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(28,415,047)	(15,842,016)
Proceeds on disposal of tangible capital assets	<u>5,984</u>	<u>-</u>
	<u>(28,409,063)</u>	<u>(15,842,016)</u>
FINANCING ACTIVITIES		
Advances of long-term debt	6,000,000	-
Repayment of long-term debt	<u>(54,500)</u>	<u>(52,750)</u>
	<u>5,945,500</u>	<u>(52,750)</u>
NET CHANGE IN CASH	(5,018,419)	(4,251,698)
CASH, BEGINNING OF YEAR	<u>10,751,590</u>	<u>15,003,288</u>
CASH, END OF YEAR	<u>5,733,171</u>	<u>10,751,590</u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

Corporation of the County of Elgin (the "County") is an upper-tier municipality, comprised of seven local municipalities, in the Province of Ontario. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the County are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. Significant aspects of the accounting policies adopted by the County are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the County and which are owned or controlled by the County. All inter-fund assets, liabilities, revenues and expenses have been eliminated.

Consolidated Entities

There are no organizations or local boards that are consolidated in these financial statements.

Proportionate Consolidation

The Oxford Elgin St. Thomas Health Unit has been consolidated on a proportionate basis, based upon the percentage of grant money provided by the County in comparison to the County of Oxford and the City of St. Thomas.

Trust Funds

Trust funds administered by the County have not been included in the consolidated statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations. At December 31, 2020 the County held \$28,997 (2019 - \$23,707) in trust funds.

Basis of Accounting

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

CORPORATION OF THE COUNTY OF ELGIN

**Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2020**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Investments

Investments, consisting of money market funds and guaranteed investment certificates, are recorded at the lower of cost plus accrued interest and fair market value. Investment income earned on available funds is reported as revenue in the period earned.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 years
Buildings	20 -40 years
Furniture, fixtures and equipment	8 - 16 years
Computer equipment	2 -4 years
Vehicles	4 years
Roadways	5 - 80 years
Bridges	20 - 60 years
Library books	8 years

Amortization begins the first month of the year following the year the asset is placed in service and to the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized

ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and that fair value is also recorded as revenue.

iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Non-Financial Assets (continued)

iv) Interest capitalization

The County does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

v) Leased tangible capital assets

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Deferred Revenue

The County receives funds for specific purposes which are externally restricted by legislation, regulation or agreement. These restricted funds are not available for general municipal purposes and are recognized as revenue in the fiscal year the funds are used for the specified purpose.

Government Transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined. Any amount received but restricted is recorded as deferred revenue in accordance with Section 3100 of the Public Sector Accounting Handbook and recognized as revenue in the period in which the resources are used for the purpose specified.

In addition, the County periodically receives senior government capital funding in the form of infrastructure grants and receives ongoing funding from both senior levels of government as a result of an allocation of the gas tax funds.

Employee Benefit Plans

The County provides a pension plan for its employees through the Ontario Municipal Employees Retirement System (OMERS). OMERS is a multi-employer pension plan which operates as the Ontario Municipal Employees Retirement Fund. The fund is a contributory defined benefit pension plan. As this is a multi-employer plan, no liability is recorded on the County's books. The employer's contribution to a multi-employer, defined benefit plan are expensed as the obligations arise.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains or losses that are related to these benefits are recognized immediately in the period they arise.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Employee Benefit Plans (continued)

The County is an employer included under Schedule II of the Workplace Safety and Insurance Act, it self-ensures the entire risk of its own WSIB claims and is individually liable for reimbursing the WSIB for all costs relating to its workers' WSIB claims. The cost of the claims are expensed as incidents occur, while the liability for future benefit costs is determined by WSIB.

Provincial Offences Fines

The County administers the Provincial Offences Act (POA) on behalf of the Ministry of the Attorney General for the Elgin County Court Service Area.

Fine revenue is recognized as the fine payment is received. Fine revenue includes all monies received less payments made to other municipalities for monies received on their behalf. Revenue also includes outstanding transfers of fine receipts collected by other municipalities.

Tax Revenues

In 2020 the County received \$39,737,672 (2019 - \$37,312,350) in property tax revenues. The authority to levy and collect property taxes is established under the Municipal Act 2001, the Assessment Act, the Education Act, and other legislation.

The amount of the total annual property tax levy is determined each year through Council's approval of the annual budget. Tax rates are set annually by Council for each class or type of property, in accordance with legislation and Council-approved policies, in order to raise the revenue required to meet operating budget requirements.

Taxation revenues are recorded at the time billings are issued. Additional property tax revenue can be added throughout the year, related to new properties that become occupied, or that become subject to property tax, after the return of the annual assessment roll used for billing purposes. The County may receive supplementary assessment rolls over the course of the year from MPAC that identify new or omitted assessments. Property taxes for these supplementary/omitted amounts are then billed according to the approved tax rate for the property class.

Taxation revenues in any year may also be reduced as a result of reductions in assessment value rising from assessment and/or tax appeals. Each year, an amount is identified to cover the estimated amount of revenue loss attributable to assessment appeals, tax appeals or other deficiencies in tax revenue (e.g. uncollectible amounts, write-offs, etc.).

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

Financial Instruments

The County's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities and long-term liabilities. Unless otherwise noted, it is management's opinion that the County is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

Environmental Provisions and Contaminated Sites

The County's may be exposed to litigation or other costs of remediation due to contaminated properties in its jurisdiction. A liability for remediation is recognized in the financial statements when an environmental standard exists, contamination exceeds the standard, the government is responsible for the remediation and a reasonable estimate of the liability can be made. As at December 31, 2020 there were no properties that the County was responsible to remedy and as such no liability has been accrued.

Recent Accounting Pronouncements

PSAB released a standard related to Financial Instruments (PS 3450). The standard applies to all local governments for fiscal years beginning on or after April 1, 2022, which would be the year end December 31, 2023. The standard applies to all types of financial instruments. The new standard requires that equity and derivative instruments be measured at fair value, with changes in value being recorded in the statement of remeasurement gains/losses. The standard gives the option of cost/amortized cost vs. fair value of remaining instruments, which is elected upon by the government organization. The County has not yet determined what, if any, financial reporting implications may arise from this standard.

PSAB released a standard related to Revenue (PS 3400). This standard will apply for fiscal years beginning on or after April 1, 2023, which would be the year end December 31, 2024. This standard will impact the timing of the revenue reported by the organization. Examination and audit of the types of revenue will determine the impact of this standard. The County has not yet determined what, if any, financial reporting implications may arise from this standard.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

2. INVESTMENTS

The investments consist of guaranteed investment certificates with maturity dates extending to January 2023, and money market funds recorded at cost plus accrued interest. Interest rates ranged from 1.90% to 3.05% during the year. The cost plus accrued interest approximates the fair market value of these investments due to the liquidity and nature of these investments.

	2020	2019
	<u>\$</u>	<u>\$</u>
Guaranteed investment certificates	10,242,402	14,677,084
Money market funds	<u>20,556,687</u>	<u>9,039,896</u>
	<u>30,799,089</u>	<u>23,716,980</u>

3. LOAN RECEIVABLE

In 2016 \$100,000 was loaned to the Municipality of Central Elgin for the development of the Belmont Library. The loan is non-interest bearing and is to be repaid over 10 years. The balance outstanding at the end of the year is \$50,000 (2019 - \$60,000).

In 2017 \$100,000 was loaned to the Township of Southwold for the development of the Shedden Library. The loan is non-interest bearing and is to be repaid in 10 installments of \$10,000 annually. The balance outstanding at the end of the year is \$70,000 (2019 - \$80,000).

4. POST EMPLOYMENT BENEFITS

	2020	2019
	<u>\$</u>	<u>\$</u>
Vacation credits	649,213	639,855
Workplace Safety and Insurance premiums - Schedule II Employer	<u>932,560</u>	<u>713,971</u>
	<u>1,581,773</u>	<u>1,353,826</u>

The provision of certain employee vacation plans allow for the accumulation of vacation credits for use in future periods. The value of these credits at December 31, 2020 is \$649,212 (2019 - \$639,855).

The County is a Schedule II employer under the Workplace and Safety and Insurance Act. As a Schedule II employer the County assumes liability for any award made under the Act. The Workplace and Safety and Insurance Board has evaluated the liability estimates for future benefit costs at December 31, 2020 as \$932,560 (2019 - \$713,971).

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

5. LONG-TERM DEBT

a) The balance of the long-term liabilities reported on the Consolidated Statement of Financial Position consists of the following:

	2020	2019
	<u>\$</u>	<u>\$</u>
Ontario Infrastructure and Lands Corporation, 1.43%, repayable in blended semi annual payments of \$323,030, due November 2030	6,000,000	-
Consolidated debt from the County's proportionate share of the Oxford Elgin St. Thomas Public Health	<u>1,907,000</u>	<u>1,961,500</u>
Total long-term liabilities at the end of the year	<u>7,907,000</u>	<u>1,961,500</u>

b) Principal repayments are summarized as follows:

	2021	2022	2023	2024	2025	Beyond	Total
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>618,764</u>	<u>628,333</u>	<u>638,768</u>	<u>648,820</u>	<u>659,492</u>	<u>4,712,823</u>	<u>7,907,000</u>

c) The consolidated debt represents the County's proportionate share of the Oxford Elgin St. Thomas Public Health's debt to finance construction of a new office building completed in 2014. The organization was advanced \$9 million in 32 day banker acceptance notes at the CDOR rate of 1.22% plus a stamping fee of 0.40%. At the same time, the organization entered into an interest rate swap contract to fix the interest rate on the long-term financing at 2.85% for a 30 year period. As a result of these transactions, the organization has fixed their rate on this debt obligation at 2.85% plus 0.4% as a stamping fee (3.25% for 2020 and 2019). The stamping fee is reviewed every 15 years to determine if the risk assessment of the organization has changed. The County's proportionate share of interest expense on the term loan was \$59,862 (2019 - \$64,088).

d) The long-term liabilities issued in the name of the County have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

e) Interest expense on long-term debt in 2020 amounted to \$59,862 (2019 - \$64,088).

f) Subsequent to year end, the County approved the borrowing of an additional \$6,000,000 ten year debenture with the Ontario Infrastructure and Lands Corporation for the King George Lift Bridge rehabilitation capital project.

CORPORATION OF THE COUNTY OF ELGIN

**Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2020**

6. TANGIBLE CAPITAL ASSETS

December 31, 2020

Cost	<u>Opening</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending</u>
Land	19,099,369	1,444	(3,440)	19,097,373
Land improvements	3,258,464	437,728	-	3,696,192
Buildings	41,804,747	706,969	(190,485)	42,321,231
Furniture, fixtures, and equipment	7,841,650	626,230	(364,757)	8,103,123
Computer equipment	1,448,212	319,788	(304,951)	1,463,049
Vehicles	2,053,737	709,845	(494,509)	2,269,073
Roadways	239,855,300	11,162,837	(746,854)	250,271,283
Bridges	37,547,573	1,154,884	(598)	38,701,859
Library - books and equipment	2,968,782	350,508	(480,110)	2,839,180
	<u>355,877,834</u>	<u>15,470,233</u>	<u>(2,585,704)</u>	<u>368,762,363</u>
Work In Progress	7,667,837	12,944,814	-	20,612,651
Total Cost	<u>363,545,671</u>	<u>28,415,047</u>	<u>(2,585,704)</u>	<u>389,375,014</u>
Accumulated Amortization	<u>Opening</u>	<u>Amortization</u>	<u>Disposal</u>	<u>Ending</u>
Land	-	-	-	-
Land improvements	1,940,088	158,363	-	2,098,451
Buildings	18,007,598	1,113,874	(190,485)	18,927,987
Furniture, fixtures and equipment	4,673,986	631,900	(364,757)	4,941,129
Computer equipment	582,634	311,980	(304,951)	589,663
Vehicles	1,354,069	305,054	(494,509)	1,164,584
Roadways	122,418,082	7,480,520	(746,854)	129,151,748
Bridges	20,782,426	863,582	(598)	21,645,410
Library - books and equipment	1,391,650	334,434	(480,110)	1,245,974
	<u>171,147,503</u>	<u>11,199,707</u>	<u>(2,582,264)</u>	<u>179,764,946</u>
Work In Progress	-	-	-	-
Total Accumulated Amortization	<u>171,147,503</u>	<u>11,199,707</u>	<u>(2,582,264)</u>	<u>179,764,946</u>
Net Book Value	<u>Opening</u>			<u>Ending</u>
Land	19,099,369			19,097,373
Land improvements	1,318,376			1,597,741
Buildings	23,800,149			23,393,244
Furniture, fixtures and equipment	3,167,664			3,161,994
Computer equipment	865,578			873,386
Vehicles	699,698			1,104,489
Roadways	117,437,218			121,119,535
Bridges	16,765,147			17,056,449
Library - books and equipment	1,577,132			1,593,206
	<u>184,730,331</u>			<u>188,997,417</u>
Work In Progress	7,667,837			20,612,651
Total Net Book Value	<u>192,398,168</u>			<u>209,610,068</u>

CORPORATION OF THE COUNTY OF ELGIN

**Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2020**

6. TANGIBLE CAPITAL ASSETS (CONTINUED)

December 31, 2019

Cost	<u>Opening</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending</u>
Land	18,770,343	329,026	-	19,099,369
Land improvements	2,932,030	326,434	-	3,258,464
Buildings	37,589,754	4,214,993	-	41,804,747
Furniture, fixtures, and equipment	7,198,369	758,293	(115,012)	7,841,650
Computer equipment	997,676	668,889	(218,353)	1,448,212
Vehicles	1,886,933	391,095	(224,291)	2,053,737
Roadways	231,165,777	12,906,117	(4,216,594)	239,855,300
Bridges	37,090,930	456,643	-	37,547,573
Library - books and equipment	2,815,816	380,170	(227,204)	2,968,782
	<u>340,447,628</u>	<u>20,431,660</u>	<u>(5,001,454)</u>	<u>355,877,834</u>
Work In Progress	12,257,481	(4,589,644)	-	7,667,837
Total Cost	<u>352,705,109</u>	<u>15,842,016</u>	<u>(5,001,454)</u>	<u>363,545,671</u>
Accumulated Amortization	<u>Opening</u>	<u>Amortization</u>	<u>Disposal</u>	<u>Ending</u>
Land	-	-	-	-
Land improvements	1,807,960	132,128	-	1,940,088
Buildings	17,159,578	845,020	-	18,004,598
Furniture, fixtures and equipment	4,130,262	658,736	(115,012)	4,673,986
Computer equipment	434,695	366,392	(218,353)	582,634
Vehicles	1,364,395	213,995	(224,291)	1,354,039
Roadways	119,497,398	7,137,278	(4,216,594)	122,418,082
Bridges	19,890,643	891,783	-	20,782,426
Library - books and equipment	1,301,463	317,391	(227,204)	1,391,650
	<u>165,586,234</u>	<u>10,562,723</u>	<u>(5,001,454)</u>	<u>171,147,503</u>
Work In Progress	-	-	-	-
Total Accumulated Amortization	<u>165,586,234</u>	<u>10,562,723</u>	<u>(5,001,454)</u>	<u>171,147,503</u>
Net Book Value	<u>Opening</u>			<u>Ending</u>
Land	18,770,343			19,099,369
Land improvements	1,124,070			1,318,376
Buildings	20,430,176			23,800,149
Furniture, fixtures and equipment	3,068,107			3,167,664
Computer equipment	563,081			865,578
Vehicles	522,598			699,698
Roadways	111,668,379			117,437,218
Bridges	17,200,287			16,765,147
Library - books and equipment	1,514,353			1,577,132
	<u>174,861,394</u>			<u>184,730,331</u>
Work In Progress	12,257,481			7,667,837
Total Net Book Value	<u>187,118,875</u>			<u>192,398,168</u>

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

7. PENSION AGREEMENTS

The County makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and the administration of the benefits. Each year, an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits the members have earned to date. The most recent actuarial valuation of the Plan was conducted December 31, 2020, and the results of this valuation disclosed actuarial liabilities of \$113.1 billion in respect of benefits accrued for service with actuarial assets at that date of \$109.8 billion leaving an actuarial deficit of \$3.2 billion.

Because OMERS is a multi-employer pension plan, any pension surpluses or deficits are a joint responsibility of the Ontario municipal organizations and their employees. As a result, the County does not recognize any share of the OMERS pension surplus or deficit. The amount contributed to OMERS for 2020 was \$1,493,995 (2019 - \$1,513,095) for current service. OMERS contribution rates for 2020 and 2019, depending on income level and retirement dates, ranged from 9.0% to 15.8%.

8. CONTINGENT LIABILITIES

As at December 31, 2020 certain legal actions are pending against the County. The final outcome of the outstanding claims cannot be determined at this time. However, management believes that ultimate disposition of these matters will not materially exceed the amounts recorded in these consolidated financial statements.

As at December 31, 2020 certain legal actions are pending against the County in relation to the Imperial Road bridge collapse on February 23, 2018. Council has allocated \$350,000 to a new Legal Settlement Reserve within the Contingencies Reserves to be used to offset future costs if and when they are incurred.

Estimated costs to settle claims are based on available information and projections of estimated future expenses developed based on the County's historical experience. Claims are reported as an operating expense in the year of the loss, where the costs are deemed to be likely and can be reasonable determined. Claim provisions are reported as a liability in the consolidated statement of financial position.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

9. ACCUMULATED SURPLUS

The accumulated surplus consists of the following balances:

	2020	2019
	<u>\$</u>	<u>\$</u>
SURPLUS		
Tangible capital assets	209,610,068	192,398,168
Share of surplus in Oxford Elgin St. Thomas Health Unit	430,225	434,834
Reserves	<u>14,702,093</u>	<u>10,089,256</u>
	224,742,386	202,922,258
AMOUNTS TO BE RECOVERED		
Committed for completion of assets under construction	41,088,258	44,275,067
Net long-term debt (Note 5)	(7,907,000)	(1,961,500)
Self-financed capital projects	<u>(25,632,549)</u>	<u>(25,533,581)</u>
ACCUMULATED SURPLUS	<u>232,291,095</u>	<u>219,702,244</u>
RESERVES		
Reserves set aside for specific purposes by Council:		
Contingencies	13,832,135	9,447,404
Homes for senior citizens	372,496	377,237
Libraries and cultural services	454,321	221,474
Other municipal services	<u>43,141</u>	<u>43,141</u>
Total reserves	<u>14,702,093</u>	<u>10,089,256</u>

10. ALLOWANCE FOR TAXES RECEIVABLE

The County makes annual estimates and allowances for potential exposure to property tax appeals, reassessments, environmental and collection issues. Included in the taxes receivable of its lower-tier municipalities' are taxes, penalties and interest due from two specific gas pipeline properties that are undergoing various appeals and financial restructuring. The County's exposure to loss on these balances is estimated to be approximately \$350,000 if it is determined that nothing is recoverable from these properties. At year end, the County made an assessment of the exposure based on the current information available. Based on this information, it was determined an allowance amount for these properties is indeterminable and as such no amounts have been allowed for in these financial statements.

CORPORATION OF THE COUNTY OF ELGIN

**Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2020**

11. LIBRARY OPERATIONS

The County Council, operating as a Committee of Council, oversees operations of the Elgin County library system. A summary of revenues and expenses of the library system operations is as follows:

	Budget 2020 \$	Actual 2020 \$	Actual 2019 \$
Revenues			
Province of Ontario	116,739	116,739	116,739
Fines	35,996	10,340	34,118
Book sales, donations, and other project revenue	<u>23,000</u>	<u>10,215</u>	<u>26,486</u>
Total revenues	<u>175,735</u>	<u>137,294</u>	<u>177,343</u>
Expenses			
Salaries and benefits	2,059,694	1,744,121	1,989,267
Lease space	441,658	439,574	434,838
Electronic resources and periodicals	86,358	73,652	76,489
Telephone, fax	20,004	19,927	19,998
Photocopy, office supplies	25,898	13,210	25,744
Other	22,237	12,749	9,626
Furniture and fixtures	6,996	7,914	5,625
Programs	15,000	7,575	28,976
Travel, mileage	12,500	5,450	10,422
Project costs	15,500	3,895	4,530
Staff development	<u>16,496</u>	<u>3,614</u>	<u>9,772</u>
Expenses before amortization	2,722,341	2,331,681	2,615,287
Amortization	<u>345,552</u>	<u>345,552</u>	<u>317,391</u>
Total expenses	<u>3,067,893</u>	<u>2,677,233</u>	<u>2,932,678</u>
Net operating costs	<u><u>2,892,158</u></u>	<u><u>2,539,939</u></u>	<u><u>2,755,335</u></u>

Draft

CORPORATION OF THE COUNTY OF ELGIN

**Notes to the Consolidated Financial Statements
For the Year Ended December 31, 2020**

12. BUDGET FIGURES

County Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2020 is reflected on the Consolidated Statement of Operations. Budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. The 2020 operating and capital budgets were approved on February 11, 2020.

13. SUPPLEMENTARY INFORMATION:

	2020	2019
	<u>\$</u>	<u>\$</u>
[a] Current fund expenditures by object:		
Salaries, wages and employee benefits	31,650,929	28,703,991
Materials and services	6,432,417	6,864,350
Contracted services	19,675,109	18,129,737
Rents and financial expenses	483,831	478,998
Interest on long term debt	59,862	64,088
Amortization	11,199,707	10,562,723
Transfer to others	<u>3,246,460</u>	<u>4,031,983</u>
	<u>72,748,315</u>	<u>68,835,870</u>
[b] Change in non-cash assets and liabilities related to operations:		
Decrease in loans receivable	20,000	30,000
(Increase) decrease in accounts receivable	(1,072,954)	59,170
Decrease (increase) in prepaid expenses	301,320	(22,670)
Increase in accounts payable and accrued liabilities	<u>1,264,927</u>	<u>328,547</u>
	<u>513,293</u>	<u>395,047</u>

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

14. SEGMENTED INFORMATION

The County is a diversified municipal government institution that provides a wide range of services to its citizens, including contract police services, fire, roads, community services, water and sewer. For management reporting purposes the County's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

The County services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provided, are as follows:

General Government

General government is comprised of County council, administration, treasury, human resources and information technology, providing services to Council and the other departments.

Provincial Offences

Provincial offences consists of the operations of the County's Court offices, including trials and proceedings and receiving payment for fines resulting from charges laid by various police forces and officials operating within the County. Distribution to area municipalities are also reflected.

Transportation Services

The County Engineer's office oversees the maintenance and capital works operations of roads and bridges throughout the County in accordance with minimum maintenance standards.

Ambulance Services

The County provides land ambulance services to residents from five stations located throughout the County.

Health Services

Health services are comprised of the County's proportional share of the operation of the Oxford Elgin St. Thomas Health Unit and other public health transfers.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

14. SEGMENTED INFORMATION (CONTINUED)

Homes for Seniors

The County operates three long-term care facilities with a total of 247 beds, and two Adult Day programs for senior citizens. It operates under provincial legislation and oversight of the Ministry of Health and Long-Term Care.

Social and Family Services

Social and family services consist of the County share of services that provides employment and income assistance, social housing and child care assistance to eligible participants. The social and family services program for the County is administered by the City of St. Thomas.

Library and Cultural Services

Library and cultural services are comprised of the operations of the County library and archives system, Museum and other cultural services and transfers.

Planning and Development

Planning and development services include the preparation and administration of the County's Official Plan, economic development, tourism and agricultural and reforestation services within the County.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on County services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government transfers, transfer from other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Schedule of Segment Disclosure.

CORPORATION OF THE COUNTY OF ELGIN

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2020

15. SIGNIFICANT EVENT

During and subsequent to year end, the County was exposed to economic risks associated with the coronavirus pandemic. These risks are beyond the County's control. The overall impact of these risks cannot be identified at this time but could impact the County's operations, future net surplus, cash flows and financial condition. The County has experienced the following impacts:

- The County has periodically closed its offices to the public, adjusted service delivery, and allowed staff to work from alternate locations;
- The County is unsure of the resulting overall impact on future cash flows or on the valuation of the year end receivable balances.

Draft

CORPORATION OF THE COUNTY OF ELGIN

**Schedule of Segment Disclosure
For the Year Ended December 31, 2020**

	General Government	Provincial Offences	Transportation Services	Ambulance Services	Health Services	Assistance to Aged Persons	Social and Family Services	Recreation and Cultural Services	Planning and Development	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES										
Municipal requisitions	8,869,063	-	9,934,418	3,973,767	706,745	6,954,093	2,345,493	4,967,209	1,986,884	39,737,672
User charges	37,264	-	-	-	25,210	6,401,242	-	10,991	24,749	6,499,456
Transfer payments	2,250,789	-	4,509,040	8,183,332	5,027,203	15,324,124	-	155,517	115,152	35,565,157
Investment income	473,951	-	-	-	6,469	-	-	-	-	480,420
Other contributions	691,828	1,468,952	328,670	-	-	13,824	-	443,752	104,891	3,051,917
Gain on disposal of capital assets	-	-	2,544	-	-	-	-	-	-	2,544
	<u>12,322,895</u>	<u>1,468,952</u>	<u>14,774,672</u>	<u>12,157,099</u>	<u>5,765,627</u>	<u>28,693,283</u>	<u>2,345,493</u>	<u>5,577,469</u>	<u>2,231,676</u>	<u>85,337,166</u>
EXPENSES										
Salaries, wages and employees benefits	3,302,799	325,199	481,498	70,432	3,019,442	21,730,812	-	2,096,313	624,434	31,650,929
Operating	4,201,900	246,250	3,901,890	10,763,388	2,018,882	4,219,210	-	809,949	429,888	26,591,357
External transfers	-	362,236	-	40,698	1,048,843	-	1,726,153	63,530	5,000	3,246,460
Interest on long-term debt	-	-	-	-	59,862	-	-	-	-	59,862
Amortization	664,954	-	8,537,075	374,678	156,694	1,095,159	-	351,361	19,786	11,199,707
	<u>8,169,653</u>	<u>933,685</u>	<u>12,920,463</u>	<u>11,249,196</u>	<u>6,303,723</u>	<u>27,045,181</u>	<u>1,726,153</u>	<u>3,321,153</u>	<u>1,079,108</u>	<u>72,748,315</u>
ANNUAL SURPLUS	<u>4,153,242</u>	<u>535,267</u>	<u>1,854,209</u>	<u>907,903</u>	<u>(538,096)</u>	<u>1,648,102</u>	<u>619,340</u>	<u>2,256,316</u>	<u>1,152,568</u>	<u>12,588,851</u>

CORPORATION OF THE COUNTY OF ELGIN

**Schedule of Segment Disclosure
For the Year Ended December 31, 2019**

	General Government \$	Provincial Offences \$	Transportation Services \$	Ambulance Services \$	Health Services \$	Assistance to Aged Persons \$	Social and Family Services \$	Recreation and Cultural Services \$	Planning and Development \$	Total \$
REVENUES										
Municipal requisitions	8,327,754	-	9,328,088	3,731,235	663,610	6,529,661	2,202,340	4,664,044	1,865,618	37,312,350
User charges	63,759	-	-	-	46,659	6,504,105	-	40,391	91,431	6,746,345
Transfer payments	1,702,229	-	4,424,253	7,308,821	4,797,523	12,748,752	-	155,333	13,038	31,149,949
Investment income	598,319	-	-	-	20,509	-	-	-	-	618,828
Other contributions	<u>766,493</u>	<u>1,816,079</u>	<u>219,198</u>	<u>-</u>	<u>-</u>	<u>22,631</u>	<u>-</u>	<u>170,484</u>	<u>171,100</u>	<u>3,165,985</u>
	<u>11,458,554</u>	<u>1,816,079</u>	<u>13,971,539</u>	<u>11,040,056</u>	<u>5,528,301</u>	<u>25,805,149</u>	<u>2,202,340</u>	<u>5,030,252</u>	<u>2,141,187</u>	<u>78,993,457</u>
EXPENSES										
Salaries, wages and employees benefits	3,013,325	341,032	368,341	66,137	2,281,633	19,551,389	-	2,382,370	699,764	28,703,991
Operating	3,413,703	380,356	4,316,661	9,718,023	2,458,840	3,747,548	-	824,291	613,663	25,473,085
External transfers	-	707,169	-	88,010	943,627	-	2,202,340	90,837	-	4,031,983
Interest on long-term debt	-	-	-	-	64,088	-	-	-	-	64,088
Amortization	<u>456,315</u>	<u>-</u>	<u>8,209,518</u>	<u>289,925</u>	<u>137,133</u>	<u>1,130,434</u>	<u>-</u>	<u>322,181</u>	<u>17,217</u>	<u>10,562,723</u>
	<u>6,883,343</u>	<u>1,428,557</u>	<u>12,894,520</u>	<u>10,162,095</u>	<u>5,885,321</u>	<u>24,429,371</u>	<u>2,202,340</u>	<u>3,619,679</u>	<u>1,330,644</u>	<u>68,835,870</u>
ANNUAL SURPLUS	<u>4,575,211</u>	<u>387,522</u>	<u>1,077,019</u>	<u>877,961</u>	<u>(357,020)</u>	<u>1,375,778</u>	<u>-</u>	<u>1,410,573</u>	<u>810,543</u>	<u>10,157,587</u>



2020 ANNUAL REPORT

A MESSAGE FROM 2020 WARDEN DAVE MENNILL



When 2020 began none of us could have expected how much our lives would change over the course of the year. Over the past year the County of Elgin has faced challenges that we have never seen before. The COVID-19 pandemic has affected almost every aspect of our operations and we have been required to adapt rapidly to ensure that we continue to meet the needs of our residents while keeping our staff and the community safe.

I can say with certainty that Council and staff have risen to the occasion. We have implemented new ways of communicating to ensure that the business of the County can continue to be conducted in a timely manner, we have adapted our services in accordance with health and safety requirements and we have taken on roles and duties that we were not previously accustomed to.

In the early days of the pandemic many County staff were redeployed to work in non-care roles at our three long-term care homes. This allowed us to allocate all available resources to preventing the spread of COVID-19 within our homes and protecting our vulnerable residents. We also saw over the course of the year the true strength of our Long-Term Care Homes staff who seamlessly navigated rapidly changing conditions with the constant goal of continuing to provide high quality care while maintaining the safety of our residents.

Even in the face of a global pandemic we have been able to continue the important work of running the County. Council completed a new strategic plan, reconstructed the Port Bruce Bridge, rehabilitated the King George Lift Bridge and established the Community Safety and Well-being Committee, the Environmental Advisory Committee and the Connectivity Committee. We broke ground and launched the fundraising campaign for the Terrace Lodge Redevelopment Project, and completed a comprehensive Municipal Service Delivery Review. These are only a few of the initiatives we have been able to accomplish during this unprecedented time. With the COVID-19 vaccine rolling-out across the Province, I look forward to better days and to what Council can accomplish during the remainder of this term.

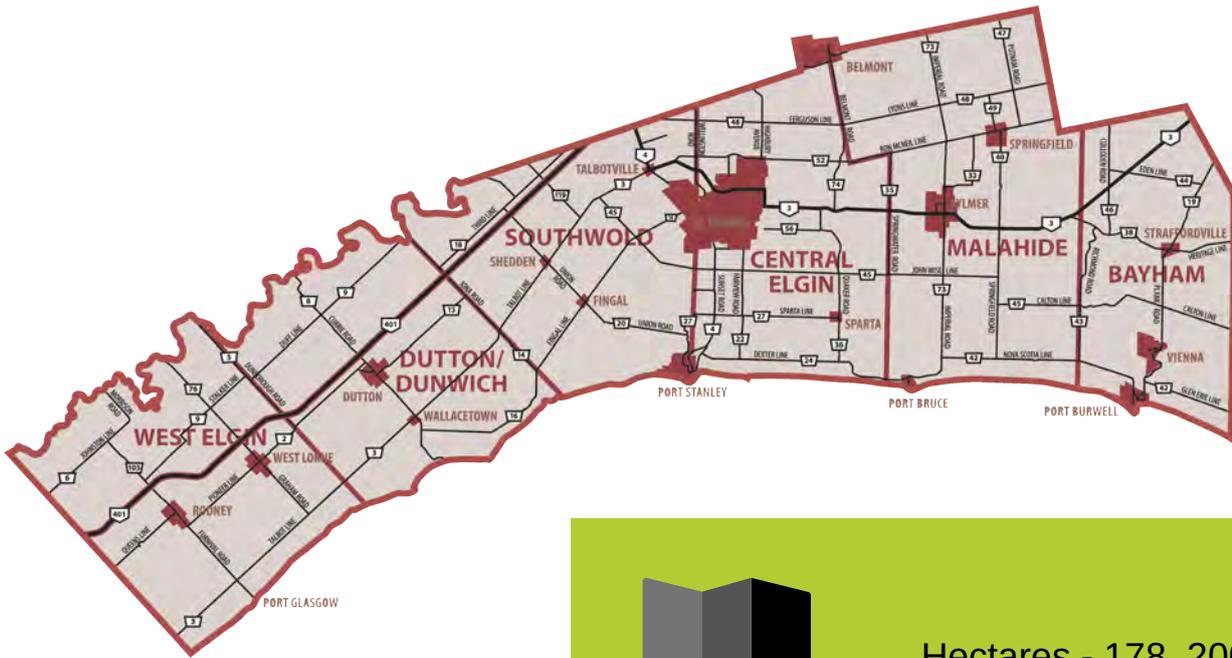
A MESSAGE FROM TREASURER JIM BUNDSCHUH



Elgin County Council takes a long-term approach to financial management focused on financial sustainability and financial flexibility to ensure that the services and programs provided to residents, and the related infrastructure, are maintained at the highest levels. The County strives to provide services to residents and ratepayers at a reasonable cost, while maintaining its ability to mitigate the impacts of economic downturns and changes in funding and operational requirements by other levels of government. Elgin's detailed ten-year plan ensures that we have the ability to provide and maintain service and infrastructure levels without resorting to unplanned increases in rates or cuts to services. The plan is a living document, constantly being revised and enhanced. In 2020, we completed a Service Delivery Review which will guide Council in refining our 2021 ten-year business plan.

Our ten-year plan includes the prudent use of debt to fund significant long-term capital investments, such as the Terrace Lodge redevelopment. Debt levels are currently at \$6 million and a further \$38 million in debt is planned, leaving significant room for further incremental debt if an unexpected event were to arise. Ensuring that debt is not used to fund ongoing capital investment ensures that we provide future generations with the financial flexibility to enable their economic success.

As we work to recover from the impacts of the pandemic, we will be concentrating our collective efforts on addressing identified needs of the community in a methodical prioritized recovery plan designed to responsibly lead Elgin's economy to a renewed vibrant and resilient future – growing stronger together with our area municipal partners and community agencies.



	Hectares - 178, 200
	Population - 50,069
	Households - 19,499

ABOUT ELGIN COUNTY

The County of Elgin is located in southwestern Ontario along over 80km of pristine Lake Erie Shoreline. The County is comprised of seven (7) Local Municipal Partners (Municipality of Bayham, Township of Malahide, Town of Aylmer, Municipality of Central Elgin, Township of Southwold, Municipality of Dutton Dunwich and Municipality of West Elgin) and serves over 50,000 residents.

A broad range of services provided by the County include maintenance of County roads and bridges, three long-term care homes, ten library branches, an extensive archival collection, economic development services, tourism promotion and a museum that preserves Elgin's rich cultural heritage.

For more information about Elgin visit www.elgincounty.ca or follow us on Facebook.

ELGIN COUNTY COUNCIL 2018-2022



Ed Ketchabaw
Years on Council:
Inaugural Term
Municipality: Bayham
Office: Mayor



Dominique Giguère
Years on Council:
Inaugural Term
Municipality: Malahide
Office: Deputy Mayor



Mary French
Years on Council:
Inaugural Term
Municipality: Aylmer
Office: Mayor



Sally Martyn
Years on Council: 2nd Term
Municipality: Central Elgin
Office: Mayor



Tom Marks
Years on Council: 3rd Term
Municipality: Central Elgin
Office: Deputy Mayor



Grant Jones
Years on Council: 2nd Term
Municipality: Southwold
Office: Mayor
County Warden 2017



Bob Purcell
Years on Council: 7
Municipality: Dutton Dunwich
Office: Mayor
County Warden 1986 & 1987



Duncan McPhail
Years on Council: 13
Municipality: West Elgin
Office: Mayor
County Warden 2019

QUALITY OF LIFE

LONG-TERM CARE HOMES

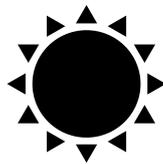
The County of Elgin runs three Long-Term Care Homes (Terrace Lodge, Elgin Manor and Bobier Villa). Residents of these homes receive the highest quality of care possible. Elgin’s Long-Term Care Homes are an important part of County of Elgin operations. Ensuring that this service has the resources, expertise and strategic focus to better serve the residents of Elgin County continues to be of utmost importance to County Council and staff. A redevelopment of Terrace Lodge is currently underway and is expected to be completed in 2023.



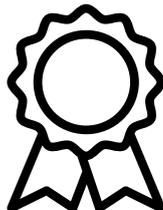
Three Long-Term Care Homes (Terrace Lodge, Elgin Manor, Bobier Villa)



247 Beds (including 4 short stay beds)



Adult Day Programs (Terrace Lodge, Bobier Villa)



In Year 3 of the Registered Nursing Association of Ontario (RNAO) Best Practice Spotlight Organization (BPSO) program - 2 Best Practice Guidelines Implemented

LIBRARIES

Elgin County operates ten (10) library branches across Elgin County (Port Burwell, Straffordville, Springfield, Aylmer, Port Stanley, Belmont, Shedden, Dutton, West Lorne and Rodney). The numbers below were affected significantly by COVID-19 related closures in 2020. Although COVID-19 impacted the Library’s programming significantly, Library staff were able to find creative ways of offering library services to the residents of Elgin County including Curbside Pick-up and Delivery, take home projects, and virtual programming.



In-Person Visits - 46,878



Curbside Pickups - 9,467



Physical Items Circulated - 109,017



Program Attendance - 4,273

EMERGENCY MEDICAL SERVICES

Medavie EMS Elgin Ontario (“Medavie”) is a subsidiary company of Medavie Health Services, and is contracted by Elgin County to provide land ambulance services to the City of St. Thomas and the County of Elgin. Medavie provides 24/7 high quality prehospital emergency care and transport for the residents and visitors of Elgin County.



Ambulance Stations - 5



Total Medical Calls - 9,474



Total Kilometres Travelled - 534,213

DELIVERING RESULTS

PROVINCIAL OFFENCES ADMINISTRATION

Elgin County delivers Provincial Offences Act (POA) administration and prosecution on behalf of St. Thomas and Elgin’s member municipalities. We provide administration for all provincial offences and prosecution services regarding Part I and Part II Provincial Offences Act charges. These charges include tickets issued pursuant to the Highway Traffic Act, Liquor Licence Act, parking tickets and similar provincial statutes. All fine revenue is passed along to our municipal partners net of costs and a 10% administrative fee. The impacts of COVID resulted in fewer charges being laid in 2020 but matters scheduled for POA court grew as in 2020 in-person court hearings were postponed. Audio trials commenced in July and video trials will begin in 2021 as we begin to work through the backlog.



Charges Processed - 7,898

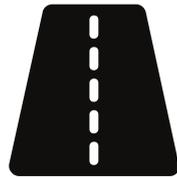


Matters Scheduled for POA Court - 2,745

DELIVERING RESULTS

TRANSPORTATION

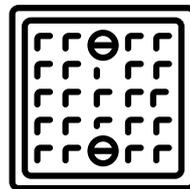
Making prudent investments in critical infrastructure is a key priority of County Council. The County is further developing and actively implementing its Asset Management Plan to extend the lifecycle of critical infrastructure and enhance the quality of its facilities and to ensure that they can be safely accessed by the public. Elgin is continuously improving the safety of its roads and bridges notably with the construction of a new bridge in Port Bruce Bridge (completed in 2020) and the rehabilitation of the historic King George the VI Lift Bridge in Port Stanley (to be completed in 2021).



Roads - 1,378 km (54% in good condition)



Bridges - 59 (76% in good condition)



Culverts - 80 (96% in good condition)

DELIVERING RESULTS

ECONOMIC DEVELOPMENT

Through the Elgincentives Community Improvement Plan, Elgin County Economic Development offers grants to eligible business owners and tenants of lands and buildings in key sectors and areas of economic activity in order to:

- Stimulate economic growth and diversification.
- Enhance the quality of place for residents and visitors; and,
- Improve the stability and sustainability of the tax base.

Additionally, Elgin County Economic Development provides \$55,000 annually in funding to the St. Thomas Elgin Small Business Enterprise Centre.



Applications Received - 48



Total Grants Approved - \$218,967



Total Grant Requests - \$322,489.60*



Total Value of Project Costs - \$1,498,380.59**

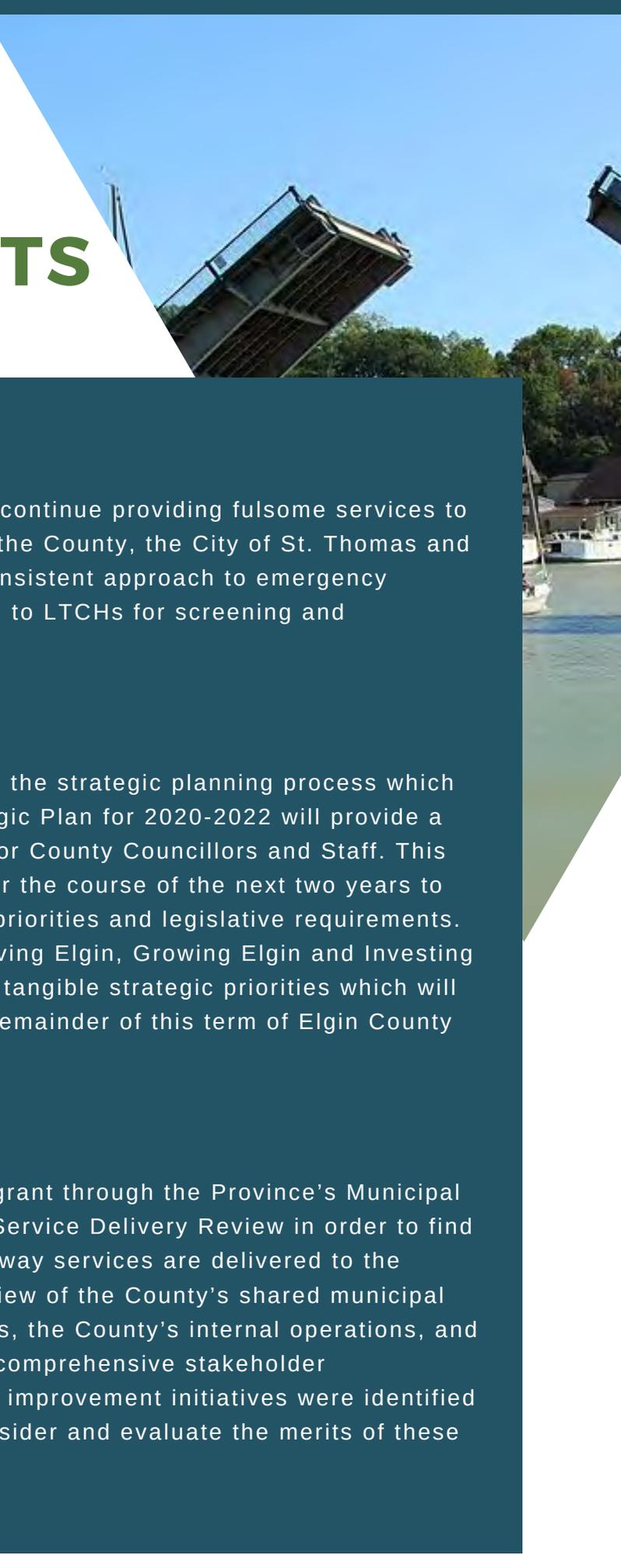
*This value does not include an ask for the TIEG Grant.

**This value includes one (1) TIEG grant work of \$683,481.

The Tax Increment Equivalent Grant (TIEG) is utilized for major projects and Brownfield developments, and is intended to stimulate major investment by deferring part of the increase in property taxation as a result of a redevelopment or rehabilitation project.

a year's overview

2020 ACHIEVEMENTS



COVID-19 Response

The County was able to rapidly pivot to continue providing fulsome services to residents. Close collaboration between the County, the City of St. Thomas and Elgin's Municipal Partners ensured a consistent approach to emergency response. Elgin County staff redeployed to LTCHs for screening and administration support.

Strategic Plan

In 2020 Elgin County Council completed the strategic planning process which began in 2019. The Elgin County Strategic Plan for 2020-2022 will provide a shared purpose and common direction for County Councillors and Staff. This plan will be revised and reassessed over the course of the next two years to ensure it is in alignment with changing priorities and legislative requirements. The plan is divided into three goals Serving Elgin, Growing Elgin and Investing in Elgin and is further broken down into tangible strategic priorities which will guide staff and Council actions for the remainder of this term of Elgin County Council.

Service Delivery Review

In 2020 the County of Elgin received a grant through the Province's Municipal Modernization Program to undertake a Service Delivery Review in order to find key efficiencies that will streamline the way services are delivered to the community. This process included a review of the County's shared municipal services with its local municipal partners, the County's internal operations, and social and community services. After a comprehensive stakeholder consultation process, over 110 different improvement initiatives were identified for the County of Elgin. Council will consider and evaluate the merits of these recommendations in 2021 and beyond.

a year's overview

2020 ACHIEVEMENTS



Live Streaming of Council and Committee Meetings

As a result of the COVID-19 pandemic the County of Elgin began to livestream Council and Committee meetings through Facebook. This process of livestreaming has increased Council's visibility with the public, allowing for greater participation by residents.

King George VI Lift Bridge

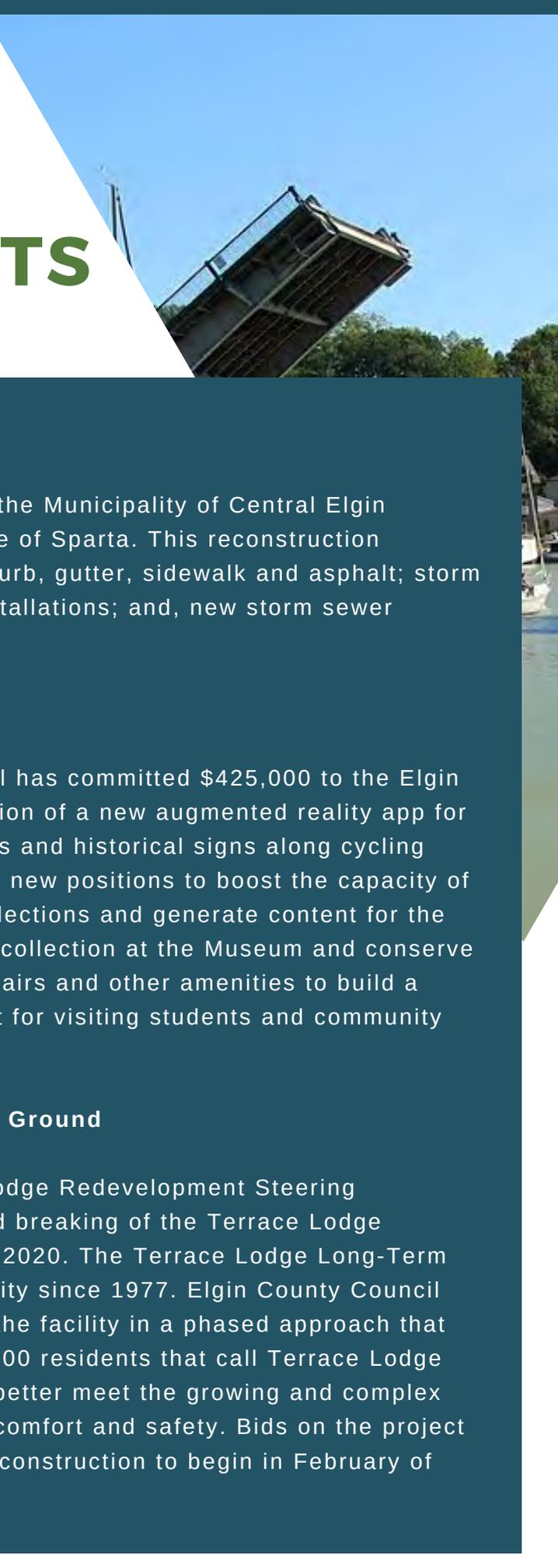
Rehabilitation on the historic King George VI Lift bridge in Port Stanley began in the Spring of 2020. Keeping this important and historically significant piece of infrastructure in peak condition is a priority of County Council. Construction is ongoing and is anticipated to be completed in the spring of 2021. More information and regular project updates can be accessed at <https://portstanleyliftbridge.ca/>.

Imperial Road Bridge

On February 23, 2018 the Imperial Road Bridge collapsed leaving only one access point in and out of the village of Port Bruce. In addition to the inconvenience that this caused the residents of Port Bruce, the loss of this critical piece of infrastructure created several logistical and safety concerns, particularly related to emergency service access to the village. The safety of Port Bruce residents was of the utmost importance and the Council of the day mobilized to arrange for the installation of a temporary bridge while the planning of a replacement bridge was underway. In February of 2020 County Council awarded the construction tender to Hayman Construction Inc. to build the replacement structure at the site of the collapsed bridge. On December 18th, 2020 the Imperial Road Bridge reopened to the public.

a year's overview

2020 ACHIEVEMENTS



Village of Sparta Reconstruction

The County of Elgin in conjunction with the Municipality of Central Elgin completed a reconstruction in the Village of Sparta. This reconstruction included road reconstruction including curb, gutter, sidewalk and asphalt; storm sewer replacement and private drain installations; and, new storm sewer outlets.

Bushell Estate Donation

The Estate of Donna Vera Evans Bushell has committed \$425,000 to the Elgin County Museum to support the introduction of a new augmented reality app for St. Thomas and Port Stanley, add murals and historical signs along cycling trails across Elgin County, establish two new positions to boost the capacity of the Museum to both digitize archival collections and generate content for the new app, acquire more artefacts for the collection at the Museum and conserve existing pieces, and purchase tables, chairs and other amenities to build a welcoming outdoor learning environment for visiting students and community groups.

Terrace Lodge Redevelopment Breaks Ground

Elgin County Council and the Terrace Lodge Redevelopment Steering Committee celebrated the official ground breaking of the Terrace Lodge Redevelopment Project on December 1, 2020. The Terrace Lodge Long-Term Care Home has operated in the community since 1977. Elgin County Council has committed to the redevelopment of the facility in a phased approach that will result in minimal disruption for the 100 residents that call Terrace Lodge their home. The redeveloped home will better meet the growing and complex needs of residents while ensuring their comfort and safety. Bids on the project were completed in early December with construction to begin in February of 2021.

a year's overview

2020 ACHIEVEMENTS



Terrace Lodge Fundraising Campaign Launches

The Terrace Lodge Redevelopment Fundraising Committee launched a fundraising campaign entitled “The Comforts of Home” on December 1, 2020. This campaign will raise money to purchase the value-added items that will make the facility feel like home for the residents that live there. A virtual catalogue has been developed to allow for online donations (www.donatetoterracelodge.ca) and donations by cash or cheque can be made through any Member of the Fundraising Committee.

Solving Elgin's Connectivity Challenges

The need to increase high-speed internet connectivity throughout Elgin County was identified as a key priority in Elgin County Council’s Strategic Plan 2020-2022. In September 2020 County Council established a Connectivity Committee with the goal of identifying high-speed internet solutions for Elgin County’s rural residents and organizations and championing high-speed internet across the County. The Committee has been working to collect feedback from residents, businesses and Internet Service Providers; gather information from neighbouring municipalities; and, develop a Made in Elgin solution for increased connectivity in rural areas.

Budget Committee Modernizes Budget Process

The Elgin County Budget Committee continues to implement a budget process that is transparent, accessible and incorporates feedback from residents regarding their priorities for the budget. The 2021 budget process included a resident survey and the Budget Committee website was revamped to include a glossary of budget terms, an educational budget video, a budget fact sheet and copies of all relevant documents.

a year's overview

2020 ACHIEVEMENTS



Environmental Committee

Elgin County Council established an Environmental Advisory Committee in accordance with its Strategic Plan Priority to grow quality of place in Elgin. The Committee began meeting in December and is tasked with considering Elgin County's environmental footprint.

Community Safety and Well-Being Plan

The County of Elgin is currently developing a Community Safety and Well-Being Plan with the Town of Aylmer and the City of St. Thomas. This plan will be an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations to proactively develop and implement evidence-based strategies and programs to address local priorities related to crime and complex social issues on a sustainable basis. This plan is scheduled to be completed in the summer of 2021.

Funding Announcement from the Ministry of Tourism, Culture & Sport

On July 2, 2020, Minister McLeod, Ministry of Tourism, Culture and Sport was joined by Minister Yurek, Ministry of Environment, Conservation and Parks to announce funding in the amount of \$15,000 for the Elgin County Museum. The Minister also announced funding for other cultural organizations who were adversely affected by the COVID-19 pandemic.

2020 Actual Expenditures (\$Millions)

Operating Expenditures	\$72.7
Capital Expenditures	\$28.4
Total Expenditures	\$101.1

Your Dollars at Work

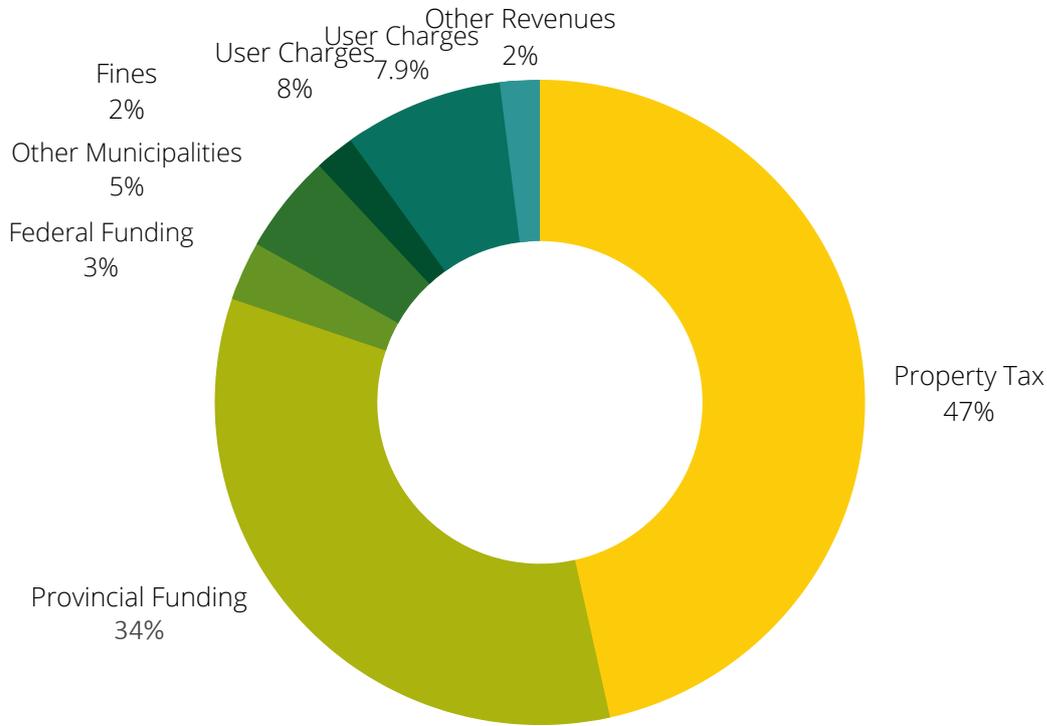
Council remains committed to achieving affordable taxes while maintaining and expanding high quality services for residents. By taking a long-term 10-year view in our budget development, Council strives to proactively tackle the challenges facing our residents and seize upon opportunities that will improve our residents' lives. Since understanding budgets can be a daunting task, we prepared an informative video in 2020 to help you understand a bit of the process that Council undertakes each year to ensure you are receiving the best quality services at affordable tax rates.

In 2020 Council committed to adding \$47 million in incremental capital spending to improve the condition of our roads and bridges. The plan that was developed and approved to fund this significant investment was an increase in planned debt of \$25 million and a 3.6% increase in taxes on an average property or a \$37 increase on an average household.

The charts below show you the detail of how your money is being spent.

Revenues (in Millions)

Revenue Sources

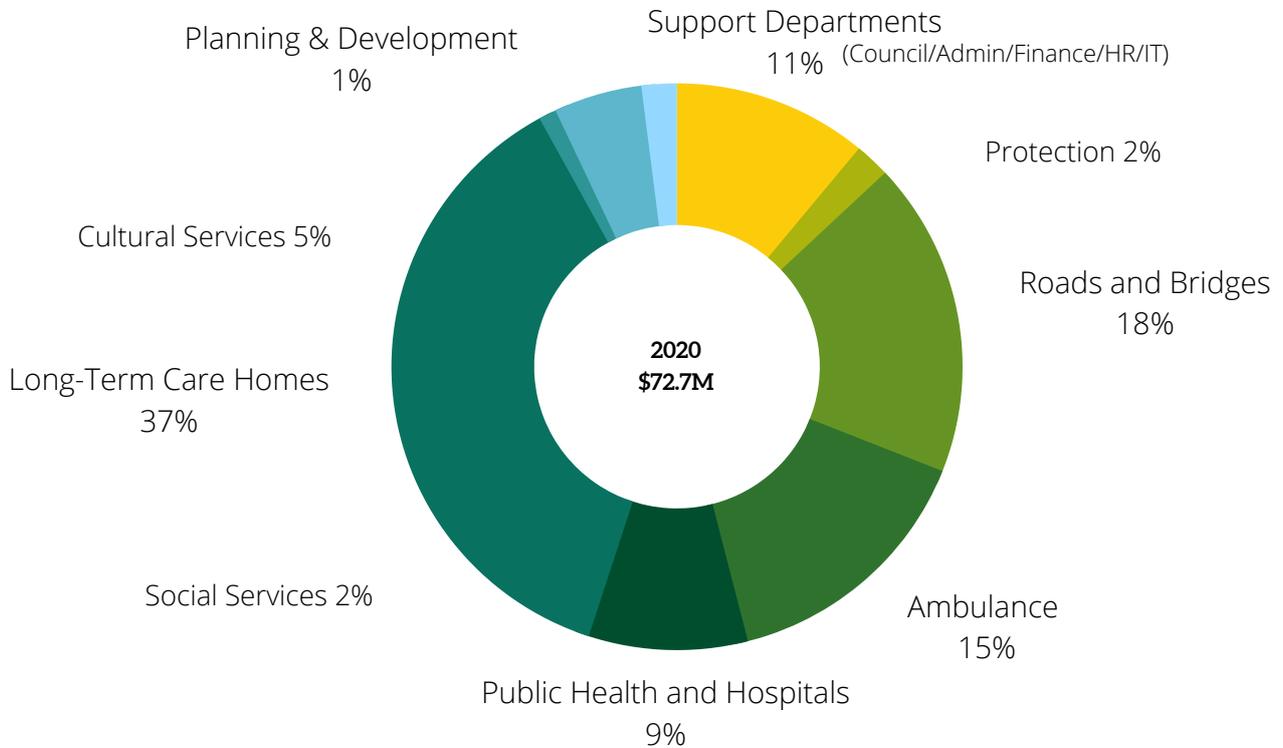


Revenue Source Breakdown

Revenue	Budget	Actual	Percent
Property Tax	(39,200,967)	(39,737,672)	47%
Intergovernmental Funding			
Federal Funding	(2,482,621)	(2,521,692)	3%
Other Municipalities	(4,071,275)	(3,903,300)	5%
Provincial Funding	(28,257,754)	(29,140,165)	34%
User Charges and Fines			
Fines	(2,058,846)	(1,449,017)	2%
User Charges	(7,152,294)	(6,797,898)	8%
Other Revenues	(1,654,132)	(1,787,423)	2%
Grand Total	(84,877,888)	(85,337,166)	100%
Surplus		459,278	

Expenditures (in Millions)

Operating Expenditures

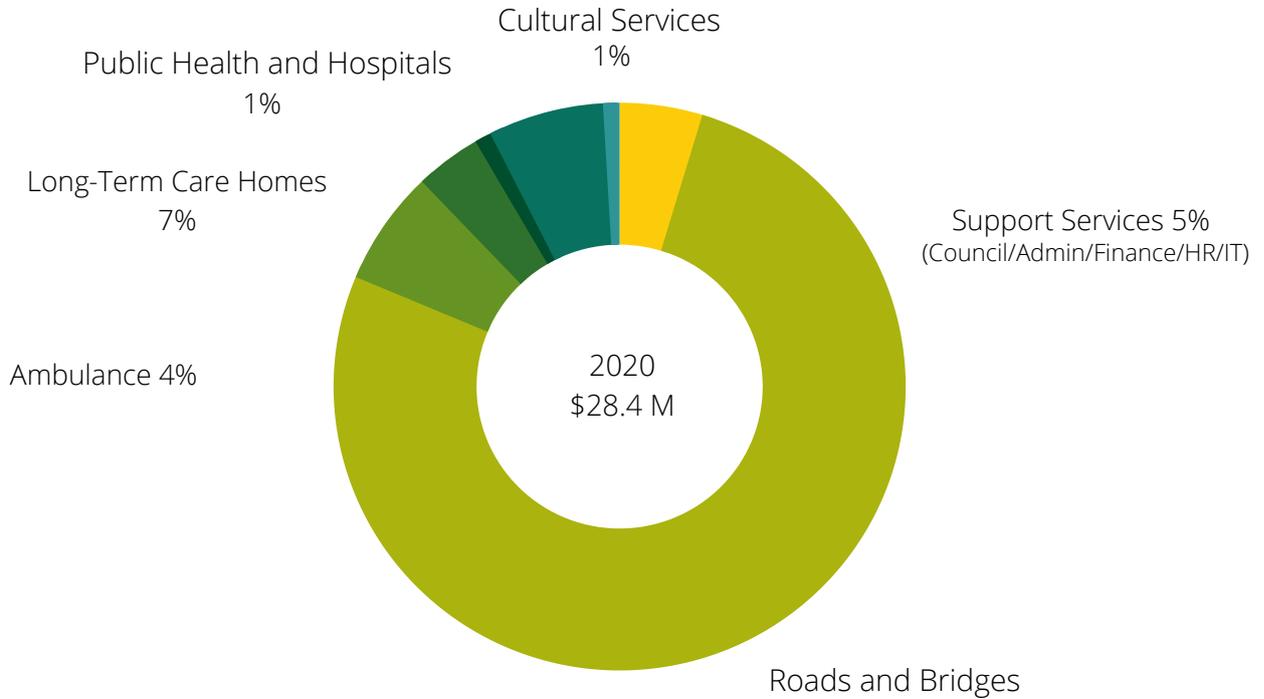


Operating Expenditures Breakdown

Service	Budget	\$ Actual	% Actual
Long-Term Care Homes	27,018,075	27,045,181	37%
Roads and Bridges	13,370,838	12,920,463	18%
Ambulance	11,227,378	11,249,196	15%
Support Departments Admin/Council/Finance/HR/IT	8,009,459	7,916,435	11%
Public Health & Hospitals	6,195,244	6,303,723	9%
Cultural Services	3,861,446	3,321,152	5%
Social Services	2,464,103	1,726,153	2%
Protection Services	1,855,720	1,186,903	2%
Planning and Development	1,684,373	1,079,109	1%
Grand Total	75,686,638	72,748,315	100%
Surplus		2,938,323	

Expenditures (in Millions)

Capital Expenditures

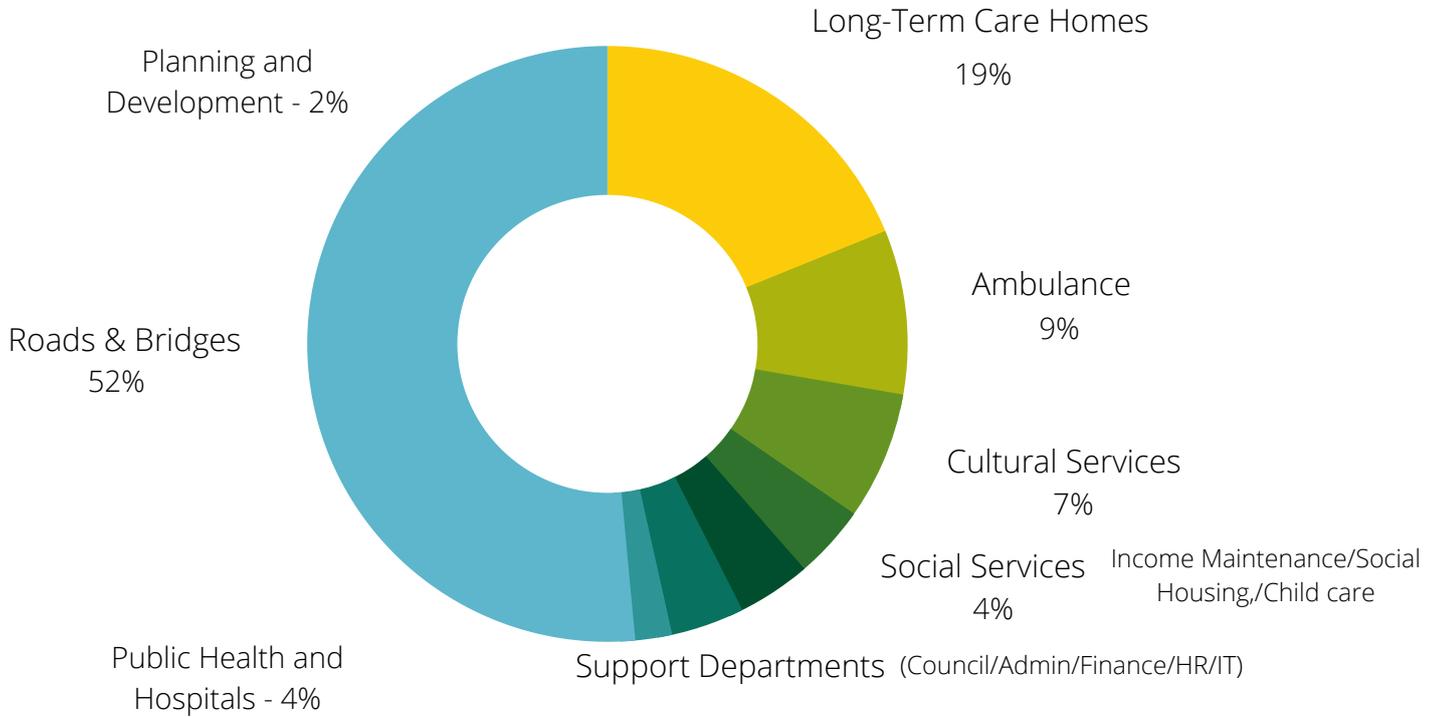


Capital Expenditures Breakdown

Service	Budget	\$ Actual	% Actual
Roads and Bridges	25,557,489	23,406,635	82%
Long-Term Care Homes	2,226,961	1,891,136	7%
Support Departments Admin/Council/Finance/HR/IT	1,696,801	1,342,766	5%
Ambulance	1,215,080	1,229,795	4%
Cultural Services	351,537	343,551	1%
Public Health & Hospitals		201,164	1%
Grand Total	31,047,868	28,415,047	100%
Surplus		2,632,821	

Net Spend

Net Spend by Service



Net Spend by Service Breakdown

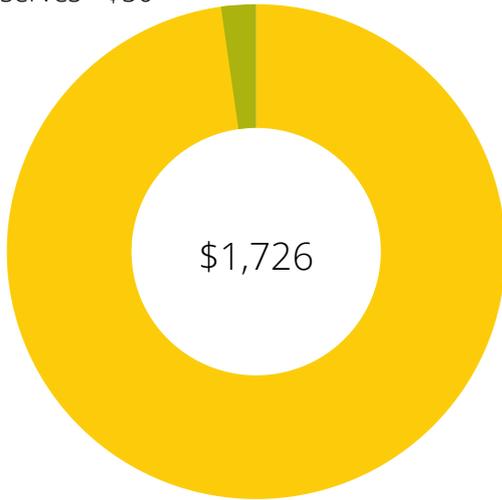
	Per Household
Transportation Services	\$ 869
Seniors Services	\$ 317
Ambulance	\$ 149
Cultural Services	\$ 110
Social Services	\$ 65
Public Health & Hospitals	\$ 61
General Government	\$ 71
Planning and Development	\$ 33
Total	\$ 1,676

How is it all Funded?

Funding Per Household

Funding Required

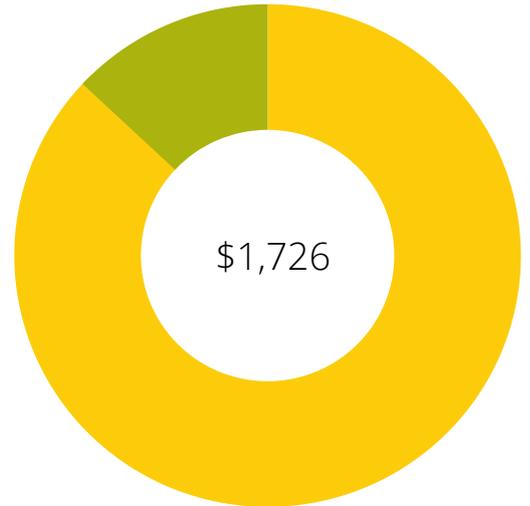
Into Reserves - \$50



Net Spending - \$1676

Funding Sources

Debt - \$225



Taxes - \$1,501

Funding Breakdown (Reserves, Taxes, Debts)

	Per Household
Net Spend	\$ 1,676
Into Reserve	\$ 50
Total Funding Required	\$ 1,726
Taxes	\$ 1,501
Debt	\$ 225
Out of Reserves	
Total Funding Received	\$ 1,726

OTHER RELEVANT DOCUMENTS

Auditors Statements

Salary Disclosure

Council Remuneration

For online access to these sources of information, please visit:
<https://www.elgincounty.ca/financial-services/>.

For a Copy of the Financial Information Return in Excel Format, please email finance@elgin.ca.

CONTACT US

For more information Contact:

Jim Bundschuh
Director of Financial Services
finance@elgin.ca

450 Sunset Drive
St. Thomas, Ontario, N5R 5V1
(519) 631-1460
www.elgincounty.ca





REPORT TO COUNTY COUNCIL

FROM: Nancy Pasato, Manager of Planning

Brian Lima, General Manager of Engineering,
Planning, & Enterprise (EPE) / Deputy CAO

DATE: June 16, 2021

SUBJECT: Approval for Official Plan Amendment
No. 20-20, Town of Aylmer Official Plan

File No.: AYOPA20-20

Applicant: Town of Aylmer

RECOMMENDATION:

THAT the Council of the Corporation of the County of Elgin modifies and approves Official Plan Amendment No. 20 (5-Year Review) to the Town of Aylmer Official Plan, File No. AYOPA20-20;

THAT staff be directed to provide notice of this decision in accordance with the Planning Act; and,

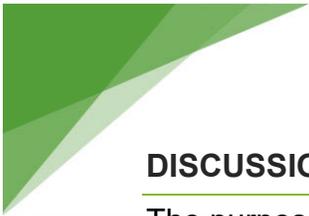
IT BEING NOTED that upon adoption of the County's Official Plan Review and associated amendments, the Town of Aylmer initiate a housekeeping Official Plan amendment to ensure conformity with the County Official Plan.

INTRODUCTION:

This report will provide County Council with information required in order to consider granting approval to the above noted Official Plan Amendment.

The Town of Aylmer submitted Official Plan Amendment No. 20 to the County of Elgin on December 23, 2020 for approval (see attachment).

In accordance with Section 17 of the Planning Act the "Approval Authority" is required to make a decision in which it may approve, modify or refuse to approve an official plan amendment. If the "Approval Authority" fails to make a decision within 120 days after the amendment is received any person or public body may appeal to the Local Planning Appeal Tribunal.



DISCUSSION:

The purpose of this Amendment is to implement the recommendations of the five-year review of the Aylmer Official Plan. Section 26 of the Planning Act requires that the Official Plan be reviewed every five years. The amendments to the Official Plan are intended to keep the Official Plan current with respect to Provincial and upper-tier (County of Elgin) policy requirements and matters of Provincial interest as well as to address community issues identified throughout the review process.

The Town of Aylmer initiated the Official Plan review process at a statutory public meeting on June 3, 2019, pursuant to Section 26(3)(b) of the Planning Act, to discuss potential revisions to the Official Plan and provide an opportunity for comments. A meeting with staff and stakeholders occurred on July 29, 2019 to obtain input on the planning issues in Aylmer and reflect the interests of various stakeholders and the public. Background memos (September 2019) and a draft policy direction report (October 2019) were prepared in the fall of 2019. A Public Open House and Public Meeting occurred on January 20, 2020 to provide an update on the Official Plan Review process and present the Draft Issues and Policy Directions Report for review and comment. A virtual Public Open House in November 2020 included a voice-over presentation to introduce the first draft of the Town's Official Plan Amendment.

Aylmer's Municipal Council conducted a final statutory public meeting on December 7, 2020, and ultimately adopted Official Plan Amendment No. 20 by By-Law 50-20 on December 21, 2021 and submitted the Amendment to the County of Elgin for approval.

Proposed modifications have been circulated to Aylmer staff for their review.

Proposed modifications

Proposed modifications are minor in nature and have been implemented to correct wording with the County's Official Plan (e.g. clarification on the number of severances permitted), wording from the Provincial Policy Statement, or to clarify process (e.g. County is the Approval Authority for certain applications, Ministry no longer involved).

Bonusing and Parkland Dedication

The COVID-19 Economic Recovery Act, 2020 replaced the density bonusing provisions under Section 37 of the Planning Act. Bonusing previously under the Planning Act allowed municipalities to secure identified public benefits in exchange for permitting additional height and/or density in a development through the rezoning process. The new Section 37 permits the council of a local municipality to impose a community benefits charge (a "CBC") against land to pay for the capital costs of facilities, services

and matters required because of the development. Community benefits charges may be imposed on developments or redevelopments, but municipalities are only permitted to impose CBCs for higher density residential development. Section 37 prohibits CBCs for developments or redevelopment of fewer than 10 residential units or for buildings or structures with fewer than 5 storeys. The Town of Aylmer will need to consider whether a CBC to address bonusing and parkland dedication is necessary prior to September 18, 2022. Additional Official Plan amendments to the Aylmer Official Plan (Section 3.1.1 Parkland Dedication, Section 3.2.9 Off-Street Parking) may be required.

Elgin Official Plan Review

It is recommended that upon adoption of the County’s Official Plan Review and associated amendments, the Town of Aylmer initiate a housekeeping Official Plan amendment to ensure conformity with the County Official Plan.

FINANCIAL IMPLICATIONS:

None.

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 checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" 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:

This Official Plan amendment will impact the Town of Aylmer.



COMMUNICATION REQUIREMENTS:

The Notice of Decision will be sent to the Municipality and anyone prescribed under the Planning Act.

CONCLUSION:

The Town of Aylmer Council supports Official Plan No. 20 and adopted it by By-law 50-20 on December 21, 2020.

The County's Manager of Planning has reviewed File No. AY OPA 20-20, along with the background material that was submitted by the Town of Aylmer. Based on the information provided by the Municipality, the Manager of Planning is satisfied that this Official Plan Amendment is consistent with the Provincial Policy Statement and conforms to the current County of Elgin Official Plan.

The details of the amendment should be modified to add clarity to the wording in several sections.

Official Plan Amendment No. 20 as modified was reviewed by the Town of Aylmer staff with no objections.

It is recommended that upon adoption of the County's Official Plan Review and associated amendments, the Town of Aylmer initiate a housekeeping Official Plan amendment to ensure conformity with the County Official Plan.

All of which is Respectfully Submitted

Approved for Submission

Nancy Pasato
Manager of Planning

Julie Gonyou
Chief Administrative Officer

Brian Lima, General Manager of
Engineering, Planning, & Enterprise
(EPE) / Deputy CAO

File No.: AY-OPA20-20
Municipality: Town of Aylmer
Subject Land: Entire Municipality
Applicant: Town of Aylmer

Date of Decision: 2019
Date of Notice: 2019
Last Date of Appeal: 2019

NOTICE OF DECISION

With respect to an Official Plan Amendment
Section 17(35) and 21 of the Planning Act

Purpose and Effect of the Official Plan Amendment

The purpose of this Amendment is to implement the recommendations of the five-year review of the Aylmer Official Plan. Section 26 of the Planning Act requires that the Official Plan be reviewed every five years. The amendments to the Official Plan are intended to keep the Official Plan current with respect to Provincial and upper-tier (County of Elgin) policy requirements and matters of Provincial interest as well as to address community issues identified throughout the review process.

Decision

On _____, Elgin County Council **approved as modified** Amendment No. 20 to the Official Plan for the Town of Aylmer as adopted by By-law No. 52-20 on December 21, 2020.

When and How to File an Appeal

Any appeal to the Local Planning Appeal Tribunal must be filed with the County of Elgin no later than 20 days from the date of this notice as shown above as the last date of appeal.

The appeal should be sent to the attention of the Manager of Planning, at the address shown below and it must,

- (1) set out the specific part of the proposed official plan amendment to which the appeal applies,
- (2) set out the reasons for the request for the appeal, and
- (3) be accompanied by the fee prescribed under the Local Planning Appeal Tribunal Act in the amount of \$1,100.00 payable by cheque to the Minister of Finance, Province of Ontario.

When the Decision is Final

The decision of the County of Elgin is final if a Notice of Appeal is not received on or before the last date for filing of a notice of appeal.

Other Related Applications: NA

Getting Additional Information

Additional information about the application is available for public inspection during regular office hours at the County of Elgin at the address noted below.

Who Can File an Appeal

Only individuals, corporations or public bodies may appeal the decision of the County of Elgin to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, an 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 plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council, or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

Mailing Address for Filing a Notice of Appeal

County of Elgin
Planning Department
450 Sunset Drive
St. Thomas, ON N5R 5V1

Submit notice of appeal to the attention of the Manager of Planning.

Telephone: (519) 631-1460
Fax: (519) 633-7661

DECISION

With respect to the Official Plan for the Town of Aylmer
Subsection 17 (34) of the Planning Act

I hereby modify and approve as modified, Official Plan Amendment No. 20 for the Town of Aylmer as adopted by By-Law No. 52-20, as follows:

1. Section 2, Policy 2.2.3 Accommodating Future Growth is modified by adding "..., and criteria on settlement expansions within the Provincial Policy Statement." to the last paragraph, last sentence.
2. Section 3, Policy 3.2.12 Barrier-Free Access is modified by adding "All appropriate design standards should be followed including the Ontario Building Code as well as The Integrated Accessibility Standards Regulation Design of Public Spaces Standard." to the first paragraph, first sentence.

And modify the fourth paragraph by deleting and replacing with "The Town's zoning by-law will establish standards for the provision of parking spaces for individuals living with physical disabilities where the magnitude of the development warrants the provision."

And modify the fifth paragraph by deleting and replacing with "The Town will have regard for the requirements of the Accessibility for Ontarians with Disabilities Act and:

- (1) Prepare a Joint Accessibility Plan every year covering the identification, removal and prevention of barriers to persons with disabilities in by-laws and policies, programs, practices and services;
 - (2) The Town will include barrier-free practices in by-laws and policies;
 - (3) The Town may establish a Joint Accessibility Advisory Committee, the majority of members being persons with disabilities, to address accessibility issues for the Town and seek the advice of the Elgin County Joint Accessibility Advisory Committee on the accessibility of all existing and new municipal facilities, and if appropriate, on the accessibility of development proposed in Site Plan Approval applications; and
 - (4) The Town will encourage new residential development to incorporate universal design and accessibility features to support aging in place."
3. Section 4, Policy 4.2.2 General Policies is modified by changing (7) Secondary

Dwelling Units (a) "A maximum of one secondary dwelling unit (for a maximum of two units per lot) is permitted per lot within a single detached, semi-detached or townhouse dwelling or as part of a building accessory to a main residential unit. The main dwelling must be owner-occupied."

4. Section 4, Policy 4.7.5 Woodlands is modified by deleting (1) Land Use Objectives (c) "advise" and replacing with "advice".

And modify (2) Land Use Policies by changing (d) "Site alterations and/or development on lands within 120 metres of a "Significant Woodland" shall be in accordance with the applicable land use designation on Schedule "A" and may only be permitted if it can be demonstrated, through an Environmental Impact Study, that there will be no negative impacts on the adjacent woodlot features and its associated ecological functions;".

5. Section 5, Policy 5.1.2 Land Severances is modified by changing the first paragraph "Should the Land Division Committee establish that a plan of subdivision is not necessary for proper and orderly development for up to five (5) lots including the retained lot, consideration for consent to a land severance may be allowed. The creation of five (5) or more lots requires a plan of subdivision".

And modify (4) by deleting "in accordance with the requirements of the Province and/or its designated agent".

6. Section 6, Policy 6.12 Plans of Subdivision is modified by changing the first sentence to "It shall be the policy of Council to recommend to the Approval Authority...".

7. Section 6, Policy 6.18 Consultation and Engagement is modified by changing (1) Public Notification Procedures (c) "Development applications, such as plans of subdivision, plans of condominium (vacant land or common element), and minor variances, where applicable;".

And modify the second paragraph, third and fourth sentence by deleting and replacing with "In order to provide ample opportunity to the general public to review and discuss proposed Official Plan and/ or Zoning By-Law amendments, and plans of subdivision or plans of condominium (vacant land or common element) and to prepare their comments, an open house may be held in addition to the holding of a public meeting. All notifications and meetings shall be in accordance with the Planning Act and shall include at least 20 days advance notice of the public meeting shall be given for site specific Zoning By-Law amendments and site-specific Official Plan amendments, and 14 days notice of the public meeting shall be given for plans of subdivision or plans of condominium (vacant land or common element)."

8. Section 7, Policy 7.4 Amendment Procedures is modified by deleting "Minister's" under the Notifications bullet.

Dated at the County of Elgin this _____ day of _____, 2021

Manager of Planning
County of Elgin

BY-LAW NO. 52-20

OF THE CORPORATION OF THE TOWN OF AYLMER

Being a By-Law to amend the Official Plan of the Corporation of the Town of Aylmer.

WHEREAS The Planning Act, Section 17 and 26 permits the Corporation of the Town of Aylmer to amend the Official Plan of the Corporation of the Town of Aylmer;

NOW THEREFORE the Council of the Corporation of the Town of Aylmer in accordance with the provisions of the Planning Act, R.S.O. 1990, c. P.13, hereby enacts as follows:

1. Amendment No. 20 to the Aylmer Official Plan consisting of the attached text amendment attached hereto as Schedule "A" and map amendments, namely Schedules A-C attached hereto as Schedule "B" is hereby adopted.
2. The Clerk is hereby authorized and directed to provide Notice of Adoption of the Amendment in accordance with Section 17(23) of the Planning Act, RSO 1990, as amended.
3. The plan authorized by this by-law shall come into effect pursuant to Section 17(27) of the Planning Act, RSO 1990, as amended.
4. This By-law shall come into force and take effect on the day of the final passing thereof

Read a first time on the 7th day of December, 2020.

Read a second time on the 7th day of December, 2020.

Read a third time and passed this 21st day of December, 2020.

Josh Brick, Clerk

Mary French, Mayor

PART 'A'

Part 'A' is the preamble to Amendment No. 20 to the Aylmer Official Plan. Part "A" does not constitute part of the amendment. It provides general introductory information on the purpose, location and basis of the amendment.

PART 'B'

Part 'B' consisting of the following text amendments and map amendments (Schedules 'A' and 'B') constitutes Amendment No. 20 to the Aylmer Official Plan.

PART 'C'

Part 'C' is the appendix and does not constitute part of this amendment. The appendix contains a "clean copy" of the text as it will appear after the amendments. Although the attached appendix does constitute part of the formal amendment, it does provide explanatory material. In cases where a more detailed interpretation of the amendment is required, such an interpretation will be obtained from the appendix.

PART 'A'
PREAMBLE
AMENDMENT NO. 20
TO THE AYLMER OFFICIAL PLAN

1. PURPOSE

The purpose of this amendment is to provide an update to the Aylmer Official Plan following a 5-Year Review of the Plan.

2. LOCATION

The amendment affects all lands within the Town of Aylmer.

3. BASIS

These amendments provide updates to the Aylmer Official Plan and are necessary to bring the plan into conformity with the Elgin County Official Plan (2013) and be consistent with the Provincial Policy Statement.

These amendments are being made following a 5-Year Review process, which included a Special Meeting under Section 26 of the Planning Act, Public Open Houses and a Public Meeting under Section 17 of the Planning Act.

PART 'B'
AMENDMENT NO. 20
TO THE AYLMER OFFICIAL PLAN

1. INTRODUCTION

All of this part of the document entitled Part 'B' consisting of the attached maps and text, Schedule 'A' and Schedule 'B', constitute Amendment No. 20 to the Aylmer Official Plan.

2. DETAILS OF THE AMENDMENT

- 2.1 The text of the Aylmer Official Plan is hereby amended by deleting all text indicated in strikeout and adding all text shown as underlined as shown in the attached Schedule 'A'.
- 2.2 Schedules A-C of the Aylmer Official Plan are hereby amended by replacing them with Schedules A-C in the attached Schedule 'B'.

CORPORATION OF THE TOWN OF AYLMER

DRAFT OFFICIAL PLAN

Adopted
November 8, 1999

Approved by the Ministry of Municipal Affairs and Housing
March 23, 2000

**5-YEAR REVIEW DRAFT (TRACK CHANGES) SEPTEMBER
OCTOBER 2020**

Updated by Official Plan Amendment No. ~~6X~~
Adopted by Council on ~~September 11, 2006XX~~
Approved by the Ministry of Municipal Affairs on _____

TABLE OF CONTENTS

SECTION 1 INTRODUCTION.....	1
1.1 PURPOSE AND SCOPE OF OFFICIAL PLAN	1
1.2 LEGISLATIVE AUTHORITY.....	2
1.3 PLANNING HORIZON	2
1.4 APPROVAL AUTHORITY	32
1.5 OTHER STATUTORY APPROVALS	32
1.6 ORGANIZATION AND STRUCTURE OF THE PLAN.....	3
SECTION 2 MUNICIPAL DEVELOPMENT STRATEGY.....	54
2.1 STRATEGIC DIRECTION OF PLAN (MISSION STATEMENT).....	54
2.2 BASIS OF PLAN.....	54
2.2.1 PLANNING HISTORY AND CONTEXT	54
2.2.2 PLANNING POLICY FRAMEWORK.....	65
2.2.3 ACCOMMODATING FUTURE GROWTH.....	75
2.2.4 SETTLEMENT AREA EXPANSIONS	96
2.2.5 AFFORDABLE HOUSING	106
2.2.6 COMMERCIAL HIERARCHY	117
2.2.7 EMPLOYMENT LAND BASE	128
2.2.8 ECONOMIC DEVELOPMENT.....	139
2.2.9 RECREATION MASTER PLAN.....	139
2.2.10 NATURAL ENVIRONMENT AND HAZARD AREAS	149
2.2.11 ALTERNATIVE AND RENEWABLE ENERGY.....	149
SECTION 3 FUNCTIONAL POLICIES.....	154
3.1 LAND USE POLICIES - ALL LAND USES	154
3.1.1 GENERAL.....	154
3.1.2 SITE SUITABILITY	154
3.1.3 COSTS OF SERVICING DEVELOPMENT	164
3.1.4 WATER SUPPLY AND SEWAGE DISPOSAL	174
3.1.5 WATER RESOURCES	184
3.1.6 SOLID WASTE MANAGEMENT	204
3.1.7 STORMWATER MANAGEMENT POLICY	204
3.1.8 EMPLOYMENT LAND SUPPLY	214
3.1.9 SCHOOL FACILITIES	214
3.1.10 UTILITIES AND PUBLIC SAFETY	224
3.1.11 PARKLAND DEDICATION.....	224
3.1.12 BUFFERING.....	234
3.1.13 HERITAGE CONSERVATION	244
3.1.14 ENERGY CONSERVATION.....	252
3.1.15 ELECTRIC POWER FACILITIES	252
3.1.16 ALTERNATIVE OR RENEWABLE ENERGY FACILITIES	252
3.1.17 OTHER UTILITY FACILITIES.....	272
3.1.18 INSTITUTIONAL USES.....	272
3.1.19 MOBILE HOMES/MODULAR HOMES	282

(+)

3.1.20	BROWNFIELDS REDEVELOPMENT POLICIES	<u>2822</u>
3.1.21	DECOMMISSIONING	<u>2822</u>
3.1.22	ACTIVE AND CLOSED WASTE DISPOSAL SITES.....	<u>2922</u>
3.2	TRANSPORTATION POLICIES	<u>2923</u>
3.2.1	GENERAL.....	<u>2923</u>
3.2.2	CLASSIFICATION	<u>2923</u>
3.2.3	ARTERIAL ROADS	<u>2923</u>
3.2.4	COLLECTOR ROADS	<u>3024</u>
3.2.5	LOCAL ROADS.....	<u>3024</u>
3.2.6	PRIVATE ROADS	<u>3024</u>
3.2.7	PROVINCIAL HIGHWAY 3/PROPOSED BY-PASS.....	<u>3125</u>
3.2.8	INTERSECTION IMPROVEMENTS	<u>3125</u>
3.2.9	OFF-STREET PARKING	<u>3225</u>
3.2.10	TRANSPORTATION STANDARDS AND GUIDELINES.....	<u>3226</u>
3.2.11	TRAILS AND WALKWAYS.....	<u>3226</u>
3.2.12	BARRIER-FREE ACCESS	<u>3326</u>
SECTION 4 LAND USE POLICIES		<u>3528</u>
4.1	GENERAL	<u>3528</u>
4.2	RESIDENTIAL USES	<u>3528</u>
4.2.1	OBJECTIVES	<u>3528</u>
4.2.2	GENERAL POLICIES	<u>3629</u>
4.2.3	RESIDENTIAL LAND USE DESIGNATIONS.....	<u>5443</u>
4.3	COMMERCIAL USES.....	<u>5948</u>
4.3.1	CORE COMMERCIAL AREA.....	<u>6049</u>
4.3.2	ARTERIAL COMMERCIAL AREA.....	<u>6452</u>
4.3.3	NEIGHBOURHOOD COMMERCIAL AREA	<u>6654</u>
4.3.4	OFFICE RESIDENTIAL AREAS.....	<u>6755</u>
4.3.5	BUSINESS PARK COMMERCIAL AREAS.....	<u>6856</u>
4.4	EMPLOYMENT USES	<u>6957</u>
4.5	INSTITUTIONAL USES	<u>7261</u>
4.6	PARKS AND OPEN SPACE	<u>7462</u>
4.7	NATURAL HAZARD AREAS.....	<u>7564</u>
4.7.1	DEVELOPMENT CONTROL AREAS.....	<u>7664</u>
4.7.2	DEVELOPMENT REGULATED AREAS.....	<u>7765</u>
4.7.3	WILDLAND FIRE HAZARDS	<u>7866</u>
4.7.4	NATURAL HERITAGE AREAS	<u>7866</u>
4.7.5	WOODLANDS.....	<u>7967</u>
SECTION 5 DEVELOPMENT POLICIES		<u>8169</u>
5.1	LAND DIVISION.....	<u>8169</u>
5.1.1	PLANS OF SUBDIVISION	<u>8169</u>
5.1.2	LAND SEVERANCES.....	<u>8169</u>
5.2	DOWNTOWN IMPROVEMENT AND REVITALIZATION.....	<u>8371</u>
5.3	POLICIES FOR COMMUNITY IMPROVEMENT	<u>8472</u>
5.3.1	DESIGNATION OF COMMUNITY IMPROVEMENT AREAS.....	<u>8472</u>
5.3.2	CONSERVATION, REHABILITATION, AND REDEVELOPMENT	<u>8573</u>

5.3.3	GOALS AND OBJECTIVES	8573
5.3.4	CRITERIA FOR SELECTING COMMUNITY IMPROVEMENT AREAS 8774	
5.3.5	PHASING OF IMPROVEMENTS.....	8876
5.3.6	IMPLEMENTATION.....	8876
5.4	POLICIES FOR HERITAGE CONSERVATION	9077
5.4.1	GENERAL GOAL.....	9077
5.4.2	BUILT HERITAGE RESOURCES AND CULTURAL HERITAGE LANDSCAPE POLICIES.....	9078
5.4.3	ARCHAEOLOGICAL RESOURCES POLICIES	9279
5.5	ECONOMIC DEVELOPMENT.....	9380
5.5.1	ECONOMIC DEVELOPMENT POLICIES	9380
5.6	PLANNING IMPACT ANALYSIS	9481
5.7	PRE-APPLICATION CONSULTATION AND PRESCRIBED INFORMATION FOR PLANNING APPLICATIONS	9682
5.8	ENVIRONMENTAL IMPACT STATEMENT	9884
SECTION 6 IMPLEMENTATION		10086
6.1	GENERAL	10086
6.2	ZONING BY-LAW	10086
6.2.1	BY-LAW TO CONFORM TO THE PLAN.....	10086
6.3	HOLDING BY-LAW	10086
6.4	NON-CONFORMING USES.....	10187
6.4.1	APPLICATIONS FOR ENLARGEMENTS OR EXTENSIONS OF NON- CONFORMING USES.....	10187
6.5	PROPERTY STANDARDS BY-LAW	10490
6.6	INTERIM CONTROL BY-LAW	10591
6.7	SITE PLAN CONTROL.....	10591
6.8	BONUSING	10793
6.9	COMMUNITY PLANNING PERMIT SYSTEM.....	10893
6.10	TEMPORARY USE BY-LAWS	10995
6.11	LEGISLATION PURSUANT TO THE MUNICIPAL ACT	11096
6.12	PLANS OF SUBDIVISION	11096
6.13	ENACTMENT OF MISCELLANEOUS BY-LAWS	11096
6.14	EMERGENCY PLAN	11096
6.15	CONSTRUCTION OF PUBLIC WORKS.....	11096
6.16	CAPITAL WORKS PROGRAM	11196
6.17	GENERAL REVIEW OF PLAN.....	11197
6.18	CONSULTATION AND ENGAGEMENT	11197
6.19	EXCEPTIONS	11398
6.20	CREATION OF COMMITTEES	11398
SECTION 7 INTERPRETATION		115400
7.1	LAND USE BOUNDARIES	115400
7.2	ACCESSORY USES	115400
7.3	LAND AREAS, POPULATION ESTIMATES, ETC.....	115400
7.4	AMENDMENT PROCEDURES.....	115400

SECTION 8 DEFINITIONS..... [117402](#)

SCHEDULES

- “A” LAND USE PLAN**
- “B” NATURAL FEATURES**
- “C” ROADS PLAN**

(4)(iv)

SECTION 1 INTRODUCTION

1.1 PURPOSE AND SCOPE OF OFFICIAL PLAN

The Official Plan is the principal land use policy document of the Town of Aylmer. This document including the attached Schedules “A”, “B” and “C” constitute the Official Plan for the Corporation of the Town of Aylmer. This Official Plan was adopted on November 8, 1999 and approved by the [Ministry Province of Municipal Affairs and Housing Ontario](#) on March 23, 2000, and updated in 2006 [and 2020](#).

This Official Plan provides guidance for the physical development of the Town through the establishment of land use designations and development policies while having regard to relevant social, economic, and environmental issues for the planning period of [20062011](#) to [20262031](#), though policies will be reassessed every five years in accordance with the Planning Act.

In more specific terms, the purpose of this Official Plan is to:

- provide a policy framework which encourages growth and prosperity in Aylmer while preserving and enhancing the Town’s unique small town [flavourcharacter](#);
- provide policies which will enhance Aylmer’s position as a market centre for East Elgin;
- provide sufficient land to meet housing, commercial and employment needs (current and future) to the extent that is possible, given the existing shortage of vacant residential, commercial and [industrial employment](#) land within the municipal boundary;
- encourage and establish targets for the provision of affordable housing which provides current and future residents with choices in terms of housing type, tenure, density, cost and location;
- minimize uncertainty regarding future development within the Town of Aylmer and provide policies which will minimize land use conflict;
- encourage appropriate infill development and intensification of land and buildings in existing built up areas which is complementary to existing development;
- provide policies that ensure a logical and orderly pattern of development in accordance with the servicing capabilities of the Town and with due regard to the cumulative effects of development on the natural environment and surrounding land uses;

- interpret and apply the intent of Provincial legislation, regulations and policies to the Town of Aylmer;
- ensure that all future development occurs at a pace which is within the financial capability of the Town; and
- guide Council, various committees, staff and other regulatory agencies in carrying out the goals, objectives and policies of this Plan.

1.2 LEGISLATIVE AUTHORITY

In accordance with Section 17 of the Planning Act, R.S.O. 1990, c.P.13, as amended, the Council of a municipality may provide for the preparation of a plan suitable for adoption as the Official Plan of the municipality. An Official Plan is defined in the Planning Act as a document, approved by the Minister, containing objectives and policies established primarily to provide guidance for the physical development of a municipality while having regard to relevant social, economic and environmental matters. Section 24 of the Act further provides that where an Official Plan is in effect, no public work shall be undertaken and no by-law passed for any purpose unless it is in conformity with the Official Plan.

1.3 PLANNING HORIZON

The Plan will provide guidance for the development and planning of land uses in the Town of Aylmer for a period extending to the year ~~2026~~2031.

The Plan anticipates that the population of the Town of Aylmer will grow from approximately ~~7,500~~230 people in ~~2006~~2011 to ~~9,374~~7,293 people by the year ~~2026~~2031.

It is intended that this Plan be reviewed from time to time to determine if new technical, physical, social, or economic conditions have changed sufficiently to warrant amendments to the policies and/or land use designations contained within this Plan. It is also intended that in accordance with Section 26(1) of the Planning Act, at least every five years, a special public meeting be called by Council to invite public opinion on the appropriateness of policies and designations contained within the Plan.

~~1.4~~ MUNICIPAL PLAN/ONE WINDOW REVIEW

~~Notwithstanding the other policies of this Plan, if the policies of this Plan require consultation with government ministries for development applications under the Planning Act, the Town and/or applicant shall consult with the Ministry of Municipal Affairs and Housing where the Ministry of Municipal Affairs and Housing is the approval authority.~~

~~Where the Official Plan has been drafted to require an evaluation or other action by one or more provincial ministries, the policy should generally be interpreted to mean that it is the Town's responsibility to ensure consistency with Provincial policies.~~

1.4 APPROVAL AUTHORITY

~~The County of Elgin is the approval authority for this Official Plan. In keeping with the statutory requirement of the Planning Act, the Town will forward all applications to amend the Official Plan to the Ministry of Municipal Affairs and Housing within 20 days of receiving the application, County of Elgin~~ for review and comment.

1.5 OTHER STATUTORY APPROVALS

In situations where statutory approvals may be required under provincial legislation (ie. Ontario Water Resources Act, Environmental Protection Act, Environmental Assessment Act, Canadian Environmental Assessment Act, Ontario Energy Board Act, Conservation Authorities Act, Ontario Heritage Act, Safe Drinking Water Act, etc.) other than the Planning Act, the proponent is encouraged to consult directly with the responsible authority to determine any necessary requirements and/or conditions.

1.6 ORGANIZATION AND STRUCTURE OF THE PLAN

The following text and schedules of Section 1 to 8 constitute the Official Plan of the Town of Aylmer.

Section 1, Introduction, presents the purpose and scope, legislative authority, planning horizon, the municipal plan review/one window approach and the organization and structure of the Official Plan.

Section 2, the Municipal Development Strategy, establishes the planning principles, community goals and the strategic direction upon which all specific policies of the Plan are based. Section 2.1, Basis of Plan also contains a summary of the topic specific issues that have been addressed in order to establish the policy direction of the new Official Plan.

Section 3, Functional Policies, presents policies that apply regardless of designation, unless otherwise indicated. The functional policy areas primarily include transportation and infrastructure.

Section 4, Land Use Policies, contains policies which provide detailed guidance for physical development within the Town of Aylmer. Policies are presented for residential, commercial, ~~industrial~~employment, institutional, open space, and development control areas.

Section 5, Development Policies, establishes policies affecting the use and development of lands in the Town of Aylmer and details the specific implementation tools which will be used (e.g. Zoning By-Law).

Section 6, Implementation, presents policies relating to general review, amendment and Implementation of the Plan.

Section 7, Interpretation, describes how the Official Plan is to be interpreted and the procedure for amendments.

Section 8, Definitions, provides a description of certain terms/words contained in the Official Plan to assist in the interpretation of policies.

SECTION 2 MUNICIPAL DEVELOPMENT STRATEGY

2.1 STRATEGIC DIRECTION OF PLAN (MISSION STATEMENT)

Aylmer will be a vibrant market centre for East Elgin. To ensure and enhance our small town atmosphere we will:

- Ensure the quality of life and safety of families and neighbourhoods;
 - Encourage and facilitate enterprise in business;
 - Preserve our heritage and the natural environment;
 - Strive for economic diversity;
 - Respect cultural diversity;
 - Ensure planned, orderly growth;
 - Make the Town attractive; and
 - Promote spirit of community participation.
- [Prepare for the local impacts of a changing climate](#)

2.2 BASIS OF PLAN

2.2.1 PLANNING HISTORY AND CONTEXT

The Town of Aylmer adopted its first Official Plan in 1985. In 1994, the Town undertook much of the background work for a new Official Plan including an in-depth analysis of the retail sector. Work on the Official Plan document, however, did not proceed beyond the Technical Report, until a new Official Plan was prepared and adopted by Council in 1999 and approved by the Ministry of Municipal Affairs and Housing in 2000.

In 2006 the Town initiated an update to the Official Plan as well as the preparation of the Town's first Community Improvement Plan. The Official Plan update process identified several changes to the Official Plan. These changes have been incorporated by Official Plan Amendment No. 6 adopted by Council of the Town of Aylmer on August 28, 2006. [The major issues which have helped to shape the policy direction of this Official Plan update are summarized below.](#)

2.2.2 ONTARIO PLANNING ACT

~~Section 26.1 of the Ontario In 2019, the Town initiated a 5-year review of the Plan to ensure that the policies contained within the Plan conform to the updated versions of the Planning Act, R.S.O. 1990 c.P. 13 requires that municipalities consider whether or not their Official Plan is meeting the needs of the community at least once every five years.~~

~~Section 3 of the Planning Act requires that municipal decisions affecting planning matters shall be consistent with the Provincial Policy Statement (PPS). Changes have been made to the PPS, and a new PPS came into effect on March 1, 2005. The new PPS includes, among other things, greater clarity on the way Provincial policies are to be implemented in municipal official plans (Part II Legislative Authority), and a requirement that changes to the settlement boundary of a municipality only occur at the time of a comprehensive review (policy 1.1.3.0). The Town of Aylmer Official Plan is designed to address key matters of Provincial interest consistent with the policy directions of the PPS, including: growth management, housing and employment opportunities, downtown viability, economic prosperity, servicing and infrastructure, recreation and leisure, protection of the natural environment, transportation systems, improved accessibility, water quality and quantity and air quality, energy efficiency and renewable energy, public health and safety, and the protection of heritage and archaeological resources.~~ Official Plan of the County of Elgin.

~~The Planning Act has also been amended to give greater clarity to how a municipality can assist in the redevelopment of brownfields under a community improvement program.~~

~~This update to the Town of Aylmer Official Plan has taken into consideration the amendments to the Planning Act including the new directives of the Provincial Policy Statement.~~

~~Legislation is currently being introduced to further amend the Planning Act. Although Bill 51 has only had one reading at the time of preparation of this Official Plan update, the policies and procedures introduced by Bill 51 have been reflected in this Official Plan update.~~

2.2.2 PLANNING POLICY FRAMEWORK

~~Planning at the Official Plan level is undertaken within a framework established by the Province of Ontario, specifically the Planning Act, and the Provincial Policy Statement, 2020 (PPS). In cases where there is an upper-tier municipality, such as the County of Elgin, Provincial policy is implemented at the County-~~

level first, through the County of Elgin Official Plan, and then implemented locally through the lower-tier Official Plan, such as the Town of Aylmer Official Plan.

Local land use policy is required to be consistent with the policies of the Province as administered through the Provincial Policy Statement, and other provincial initiatives, such as Bill 73 (The Smart Growth for Our Communities Act, 2015), which has recently resulted in significant amendments to the Planning Act. Therefore, it is the intent of the Official Plan Review to ensure that the Official Plan implements the most up to date Provincial and County policy and legislation, and sets out the appropriate framework for land use planning in the Town of Aylmer.

2.2.3 ACCOMMODATING FUTURE GROWTH

~~New population and housing forecasts have been prepared in 2006 for the Town's Residential Development Charges Background Study and as part of this Official Plan update in order to determine residential land requirements to the year 2026. The forecast shows a continued growth in population and housing demand, although at a slower rate than previously anticipated in earlier forecasts. The current (2006) population in the Town of Aylmer is estimated at between 7,300 and 7,500 people. This is lower than predicted by the forecast provided in the Town of Aylmer Residential Land Needs Assessment completed in 2002 which provided low, medium and high population projections of 7,534 (low), 7,799 (medium) and 8,064 (high) for 2006. The reason for the difference is that the rate of population and housing growth in Aylmer over the past 5 years has decreased significantly compared to trends established during previous 5 year periods going back to the year 1986.~~

~~The demographic and economic conditions in Aylmer and the surrounding region have been favourable to population and housing growth, particularly over the past 5 years, suggesting that other factors are restricting population and housing growth. It has become evident that the lack of availability, choice and opportunity offered by the reduced residential land supply in Aylmer has curtailed housing growth. The increase in residential building activity in the adjacent municipality suggests that the majority of housing demand generated by Aylmer's population is, in fact, not being met within Aylmer. The Town must look to lands beyond the current municipal boundary in order to provide sufficient residential land and opportunities to reverse the trend of decreasing building activity and enable the housing industry to meet the housing needs of the population.~~

~~Aylmer's In accordance with the Planning Act, upper-tier municipalities are required to identify growth forecasts and allocations to the lower tier~~

municipalities. As per the PPS, 2020 municipalities are required to plan to accommodate growth over a 25-year planning horizon and are not permitted to designate land for urban uses beyond a 25-year planning horizon (to 2031 in the case of the County of Elgin Official Plan). Section 1.2.4 of the PPS, 2020 outlines the County's responsibility for establishing population, housing, and employment projections on a County-wide basis, and allocating these forecasts to the lower-tier municipalities, to which the Aylmer Official Plan must conform to.

The current projection of Aylmer's population shows a change from previous projections (for the 2011 Development Charges Background Study), which indicated a slightly decreasing population to a steady, yet modest population increase over the projection period (to the year 2036).

The population is projected to reach 9,371 people in 2026, for a 7,293 in 2031. Over the projection period (2011 to 2031), the total population is projected to experience a modest increase of at least 1,837 new residents over the 20-year planning period. This projected growth combined with a declining 158 people. Additionally, the housing projection estimates that household size translates into a total 20-year housing demand for 916 new housing units. will continue to decline fall from 2.45 in 2011 to 2.11 in 2031

It is estimated that a total population of 8,940 people can be accommodated by the remaining Aylmer to meet residential land supply, intensification/redevelopment opportunities and existing dwelling demand is largely contingent on the development of three key parcels, namely, Parcel 1, 4, and 3 (Cottonwood). It is estimated that a total of 554 residential units in the Town to the year 2026. Therefore, additional lands Aylmer will be needed built from 2014 to provide sufficient housing 2034 to accommodate the for a projected 2026 population demand of 9,371 people 549 units.

With regards to commercial land needs, very little undeveloped land exists for commercial purposes anywhere within the Town of Aylmer. To accommodate and attract future commercial growth and development which cannot otherwise be attracted to the commercial core through redevelopment, expansion northwards of the former Imperial Tobacco plant along the west side of Imperial Road to Glencolin Drive would be the most desirable direction from the perspective of land use, traffic volumes, accessibility and visibility.

The 2002/2016 Town of Aylmer Residential Land Needs Assessment concluded that additional land is needed to address future housing needs and to allow for a variety of housing options, recommending immediate annexation of 45.0 hectares (111 acres) of additional land. Since completion of that study, the Town has annexed approximately 13.6 ha (33.7 acres) of land, including 3.75 ha (9.27

~~are~~the employment land needs are sufficient for the short and medium terms. However, these lands should be monitored on an annual basis to ensure the Town is well-positioned to accommodate employment growth in the long-term.

~~Alternative directions for expansion of the settlement area of Aylmer to accommodate growth and development vary depending on the land use being considered and efficiency of providing municipal services (i.e. water supply and sanitary sewage). With respect to future residential growth and development, expansion from a land use perspective, could readily take place in a westerly, southerly or easterly direction with the most preferred direction likely to be ultimately determined by the feasibility of extending municipal services.~~

2.2.4 SETTLEMENT AREA EXPANSIONS

~~It is anticipated that sufficient land has been designated to accommodate growth and development over the planning horizon, therefore, Settlement Area expansions are not contemplated within the planning horizon. A Primary Settlement Area expansion, that would result in an addition to the aggregate amount of land for residential development plus lands for the East Elgin Community Complex, is not contemplated within the planning horizon, in accordance with the County of Elgin Official Plan. A Primary Settlement Area expansion that would result in an addition to the aggregate amount of land, may only be considered through a comprehensive review of the County of Elgin Official Plan.~~

~~The updated housing forecast prepared for this update to the Town's Official Plan confirms that there is an immediate need for additional residentially designated land in order to accommodate the portion of the forecast housing demand to the year 2026 that cannot be met by the existing residential land supply and intensification/redevelopment potential within the Town. Given the shortage of lands within Aylmer's current municipal boundary, the Town will need to pursue expansions to its municipal boundary to allow for the designation of additional lands for residential development by future amendment to this Plan.~~

~~The Town's existing sanitary sewer and water services have some capacity remaining to accommodate additional population growth. The maximum growth that can be accommodated by these services is approximately 865 additional people, for a total maximum serviced population of 8,165. While this would appear to provide sufficient servicing capacity to accommodate the projected growth in the Town approximately to the year 2016, the need for new and/or upgraded sanitary sewage treatment facilities and water services is created by a combination of the demands of existing users, the short term demands of future development (e.g. to 2016) that may be serviced in the interim by existing sewer and water facilities, the demands of future development beyond the maximum~~

~~capacity of existing facilities, and provincial/engineering requirements for the provision of sufficient reserve capacity and quality/quantity standards for water supply and treated effluent. Therefore, new/upgraded sewer and water facilities will be needed to accommodate the needs of existing users and to provide capacity for projected growth from 2006 to the year 2026 and beyond.~~

~~In addition, the Town's combination sewers require continued replacement work/sewer separation in order to meet Ministry of the Environment policy, operational and design requirements. The Town's sewer separation project includes the construction of separate sanitary sewers and storm sewers, and related replacement/upgrading of watermains and road restoration, eliminating over 2100 metres of combined sewers in the southwest quadrant of Aylmer. The combined sewers create problems for existing development including sewer back-up and overflow to Catfish and Bradley Creeks during periods of heavy rain, as well as increasing the hydraulic loading to the Town's treatment lagoons decreasing reserve capacity for development. Sewer separation will resolve these issues for the benefit of both the existing and future populations.~~

2.2.42.2.5 AFFORDABLE HOUSING

In ~~2004~~2018, a housing strategy was undertaken for the St. Thomas/Elgin County Area, including the Town of Aylmer, to provide a better understanding of housing needs in the region and recommend strategies related to the provision of affordable housing.

The study indicates that Aylmer has one of the highest concentrations of lower income households in the region, with one third of Aylmer's households having incomes less than \$30,000. The study also indicates that, while there is a good supply of affordable housing and Aylmer is the second highest supplier of rental housing in the St. Thomas/Elgin County Area, there is very little housing that is affordable to households with incomes of \$20,000 or less ~~(representing 16% of households)~~. Also, the study found that 11.4% of families in the Town of Aylmer live below the poverty line.

. Lastly, the study notes that despite having a lower need compared to St. Thomas, there is growing demand for affordable and rental market housing in Aylmer and the rest of Elgin County. The need for this type of housing is being driven in large part by the aging population which is looking to downsize from their current dwellings and wishing to remain in their community. There is also demand from households who moved away from Elgin County and are seeking to return in their retirement years. These statistics reinforce the need to ensure that there is an adequate supply of affordable housing and to ensure effective Official Plan policies are in place to encourage and support the provision of

affordable housing. There is also a need to ensure that the Town's development standards do not impede affordable housing provision. The Official Plan update incorporates affordable housing policies based on the recommendations of the St. Thomas and Elgin County Housing Strategy and to address the requirements of the Provincial Policy Statement (PPS) regarding the establishment and implementation of minimum targets for the provision of affordable housing.

2.2.5.2.6 COMMERCIAL HIERARCHY

In 1999, the Official Plan introduced a commercial hierarchy comprised of six (6) distinct land use designations, including Core Commercial, Support Commercial, Highway Commercial, Residential Office Commercial, Neighbourhood Commercial and Business Park Commercial.

The Core Area designation, defined as the historical downtown area along Talbot Street from Raglan Street to Queen Street, was placed at the top of the hierarchy in terms of its primary commercial role and function, while the other designations provided for a range of commercial uses which due to their size or nature have required locations outside the core. This Official Plan update will continue to foster the traditional Core Area as the central focus of commercial and civic land use in Aylmer.

The Support Commercial designation was introduced to recognize the automotive, retail/office plazas and fast food commercial uses that evolved adjacent to the core during the "second wave" of commercial development in Aylmer. Similarly, the Highway Commercial designation was introduced to recognize highway-type commercial uses such as automotive uses, motels, restaurants and recreational uses located along Talbot Street (Highway 3) east of Albert Street. While there are some differences in how these areas have evolved, the existing and permitted uses are similar and the policies that apply to these areas should be the same. As such, there is a need to harmonize and consolidate these designations and policies to create uniform criteria for development in these areas.

The Office Residential Commercial designation was introduced to provide flexibility to the use of existing residences located adjacent to the Core Area along Talbot Street, John Street and Sydenham Street. Some adjustment to the policies applicable to this area is needed through this Official Plan update in order to clarify the uses permitted and related restrictions intended to preserve the residential character of the area while maintaining sufficient flexibility to allow for compatible commercial uses.

The Neighbourhood Commercial designation was introduced to provide a separate land use designation for convenience-type commercial uses proposed

in residential neighbourhoods. The intention was to require an Official Plan Amendment to acquire the designation based on the philosophy that neighbourhood commercial development can have significant impacts on the aesthetics of residential neighbourhoods. This Official Plan update supports this philosophy, and in the interest of protecting the character of Aylmer's residential neighbourhoods and fostering the Core Area as the commercial focus of the community, an Official Plan amendment will continue to be required for new proposals for convenience-type commercial uses in residential areas.

The final component of the commercial hierarchy is the Business Park Commercial designation which was introduced to provide for larger format retail uses. Application of this designation to lands along John Street North has led to the creation of a new commercial gateway to the Town while supporting the continued primary commercial role of the core area. Since 1999, the lands designated as Business Park Commercial have been fully developed with the introduction of over 6,500 square metres (70,000 square feet) of new retail floor space, 1,700 square metres (18,540 square feet) of office space, and a storage facility. Additional lands will need to be designated for commercial development in order to address the future commercial/retail needs of the community.

Given the shortage of lands within Aylmer's current municipal boundary, the Town will need to pursue expansions to its municipal boundary to allow for the designation of additional lands for commercial development by future amendment to this Plan.

2.2.6.2.7 EMPLOYMENT LAND BASE

~~Industrial land consumption in Aylmer has occurred at a rapid pace over the past 5 years, with a significant portion of the remaining industrial land supply committed to a proposed ethanol plant and other uses. Only a few infill opportunities remain within the Town's Industrial Park. In addition, the vacant industrial lands located west of Elm Street have limited accessibility and are partially divided by the Provincial right of way for the proposed Hwy 3 by-pass. While the by-pass could provide the required access, there are no plans at the provincial level to construct the by-pass within the planning period of this Official Plan.~~

~~Based on the projected population growth to the year 2026, historic labour participation rates and an analysis of place of work statistics and projected growth in Aylmer's regional employment area, it is estimated that 1,300 to 1,500 new jobs will be needed in Aylmer to the year 2026. In addition, Imperial Tobacco is scheduled to close its Aylmer manufacturing operations in 2007, which will decrease the current supply of employment opportunities by approximately 80 jobs. It is anticipated that the site of the Imperial Tobacco~~

~~operations may not be available for reuse or redevelopment to another employment use in the short term, creating additional need for employment lands in Aylmer.~~

~~Additional lands need to be designated as Industrial in the Town's Official Plan in order to address the projected employment/industrial land needs of Aylmer's population to the year 2026. Given the shortage of vacant available lands within Aylmer's current municipal boundary, the Town will need to pursue expansions to its municipal boundary to allow for the designation of additional lands for industrial development by future amendment to this Plan.~~

~~Based on the 2016 Town of Aylmer Residential Land Needs Assessment, there are approximately 35.4 ha (87.5 ac) of undeveloped employment designated land within the Town. 23.1 ha (57.1 ac) of this land is comprised of an agricultural parcel west of Elm Street, which is assumed to remain undeveloped (particularly in the short to medium term).~~

~~While it is only through a comprehensive review that the conversion of non-employment lands to employment uses may be considered, there are no undeveloped lands designated in the Official Plan for non-employment purposes (e.g. residential, commercial) that are potentially suitable or desirable for being converted to employment purposes.~~

~~Although a shortage of industrial land is recognized to exist, no specific land requirement has been quantified to date. An identification of the current supply of undeveloped land available for commercial purposes, a market analysis and an assessment of the impact of current and emerging trends in retailing on Aylmer would be required to provide a quantified measure of land needs for commercial purposes.~~

2.2.72.2.8 **ECONOMIC DEVELOPMENT**

The Town of Aylmer has a vibrant commercial core and a healthy ~~industrial~~employment base. To keep pace with changing commercial and ~~industrial~~employment needs as well as tourism/service opportunities, the updated Official Plan needs to ensure appropriate, flexible, yet secure policies are in place for this changing economic environment, and also that sufficient opportunities are available for housing, business, employment and recreation.

2.2.82.2.9 **RECREATION MASTER PLAN**

In 2004 the Town of Aylmer completed a Recreation and Leisure Time Master Plan that provides a strategy for the provision of parks and recreation facilities and services to the year 2016. Reference to the Master Plan as the guiding

document for parks and leisure facility provision and service delivery in Aylmer should be made in this Official Plan.

2.2.92.2.10 **NATURAL ENVIRONMENT AND HAZARD AREAS**

The Catfish Creek Conservation Authority (CCCA) and Ministry of Natural Resources (MNR) ~~have provided updated~~ and Forestry (MNRF) provide mapping of natural environment features such as woodlots as well as natural hazards such as flood prone areas and CCCA regulated areas. ~~These features and hazards need to be identified and protected in the Town of Aylmer Official Plan consistent with the Provincial Policy Statement.~~ If additional natural heritage features or hazards are identified in the future, appropriate updates to the Official Plan will be needed to reflect this new information and afford the appropriate protection.

2.2.102.2.11 **ALTERNATIVE AND RENEWABLE ENERGY**

~~The Provincial Policy Statement (PPS) requires that New or expanded alternative energy systems and or renewable energy systems shall~~ should be permitted designed and constructed to minimize impacts on adjacent land uses in settlement areas order to prevent adverse effects from odours, noise and other contaminants and minimize risk to public health and safety. Sites for large-scale alternative or renewable energy systems should have sufficient area to provide appropriate setbacks from sensitive residential and institutional land uses to provide safety and/or minimize other potential impact in accordance with provincial and federal requirements (i.e. Environmental Assessment the Green Energy Act) (policy 1.8.3).

It is recognized that such facilities are subject to the approval or permits of various ministries and approval bodies such as the Ministry of Environment, Conservation and Parks, Ministry of Transportation, Ministry of Natural Resources and Forestry, and Conservation Authorities. This Official Plan update provides policies for consideration of wind to support and promote sustainability and energy facilities conservation in Aylmer as a means of implementing this provincial policy direction.

SECTION 3 FUNCTIONAL POLICIES

3.1 DEVELOPMENTLAND USE POLICIES - ALL LAND USES

3.1.1 GENERAL

The general developmentland use policies of this Plan have been established in order that future development in the Town of Aylmer occurs in a controlled, orderly and systematic basis. New development or redevelopment in the Town should follow the guidelines outlined below.

3.1.2 SITE SUITABILITY

Prior to the approval of any development or amendment to this Plan or the Zoning By-Law, it shall be established to the satisfaction of Council and all other bodies having jurisdiction that:

- ~~(1) soil and drainage conditions are suitable to permit the proper siting of buildings;~~
 - ~~(2) the services and utilities can adequately accommodate the proposed development;~~
 - ~~(3) the road system is adequate to accommodate projected increases in traffic;~~
 - ~~(4) the land fronts on a public road which is of a reasonable standard of construction;~~
 - ~~(5) lot frontage and area is suitable for the proposed use and conforms to the standard required by the implementing Zoning By-Law;~~
 - ~~(6) adequate measures will be taken to alleviate or prevent any adverse effects that the proposed use may possibly have upon any proposed or existing adjacent uses or on the natural environmental features and functions; and,~~
 - ~~(7) adequate measures will be taken to protect health and safety and to mitigate any impacts or potential risks due to proximity to natural or man-made hazards or other factors.~~
- (1) Development shall be located in areas of the Town with existing, future or planned service capacity for hydro, natural gas and municipal water.
 - (2) Development with access to sanitary sewer service shall be required to connect and demonstrate adequate unreserved capacity in the service area.

Development in close proximity to sanitary sewer service shall be encouraged to connect, where feasible, and where unreserved capacity is available.

- (3) Development shall demonstrate appropriate, safe access to the local and County road network capable of supporting the type and volume of vehicular traffic generated by the proposed development.
- (4) Development shall provide on-site storm water quantity and quality management and demonstrate no negative impact to approved drainage outlet(s).
- (5) Development shall be encouraged to incorporate best management practices and the utilization of low impact storm water management systems.
- (6) Development with limited lot frontage shall be required to demonstrate to the satisfaction of the Town how the subject site can be accessed without impact to abutting sensitive land uses. Minimum lot frontage requirements are more specifically outlined in the implementing Zoning By-law.
- (7) Development located to the rear of existing sensitive land uses shall be required to demonstrate a higher standard of separation and buffering through the site plan approval process.
- (8) Development shall be designed and oriented as to maximize buffering between it and sensitive lands uses to minimize or mitigate adverse impacts.

3.1.3 COSTS OF SERVICING DEVELOPMENT

(1) Location of Development

In order to minimize the cost of services provided by all public agencies, no new development in the Town of Aylmer will be permitted in any location where it would contribute to a demand for public services which are not economically feasible to provide, improve, or maintain. Instead, development should be permitted only in locations where demands on public services will be minimized, where it can most effectively utilize existing services, or where new services can be economically provided and maintained.

(2) Development Charges

In order to defray costs to the municipality associated with any development or redevelopment, the Town may implement any or all of the provisions of the Development Charges Act, as amended.

3.1.4 WATER SUPPLY AND SEWAGE DISPOSAL

(1) Public Piped System

Urban development or redevelopment in the Town of Aylmer shall be developed on the basis of public piped water and sanitary sewer systems. In certain cases, this will entail extensions and/or improvements to the existing public piped systems in order to service areas of new urban development.

Where the servicing of new urban development requires extensions and/or improvements to the existing public piped systems, such servicing will generally be financed, constructed, and maintained by the developer before being turned over to the municipality.

Wherever feasible, the use of existing sewer and water infrastructure will be optimized before consideration is given to developing new infrastructure.

The areas currently on private individual on-site sewer and water systems will be connected to public sanitary sewers and water supply when the services become available.

(2) Servicing Strategy/Full Municipal Services

New proposals shall not be granted development approvals unless adequate uncommitted reserve water and sewage treatment capacity is demonstrated to be available to be allocated to accommodate the development of the site. The availability of uncommitted reserve servicing shall be based on ~~the Ministry of Environment~~ Provincial policies and guidelines. The determination of sufficient reserve sewage system capacity shall include treatment capacity for any hauled sewage from existing private systems. ~~At Council's discretion, and by appropriate agreement, the Town may provide sewer services to and may accept hauled sewage from lands outside the Town of Aylmer for treatment at its facility, provided the standards of the Town's Sewage Discharge By-law are met and further provided that this will not impair the ability of the Town's treatment facility to provide sanitary sewage treatment service to lands within the Town of Aylmer.~~

When the capacity of the water and sewage facilities have been fully allocated and prior to the facilities reaching their hydraulic capacity, the Town shall demonstrate a commitment to the expansion of the facilities in accordance with the municipal servicing strategy/plan, before additional approvals are given to further development proposals. Limitations in the capacity and operating performance of the water and sewage facilities will be recognized as a constraint to the approval and timing of new development proposals. In allocating reserve water and sewage treatment capacity to development, the Town will give priority to proposals for intensification and redevelopment in areas where existing public piped water and sewer systems are available.

[Although the Town of Aylmer has enough supply for infilling existing development, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development per the Provincial Policy Statement.](#)

(3) Water Conservation Policy

It is a policy of this Plan to encourage efficient water use and water conservation. In order to reduce water demand, the Town may implement by-laws limiting the frequency and/or timing of outdoor water use. The Town may also implement strategies for water conservation in order to extend the capacity of existing water supply and wastewater treatment systems and delay requirements for capital upgrades to increase the capacity of these systems. The strategy may include conservation programs and other educational and regulatory initiatives to reduce water usage.

Developers will be encouraged to use drought-resistant grasses and provide an adequate soil base layer for new lawns and landscaped areas to reduce outdoor watering requirements. Developers and builders will also be encouraged to use low consumption, water-efficient facilities and appliances in buildings wherever feasible.

3.1.5 WATER RESOURCES

[Surface water resources, including streams, lakes, ponds and wetlands are intended to be protected through their inclusion within the Natural Heritage System. Groundwater sources occur throughout the Town and are an essential resource for residents and businesses. It is the intent of this Plan that all development shall be subject to the following policies to ensure that water quality and quantity are not adversely affected. Specifically, it is the Town's intent that the development of public and private uses will not significantly alter](#)

groundwater recharge or discharge, impair groundwater or surface water quality, or negatively impact municipal groundwater supply. The Town recognizes a relationship between groundwater and surface water in terms of recharge and discharge functions. The policies of this Plan are intended to address both ground water and surface water protection.

With respect to water resources, the Town shall endeavor to:

- (1) Ensure land use decisions advance water conservation efforts and support the efficient use of water resources;
- (2) Promote efficient and sustainable use of water resources that maintain and enhance water quantity and quality through the retention of vegetation or through re-naturalization;
- (3) Encourage agricultural practices that protect water resources;
- (4) Promote sustainable stormwater management practices that protect, or where feasible, enhance water quality and water quantity control;
- (5) Identify water resource systems consisting of groundwater features, hydrologic functions, natural heritage features and areas, and surface water features, which are necessary for the ecological and hydrological integrity of the watershed;
- (6) Maintain linkages and related functions among groundwater features, hydrologic functions, natural heritage features and area, and surface water features;
- (7) Protect or enhance the function of sensitive groundwater recharge areas, discharge areas, aquifers and headwaters;
- (8) Work cooperatively with Conservation Authorities and Provincial Ministries regarding land management issues within the watersheds of the Town;
- (9) Ensure that land use planning contributes to the protection, maintenance, and enhancement of water and related resources and aquatic systems on an integrated watershed management basis;
- (10) Ensure that development meets Provincial water quality objectives;
- (11) Ensure levels of wastewater treatment that are appropriate for the size, location and scale of development anticipated;

- (12) Protect wetlands and areas that make significant contributions to groundwater recharge;
- (13) Ensure the base flow needed to protect streams, fisheries and wetlands are maintained;
- (14) Support sustainable stormwater management practices that protect, or where feasible, enhance water quantity and quality control;
- (15) Implement necessary restrictions on development and site alteration to protect municipal drinking water supplies, vulnerable areas, and sensitive surface and groundwater features; and
- (16) Improve or restore sensitive surface and groundwater features through low impact development approaches and restrictions on development and site alteration, where necessary.

3.1.53.1.6 SOLID WASTE MANAGEMENT

This Plan encourages the joint planning and use of solid waste management sites by the local municipalities within the area, in conjunction with the County of Elgin and the ~~Ministry of the Environment~~Province.

The Town shall encourage recycling programs that will have the effect of reducing, reusing and recycling waste.

3.1.63.1.7 STORMWATER MANAGEMENT POLICY

(1) Stormwater Management Studies

Prior to development being allowed to proceed, and if required by the policies of this Plan, the Catfish Creek Conservation Authority and/or the ~~Ministry of the Environment~~Province, the developer shall undertake a stormwater management study to determine the effect of increased run-off due to development of the site, and to identify stormwater management measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm. This Plan requires the preparation of a stormwater management study for any new development consisting of more than five residential lots or for commercial or ~~industrial~~employment developments with large amounts of impervious area. The study shall identify practices that will minimize stormwater volumes and contaminant loads and determine the appropriate stormwater facilities for the development to achieve these objectives. ~~The~~ developer shall install the stormwater management measures identified in

the study as part of the development of the site, to the satisfaction of the Town and the Conservation Authority.

In addition to the Catfish Creek Conservation Authority, the Ministry of Environment, [Conservation and Parks](#) and the Ministry of Transportation shall be consulted on stormwater management studies in situations where statutory approvals are necessary under the Ontario Water Resources Act and/or in situations where development is proposed adjacent to a Provincial Highway. Stormwater management studies will be considered in light of the ~~Ministry of the Environment's~~ [Province's](#) current ~~Stormwater~~ [Stormwater](#) Management ~~Practices~~ [Planning and Design](#) Manual.

~~(2) Groundwater Studies~~

~~This Plan acknowledges that studies are being undertaken by the Conservation Authority to identify sensitive groundwater resource areas in the Catfish Creek watershed. Amendments may be required to this Plan to incorporate policies and designations for protecting these groundwater resources as may be recommended by the study.~~

~~3.1.7 INDUSTRIAL AND COMMERCIAL SERVICES~~

~~3.1.8 EMPLOYMENT LAND SUPPLY~~

It is an objective of this Plan to encourage businesses and industries to locate within the community to provide employment opportunities, increase the assessment base and promote the retention of disposable spending dollars within Elgin County and Aylmer in particular. In order to achieve this objective the Town may participate in the development of additional or expanded business/industrial park sites and/or the provision of services to privately owned ~~industrial employment~~ lands so as to ensure an adequate supply of available serviced ~~industrial employment~~ lands to address the employment needs of the local and regional community. ~~The Town may also identify an area suitable for additional retail or service commercial opportunities. In doing so, the Town shall have regard to the relevant objectives and policies of this Plan.~~

~~3.1.8.1.9 SCHOOL FACILITIES~~

~~(1) Accommodation~~

The school authorities which have jurisdiction in the municipality will generally determine their own requirements for new or modified educational facilities. Whenever the school authorities formulate long range accommodation plans and proposals, such plans may be discussed

and reviewed with the Planning Committee and Council and, where appropriate, incorporated into this Official Plan by way of an amendment.

(2) Requirements Affecting Development

Before the approval of any development which is likely to generate additional pupils in the Town of Aylmer, the school authorities shall advise and confirm to the municipality that the necessary school accommodation and bussing can be provided.

(3) Surplus Facilities

The Town will plan for the future reuse and redevelopment of surplus educational facilities where they are no longer required for educational purposes and where the Town sees opportunity for their redevelopment. The potential redevelopment of these sites for non-institutional uses should ensure compatibility with the surrounding area and provide opportunities to improve the health and vitality of the Town.

3.1.93.1.10 UTILITIES AND PUBLIC SAFETY

(1) Requirements for Development

Before any development is approved, the municipality shall be satisfied that necessary utilities, fire protection and police protection will be provided. Approval to a development proposal will be given only in locations where such services are economically feasible to maintain and does not create an undue financial burden on the existing community.

(2) Lands for Easements

Where land is required for utility easements or emergency access, such land shall be obtained by the relevant agency, in the course of approving plans of subdivision, development or redevelopment applications and consents for land severances.

3.1.103.1.11 PUBLIC PARKLAND DEDICATION

(1) Land Conveyances

Whenever development or redevelopment of lands is proposed for residential purposes in the Town of Aylmer, the municipality shall, as a condition of approval, require that up to five percent (5%) of such lands for development at 14 units per gross hectare or less, or one hectare (1 ha) for every 300 dwelling units for development at densities greater than 14

units per gross hectare, be conveyed to the municipality for parks purposes. Commercial and ~~industrial~~ employment development shall, as a condition of approval, require that up to two percent (2%) of such land be conveyed to the municipality for parkland. All lands to be so conveyed shall require approval by the municipality. Lands exhibiting environmental constraints may not be acceptable.

(2) Alternative Conveyances

The municipality may require the developer to convey cash-in-lieu of parklands. The cash value of such lands shall be determined by an appraisal authorized by the municipality. The value of the lands shall be determined as of the day before the day of the issuance of the building permit as outlined in the Planning Act. For plans of subdivision, the value of the land is determined as of the day before the day the Draft Plan of Subdivision is approved, or as specified in the Planning Act as amended from time to time. Funds collected under the alternative conveyance regulations shall be used for parkland upkeep, parkland development, recreational facilities, acquisition of natural habitat areas and for the protection of natural habitat areas.

(3) Public Parkland Standards

The provision of public parks and related amenities and facilities will be guided by this Plan and the Town of Aylmer Recreation and Leisure Time Master Plan. The Town will strive to maintain an adequate provision ~~standard of 3.9 hectares of parkland. The Town encourages the development of parkland per 1,000 residents. Where possible, playground locations within all new plans of subdivision and the Town will be established consider the appropriate amount on the a case by case basis of one playground location within 500 metres of every residence.~~

3.1.113.1.12 BUFFERING

The proposed development and redevelopment of all land in the Town must be generally compatible with adjacent land uses. Residential areas and other sensitive land ~~uses of similar sensitivity, such as hospitals and nursing homes,~~ shall be protected from ~~the undesirable air quality and excessive land uses that emit noise and, vibration and/or odour, and certain elements of the transportation system~~ through the policies of the Plan and the use of zoning and site plan control.

Developers may be required to carry out noise, air quality and/or vibration assessments and determine control measures which are satisfactory to the ~~the~~

Town and which meet the Ministry of ~~Environment's~~Environment, Conservation and Parks' recommended ~~sound~~criteria and ~~vibration limits/or~~guidelines.

The Town may use site plan control to require buffering between uses of land where there may be conflicts such that one use may detract from the enjoyment and functioning of the adjoining use. Such buffering will be considered in light of provincial guidelines, and may include landscaping, screening and the separation of uses by requiring extra distance between them. Added conditions such as increased yard requirement, planting strips, fencing, and/or berms, deflective lighting, restrictions of use of certain portions of the land, etc., may be imposed to offset aspects of incompatibility between any two land uses.

3.1.123.1.13 HERITAGE CONSERVATION

(1) Natural Heritage

It is the policy of this Plan to encourage the protection, conservation and maintenance of the natural heritage landscape in Aylmer for the long term. This Plan uses the Parks and Open Space designation on Schedule "A" (~~Land Use Plan and the Development Control Area,~~) and the Development Regulated Area and Significant Woodlots overlays on Schedule "B" (Natural Features) to afford protection to ~~the~~ natural heritage features, as well as employs policies prohibiting development and site alteration on lands within or abutting these features unless it can be demonstrated through the preparation of environmental impact studies that there will be no negative impacts on the natural features and their ecological functions.

(2) Archaeological, Cultural and Built Heritage

It is the policy of this Plan to ~~encourage the restoration, protection~~identify, conserve and ~~maintenance of~~enhance the Town's ~~archaeological and cultural~~ heritage resources, including ~~but not limited to historic sites and buildings and structures of historical and/or architectural value~~archaeological resources, cultural heritage landscapes and built heritage resources. All new development or redevelopment permitted by the policies and designations of this Plan shall, ~~as far as possible, have regard to heritage features~~ occur in a manner that conserves significant built heritage resources and significant cultural heritage landscapes. It shall be the policy of the Town to use all relevant legislation and programs whenever possible to encourage the preservation and enhancement of heritage features and to develop a greater awareness of the value of heritage conservation in the community. When appropriate and necessary the Town will use the provisions of the Ontario Heritage Act to conserve, protect and enhance the Town's heritage.

~~The Town will circulate development applications to the Ministry of Culture for identification of any potential impact on areas containing registered archaeological sites or lands of archaeological potential.~~ Development on lands containing significant archaeological resources shall avoid the destruction or alteration of these resources. Where such avoidance is not possible, the development proponent shall conserve significant archaeological resources through the removal and documentation in advance of any land disturbances, and in accordance with the archaeological licensing provisions of the Ontario Heritage Act. Archaeological site locations and areas of archaeological potential will be determined by the Town based on registered site data and potential screening criteria provided to the Town by the Province.

3-1-133.1.14 ENERGY CONSERVATION

The Town shall promote energy conservation by encouraging developers to implement designs which attempt to minimize energy use. Such techniques as innovative building designs, efficient road patterns, lot layouts and landscaping, all of which can reduce future energy requirements, shall be encouraged. The Town shall also encourage involvement in various energy conservation programs and the use of alternative energy systems and renewable sources of energy where appropriate.

3-1-143.1.15 ELECTRIC POWER FACILITIES

In accordance with the Planning Act, R.S.O. 1990, c. P.13, as amended, any use of lands, buildings or structures by *Hydro One, Ontario Power Generation Incorporated* or their successors that is subject to and approved under the Environmental Assessment Act shall be exempt from the policies of this Plan and the provisions of the Town's Zoning By-Law. However, any use of lands, buildings or structures by *Hydro One, Ontario Power Generation Incorporated* or their successors that are not subject to approval under the Environmental Assessment Act such as executive, administrative and retail uses, shall comply with the policies of this Plan and the provisions of the Zoning By-Law.

3-1-153.1.16 ~~WIND~~ALTERNATIVE OR RENEWABLE ENERGY FACILITIES

~~The development of wind energy facilities in suitable locations within the Town of Aylmer is a sound planning objective. Wind energy facilities shall be subject to the policies of this Plan and the implementing Zoning By-law and provincial and federal requirements.~~

~~Permitted wind turbines shall be limited to small scale systems that generally produce less than nameplate rating capacity of 50 kilowatts (50,000 watts).~~

comprise only one (1) generating device per lot, and generate electricity only for a permitted use of a lot in the Institutional, Business Park Commercial or Industrial land use designations. These systems shall be limited to sites that can provide a minimum lot area of 0.4 hectare (1 acre), a minimum setback from every lot line equal to or greater than the permitted height of the turbine structure (measured to the highest point, typically the blade), and a minimum setback of 91 metres (300 feet) from any part of the wind energy system to the nearest residential lot line. Any variance to these requirements will be subject to an amendment to the Zoning By-law. The implementing Zoning By-law will establish the maximum height and other requirements applicable to wind energy facilities.

Commercial scale wind energy facilities intended primarily to feed electricity into the transmission grid of *Hydro One* and/or *Eric Thames Power* shall require an amendment to this Plan and an amendment to the Zoning By-law. Wind farms comprised of multiple turbines per lot or per site shall also not be permitted. Wind turbine projects that are 2 megawatts or greater in size are subject to the Ontario Environmental Screening Process for Electricity Projects under the Environmental Assessment Act and are encouraged by this Plan to locate well outside of the limits of the Town of Aylmer to ensure that future urban growth potential is not compromised by related setback requirements.

Any wind turbines proposed within the Ministry of Transportation's area of permit control as defined in Section 34 and 38 of the Public Transportation and Highway Improvement Act will be required to obtain all necessary permits from the MTO prior any construction taking place on the site.

New or expanded alternative or renewable energy systems, including wind energy facilities, should be designed and constructed to minimize impacts on adjacent land uses in order to prevent adverse effects from odours, noise and other contaminants and minimize risk to public health and safety. Sites for large-scale alternative or renewable energy systems should have sufficient area to provide appropriate setbacks from sensitive residential and institutional land uses to provide safety and/or minimize potential risks in accordance with the Green Energy Act.

The Town will provide input to the Province when applications for alternative and renewable energy systems, such as wind energy generation and solar energy facilities, are being contemplated in the Town. The Town will develop a protocol for the review and comment on applications made under the Green Energy Act.

The Town will encourage coordination in planning for the provision of energy transmission corridors. It is recognized that such facilities are subject to the approval or permits of various ministries and approval bodies, such as the

[Ministry of Environment, Conservation and Parks, Ministry of Transportation, Ministry of Natural Resources and Forestry, and Conservation Authorities.](#)
[The Town will promote opportunities to partner with infrastructure providers to increase access to electrical vehicle charging stations.](#)

3.1.163.1.17 OTHER UTILITY FACILITIES

All existing facilities and the development of any new facilities associated with a public [or private](#) utility, telephone, television, cable transmission or other similar communications company, or a gas distribution or transmission company, shall be permitted in any land use designation without an amendment to this Plan. The utility or company involved shall consult [with](#) the Town regarding the location of any and all new facilities ~~and buildings.~~

~~All buildings and facilities not used directly for the transmission or reception of an electrical current or signal, a liquid or gas or similar substance, shall comply with the other provisions of this Plan and the Zoning By-Law.~~

3.1.173.1.18 INSTITUTIONAL USES

In addition to the utilities referred to in Subsections 3.1.~~4415~~ and 3.1.~~4617~~, institutional uses that serve the local community, such as elementary schools, places of worship, community halls and/or a hall associated with either a school or a place of worship if less than 500 square metres in floor area, cemeteries, municipal buildings, public utilities, neighbourhood parks and recreation facilities, and branch libraries, shall be permitted in all land use designations, except as otherwise provided by the policies of this Plan applicable to the Natural Heritage and Development Control Area designation overlays. Both the development of new and the expansion of existing institutional uses shall be subject to the policies of Section 4.5 of this Plan and the following policies:

- (1) The institutional uses shall be appropriately zoned in the Town's Zoning By-Law;
- (2) Adequate precautions shall be taken to ensure that the institutional uses have no adverse effects on adjacent land uses;
- (3) Adequate parking, vehicular access, landscaping, tree planting, buffering and site and building design shall be required where necessary to create an attractive appearance and ensure compatibility with surrounding land uses;
- (4) Suitable arrangements will be made for water supply, sewage disposal, storm drainage and all other similar services.

Secondary and post-secondary schools, nursing homes, hospitals, arenas, community halls greater than 500 square metres, correctional facilities and other major institutional uses will require an “Institutional” designation on Schedule “A” – Land Use Plan.

3.1.183.1.19 MOBILE HOMES/MODULAR HOMES

Mobile homes shall not be permitted as a dwelling unit in the Town. Mobile homes for other purposes may be permitted by the adoption of temporary use by-laws or in a land use designation specifically permitting mobile homes. Modular homes are permitted as single detached dwellings in appropriate Residential designations.

3.1.193.1.20 BROWNFIELDS REDEVELOPMENT POLICIES

~~The Province of Ontario recently amended~~ Section 28 of the Planning Act ~~Section 28~~, allows municipalities to create Community Improvement Areas. ~~The changes to the Act are intended to provide greater flexibility in how a municipality utilizes this Section of the Act when carrying out remedial works or redevelopment projects. The changes have expanded the range of projects and now include the ability to carry out remedial measures to clean up sites with designate community improvement project areas for any environmental issues, social or community economic development reason, including building age or structural condition, overcrowding, poor planning, unsuitability of buildings, or intent to encourage affordable housing.~~ The Town can provide grants and loans to owners of brownfields to assist in the cost of any clean up. There may be sites within the community that could benefit from this ~~flexibility-planning tool~~. More detailed policies on how this Official Plan addresses Community Improvement Areas are found in Section 5.3.

3.1.203.1.21 DECOMMISSIONING

Potentially contaminated sites include lands where contaminants may be present due to previous industrial, transportation, utility or similar uses. Sources of site contamination can include disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills. Some commercial uses, such as gasoline stations and automotive repair garages, have a similar potential. Where a change in land use is proposed and a previous or existing use has the potential to have caused environmental contamination, the site shall be decommissioned and/or cleaned up to the satisfaction of the Ministry of Environment, [Conservation and Parks](#). The decommissioning/clean up shall be undertaken in accordance with the Ministry’s Guideline for Decommissioning and Cleanup of Sites in Ontario. A Record of Site Condition may be required

prior to any planning approvals in accordance with Regulation 153/04 of the Environmental Protection Act.

~~3.1.21~~ **3.1.22 ACTIVE AND CLOSED WASTE DISPOSAL SITES**

Any significant development, or change of use, on or within 500 metres of the perimeter of an active or closed waste disposal site will be subject to consultation with the Ministry of Environment, [Conservation and Parks](#) before any development is to occur. A study may be required to be undertaken by a qualified professional that evaluates the presence and impact of environmental contaminants including but not necessarily limited to methane gas and leachate. The study will address the feasibility of mitigation measures if required. If it is found that a potential adverse effect or potential risk to health and safety does exist, development may be restricted and/or refused. Where significant development, or change of use is proposed on a waste site itself, no development will be permitted to occur until approval from the Province and/or its delegate for the proposed use is obtained in accordance with Section 46 of Ontario's Environmental Protection Act.

3.2 TRANSPORTATION POLICIES

3.2.1 GENERAL

The road network indicated on Schedule "C" is based on the inter-relationship of land use and transportation. The primary objective shall be to provide optimum conditions for the movement of people and goods from one portion of the Town of Aylmer to another, as well as ~~facilitating to facilitate~~ the ~~traffie~~ movement [of traffic](#) through the Town. Every attempt should be made to ensure that the Town's road pattern is in harmony with the County and Provincial Road Systems.

3.2.2 CLASSIFICATION

Roads within the Town of Aylmer are designed or intended to serve different functions. The roads within the Town have been classified according to the anticipated ultimate function that each road would serve. Where additional land is required for widenings, extensions, or intersection improvements, such land shall be obtained wherever possible in the course of approving plans of subdivision, development applications, or by conditions attached to individual consents.

3.2.3 ARTERIAL ROADS

Arterial roads are existing roads of 2 to 4 traffic lanes. Due to existing development, desired right-of-way widths may not always be achievable.

Wherever possible, the right-of-way widths for Talbot Street and John Street shall be 26 metres. The number of access points from abutting properties should be restricted.

The function of the arterial roads is to facilitate the inter-municipal and through municipal movement of high volumes of traffic to and from major traffic generating sectors of the Town.

New [industrial employment](#), commercial, institutional, and multiple [family unit](#) residential uses may have access to arterial roads, but in each instance an attempt shall be made to group developments, in order to reduce the number of access points which could hinder the movement of traffic. Strip or linear development shall be discouraged. Where such conditions exist, the number of access points shall be reduced wherever possible.

It is not the intention of this Plan that arterial roads existing in a built-up area will necessarily be widened, or that direct access will be eliminated or restricted, except where redevelopment is taking place.

3.2.4 COLLECTOR ROADS

Collector roads are existing and proposed roads with a minimum of two traffic lanes and a right-of-way width of 20 to 26 metres, which are designed to collect and carry medium volumes of local traffic to arterial roads or to distribute traffic to the local roads, as well as provide access to abutting properties.

3.2.5 LOCAL ROADS

Local roads are existing and proposed roads with two traffic lanes and a right-of-way width of 20 metres which are designed primarily to provide access to abutting properties. They should be designed so as to discourage the movement of through traffic and should function as local distributors of traffic to the local roads, as well as to provide access to abutting properties. At the discretion of Council, right-of-way widths less than 20 metres may be considered for local roads on the merits of an improved streetscape, better utility of the land base, impacts to the social and physical environments, and life-cycle costs. However, nothing in this section shall obligate the Town to grant, open or improve road allowances that do not meet the minimum right-of-way widths of this Plan.

3.2.6 PRIVATE ROADS

For the purpose of this Plan, Private Roads are lanes, driveways roads or right-of-ways that are not owned or maintained by the Province, the County, or the Town that service two or more properties in separate ownership. The following will be the Policy of the Town:

- (1) Development on Private Roads and the creation of new Private Roads will only occur as roads internal to plans of condominiums.
- (2) New Private Roads, as part of a condominium, must directly connect to a public road which is maintained year-round.
- (3) New or extended Private Roads will be prohibited.
- (4) Direct access to existing Private Roads from existing abutting properties without road frontage or access may be permitted provided the access point is in a location where there are adequate sight lines considering the topography and the geometric design of the Town.
- (5) Private Roads may be assumed by the Town once they have been upgraded to an accepted municipal standard. However, the Town is not obligated to assume any road even if it has been brought up to an accepted municipal standard. The Town will not be responsible for upgrading Private Roads.

3.2.63.2.7 **PROVINCIAL HIGHWAY 3/PROPOSED BY-PASS**

Provincial Highway No. 3 currently forms the main east-west arterial road (Talbot Street) as a “connecting link”. A right-of-way has been established along the Town’s northern boundary to accommodate a proposed bypass. The Highway No. 3 by-pass will have a significant influence on future land use patterns and policies. Direct access to Highway 3 will be limited. Access to properties along Highway 3 (outside of the connecting link) will be restricted to local roads where applicable. No new direct access to Highway 3 will be permitted. Permits must be obtained from the Ministry of Transportation (MTO) for all developments located within the permit control area as defined in Section 34 and 38 of the Public Transportation and Highway Improvement Act. For development proposed within this area, the MTO may request traffic impact studies along with storm water management reports and the submission of proposed development plans for review and approval in order to determine the impact of any new development on a provincial highway.

3.2.73.2.8 **INTERSECTION IMPROVEMENTS**

It is the intent of this Plan that, as traffic conditions warrant, improvements in the form of jog eliminations, regulation of turn movements, proper signing, installation of traffic signals, marking of traffic lanes and channelization construction will be undertaken at the intersections as required.

3-2-93.2.9 OFF-STREET PARKING

This Plan proposes that sufficient off-street parking facilities be established as are required to serve the needs of the Core Commercial Area. Whether an off-street parking program is developed entirely by the Town of Aylmer, by private enterprise, or jointly by the Town and private enterprise, reasonable parking facilities should be established, consistent with demand, and in accordance with the following general principles:

- (1) The parking facilities within the Core Commercial Area should be a combination of short-term parking for shopping and business purposes and long-term for those employed in the area.
- (2) The area behind the stores and businesses which line Talbot Street should be developed in such a manner as to provide landscaped off-street parking areas for customers.
- (3) The cash-in-lieu of parking policy and by-law, as provided for in the Planning Act R.S.O. 1990, c.P.13, may be implemented and the funds used to provide public parking facilities within the Core Commercial Area in accordance with the policies of Subsection 5.2. It should be noted that the Core Commercial Area is exempt from all parking requirements.
- (4) Council shall attempt to create a new Town parking lot to assist in overcoming the existing parking deficiencies.

3-2-93.2.10 TRANSPORTATION STANDARDS AND GUIDELINES

Design standards for location, layout, surfacing, lighting and landscaping of driveways, off-street parking areas and loading areas will be established in the implementing Zoning By-law and through site plan control. In addition, the Town may adopt a Design Guidelines Manual from time to time to address more detailed transportation-related issues such as preferred access locations, sight distance requirements, maximum number of and spacing between driveways, corner clearance, grades, angle of intersection, emergency routes, lighting, signage and other standards. Where such a guideline is adopted by Council, applications for development may be evaluated on the basis of compliance with these guidelines.

3-2-103.2.11 TRAILS AND WALKWAYS

The needs of pedestrians and cyclists will be considered in the review and evaluation of all development applications to promote alternative modes of transportation and to foster public health and recreational opportunities. New development and redevelopment should be planned to facilitate the creation of a

linked pedestrian and cycling ~~network~~networks connecting residential areas to employment and commercial areas, as well as to public parks, schools and other community facilities throughout the Town of Aylmer. As a minimum, a sidewalk shall be provided on one side of the road for all new development proposals involving the creation of new public roadways.

In undertaking municipal road construction and improvements, the Town of Aylmer will consider opportunities for the provision of sidewalks, bike lanes, on-road trail routes and similar pedestrian or cycling facilities.

~~3.2.11~~3.2.12 BARRIER-FREE ACCESS

It shall be a policy of this Plan that, in reviewing development applications and when the Town is undertaking public works, ~~that~~ serious consideration be given to the creation of a barrier free environment. Encouragement will also be given to design standards that create a safe pedestrian environment.

Barrier free design will be applied to intersection, curb cuts, pedestrian activated signals, public buildings, all new institutional, recreational, commercial, ~~industrial~~employment, or multi-unit structures.

The Town will explore ways to eliminate barriers to wheelchairs and mobility aids on public lands and in buildings. The Town will encourage developers to provide barrier free developments.

The Town's zoning by-law will establish standards for the provision of parking spaces for the physically disabled where the magnitude of the development warrants the provision.

The Town will have regard for the requirements of the Accessibility for Ontarians with Disabilities Act and:

- (1) Prepare a Joint Accessibility Plan every year covering the identification, removal and prevention of barriers to persons with disabilities in by-laws and policies, programs, practices and services;
- (2) The Town may establish a Joint Accessibility Advisory Committee, the majority of members being persons with disabilities, to address accessibility issues for the Town and seek the advice of the Joint Accessibility Advisory Committee on the accessibility of all existing and new municipal facilities, and if appropriate, on the accessibility of development proposed in Site Plan Approval applications; and
- (3) The Town will encourage new residential development to incorporate universal design and accessibility features to support aging in place.

SECTION 4 LAND USE POLICIES

4.1 GENERAL

The intent of this Official Plan is to develop policies and to define, through Schedule “A” - Land Use Plan and Schedule “B” – Natural Features, the nature and extent of future growth and to determine the use of land in an orderly, attractive, economically viable and sustainable manner. The objectives of the Land Use Policies portion of the Official Plan are to:

- designate major land use areas to ensure the proper functioning of each use, and desirable spatial distribution based on sound planning principles and analysis;
- designate significant natural heritage features for long term preservation and identify hazard areas where development restrictions are required to protect public health and safety and the quality of the natural environment;
- establish a land use pattern and policies for development to ensure that services and utilities are efficiently utilized and the use of existing infrastructure is optimized wherever possible;
- ensure that sufficient opportunities are provided for housing, commerce, employment, institutional and recreational uses through intensification and redevelopment and in designated growth areas; and
- ensure that the core commercial area is strengthened as the focal point of community life and commerce.

The municipal boundary of the Town of Aylmer is also the Settlement Area for the municipality. The Settlement Area shall not be expanded except as a result of a comprehensive review in accordance with the Provincial Policy Statement.

4.2 RESIDENTIAL USES

4.2.1 OBJECTIVES

- (1) To ensure that new development occurs in a manner in keeping with the capacity of the Town’s municipal water, sewer and community facilities and the financial capability of the Town.
- (2) To support the provision of a choice of housing types including location, size, cost, tenure, and design so that a broad range of housing opportunities are available within the community.

- (3) To foster the provision of affordable housing- and special needs housing.
- (4) To encourage the provision of an adequate supply of draft approved and/or registered lots and blocks on new plans of subdivision and/or registered lots which have been created in accordance with the policies of this Plan.
- (5) To encourage infill residential development and intensification of vacant or underutilized parcels of land in residential areas where such development will be compatible with existing uses and where it will contribute to the more efficient use of sewer and water services and community facilities.
- (6) To encourage the provision of an adequate supply of new building lots to meet the anticipated demand for additional housing units over the next 10 years as the capacity of the Town's services and land base permit.
- (7) To promote the maintenance and rehabilitation of the existing housing stock.
- (8) To support the development, in appropriate locations, of residential facilities that meet the housing needs of persons requiring specialized care.
- (9) To encourage residential development that is conducive to the conservation of water and energy and that retain, to the extent feasible, desirable natural features.
- (10) To support the development of multi-familyunit, medium density residential uses in locations where development is compatible with surrounding land uses, and where there is safe and convenient access to shopping, public open space, recreation facilities and other urban amenities.

4.2.2 GENERAL POLICIES

(1) Housing Mix

The Town shall encourage the development of a range of housing types and tenures to assist in meeting the affordability and density targets of this Plan and to accommodate all age groups and special needs requirements.

The housing mix has been and will continue to be predominantly single detached dwellings.

The ~~current~~2016 housing composition in Aylmer ~~is 70%~~consisted of 67.2% single detached dwellings ~~and 30% multi unit dwellings including 15,~~

~~5.4% semi-detached, 3.2% duplex and 6.6% townhouse dwellings and 15, 16.4% apartment dwellings. Housing tenure is 70% ownership and 30% rental and 1.6% other.~~

~~In order to promote intensification and efficient use of lands within the Town, and to foster the provision of affordable housing in keeping with the recommendations of the *St. Thomas and Elgin County Housing Strategy*, this Plan targets the following housing composition and tenure mix:~~

Unit Type	Composition (% of Total Units)	Tenure	
		Ownership	Rental
Single Detached	70%	90%	10%
Duplex/Semi-Detached/	10%	90%	10%
Townhouse	5%	20%	80%
Apartments	15%	10%	90%

(2) Housing Supply

It is an objective of this Plan to maintain, at all times, ~~sufficient lands and~~ sufficient land with servicing capacity ~~sufficient to accommodate~~ provide at least a minimum 3 ~~three~~-year supply of residential ~~dwelling units or individual lots available~~ through ~~a combination of lands designated and~~ suitably zoned to facilitate residential intensification and redevelopment, and ~~land in~~ draft approved and/or registered ~~lots and blocks on plans of subdivision or condominium.~~ The Town shall review ~~annually, on an annual basis,~~ the supply of these serviced residential lands against the objective to maintain a minimum continuous three-year supply, as well as the housing mix, affordability and density targets of this Plan.

It is also an objective of this Plan to maintain, at all times, ~~sufficient lands~~ the ability to accommodate ~~residential growth for a minimum 10-year supply of residential dwelling units~~ 15 years through ~~a combination of lands designated and zoned to facilitate~~ residential intensification and redevelopment and ~~vacant residentially, if necessary, lands which are designated areas and~~ available for residential development.

(3) Residential Intensification

It is an objective of this Plan to accommodate a minimum of 15% of new housing units through intensification and redevelopment of existing vacant and underutilized lands in areas of existing residential development.

Potential residential intensification and redevelopment areas are included in the Low, Medium and High Density Residential designations on Schedule “A” – Land Use Plan and will be appropriately zoned in the implementing Zoning By-law to assist in achieving this objective.

While an objective of this Plan is to promote intensification and redevelopment of vacant and underutilized lands in existing residential areas, the indiscriminate mixing of different housing types in established low density residential areas shall not be permitted in the interest of protecting the stability and character of existing neighbourhoods. Redevelopment proposals will, to the satisfaction of Council, ensure that the residential character of the area will be maintained or enhanced and not present a burden to existing facilities and services.

(4) Vacant Residentially Designated Areas

In vacant areas proposed for residential development, housing shall be provided to achieve the housing mix, density and affordability targets of this Plan while ensuring that the overall density restrictions are not exceeded and that conflicts do not occur between housing types. The planning of new residential areas shall make provisions for a range of housing type, size, price and tenure in order to provide accommodation for households of differing socio-economic characteristics.

Internal road networks should be designed to ensure good access to the major road network while discouraging through traffic.

Consideration shall be given to the orientation of streets, lots and buildings to make full use of solar energy, as well as energy efficient construction techniques. In order to achieve this objective, the following design techniques should be considered when evaluating new plans of subdivision:

- (a) east-west street orientation so facing walls and windows of houses may orient south;
- (b) angled lots; and
- (c) the development of pedestrian and bicycle pathways that bisect the community, providing the shortest distance between the residential area and areas of employment, community and commercial facilities.

Consideration shall also be given to landscaping, planting and facilities that will promote water conservation.

In general, Council shall maintain a flexible attitude towards carefully designed experimental housing. Energy efficient construction of housing shall be encouraged in the Municipality, provided it meets the requirements of the Ontario Building Code.

New plans of subdivision within the Residential designation shall be designed so that continuous interior access roads will ~~result~~ betweenconnect to adjacent subdivisions. For larger blocks of lands located adjacent to arterial roads, direct access to the arterial road may be limited.

Undeveloped lands that are designated Residential may be placed in a holding zone in the implementing Zoning By-Law. The holding symbol will be removed when appropriate sanitary sewage, water and ~~any~~ other necessary arrangements are made to the satisfaction of the Town and a plan of subdivision or condominium is approved, where required. Existing uses shall be permitted in the interim.

(5) Residential Development on Lots with less than the Minimum Frontage and/or Area

Residential development on existing lots with less than the minimum frontage and/or area, as specified in the Zoning By-Law, will generally be permitted, unless otherwise provided for in this Plan, if Council is satisfied that the proposed development is compatible with existing surrounding development in terms of site coverage, housing size, and character, as well as lot size and building setback, subject only to the consent of the Committee of Adjustment for a minor variance.

(6) Conservation and Rehabilitation of Existing Housing Stock

The conservation and rehabilitation of ~~the~~ existing housing stock shall be encouraged in order to maintain the supply of older housing and to preserve the physical, social, and economic character of stable residential areas.

In existing residential neighbourhoods, the applicable Residential land use policies shall serve as guidelines for actions aimed at improving the neighbourhood and amenities ~~and~~ as well as the housing and living conditions of residents.

The Town shall encourage the improvement and conversion of vacant upper level floor space in core area buildings to residential apartment units

in order to improve the use of the buildings, enhance the viability of the core area and create opportunities for affordable housing provision.

~~(7) Affordable and Special Needs Housing~~

~~The municipality will work with the City of St. Thomas as the designated Service Manager responsible for administering social housing in the area, the County of Elgin and other local municipalities, to ensure the provision of housing that is necessary to meet the needs of households unable to find adequate housing through the private market, in particular, housing geared to low income groups and seniors (including rental accommodation), and housing units which can accommodate the larger families associated with the Mennonite Community which resides in Aylmer.~~

~~The Town of Aylmer will foster the provision of an adequate supply of affordable and special needs housing in the community by:~~

- ~~(a) targeting 25% of housing units available each year to be affordable to households in the lowest 60% of the community's income distribution, of which 15% will be targeted as affordable to the lowest 60% of the community's income distribution for renter households;~~
- ~~(b) targeting 25 per cent of the total units in new residential development as affordable to the lowest 60% of the community's income distribution, of which 15% will be targeted as affordable to the lowest 60% of the community's income distribution for renter households;~~
- ~~(c) considering alternative means to achieving the affordability targets, such as land contributions and other means as set out in this section, where it is not feasible for a development to meet the 25% affordable housing target;~~
- ~~(d) targeting a mix of housing types and tenures in accordance with subsection 2.2.2 (1) of this Plan;~~
- ~~(e) expediting the development approval process and other administrative requirements;~~

- ~~(f) resolving regulatory and administrative constraints that impede affordable and special needs housing development in appropriate locations;~~
- ~~(g) working with the City of St. Thomas as Service Manager for the Elgin County Area to enact a Municipal Housing Facilities By-law under section 210 of the Municipal Act to enable the provision of incentives to the public and private sectors to create new affordable housing;~~
- ~~(h) pursuing and implementing available senior government housing programs;~~
- ~~(i) encouraging innovative and alternative forms of development and, where appropriate, applying flexible zoning such as reduced setbacks, lot sizes, parking requirements and other modifications where such techniques will provide guaranteed lower housing costs while maintaining land use compatibility;~~
- ~~(j) applying bonusing provisions under Section 37 of the Planning Act to allow for increased height and/or density for development proposals involving the provision of affordable housing and/or special needs housing;~~
- ~~(k) developing and implementing incentive programs through a Community Improvement Plan under Section 28 of the Planning Act;~~
- ~~(l) considering full or partial exemptions to the requirements of the Development Charges By-law;~~
- ~~(m) considering providing grants in lieu of property tax reductions to equalize the taxation rate for newly constructed multi-residential rental housing projects under the Community Rental Housing Program;~~
- ~~(n) giving primary consideration to the use of surplus municipal lands for affordable housing, where feasible and in keeping with sound land use planning principles;~~
- ~~(o) examining the impact of proposed conversions to condominium tenure on the availability of rental housing and particularly affordable housing in the municipality, as set out in subsection 4.2.2 (10) of this Plan; and;~~

- ~~(p) monitoring housing and subdivision activity, achievement of affordable housing targets and land availability in Aylmer.~~

~~The Town shall encourage the provision of specialized housing facilities to meet the needs of physically and developmentally disabled residents and encourage developers of medium and high density housing projects to provide units specifically designed for persons with special needs.~~

~~(8) **Group Homes**~~

~~Group homes are permitted in all areas located in a Residential land use designation on Schedule “A” Land Use Plan.~~

~~For the purpose of this section, group homes are defined as a single housekeeping unit in a residential dwelling in which three to eight residents (excluding staff or the receiving family) live as a family under responsible supervision consistent with the requirements of its residents. The home is licensed or approved under provincial statute and in compliance with municipal by-laws.~~

(7) **Secondary Dwelling Units**

Secondary dwelling units are separate and self-contained dwelling units with kitchen and bathroom facilities that are created within a single detached, semi-detached or townhouse dwelling or dwelling unit. Notwithstanding any other policy in this plan to the contrary, the policies regarding the establishment of secondary residential units are as follows:

- (a) A maximum of two secondary dwelling units are permitted per lot within a single detached, semi-detached or townhouse dwelling or as part of a building accessory to a main residential unit. The main dwelling must be owner-occupied.
- (b) A secondary dwelling unit will be permitted in an existing or new dwelling where a permanent single detached, semi-detached or townhouse residential use is permitted as a main use under the zoning by-law. For greater clarity, a secondary dwelling unit will not be permitted in a seasonal dwelling unit or an accessory dwelling unit.
- (c) The secondary dwelling unit is incidental to the main permitted residential use and shall not change the general appearance of the dwelling or negatively impact the character of the neighbourhood.
- (d) A secondary dwelling unit will be permitted as-of-right in the zoning by-law where full servicing is present.

(e) Where a secondary dwelling unit is proposed in an accessory building, site plan control may be applied to ensure the following:

- (i) Sufficient amenity area;
- (ii) Reasonable and safe access to a public highway;
- (iii) The adequacy of municipal and utility services serving the accessory building, and the ability to connect to such services; and/or
- (iv) The measure necessary to protect the privacy of neighbouring residents are taken.

(f) New development, such as draft plans of subdivision shall consider the accommodation of new secondary dwelling units in the design of the subdivision.

(g) A secondary dwelling unit will not be permitted where:

- (i) A lot has a garden suite or any other form of ancillary residential accommodation; and/or
- (ii) A lot is subject to the mitigation or avoidance of hazards, such as flooding or erosion.

(h) The Town may prepare a guide to assist landowners in the navigation of the secondary dwelling unit development processes.

(8) Housing Affordability

The Town supports the provision of housing affordability for low and moderate-income households, and will work to implement the strategies of the St. Thomas-Elgin Affordable and Social Housing Strategy to support opportunities to increase the supply of affordable housing within the Town. The Town will support the provision of housing which is attainable for younger families and an aging population.

Housing affordability includes: “in the case of ownership housing, the least expensive of:

- (a) housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
- (b) housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.”

In the case of rental housing, housing affordability is “the least expensive of:

- (a) gross annual household income for low and moderate-income households;
or
- (b) a unit for which the rent is at or below the average market rent of a unit in the regional market area.”

The Town will support the provision of housing affordability in accordance with the Town’s Affordable Housing Strategy and the following policies:

- (a) The provision of housing that is affordable and accessible to low and moderate-income households will be a priority. The Town will seek to achieve a minimum of 20% of all new annual residential development be considered affordable, which may include ownership housing or rental housing.
- (b) The Town will actively discourage the demolition or conversion of affordable rental housing stock to freehold if such conversion results in a reduction in the amount of affordable rental housing available to an unacceptable level.
- (c) The Town will consider opportunities for permitting additional units in existing dwellings, through the accommodation of second dwelling units, in accordance with the policies of Section 4.2.2 (7), to assist the Town in achieving their affordable housing target.
- (d) The Town will encourage the provision of housing affordability through:
 - (i) supporting increased residential densities in appropriate locations along arterial and collector roads and a full range of housing types, adequate land supply, redevelopment and residential intensification, where appropriate;
 - (ii) supporting assisted housing, special needs housing and alternative housing forms including second dwelling units where full services are available and temporary garden suites on partial or private services;
 - (iii) the timely provision of infrastructure in the Settlement Areas;
 - (iv) working with various agencies, builders, and providers to determine the availability of incentives and how they may apply;
 - (v) supporting the reduction of housing costs by streamlining the development approvals process and waiving municipal planning application and building fees and charges, in full or in part, to encourage affordable housing;

- (vi) providing full or partial property tax exemptions for affordable housing units which remain affordable for a minimum period of 20 years;
 - (vii) negotiating agreements with the public and private sectors to address the provision of affordably priced housing through the draft plan of subdivision and condominium approval process;
 - (viii) requiring all new applications for medium and high density residential development to address, as part of a planning justification report, the provision of affordable housing and how it is conforming to the target identified in Section 4.2.2 (8) of this Plan;
 - (ix) considering innovative and alternative residential development standards that facilitate affordable housing and more compact development form; and
 - (x) encouraging the County to create an Affordable Housing Advisory Committee with representatives from other municipalities and agencies, and residents to facilitate partnerships for the provision of affordable housing.
- (e) The Town may adopt a Municipal Housing Facilities By-law to develop affordable housing as a “community facility” under the Municipal Act. In an effort to facilitate housing affordability the Town may:
- (i) enter into capital facility agreements and/or partnerships with both private and non-profit organizations for affordable housing;
 - (ii) use available grants and loans, including tax-equivalent grants or loans to encourage the construction of affordable housing; and
 - (iii) enter into public/private partnerships for the provision of new affordable housing.
- (f) The Town will encourage that housing affordability be considered when opportunities for redevelopment become available. This includes the redevelopment of existing single-use and underutilized areas with full municipal services, especially where the land is in close proximity to human services. Special attention will be given to the design of buildings, the landscaping treatment and features of the site to ensure that the proposed redevelopment is physically compatible with the adjacent uses.
- (g) The Town will first consider surplus municipal land for affordable housing and may evaluate the feasibility of providing municipally owned land at a reduced cost for the construction of affordable housing. Furthermore, the Town will work with other levels of government to make surplus land available to providers of affordable housing at little or no cost.

- (h) The Town will encourage the development of low income housing geared towards seniors, which may include lower maintenance housing types such as condominiums and townhouses.
- (i) The Town will encourage housing affordability in a variety of building forms to meet the housing needs of a socially and economically diverse population in support of a broad range of employment opportunities.
- (j) The Town will support the development of new barrier free housing which is affordable to accommodate a diverse range of housing needs.
- (k) The Town may designate certain areas or the Town as a whole, as a Community Improvement Area to facilitate the use of grants or loans to support the development of affordable housing.

(9) Special Needs Housing

Special needs housing is defined as any housing, including dedicated facilities, in whole or in part, that is used by people who have special needs beyond economic needs, including but not limited to, needs such as mobility requirements or support facilities required for daily living. Examples of special needs housing may include, but are not limited to, housing for persons with physical, sensory, or mental health disabilities, as well as housing for the elderly.

The Town will endeavour to improve access to housing for those people with special needs including assisted housing, seniors housing, as well as various forms of supportive housing including group homes and emergency/transitional housing subject to the policies of this Plan:

- (a) The Town will work with other agencies and local groups to assess the extent of the need of these forms of housing.
- (b) The Town will support community agencies interested in pursuing additional funding from the Provincial government to address identified needs for special needs housing.
- (c) The Town will support the distribution of special needs housing provided by community groups.
- (d) Semi-supervised living will be permitted within the Settlement Areas, in land use designations where single detached, duplex, semi-detached, triplex, townhouse and apartment dwelling units are permitted, and in accordance with the Town's Zoning By-law. Semi-supervised living will be compatible with adjacent uses. Existing facilities that do not comply with the requirements will be allowed to continue but will not be permitted

to expand without a minor variance or zoning by-law amendment. Semi-supervised living with any correctional purpose will be treated as an institutional, and not as a residential use by this Plan and the Zoning By-law.

Applications for new ~~group homes~~semi-supervised living shall be accompanied by sufficient information to:

- (i) ~~Define~~define the program and demonstrate the need for the service within the municipality;
- (ii) ~~Demonstrate~~demonstrate a knowledge of the community and its resources, to ensure that the needs of the ~~group homes~~semi-supervised living residents can be met within a climate of community acceptance consistent with the objectives of its program requirements;
- (iii) ~~Demonstrate~~demonstrate the suitability of the proposed facility as required by Provincial and Municipal legislation as to its construction and compliance with local health, safety and fire regulations;
- (iv) ~~Show~~show how the particular proposal provides sufficient indoor and outdoor space and facilities for prospective residents and staff; and
- (v) ~~Demonstrate~~demonstrate that ~~the group homes~~form of semi-supervised living is properly licensed and registered by the Province of Ontario ~~or the Federal government.~~

The Town shall be given an opportunity to review and comment on the application for a license before a final decision regarding its approval has been made.

In order to prevent an undue concentration of ~~group homes~~semi-supervised living in specific areas of the ~~municipality~~Town, standards requiring a minimum distance separation between these facilities will be incorporated in the implementing Zoning By-Law. The Zoning By-law may also define different types of ~~Group Homes~~group homes and identify the specific zones in which each type is permitted.

- (e) ~~Facilities~~When reviewing any proposal for the purposes of establishing, through new construction or conversion of existing structures, semi-supervised living, a hostel, temporary shelter, emergency shelter or other similar form of special needs shelter, the Town will be satisfied that:

- (i) the traffic generated from the facility can be adequately accommodated by the road network and will not have a significant impact on the adjacent land uses, particularly residential uses;
 - (ii) the facility is of a design which maintains the scale, density, appearance, character and continuity of existing land uses in the surrounding area and immediate neighbourhood;
 - (iii) the land, buildings and structures for the proposed facility conform to the provisions of the Zoning By-Law comes into effect but not complying with the law, including those related to parking requirements, ensuring that on-site parking is sufficient to meet the needs of the By-Law residents, support staff and visitors; and
 - (iv) where appropriate, that a licence has been granted by the licensing Provincial or Federal agency.
- (f) Special needs housing and aging-in-place for seniors will be allowed to continue operations but encouraged so that:
- (i) individuals living in a non-healthcare environment, will not be permitted have access to extend or expand without municipal approval services and amenities so that they may carry out their daily life without having to relocate as their circumstances change;
 - (ii) where the above is not suitable due to the physical or mental condition of the individual, independent living, assisted living and skilled nursing is available in residences for seniors, such as in a continuing care retirement community; and
 - (iii) a variety of dwelling types and housing tenures are available to accommodate seniors' housing needs and aging-in-place.
- (g) Long-term care facilities that meet the needs of the community will be encouraged.
- (h) The Town will endeavour to provide a barrier-free environment where possible.
- ~~(d)~~(i) The Town will encourage new residential development to incorporate universal design and accessibility features to support aging in place.

~~(9)~~(10) **Institutional Uses in Residential Areas**

Certain community-oriented Institutional uses, including those permitted generally in all land use designation by Subsection 3.1.17 of this Plan, and facilities for special population groups (including daycare facilities, homes, centres or schools for the care, boarding or teaching of children, and interval houses for the physically abused, nursing and rest homes and

retirement homes) are permitted within areas designated for Residential purposes on Schedule “A-2” subject to the policies of Section 4.5 and provided they can satisfy all of the following location and design criteria:

- (a) frontage or flankage on an arterial or collector street if it does not create a traffic hazard;
- (b) design which is residential in character, maintaining the scale, density and character of existing land uses;
- (c) provision of adequate buffering and transition to protect surrounding existing development;
- (d) provision of adequate off-street parking to serve the particular use, while retaining sufficient useable yard space to maintain the visual characteristics of the area and to permit the expected activities of a Residential area to be carried out; and
- (e) on those streets which have been designated “no stopping” areas, provision shall be made for off-street locations to accommodate drop-off and pick-up of the users of such facilities.

The Zoning By-Law implementing this Plan will specify particular uses which would be permitted and those areas where such activities would most appropriately be located.

~~(10)~~(11) Condominium Housing Developments

It is a policy of this Plan to recognize and, where appropriate, to encourage condominium housing as an acceptable form of housing tenure and as a means of providing opportunities for home ownership.

In cases where an application is made for a building permit or an amendment to the Zoning By-Law involving residential development, it is the policy of Council that the applicant(s) be required to declare in writing, prior to the issuance of the building permit, whether or not such residential accommodation is to be provided on a condominium basis.

It is a policy of this Plan that the desire of citizens to participate in the joint ownership of a residential project shall be subject to the terms and conditions of the Condominium Act whereby a Condominium Corporation will be formed to administer the common elements of the project. This provides the owner-shareholder with assurance that the project will be maintained and competently administered on a long-range basis.

Plans for condominium development are to show such things as: the location of all buildings and building setbacks, the nature and location of all amenity areas and/or facilities, the location and layout of driveways and parking areas, the walkways, the type and location of all existing and proposed landscape material, and the exterior treatment of the building(s).

Wherever possible the proposed draft plan of condominium will be considered together with and at the same time as the requested amendment to the Zoning By-Law. The Council may recommend draft plan approval, once all policies of this Plan are met.

Wherever draft plan approval is granted, the applicant is required to enter into a Condominium Agreement with the Town. The Condominium Agreement is to include any or all of the Town's requirements imposed as conditions to the draft plan approval. A Development Control Agreement may also be required along with the Condominium Agreement.

The Town Council's consent to the registration of a condominium plan will be given only after the signing of all required agreements, posting of all required guarantees, the payment of all monies required by such agreements, and the filing of "as built" construction plans with the Town. ~~all.~~ All such plans are to be made accessible to representatives of the Condominium Corporation.

~~(11)~~(12) Conversion of Existing Residential Developments to Condominium Tenure

The conversion of existing residential accommodation to condominium tenure presents a different, and ~~sometimes~~sometimes more difficult situation than does new construction. In some cases, existing residential developments were constructed under standards and conditions that were different and, in some cases, of lower standards than those that prevail at the time of the conversion. As a result, problems may be encountered in attempting to upgrade existing developments in accordance with present policies, standards and criteria. Problems may also be encountered in a situation where rental housing vacancy rates are low ~~although.~~ Although tenants in existing projects cannot legally be displaced, condominium conversions may result in current tenants being faced with finding suitable alternate accommodations in a housing market that provides little choice and opportunity.

Additionally, shortages may occur in certain types of housing ~~as the~~ result of a number of conversions. In view of these possibilities, the policies

contained in the following ~~policies~~ shall apply to the conversion of existing residential developments to condominium tenure.

In general, each application for the conversion of an existing residential development is to be considered on its own merits. Applications for such conversion are subject to the same standards and policies as ~~for~~ new condominium construction. The policies, standards, and criteria for municipal services, building construction and aspects of site design and layout, as adopted by Council from time to time, apply. Only those developments which are able to substantially comply, or can be upgraded to an acceptable degree of compliance with the municipality's policies, standards and criteria may be approved. Those developments which cannot be upgraded to an acceptable level are to be refused. In addition, conversions are identified as a form of development under the Conservation Authorities Act and, where applicable, may be subject to the regulations of Section 28 of that Act.

The design, layout and standard features of the development to be converted are to be considered within the framework of development standards and criteria of the municipality. The municipality's development standards and criteria are subject to amendment from time to time by Council and do not require a formal amendment to the Official Plan.

The applicant is to submit a draft plan of condominium prepared in accordance with the requirements of the Planning Act, R.S.O. 1990 c.P.13. In addition, the submitted Plan(s) shall include: ~~the~~ location of all buildings and building setbacks, the nature and location of all amenity areas and/or facilities, the location and layout of driveways and parking areas, the walkways, the type and location of all existing and proposed landscape material and the exterior treatment of the building(s).

Further, the applicant is required to submit a report prepared by a professional engineer or architect, outlining the structural condition of the building(s) involved. Such report is to include an analysis of the building(s) compliance or non-compliance with prevailing building and fire codes.

In evaluating a proposed conversion, regard is to be had for the following:

- (a) any or all of the matters contained in the Planning Act, as amended from time to time;
- (b) the effect on the overall mix of residential housing types in the Town in relation to the housing mix targets established in this Plan;

- (c) the most current vacancy rate for rental accommodation in the Town;
- (d) the suitability of the development for conversion in terms of the policies, standards and criteria adopted by Town from time to time; and
- (e) the effect on the provision of affordable housing in relation to the affordability targets established in this Plan.

Where draft plan approval is granted the applicant is required to enter into a Condominium Agreement with the Town. The Condominium Agreement is to include any or all of the Town's requirements imposed as conditions to the draft plan approval.

The Town's consent to the registration of the condominium plan is to be given only after the completion of all construction work and compliance with all other requirements of the Condominium Agreement, except that in certain cases of hardship or unforeseen circumstances such things as the provision of paving, demolition of existing buildings, or provision of landscaping may be deferred with approval of Council provided that the applicant deposits security with the Town in the amount sufficient to cover the cost of the works deferred.

~~(12)~~(13) Home Occupation Uses

Home occupation uses which are not disruptive to the neighbourhood are also permitted within the Residential land use designations. Hairdressing, telephone sales, tailors, child care, small goods repair shops, insurance and other office type uses, ceramic and other home craft type uses shall be permitted with specific regulations as outlined in the Zoning By-Law. Home occupations, in conjunction with a dwelling in a residential area, are subject to the following conditions:

- (a) Home occupations shall be totally contained within the dwelling unit, including an attached garage. However, any home occupation that requires the use of anything on the subject property other than the dwelling, except for parking or a sign, will require an amendment to the Zoning By-Law.
- (b) No external alteration to the dwelling which is not customary in residential buildings shall be permitted.
- (c) Exterior advertising of these activities shall be limited and no the display of goods visible from outside the dwelling is permitted.

- (d) No storage of commercial vehicles shall be permitted on the premises. No parking of commercial vehicles over 3,000 kilograms shall be permitted on the premises.
- (e) No unreasonable use of lights, or nighttime operations shall be permitted.
- (f) No home occupation shall result in volumes of vehicular traffic which cause disruption of normal activities of adjacent residential uses.
- (g) No home occupation shall create a safety hazard for the existing residential activities on the site or in the area.
- (h) No outdoor storage of materials or goods in support of the home occupation is permitted.

The implementing Zoning By-Law may create further restrictions for home occupation uses and may prohibit home occupations within certain residential zones or dwelling types. The municipality may decide to require a business licence for all home occupations. If such a by-law is passed in accordance with the Municipal Act, the provisions of the business licence must be adhered to. If the licence is revoked, the use will no longer be permitted in accordance with the provisions of the By-Law.

(13) ~~Converted Dwellings~~

~~The conversion of an existing dwelling to create additional dwelling units will generally be permitted in all residential designations provided that:~~

- ~~(i) Required parking spaces can be provided on the site, other than within the required front yard;~~
- ~~(j) There is no change in the exterior character of the dwelling;~~
- ~~(k) Adequate buffering and transition can be provided to the surrounding lower density development;~~
- ~~(l) There is no change in the character of the existing development, using the criteria outlined above to determine the impact of the proposal.~~

~~In addition, conversions are identified as a form of development under the Conservation Authorities Act and where applicable may be subject to the regulations of Section 28 of that Act.~~

~~If the proposed development results in a change in the character of the dwelling, an Official Plan amendment will be required, with a study being required and a public hearing being held to determine if the Official Plan amendment should be undertaken.~~

~~The implementing Zoning By-law may establish specific zones where converted dwellings are permitted and may limit the number of units permitted in a converted dwelling in each zone.~~

4.2.3 RESIDENTIAL LAND USE DESIGNATIONS

The Residential designation of land shall mean that the predominant use of land so designated shall be for varying densities and types of residential land uses. There are three Residential designations:

- Low Density Residential
- Medium Density Residential
- High Density Residential

Within areas under the various Residential designations, land uses compatible with dwellings and deemed necessary by Council to serve the needs of local residents will be permitted in accordance with subsection 4.2.2(9). Educational facilities, religious facilities, parks, recreational facilities, day care, and home occupations and uses pertaining to municipal services and utilities are also permitted uses within Residential designations subject, however, to specified location and design criteria established in this Plan and the implementing Zoning By-law. Such uses may also require specific zoning. The establishment of permitted institutional uses in a Residential designation shall be in accordance with the provisions for Institutional Uses set out in Section 4.5.

(1) Low Density Residential Areas

Areas designated as Low Density Residential shall be limited to single detached, semi-detached, duplex, or converted dwelling units, home occupation uses and public uses. In addition, medium and high density residential uses may be considered subject to the policies of Subsections 4.2.3 (4) and 4.2.3 (5) of this Section.

The minimum density shall be 10 units per gross hectare¹ for new low density residential development in vacant designated areas.

The maximum density shall not exceed 15 units per gross hectare where a development or area consists of only single detached dwellings, and 20 units per gross hectare where a development or area includes a mix of single-detached, semi-detached and/or duplex dwellings.

Low Density Residential may be placed in separate zoning categories in the implementing Zoning By-Law.

(2) Medium Density Residential Areas

The uses permitted in areas designated Medium Density Residential shall be limited to single detached, semi-detached, duplex, triplex, converted, and townhouse dwellings, home occupation uses and public uses. In addition to these permitted uses, low-rise apartment buildings with a maximum height of five stories shall be permitted.

The maximum density shall not exceed 40 units per gross hectare.

The general location shall be in conformity with Schedule “A”. The Medium Density Residential area may have separate zoning categories in the implementing Zoning By-Law.

Medium Density Residential development may be subject to site plan control pursuant to Section 41 of the Planning Act, R.S.O. 1990, c.P.13.

(3) High Density Residential Areas

The uses permitted in areas designated High Density Residential may include medium density development ~~as well as, excluding single detached dwellings, in addition to~~ apartments, limited home occupation uses, and public uses.

~~The~~ The minimum density shall be less than 40 units per gross hectare and the maximum density shall not exceed 100 dwelling units per gross hectare.

¹ For the purpose of this Plan, a “gross hectare of land” means residential building land plus the required landscaping, off-street parking, road allowances, and required amenities. General calculations would be conducted on a block by block basis.

The general location shall be in conformity with Schedule “A”. The High Density Residential areas may be placed in separate zoning categories in the implementing Zoning By-Law.

High Density Residential development may be subject to site plan control pursuant to the Planning Act, R.S.O. 1990, c.P.13.

(4) Policies for Medium and High Density Residential in the Low Density Residential Designation

Medium density and high density residential development shall be permitted in areas which are presently undeveloped and designated on Schedule “A” as Low Density Residential in accordance with the policies of Subsections 4.2.3 (2) and 4.2.3 (3), provided at least two of the location criteria listed below shall be satisfied before such a site would be considered to have acceptable location characteristics:

- (a) The site has frontage on an arterial or collector road as indicated on Schedule “C” of this Plan;
- (b) The site is abutting a major public park or community facility in the Parks and Open Space Area or Institutional designation as indicated on Schedule “A” of this Plan; and/or
- (c) The site is abutting a Commercial or Industrial area as indicated on Schedule “A” of this Plan.

An amendment to the Zoning By-law shall be required to permit medium and high density residential development in the Low Density Residential Designation. The following additional items will be considered when reviewing the appropriateness of applications to amend the comprehensive Zoning By-Law to permit medium or high density residential uses in an area designated Low Density Residential:

- (a) general compatibility with existing uses in close proximity to the proposed development;
- (b) the capacity of the roads affected and their ability to handle the expected increases in traffic;
- (c) the adequacy of services to serve the proposed development;
- (d) the adequacy of off-street parking facilities to serve the proposed development; and

- (e) the provision of landscaping, buffering and building setbacks adequate to protect the privacy of surrounding residential properties.

If the proposed site can satisfy the criteria noted above, and, in addition, can provide adequate buffering from and transition to adjacent lower density residential uses, no Official Plan amendment would be required. The proposal will be analysed to determine if it will alter the character of existing development, by evaluating existing land uses that are located within a 120-metre radius of the subject property as a guide to the nature of existing development characteristics.

If the proposed development does not satisfy the location criteria, or if it will increase the scale or density of existing development, an Official Plan amendment will be required. A comprehensive study would be required to determine if the Official Plan policies in this regard are appropriate. A public hearing will also be required.

(5) Design Criteria for Medium and High Density Residential Development

The design considerations for Medium Density and High Density Residential development should include provisions for the following:

- (a) The height, bulk massing, and arrangement of buildings and structures will achieve harmonious design and integrate with the surrounding area;
- (b) Appropriate open space, including landscaping and buffering, will be provided to maximize the privacy of residents and minimize the impact on adjacent lower density uses;
- (c) Parking areas shall be required on the site of each residential development that are of sufficient size to satisfy the parking needs and requirements of the particular development and that are well designed and properly related to buildings and landscaped areas;
- (d) Service areas shall be required on the site of each development (e.g. garbage storage) and shall be appropriately located and screened from view from the street and adjacent sensitive land uses, including residential uses; and
- (e) The design, construction, and maintenance of the vehicular, pedestrian, and amenity areas of residential developments will be subject to regulations by the Town.

The municipality shall seek the co-operation of private developers in providing a variety of indoor and outdoor recreation facilities in the design of medium and high density developments. Where such developments cannot be designed with adequate open space or recreation facilities, developers shall be encouraged to reduce the density or find alternative building sites in close proximity to schools, parks or other open spaces.

The provision of private open space and recreation facilities in medium and high density developments will be in addition to the requirements for parkland dedication. Exceptions, however, may be made in the case of affordable, senior citizen or other specific use housing projects in situations where amenity areas are provided on-site and the amenities satisfy municipal standards and the Town is satisfied the said amenity area will be available to the public.

(6) Site Specific Special Policy Areas to Residential Areas

The design considerations for Medium Density and High Density Residential development should include provisions for the following:

(a) On lands located at the northwest corner of Talbot Street West and Elm Street, known locally as 353 Talbot Street West, consisting of approximately 0.375 hectares of land area and identified on Schedule 'A' as "Special Policy Area MDR-1:

(i) An apartment building with a maximum density of 43 units per gross hectare and a maximum building height of 4 storeys will be permitted. In addition, an existing accessory one storey building having a maximum gross floor area of 123 square metres dedicated to recreational uses for the occupants of the apartment will be permitted.

(b) On lands located along the north side of Water Street between Queen Street and Linden Street in Town of Aylmer, known locally as 37 Water Street (W Pt. Lot 5, Plan 164) consisting of approximately 760 square metres of land area and identified on Schedule 'A' as "Special Policy Area MDR-2" the following special provisions shall apply:

(i) An quadraplex (containing four dwelling units) will be permitted; and
(ii) Development will be subject to site plan approval.

(c) On lands located at the northeast corner of Spruce Street West and Elm Street, known locally as 101 Spruce Street West, consisting of

Formatted: Indent: Left: 6 cm, No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 5 cm + Tab after: 6 cm + Indent at: 6 cm

Formatted: No bullets or numbering

approximately 2,220 square metres of land area and identified on Schedule 'A' as Special Policy Area HDR-1", professional offices within an existing building shall be a permitted use, in addition to uses permitted in the "High Density Residential" designation.

Formatted: No bullets or numbering

4.3 **COMMERCIAL USES**

The commercial classification of land shall mean that the predominant use of land in the area so designated shall be in accordance with the uses as defined in the following subclassifications:

- Core Commercial Area;
- Arterial Commercial Area;
- Neighbourhood Commercial Area;
- Office Residential Area; [or](#)
- Business Park Commercial Area.

Non-commercial uses which are complementary to and serve the respective commercial uses shall also be permitted, as defined under the commercial sub-classification definitions. Proposals for the redesignation of land from a Commercial land use designation to a non-employment land use designation will require a comprehensive review in accordance with the Provincial Policy Statement demonstrating that the land is not required for employment purposes over the long term.

Site Plan ~~control~~[Control](#) shall be required and applied to all new commercial development, as well as to the expansion of any existing commercial uses. The design and development of commercial areas shall ensure compatibility between the commercial uses and the adjacent land uses. The following site design and development factors shall be considered for new and/or expanding commercial uses:

- loading areas shall be located to avoid conflict between pedestrian and vehicular traffic and shall be directed away from adjacent residential areas and adjoining roads;
- outdoor storage areas shall be fenced and/or screened;
- the number and location of vehicular access points shall be limited to minimize the disruption to traffic flows;

- lighting shall be directed to minimize impacts on adjacent residential uses;
- off-street parking areas, loading areas and site service areas shall be screened and landscaped;
- adequate separation shall be provided between uses and shall be achieved through the use of buffering, buffer planting, barriers and special construction techniques;
- the accessibility needs of persons with disabilities and other special needs groups shall be addressed;
- the proposal shall include features to promote public safety;
- the servicing needs of the development shall be within the capabilities of the Town to provide; and,
- the proposal shall have regard to the cumulative effects of development on the natural environment, surrounding land uses and the local economy.

The general principles to be considered in the development and control of the use of commercial lands are as follows:

4.3.1 CORE COMMERCIAL AREA

(1) Land Use Objectives

- To create an exciting and vibrant atmosphere for both residents and visitors within the Town of Aylmer's downtown Core Commercial Area ~~for both residents and visitors~~;
- To increase residential development within and in the vicinity of the core;
- To improve the traffic patterns and road network within the Core Commercial Area by providing a safe, convenient, efficient, and integrated transportation system which will promote cycling and walking, while also meeting vehicular ~~needs within the area including~~and parking needs within the Core Commercial Area;
- To ensure comfortable, safe, interesting, continuous pedestrian links are established throughout the core and between the Core Commercial Area and the wider community;
- To visually enhance the east and west, north and south entrances of the core;

- (f) To encourage property owners to upgrade the visual quality of their establishments through improved signage and landscaping, and ~~upgrades to~~ upgrade the second and third floors to encourage residential units in the upper stories of commercial buildings;
- (g) To create a safe and healthy environment within the core for residents, shoppers and visitors; and
- (h) To conserve historically significant structures and ensure that adjacent development is compatible in height, density and setbacks to these structures by establishing both minimum and maximum requirements for building height and setbacks and by introducing development incentives in the form of bonusing and/or reducing parking and loading requirements for development that achieves this objective.

(2) Land Use Policies

- (a) The Core Commercial Area is intended to be the most intensive and diverse commercial area in the Town of Aylmer. Permitted uses include the full range of commercial, office, administrative, cultural, entertainment, recreational, and civic/institutional uses including government uses, parks and open space and residential uses;
- (b) Residential uses are for the most part restricted to above the first floor within any of the permitted buildings;
- (c) The Town of Aylmer shall encourage major institutional, government and service uses to locate in the Core Commercial Area in order to reinforce the role of this area as the Town's primary business, cultural, and administrative centre;
- (d) Residential intensification within the Core Commercial Area shall be encouraged including:
 - (i) the creation of new residential uses above the first floor in multi-storey buildings; and
 - (ii) high density residential uses through the development of appropriate zoning standards;
- (e) The Town shall endeavour to provide adequate parking facilities for all permitted uses and access to such parking shall be designed in a manner that will maximize pedestrian and vehicular traffic safety.

No parking shall be required for land uses and development within the Core Commercial Area;

- (f) The following design standards and objectives will guide development in the Core Area:
- (iii) New buildings will be oriented to the street line with direct pedestrian access from a public sidewalk;
 - (iv) Front yard parking shall be prohibited in the implementing Zoning By-Law;
 - (v) New buildings will be oriented to the street with parking to the side or to the rear;
 - (vi) A Sign Control By-Law will be enacted as provided for in the Municipal Act to regulate the size, location, and material of all signs in the Core Commercial Area; and
 - (vii) Stores, offices and other buildings will be encouraged to improve the rear of their property for pedestrian access, parking, and general aesthetics.
- (g) Pedestrian circulation routes in the Core Commercial Area will be enhanced by improvements which include:
- (i) ~~the~~The provision of appropriate landscaping features such as lighting, signage, street trees and other vegetation, street furniture, and public art forms which contribute to and are sensitive to the character and image of the area;
 - (ii) ~~the~~The protection and enhancement of the heritage features of the area;
 - (iii) ~~the~~The establishment of a policy regarding sidewalk construction design that takes into account the differing pedestrian volumes, the functions of different roads, the comfort and safety of the elderly and persons with disabilities, and ensures easy access to the parking lots, that all sidewalks are at uniform grades, and that curbs are depressed at intersections for barrier-free access; ~~(See also Transportation policies)~~;
 - (iv) ~~the~~The coordination of street furniture, including benches, receptacles, tree guards, bicycle stands, flower boxes, etc.;
 - (v) ~~a~~A requirement that new development and redevelopment which abuts pedestrian corridors incorporate design elements that provide for weather protection, ~~reduce~~reduces wind effects, ~~ereate~~creates opportunities for sunlight, ~~contribute~~contributes to public safety, security and comfort; and

- (vi) ~~ensuring~~Ensuring good pedestrian access to municipal parking areas.
- (h) Council will give support to the establishment of enhanced entrance ways to the core. This may be achieved by:
- (i) ~~appropriate~~Appropriate signage identifying the area as the Core Commercial Area;
 - (ii) ~~establishing~~Establishing enhanced landscaping features at the four access locations to the Core Commercial Area;
 - (iii) ~~encouraging~~Encouraging the owners of buildings at the entrance ways into the Core Commercial Area to add landscaping and signage enhancements to their structures;
 - (iv) ~~implementing~~Implementing a civic beautification program which will concentrate on improving properties and create attractive entrances to take advantage of municipal parking lots and pedestrian pathways;
 - (v) ~~encouraging~~Encouraging the redevelopment of upper levels of existing buildings to offices and/or residential uses; and
 - (vi) Building Department staff providing assistance to landlords in understanding what improvements are needed to meet the Building Code for residential development;
- (i) The historical ~~flavour~~character of Aylmer’s Core Commercial Area will be enhanced by:
- (i) ~~ensuring~~Ensuring that public improvements are sensitive to the heritage character of the area;
 - (ii) ~~ensuring~~Ensuring that essential heritage features are conserved, incorporated or maintained when new uses or development are proposed to a heritage feature;
 - (iii) ~~supporting~~Supporting bonus zoning provisions or transfer of density provisions authorized under the Planning Act as an incentive to the private sector for heritage conservation; ~~and~~
 - (iv) ~~ensuring~~Ensuring that the Zoning By-Law imposes both minimum and maximum heights and setbacks in order to maintain compatible and complementing streetscape characteristics within the core and, in particular, adjacent to established buildings of traditional two- and three-storey construction at the building line.

4.3.2 ARTERIAL COMMERCIAL AREA

The Arterial Commercial Area is the area that has developed as commercial land use along the arterial roads, namely Talbot Street and John Street, on the periphery of the Core Commercial Area and at the easterly limit of the Town. This area is intended for uses which due to their size and/or function may be unable to locate in the core, where the space per use is limited by individual buildings and multiple ownerships. This designation is also intended to recognize existing commercial areas that, due to their limited depth or multiple ownerships, cannot meet the minimum floor area restrictions applicable to development in the Business Park Commercial Area.

(1) Land Use Objectives

- (a) To provide sufficient lands in suitable locations for commercial land uses that are not suited to locate within the existing structures within the core but are supportive of the general commercial needs of the residents of Aylmer; ~~and~~
- (b) To recognize existing commercial areas that, due to the limited size, depth or multiple ownership of land parcels, cannot meet the minimum floor area restrictions applicable to development in the Business Park Commercial Area.

(2) Land Use Policies

- (a) Uses permitted shall be limited to those commercial uses that are dependent on a high degree of access and visibility to vehicular traffic on main roads, including restaurants, automotive uses, retail stores, offices, food stores, ~~personal service establishments, commercial courier establishments, hotels, motels, recreational uses and tourist facilities;~~
- (b) Institutional uses such as rest homes, day care facilities, public, private, or commercial schools shall also be permitted;
- (c) Retail uses requiring large enclosed or open storage areas such as, but not limited to, building supplies, warehouse outlets, food stores, and catalogue stores may locate within the Arterial Commercial Areas, provided all open storage areas are located and screened in accordance with the implementing Zoning By-law;

- (d) Adequate off-street parking and loading facilities shall be provided for all permitted uses and access points to such that parking shall be limited in number and designed in a manner that will maximize pedestrian and vehicular traffic safety;
- (e) Landscaping shall be provided along the arterial street frontage in accordance with the requirements of the Zoning By-law;
- (f) Adequate buffer planting shall be provided between the commercial use and any adjacent residential areas, and the implementing Zoning By-law may require buffering including requirements for planting strips, berms, fences or other screening, and/or minimum separation distances;
- (g) Buildings contained within an Arterial Commercial Area, and any lighting or signs, shall be designed and arranged to minimize impacts on adjoining residential uses;
- (h) The general location of the Arterial Commercial Area shall be in accordance with Schedule “A” – Land Use Plan, and any extension of this designation shall require an Official Plan Amendment; and
- (i) The Arterial Commercial uses may be included in separate zoning classifications in the implementing Zoning By-Law.

(3) Special Policy Areas

- (a) On lands located at the north-west corner of John Street North and Walnut Street, known municipally as 202 John Street North, consisting of approximately 760 square meters (0.13 acres) of land area and identified on Schedule “A” as “Special Policy Area AC-1”, the permitted uses shall include multi-unit residential within the existing building as an alternate land use to the uses permitted by the Arterial Commercial Area. Conditions shall be established in the implementing Zoning By-law requiring removal of dwelling units on the John Street North portion of the ground floor of the existing building prior to re-establishment of a commercial use.
- (b) On lands located on the north side of Murray Street east of John Street North, known municipally as 51 Murray Street, consisting of approximately 9,843 square metres (2.4 acres) of land area and identified on Schedule “A” as ‘Special Policy Area AC-2’, the permitted uses shall include a public self-storage warehouse within

[the existing building in addition to the uses permitted by the Arterial Commercial.](#)

4.3.3 NEIGHBOURHOOD COMMERCIAL AREA

(1) Land Use Objectives

- (a) To provide an appropriate land use designation and polices for commercial land uses that provide for the daily or weekly convenience shopping and service needs of nearby residents.

(2) Land Use Policies

- (a) Permitted uses shall be limited to those commercial uses which provide convenience goods and services to meet the needs of the residents of the local neighbourhood and include such commercial uses as variety stores, hair dressers, medical or dental offices, video rental stores, and similar establishments;
- (b) The scale of development shall be guided by the population being served but no single development shall exceed 300 square metres in floor area;
- (c) Adequate parking shall be provided for all permitted uses, and access points to such parking shall be limited in number and designed in a manner that will maximize pedestrian and vehicular traffic safety;
- (d) No open storage shall be permitted;
- (e) The location of the Neighbourhood Commercial areas shall be in accordance with Schedule “A” – Land Use Plan. The designation of any additional lands as Neighbourhood Commercial will require an amendment to this Plan, and shall be located to minimize impacts on adjoining residential areas;
- (f) The building or buildings contained within a Neighbourhood Commercial Area, and any lighting or signs, shall be designed and arranged so as to blend in with the character of the adjacent residential area; and
- (g) The Neighbourhood Commercial uses may be included in separate Zoning classifications in the implementing Zoning By-Law.

4.3.4 OFFICE RESIDENTIAL AREAS

The Office Residential designation is intended to preserve and utilize existing residential buildings that are either no longer appropriate for residential use due to their size or location, and to provide a specialty type of Commercial service in proximity to the existing commercial areas. The Office Residential areas are located along John Street and Talbot Street and a small area of Sydenham Street. Any portion of this land use category which abuts a Residential land use designation in this Plan should be developed in a manner that is compatible with the adjacent Residential Area.

The Zoning By-Law may place the permitted uses in separate zone categories. The By-Laws of the Corporation may also contain requirements dealing with matters such as dedications of property for road widening, access points, parking, height, setbacks and permissible amounts of hard surface cover.

Any construction of additions or new structures within this designation shall complement existing adjacent development in terms of its scale, density and character. Height limitations will be applied in the Zoning By-Law.

(1) Land Use Objectives

- (a) To permit some commercial flexibility in an area comprised of older residential structures which abuts the Core Commercial Area while maintaining the residential look and character of the area.

(2) Land Use Policies

- (a) In order to preserve and utilize older buildings—~~either~~ no longer appropriate for low density residential use due to their size or location, and in order to provide a specialty type of commercial service in proximity to the existing commercial areas, an Office Residential designation has been established. The designation supports compatible transition of land use from residential to commercial. Any portion of this land use category which abuts a ~~residential~~Residential land use designation in this Plan should be developed in a manner that is compatible with the adjacent residential area;
- (b) The permitted uses may include residential, office, studio and service commercial uses. The land uses may develop within the existing residential building. If the site is vacant, any new construction shall be sensitive to the residential character of the area and incorporate

appropriate residential design features. Minor institutional uses such as day care centres, nurseries, places of worship, clinics and clubs are also permitted, and may be separate structures or combined with other permitted ones;

- (c) The Zoning By-Law may place the permitted uses in separate zone categories. The By-Laws of the Corporation may also contain requirements dealing with matters such as dedications of property for road widening, access points, parking, height, setbacks and permissible amounts of hard surface cover; [and](#)
- (d) Any construction of additions or new structures within this designation shall complement existing adjacent development in terms of its scale, density and character.

4.3.5 BUSINESS PARK COMMERCIAL AREAS

(1) Land Use Objectives

- (a) To accommodate additional commercial uses that are unable to locate within the core or other existing commercial areas.

(2) Land Use Policies

- (a) The uses permitted shall include retail uses requiring large enclosed or open storage areas such as building supplies and warehouse outlets, provided all open storage areas are located and screened in accordance with the implementing Zoning By-law. Recreational uses, restaurants, food stores, catalogue stores; home improvement stores and related services shall also be permitted;
- (b) The size of any retail facility or office must be greater than 300 square metres in floor area;
- (c) Adequate off-street parking and loading facilities shall be provided for all permitted uses and access points to such [that](#) parking shall be limited in number and designed in a manner that will maximize pedestrian and vehicular traffic safety;
- (d) Landscaping shall be provided along the arterial street frontage in accordance with the requirements of the Zoning By-law;
- (e) The general location of the Business Park Commercial Area shall be in accordance with Schedule “A” – Land Use Plan, and any

extension of this designation other than minor boundary adjustments shall require an Official Plan Amendment; and

- (f) The Business Park Commercial uses may be included in separate zoning classifications in the implementing Zoning By-Law;

(3) Special Policy Areas

- (a) On lands located at 587 John Street North, consisting of approximately 0.5 hectare (1.2 acres) and identified on Schedule “A” as “Special Policy Area BPC-1”, a public self-storage warehouse and accessory retail outlet may be permitted in addition to those uses permitted above. The use shall be developed in a manner that includes the provision of adequate off-street parking facilities and landscaping, as well as appropriate buffering and screening from adjacent lands and roadways as determined by a site plan agreement. ~~{OPA No. 4}~~

4.4 INDUSTRIALEMPLOYMENT USES

The areas which are designated Industrial in the Official Plan provide appropriate locations in the Town of Aylmer for a broad range of industrial employment uses that may have features that are not compatible with other land uses.

- **Land Use Objectives**

- (a) To address the employment needs of the community and surrounding areas by providing a sufficient supply of land for existing, new and/or expanding manufacturing, assembly, distribution and service industrial uses;
- (b) To direct industrial employment uses to locations that provide adequate separation from sensitive land uses, particularly residential uses, to ensure land use compatibility and avoid/mitigate potential adverse impacts;
- (c) To provide opportunities to expand and diversify the local employment base by encouraging new industries and expansions to existing industries; and
- (d) To ensure industrial employment uses will not negatively impact the features and functions of the natural environment and public and health and safety as a result of air, water and/or land contamination or other risks or impacts.

- **Land Use Policies**

The general policies to be considered in developing and controlling the use of industrial designated lands are as follows:

- (a) Uses permitted shall include workshops, warehousing, service shops, processing, manufacturing and assembling operations, laboratories and research facilities, communication facilities, printing and publishing plants, primary metal, wood and paper products, non-metallic mineral products, chemical products production and processing, construction yards, trucks or transportation terminals, railway uses ~~and~~, motor vehicle body shops and uses which may involve bulk open storage of goods or materials such as grain elevators, fuel storage, etc. Agricultural uses may continue to exist until the area is ready for ~~industrial~~employment development;
- (b) A limited range of accessory retail and service commercial uses, which primarily serve the ~~industrial~~employment area, shall also be allowed. Permitted accessory uses include veterinarians, restaurants and day care centres. These commercial uses shall require a commercial zoning category in the implementing Zoning By-Law;
- (c) Retail sales, restricted to goods manufactured on the site, are permitted. Regulations permitting these uses shall be established in the implementing Zoning By-Law under separate commercial zones;
- (d) New ~~industrial~~employment uses shall be permitted in ~~Industrial~~Employment designated areas provided that the proposed uses comply with all Provincial standards with respect to the emission of sounds and vibrations, permissible concentrations of air contaminants such as dust, smoke, fumes, odours and other particulates, water quality control and waste control, including the quality of discharge and run-off;
- (e) Council may encourage, ~~and~~, where feasible, assist in the relocation of uses not permitted in areas designated for ~~Industry~~employment and in the relocation of existing industries into such areas;
- (f) Site Plan Control shall be required and applied to all new ~~industrial~~employment development, as well as to the expansion of any existing ~~industrial~~employment uses. The design and development of ~~industrial~~employment areas shall ensure compatibility between the ~~industrial~~employment uses and the adjacent land uses. The following site design and development factors shall be considered for new and/or expanding ~~industrial~~employment uses:
 - (i) ~~loading~~Loading areas shall be located to avoid conflict between pedestrian and vehicular traffic and shall be directed away from adjacent residential areas and adjoining roads;
 - (ii) ~~outdoor~~Outdoor storage areas shall be fenced and/or screened;

- (iii) ~~the~~The number and location of vehicular access points shall be limited to minimize the disruption to traffic flows;
 - (iv) ~~lighting~~Lighting shall be directed to minimize impacts on adjacent residential uses;
 - (v) ~~adequate~~Adequate separation shall be provided between uses and shall be achieved ~~through the use of using~~ buffering, buffer planting, barriers and special construction techniques;
 - (vi) ~~the~~The accessibility needs of persons with disabilities and other special needs groups shall be addressed;
 - (vii) ~~the~~The proposal shall include features to promote public safety;
 - (viii) ~~the~~The servicing needs of the development shall be within the capabilities of the Town to provide; and,
 - (ix) ~~the~~The proposal shall have regard to the cumulative effects of development on the natural environment, surrounding land uses and the local economy.
- (g) ~~Industrial~~Employment development proposed adjacent to existing industrial uses will be encouraged to integrate the design and dimensions of structures, parking areas and access points with those of the adjacent uses;
 - (h) Council may encourage, and, where feasible, assist in programs to acquire ~~industrial~~employment lands and develop serviced ~~industrial~~employment sites and/or to provide services to privately owned ~~industrial~~employment lands so as to ensure an adequate supply of serviced and available ~~industrial~~employment lands within the Town of Aylmer;
 - (i) In order to enhance the viability of ~~industrial~~employment areas, Council, where feasible and deemed appropriate, may encourage and assist the appropriate authorities to establish and/or maintain the accessibility of ~~industrial~~employment areas through the provision of highways, arterial roads, and rail services;
 - (j) Council will encourage the County, the Province and any local Committee to promote ~~industrial~~employment areas in the Town of Aylmer;
 - (k) Council will promote ~~industrial~~employment development and ~~industrial~~employment areas by preparing and implementing an economic development strategy for the Town of Aylmer;
 - (l) Council may encourage, and, where feasible, assist in programs for the improvement of the appearance and amenity of ~~industrial~~employment areas;
 - (m) Where existing ~~industrial~~employment and residential uses are located in close proximity to each other, new ~~industrial~~employment buildings may be

permitted if adequate separations between uses, buffering and buffer planting including the provision of planting strips, fences/barriers, berms and/or special construction techniques are provided to minimize conflicts between the land uses to the satisfaction of Council and in accordance with the policies in Subsection 3.1.11.

- (n) Traffic generated by ~~industrial~~employment uses will be discouraged from penetrating designated residential areas;
- (o) Proposals for the redesignation of lands to ~~Industrial~~Employment from another designation shall require an amendment to the Plan and shall be evaluated based on the following criteria:
 - (i) ~~the~~The lands have access to and from an arterial road;
 - (ii) ~~full~~Full municipal services including sewer, water and utilities are available;
 - (iii) ~~development~~Development of the site shall be compatible with existing and proposed uses in the surrounding area;
 - (iv) ~~the~~The site has direct access to roads that can accommodate the anticipated traffic generated by the proposed development; and
 - (v) ~~the~~The anticipated traffic shall not result in through traffic in surrounding residential areas.
- (p) Proposals for the redesignation of land from an ~~Industrial~~Employment land use designation to a non-employment land use designation will require a comprehensive review in accordance with the Provincial Policy Statement demonstrating that the land is not required for employment purposes over the long term; ~~and~~
- (q) ~~Industrial~~Employment uses located or proposed on lands within a Natural Hazard Area shall be subject to the policies of section 4.7. ~~Industrial~~Employment uses which dispose, manufacture, treat and/or store hazardous substances shall not to be permitted within Natural Hazard Areas.

4.5 INSTITUTIONAL USES

- **Land Use Objectives**

- (a) To provide sufficient lands for low-intensity public and private uses related to health, welfare, educational, religious and government activities that benefit the residents of the Town of Aylmer; ~~and~~
- (b) To ensure that new community facilities are located to provide optimum pedestrian, bicycle and vehicle access.

- **Land Use Policies**

The general principles and policies to be considered in the development and control of institutional uses of such land are as follows:

- (a) The permitted uses include:
 - (i) educational facilities including public, separate and private schools;
 - (ii) places of worship;
 - (iii) other civic and institutional uses such as fire halls, police stations, libraries, arenas, community centres, recreation complexes and similar uses;
 - (iv) hospitals, clinics;
 - (v) rest homes, nursing homes; and
 - (vi) municipal and private utility works such as water towers, sewage treatment facilities, telephone and gas utility operating facilities and similar uses.
- (b) Where land which is designated Institutional is privately owned, it is not intended that the lands remain so designated indefinitely. Nor will this Plan be construed to imply that these areas are free and open to the general public or that they will be purchased by the Town or any other public agency;
- (c) The location of ~~institutional~~Institutional uses shall be in accordance with Schedule “A” – Land Use Plan. An amendment to this Plan is required to redesignate new areas as Institutional and to extend an existing designation. Institutional uses shall not be permitted in Natural Hazard Areas;
- (d) New ~~institutional~~Institutional uses are encouraged to locate near existing Institutional uses. An amendment may be required for the expansion of an existing ~~institutional~~Institutional use;
- (e) Institutional uses are required to provide sufficient off-street parking for associated traffic;
- (f) Building design for ~~institutional~~Institutional uses must complement the character of nearby development. Suitable setbacks, landscaping and buffers shall be required to ensure compatibility with other existing or proposed uses;
and
- (g) All ~~institutional~~Institutional uses shall be separately zoned in an appropriate zone in the implementing Zoning By-Law.

4.6 **PARKS AND OPEN SPACE**

Parks and ~~open space~~Open Space lands are valuable resources to the community and play an important role in defining the character and lifestyle of the Town and its residents. Parks and ~~open space~~Open Space shall mean those lands in either public or private ownership which are used primarily for active or passive outdoor recreation.

- **Land Use Objectives**

- (a) To recognize ~~parks~~Parks and ~~open space~~Open Space lands as a valuable resource in the Town of Aylmer;
- (b) To ensure that an adequate and equitable supply of parks, open space, and trails and the full range of leisure opportunities are available throughout the Town; and
- (c) To encourage the joint use and management of parks and other recreation and leisure time facilities with other agencies including school boards and the Catfish Creek Conservation Authority.

- **Land Use Policies**

- (a) The Town of Aylmer Recreation and Leisure Time Master Plan will guide the provision, distribution and development of parkland, trails and leisure facilities in the Town of Aylmer, and will be reviewed and updated from time to time;
- (b) Uses permitted in the Parks and Open Space designation may include: municipal parks and related community facilities, golf courses and related facilities and outdoor recreation uses;
- (c) The majority of new parkland shall be acquired by the Town through the development approval process as parkland dedication in accordance with Subsection 3.1.10 of this Plan;
- (d) Cash-in-lieu of land dedication shall be considered by Council when:
 - (i) The required land dedication fails to provide an area of suitable shape, size or location for development as public parkland;
 - (ii) The required dedication of land would render the remainder of the site impractical for development; or
 - (iii) Existing park and recreational facilities in the vicinity of the site are, in the opinion of Council, already adequate to serve the anticipated increase in population.

- (e) Every effort will be made to establish new parks adjacent to schools or areas of natural amenities, within easy access of the community. This would achieve economies of scale and avoid duplication of services;
- (f) Linkages, including bicycle and pedestrian trails, shall be encouraged between existing and new ~~parks~~Parks and ~~open space~~Open Space lands;
- (g) Where any lands designated for Parks and Open Space are under private ownership, this Plan does not imply that these lands must necessarily remain as ~~open space~~Open Space indefinitely. Nor shall it be construed as implying that Parks and Open Space areas are free and open to the general public or will be purchased by the Town. If a proposal is made to develop privately owned lands which are designated for Parks and Open Space and the Town does not wish to purchase such lands, then an application for amendment to this Plan to redesignate such lands for other purposes will be given due consideration by the Town;
- (h) An Official Plan amendment will not be required for the conversion of lands in any land use designation for lands to be dedicated for a public park or recreational facility;
- (i) Should the developer as part of a multiple unit development provide recreational facilities such as swimming pools, tennis courts, etc., beyond the required dedication of land, Council may consider increasing the density permitted on the site without an amendment to the Plan. [See Section 4.2.3(3)~~);~~]; and
- (j) The Town will consider opportunities for the promotion and implementation of stormwater management best practices within the Town's parks and open spaces where appropriate. Consideration should be given to stormwater attenuation and re-use and low impact development measures to control the quantity and quality of stormwater.

4.7 NATURAL HAZARD AREAS

In Aylmer, hazardous lands are associated with flood-prone areas and steep slopes along Catfish Creek, Bradley Creek and their tributaries. The ~~Term~~term hazardous means property or lands that could be unsafe or inappropriate for development due to naturally occurring processes. Along inland river and stream systems, this means the land, including that covered by water, to the farthest landward limit of the flooding or erosion hazard limit.

Hazard mapping and monitoring of hazards associated with Catfish Creek and its tributaries and other waterways in the watershed are the responsibility of the Catfish

Creek Conservation Authority (CCCA). New, more detailed and up to date natural hazard mapping that estimates the potential regulation limits of the CCCA ~~has been provided to the Towns being updated on an ongoing basis~~ by the CCCA ~~for use in the Official Plan update. However, new flood line mapping is still being developed~~ and may need to be incorporated by future ~~amendment~~amendments to this Plan.

4.7.1 DEVELOPMENT CONTROL AREAS

Development Control Areas are defined by the location of the regional flood lines for Catfish Creek and Bradley Creek provided by the CCCA. Schedule “B” of this Plan depicts the limits of the floodplain Development Control Area. The delineation of the Flood Line on Schedules ”A” and “B” is based upon the mapping supplied by the Catfish Creek Conservation Authority.

(1) Land Use Objectives

- (a) To reduce the risk to life and the risk of property damage and social disruption from flooding and other natural hazard processes and to ensure new development does not add to or create conditions that might lead to increased natural hazards.

(2) Land Use Policies

- (a) No buildings or structures shall be permitted in the Development Control Area except where such are intended for flood or erosion control or are normally associated with the water course protection works or bank stabilization projects and are approved by Council and the Catfish Creek Conservation Authority;
- (b) An amendment to this Plan will not be required for minor revisions to the Flood Line boundary subject to approval by the Catfish Creek Conservation Authority. In these situations, the permitted uses will be the same as those permitted in the adjacent land use designation as shown on Schedule “A” – Land Use Plan;
- (c) In some instance, natural hazards to development may be overcome through site engineering, special site servicing requirements and/or lot grading and drainage works. Proposals to develop lands with inherent physical constraints shall be dealt with on a case by case basis. Should all other requirements of this Plan and the Catfish Creek Conservation Authority be met, new development may be able to proceed through an amendment to this Plan;

- (d) Building setbacks will be imposed from the margins of the Flood Line designation in relation to the severity of the existing and potential environmental hazards;
- (e) In situations where lands under private ownership are located within the Flood Line, Council is under no obligation to either change the flood line delineation or to purchase any of the area within the Flood Line; [and](#)
- (f) An Environmental Impact Study may be required in accordance with Section 5.8 where development is proposed within or adjacent to the Development Control area.

4.7.2 DEVELOPMENT REGULATED AREAS

Development ~~regulated areas~~[Regulated Areas](#) are subject to the Catfish Creek Conservation Authority generic regulations. Schedule “B” of this Plan depicts the limits of the CCCA Regulated Area. The delineation of the CCCA Regulation Limit on Schedules “A” and “B” is based upon the updated mapping supplied by the Catfish Creek Conservation Authority.

(1) Land Use Objectives

- (a) To work with the Catfish Creek Conservation Authority to regulate land use and development in areas of steep slopes and other constraints within the regulated area; [and](#)
- (b) To reduce the risk to life and the risk of property damage and social disruption, and to ensure new development does not add to or create conditions that might lead to increased natural hazards.

(2) Land Use Policies

- (a) Should all other requirements of this Plan be met, and subject to the regulations and approval of the Catfish Creek Conservation Authority, permitted uses in the regulated area shall include the uses permitted by the underlying designation shown on Schedule “A” – Land Use Plan;
- (b) Revisions to the CCCA Regulatory boundary depicted on Schedules “A” and “B” may occur without amendment to this Plan, if approved by the Catfish Creek Conservation Authority;
- (c) Conditions may be imposed on the construction of new buildings and structures in the regulated area; [and](#)

- (d) An Environmental Impact Study may be required in accordance with Section 5.8 where development is proposed within or adjacent to the regulated area.

4.7.3 WILDLAND FIRE HAZARDS

In accordance with the Wildland Fire Risk Assessment and Mitigation Manual provided by the Province, development shall be directed away from areas having hazardous forest types, and development applications in areas of high to extreme risk for wildland fire must be supported by a risk assessment that identifies mitigation measures to lower the risk.

4.7.3.4.7.4 NATURAL HERITAGE AREAS

In Aylmer, natural heritage features are generally limited to the valley lands associated with Catfish Creek and Bradley Creek and significant woodlands. These areas are protected by this Official Plan to ensure their features and functions are preserved for the long term, as is consistent with the Provincial Policy Statement.

The latest mapping information provided by the Catfish Creek Conservation Authority and the ~~Ministry~~Province of ~~Natural Resources~~Ontario indicates that there are no Locally or Provincially Significant Wetlands (PSWs), Areas of Natural and Scientific Interest (ANSIs) or Environmentally Significant Areas (ESAs) presently mapped within the Town of Aylmer. The ~~Ministry~~Province of ~~Natural Resources (MNR)~~Ontario approves the identification of PSWs, ANSIs and significant habitat of endangered and threatened species and the mapping of same. This Plan recognizes that there are data sensitivity issues and other challenges in mapping significant habitat. Where the preparation of an Environmental Impact Study (EIS) is required by this Plan, the EIS shall determine if there are records of endangered and threatened species, ~~and~~; in the event that records are identified on or adjacent to the subject lands, the ~~MNR~~Province of Ontario will be consulted in order to provide further technical assistance. If a wetland is determined through an evaluation to be significant, a or if significant habitat of endangered and threatened species or other features are identified ~~than, then~~ then no development or site alteration will be permitted and the schedules of the Official Plan will be updated to reflect this new information.

~~Mapping of significant valley lands was not available at the time of preparation of this Plan. These areas are generally encompassed by the Natural Hazard Area designations of this Plan which provide the required protection to these features.~~

The County of Elgin is currently preparing a Natural Heritage Systems Study to address the Provincial Policy Statement requirements. As a result, once this study has been approved by the County, the Official Plan shall be amended to apply the new policies and mapping.

4.7.44.7.5 WOODLANDS

In the absence of a study identifying significant woodlands in the Town, woodlots having an area of 2 hectares or greater are classified as significant. These significant woodlands are identified on Schedule “B”. The Significant Woodlands are treed areas that provide environmental and economic benefit to both the land owner and the general public, ~~such as including~~ erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products.

(1) Land Use Objectives

- (a) To identify and protect woodlots within the Town of Aylmer that are greater than 2 hectares;
- (b) To prevent incompatible development within and abutting this environmental feature; and
- (c) To encourage private land owners to seek the advise and cooperation of the Catfish Creek Conservation Authority in the management of woodlots.

(2) Land Use Policies

- (a) The uses permitted in areas identified as “Significant Woodlands” on Schedule “B” shall be limited to conservation, wildlife management, and passive outdoor recreation such as trails;
- (b) Permitted buildings and structures shall be limited to those directly related to the management of the woodland feature;
- (c) Lands designated as “Significant Woodlands” on Schedule “B” should, as much as possible, be retained in their natural state ~~and~~ for conservation or wildlife habitat enhancement;
- (d) Site alterations and/or development on lands within ~~50~~120 metres of a “Significant Woodland” shall be in accordance with the applicable land use designation on Schedule “A” and may only be permitted if it can be demonstrated that there will be no negative impacts on the adjacent woodlot features and its associated ecological functions;
- (e) Site alternation and/or development on lands within a “Significant Woodland” overlay shall not be permitted unless it can be demonstrated through an Environmental Impact Study that there will

be no negative impacts on the woodlot feature and its ecological functions, or alternatively a regional woodlands study has been completed identifying that the woodlot is not significant by regional standards. Development shall be permitted in accordance with the underlying land use designation on Schedule "A" where such study has satisfied Council and the Catfish Creek Conservation Authority that that ~~the~~there will be no negative impacts on the feature or its ecological functions, or alternatively a regional woodlands study has been completed identifying that the woodlot is not significant by regional standards. Appropriate conditions may be imposed on the development to mitigate any negative impacts; and

- (f) For the determination of whether or not negative impacts will occur, an Environmental Impact Study shall be undertaken in accordance with Section 5.8.

SECTION 5 DEVELOPMENT POLICIES

5.1 LAND DIVISION

5.1.1 PLANS OF SUBDIVISION

With the exception of the land severances granted by the Land Division Committee (see Section 5.1.2), all land divisions in the Town of Aylmer shall take place by registered plan of subdivision. It shall be the policy of the municipality to recommend only those plans of subdivision which comply with the policies of this Plan. Before recommending a plan of subdivision for approval, the municipality will ensure that the area to be subdivided can be provided with necessary services and amenities, and that the proposed development would not adversely affect the economy and the environment of the Town of Aylmer. Reference should also be made to Section 5.1.2 (9).

5.1.2 LAND SEVERANCES

Should the Land Division Committee establish that a plan of subdivision is not necessary for proper and orderly development for up to five (5) lots, consideration for consent to a land severance may be allowed. The creation of six (6) or more lots requires a plan of subdivision (see Section 5.1.1). In considering an application for consent, the Land Division Committee shall be guided by the relevant objectives and policies of this Plan, including the following:

- (1) The division of land will only be allowed when all the parcels involved abut a public road of a standard of construction acceptable to the Town (and the County of Elgin when applicable) and [where](#) safe and suitable access is available;
- (2) The division of land will not be allowed if any parcel involved requires access to be obtained where a traffic hazard could be created because of limited sight lines on curves or grades or proximity to intersections;
- (3) The division of land will only be allowed when it has been established that soil and drainage conditions for all parcels involved are suitable:
 - (a) to permit the proper siting of a building;
 - (b) to allow connection to public piped sanitary sewer and water services;
 - (c) to accommodate required stormwater facilities;

- (4) The division of the land will only be allowed if the proposed lots comply with the provisions of the Town's Zoning By-Law. The Zoning By-Law shall establish minimum lot frontages and areas in accordance with the requirements of the [Ministry of the Environment Province](#) and/or its designated agent. Where a by-law amendment or minor variance is necessary, it shall be a condition of the consent or plan of subdivision approval;
- (5) The division of land shall be prohibited if development would occur on lands subject to severe flooding, development control areas, severe erosion or unstable conditions or any other physical limitations as determined by the Town in consultation with the Catfish Creek Conservation Authority;
- (6) Notwithstanding any other section of this Plan, consents for the creation of easements or rights-of-way are permitted, and minor lot adjustments or minor boundary changes are permitted provided they are granted conditional to Section 50(3) or (5) of the Planning Act, R.S.O. 1990, c.P.13 and [that](#) the consent would not result in the creation of a new building lot;
- (7) The Land Division Committee may exercise its powers under the Planning Act R.S.O. 1990, c.P.13 when reviewing the shape, size, etc. of any proposed lot;
- (8) It shall be the Town's policy to require one application fee per new lot created, each right-of-way, lot addition, etc. However, only one application outlining all the lots to be created need be submitted. Such application shall have a corresponding series of numbers. Further, it shall be the Town's policy to deny consent applications that only remit one fee by applying for a new lot line in the middle of an existing lot in an attempt to create three lots with one application; [and](#)
- (9) When considering consent applications or plans of subdivision, consideration will be given to the following requirements which may be stipulated as a condition of consent or plan of subdivision approval where applicable:
 - (a) that a lot levy (including 5 percent of the value of the lot for park purposes) and charges as specified for community services in accordance with the Town's Development Charges By-Law be paid;
 - (b) that the applicant enter into an agreement to maintain any drainage facilities which traverse the property;

- (c) that the applicant enter into an agreement to construct or maintain fences around the proposed lot;
- (d) that the Town’s Zoning By-Law be amended to permit the proposed use, if necessary, prior to the stamping of deeds;
- (e) that access to the property is constructed to the satisfaction of the appropriate agency;
- (f) that all new development proposed within be serviced by municipal piped water supply and municipal sanitary sewage facilities.

5.2 DOWNTOWN IMPROVEMENT AND REVITALIZATION

- It is the intent of this Plan that the Core Commercial Area be maintained as the main commercial and civic focus of the Town. To this end, Council shall actively participate in the improvement, development, and redevelopment of the Core Commercial Area, both by pursuing government programs or projects that would act as a “seeder” in the downtown area and by giving encouragement and direction to development, redevelopment, and restoration projects.
- It is the intent of this Plan that the progressive features and positive characteristics which have developed in the Core Commercial Area, be retained and reinforced. Development of vacant sites and redevelopment of existing areas in the Core Commercial Area shall be encouraged in a comprehensive manner with a view to coordinating individual site designs and providing integrated solutions to pedestrian and vehicular traffic circulation problems. To further these objectives, Council may require that prospective developers of lands in the Core Commercial Area enter into a Development Agreement with the municipality in accordance with the Planning Act R.S.O. 1990, c.P.13.
- Although intensification of use will be inherent in most development or redevelopment, it is the intent of this Plan that in any rehabilitation, conservation, development or redevelopment schemes for the Core Commercial Area, emphasis be placed on the provision of abundant light and air space, the provision of attractive and usable open space available to the public, the aesthetic value of enclosed areas as well as open areas, the importance of public buildings as focal points of civic improvements, the restoration of existing buildings wherever possible, and the retention of historical atmosphere and buildings. High standards of civic design emphasizing unity, coherence, and aesthetic appeal shall be the goal throughout.
- No open storage shall be permitted in the Core Commercial Area.

- It is the intent of this Plan that the Core Commercial Area remain as compact as possible in order to serve the pedestrian most effectively. New development should be planned as an extension of the existing business area and should not be allowed to infiltrate unnecessarily into adjoining residential areas.
- Council shall endeavour to improve the environment of the Core Commercial Area by making use of small spaces for such amenities as benches and planting, and to improve the design of street lighting and other street furniture.
- Council shall encourage merchants and property owners in the Core Commercial Area to improve their store fronts and signs and thereby improve the overall appearance of the downtown area.
- Council will work with the BIA to develop and encourage building maintenance practices within the Core Commercial Area.
- Council shall consider the assembling of land within the Core Commercial Area as assistance to redevelopment or rehabilitation schemes.
- Council shall have regard to the policies relating to Economic Development that are contained in Subsection 5.5 of this Plan when considering the improvement and revitalization of the downtown area.

5.3 **POLICIES FOR COMMUNITY IMPROVEMENT**

5.3.1 **DESIGNATION OF COMMUNITY IMPROVEMENT AREAS**

In any established area of the Town where there is evidence that physical and/or socio-economic change may occur if no public action is taken, Council in conjunction with the citizens shall determine whether it is in the best interest of the area and the Town as a whole to encourage such change by directing a program of orderly transformation or to encourage the conservation of the area.

Where the effects of physical and/or socio-economic change is already evident, Council shall determine in a similar manner whether or not this change is in the best interest of the area and the Town as a whole and therefore, whether or not to encourage the rehabilitation and conservation of the area or its orderly transformation.

Council shall therefore, from time to time, develop Community Improvement Plans that provide details on how selected areas will be improved through conservation, rehabilitation, redevelopment, renovations, revitalization and/or environmental remediation. Community Improvement Plans may be applied to all types of uses, buildings, and/or structures in any given area.

Community Improvement Areas for the Town of Aylmer may be selected from any area within the Town subject to the criteria set out in this Section.

5.3.2 CONSERVATION, REHABILITATION, AND REDEVELOPMENT

In areas of conservation and rehabilitation, Council shall institute a program to ensure the conservation and rehabilitation of existing buildings; both through direction and encouragement and by regulatory measures in order to discourage redevelopment. However, Council shall recognize the justifiable redevelopment of selected buildings and uses within these areas as an integral part of such a program. Particular attention shall be directed initially to those buildings and uses thought to have the most detrimental effects on the surrounding area.

5.3.3 GOALS AND OBJECTIVES

The principal goals for the Community Improvement Areas within the Town of Aylmer shall be:

- (1) To protect and enhance the quality of the area which the residents value highly;
- (2) To eliminate the deficiencies in municipal services and recreational facilities wherever it is economically and physically possible;
- (3) To assist the community in improving the overall appearance of residential and commercial structures and to act as a catalyst for individual improvement by acquiring properties that are beyond rehabilitation and removing their blighting influences from the area;
- (4) To urge and assist owners of commercial and residential property to rehabilitate premises where necessary in order to eliminate deterioration and improve community pride in ownership or occupancy; ~~and~~
- (5) To improve the quality of air, land and water to help contribute to an overall better quality of life in the community; ~~and~~
- (6) To generally foster local economic growth.

The specific objectives of community improvement for the Town of Aylmer shall be:

- (1) To provide for the maximum feasible amount of rehabilitation of existing housing and commercial premises;

- (2) To establish an active program for informing property owners of various available forms of housing and commercial rehabilitation assistance;
- (3) To enforce, if necessary, any controls which will contribute to the visual attractiveness of the community and the health and safety of the occupants;
- (4) To improve the sanitary and flooding situation of the community by separating the sanitary and storm sewers on a selected street within the area identified as in need of community improvement on a phased program;
- (5) To improve the water distribution system by installing new water mains on selected streets within the Town of Aylmer on a phased program;
- (6) To improve the safety and visual appearance of the community by installing new sidewalks, improved street lighting, power lines, curbs and gutters, and the resurfacing of selected streets within the Town of Aylmer on a phased program;
- (7) To improve the visual appearance of the community by encouraging the relocation of non-conforming land uses and incompatible land uses;
- (8) To ensure that the residents have a full range of community, social and recreational facilities by further developing or improving ~~the~~ parkland and recreational amenities;
- (9) To ensure underutilized sites and/or environmentally compromised sites be revitalized to be contributing assets to the Town;
- (10) To provide funding in the form of grants and/or loans and/or the waiving of fees for appropriate projects that meet the objectives of the Community Improvement Plan;
- (11) To encourage the preservation, rehabilitation, renewal and reuse of heritage resources, including heritage buildings;
- (12) To encourage and incentivize construction of affordable housing;
- (13) To improve energy efficiency;
- (14) To promote the establishment, expansion and rehabilitation of tourism and tourist destination-oriented uses within existing buildings; and
- (15) To facilitate and stimulate local economic development.

5.3.4 CRITERIA FOR SELECTING COMMUNITY IMPROVEMENT AREAS

In determining whether or not an area in the Town of Aylmer will be selected for the development of a Community Improvement Plan one or more of the following criteria would have to be met:

- (1) That a portion of the housing stock is in need of rehabilitation, whether interior or exterior;
- (2) There is a deficiency or deterioration in one or more of the following municipal services:
 - (a) ~~sewers~~Sewers and watermains;
 - (b) ~~roads~~Roads and streets;
 - (c) ~~curbs~~Curbs and sidewalks; and
 - (d) ~~street~~Street lighting and utilities.
- (3) There is a deterioration or deficiency in one or more of the following recreational and social facilities:
 - (a) Public indoor/outdoor recreational facilities;
 - (b) Public open space; and
 - (c) Public social facilities such as community centres, libraries, clinics, and cultural facilities;
- (4) The area exhibits problems with transportation, traffic or parking;
- (5) The area contains land use conflicts between non-compatible uses or contains underutilized lands which may detract from the viability of the area, but which if redeveloped ~~or~~ renovated or developed to another use could enhance or revitalize the area;
- (6) That the phasing of improvements is within the financial capability of the Town;
- (7) That the improvement shall have a significant impact on strengthening the economic base of the community;
- ~~(6)~~(8) The overall streetscape or aesthetics of the area are in need of upgrades;

~~(7)~~(9) The presence of land and/or buildings that may require environmental site assessments or designated substance analysis and the implementation of appropriate and necessary remedial measures; and

(10) For any other environmental, social or community economic development reasons, in conformity with the policies of the County of Elgin Official Plan and this Plan.

5.3.5 PHASING OF IMPROVEMENTS

Community improvement activities will be phased in order to prevent unnecessary hardship for the residents and the business community and to establish a natural and logical sequence of improvements based on appropriate engineering studies. Priorities for community improvement projects will be established as follows:

- (1) Older residential areas located around the core area and in several of the northerly sections of Aylmer which exhibit somewhat deficient housing conditions;
- (2) The Talbot Street Commercial Area constitutes the downtown or Core Commercial of the Town of Aylmer;
- (3) Sites that require detailed environmental site assessments and/or remedial work;
- (4) John Street Commercial Area.

The separation of sanitary and storm sewers will be a number one priority within the community, with phasing occurring in a natural and logical sequence based on engineering studies.

Improvements to lighting, watermains, sidewalks and road surfaces will also be carried out in a logical sequential manner in conjunction with the separation of sanitary and storm sewers.

5.3.6 IMPLEMENTATION

Council may achieve its community improvement objectives by implementing the following measures:

- (1) Designation of Community Improvement Project Areas by by-law and the preparation of Community Improvement Plans for areas so designated as provided for in the Planning Act R.S.O. 1990, c. P. 13;

- (2) Encouragement of rehabilitation within Community Improvement Areas;
- (3) Passing and enforcement of a Maintenance and Occupancy Standards By-law;
- (4) Utilization of public funds through a variety of government programs;
- (5) Acquisition of land where required, with the approval of the Minister of Municipal Affairs and Housing when necessary, to provide services or improve certain facilities, buildings and/or lands;
- (6) Consider the need for community improvement in the preparation of capital and current budgets;
- (7) Support the initiatives of local service clubs, private enterprise and residents who from time to time may carry out the improvement projects designed to enhance the quality of the community;
- (8) Construct, repair, rehabilitate or improve buildings or land acquired or held by the municipality in Community Project Areas in conformity with Community Improvement Plans;
- (9) Evaluate development and redevelopment applications within Community Improvement Project Areas having regard for the objectives of community improvement in that area;
- (10) Support the local Heritage Conservation Committee in their efforts and initiatives;
- (11) Support the Business Improvement Area and the policies of Section 5.2 of this Plan;
- (12) Consider more flexible approaches to the zoning when community improvement objectives are supported;
- (13) Encourage private initiatives regarding conservation, rehabilitation, redevelopment and environmental remediation;
- (14) Consider the provision of grants and/or loans and/or the waiving of fees when local initiatives support the objectives of the community improvement plan; [and](#)
- (15) When feasible, acquire buildings and/or lands to carry out the community improvement plan and/or objectives.

5.4 **POLICIES FOR HERITAGE CONSERVATION**

5.4.1 **GENERAL GOAL**

Council recognizes that there may be some features of historic, archaeological or architectural significance within the municipality. ~~Where possible, Council will attempt to preserve them. The following policies may be useful in guiding such attempts.~~ It is the intent of this Plan that the Town's significant built heritage resources and significant cultural heritage landscapes be identified, conserved and enhanced, and that all new development occur in a manner that conserves the Town's cultural heritage. The cultural heritage resources of the Town include:

- built heritage resources;
- cultural heritage landscapes; and,
- archaeological resources.

5.4.2 **BUILT HERITAGE RESOURCES AND CULTURAL HERITAGE LANDSCAPE POLICIES**

In order to achieve the desired goal outlined in the preceding Section, the following objectives have been identified.

~~(16) New development permitted by the land use policies and designations of this Plan should have regard for heritage features and should, wherever possible, incorporate these resources into any plan that may be prepared for such new development within the Town.~~

(1) Significant built heritage resources and significant cultural heritage landscapes will be conserved.

~~(2)~~(2) Within the Parks and Open Space and Development Control Areas recognized in this Plan, Council should encourage measures which enhance public appreciation and visibility of interesting industrial operations, buildings, structures or landscapes of historic, archaeological or scenic value.

~~(3)~~(3) Council may use all relevant legislation to encourage the preservation and enhancement of heritage features and should attempt to increase awareness of the value of heritage conservation in the community.

(4) The municipal clerk will establish and maintain a register of all properties designated under Part IV and Part V of the Ontario Heritage Act ~~may be~~

~~utilized, which includes but is not limited to conserve, protect and enhance the:~~

- ~~a. Cultural heritage resources of interest to the Town through;~~
- ~~b. Cultural heritage resources identified in provincial or federal inventories;~~
- ~~c. Additional cultural heritage resources that the designation of individual properties as areas of architectural Council of the local municipality believes to be of cultural heritage value or interest;~~
- ~~a.d. Areas of archaeological potential, and archaeological and historical significance resources identified by the Province.~~

~~(3)(5)~~ To this end, the municipality may establish a Heritage Committee in accordance with the provisions of the Ontario Heritage Act to advise Council on heritage conservation matters.

~~(d) — Criteria for Identification of Properties~~

~~The significance of the property in illustrating or interpreting the heritage of the property should be judged by the basic criteria of architectural merit and historical association. In general the property should illustrate effectively the broad architectural, cultural, social, political and economic patterns of the municipality's history or should be associated or identified with events or persons that have shaped that history in a significant way.~~

~~(e) — Criteria for Identification of Districts~~

~~An area identified as a potential Heritage Conservation District should contain a number of properties of architectural and historical value which when seen together form a unit that reflects an aspect of the municipality's historical or cultural development or that contains important aesthetic or environmental characteristics, which warrant that the area be protected in its entirety.~~

~~A plan may be prepared to examine those aspects of the study area that contribute to its special character and contain recommendations as to what actions or policy directions should be initiated to conserve the heritage of the district.~~

~~(6) A heritage impact assessment by a qualified professional will be required whenever cultural heritage resources may be impacted by a proposed development. Such an assessment will include recommendations regarding mitigation measures on how impacted cultural heritage resources will be conserved.~~

- (7) Licensed, private abandoned or legally closed cemeteries are to be included in the heritage property register. The Town may consider the designation of these cemeteries in order to retain them in their original condition and location.

5.4.3 ARCHAEOLOGICAL RESOURCES POLICIES

- (1) Development and site alteration will not be permitted on lands containing archeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.
- (2) Archeological assessments carried out by consultant archaeologists licensed under the Ontario Heritage Act will be required as a condition of any development proposal affecting areas containing a known archaeological site or considered an area of archaeological potential.
- (3) Archaeological assessment reports prepared by licensed consultant archaeologists are to be in compliance with the 2011 Standards and Guidelines for Consultant Archaeologists as set out by the Ministry of Heritage, Sport, Tourism and Culture Industries, as well as the terms and conditions of an archaeological license under the Ontario Heritage Act.
- (4) Areas of archaeological potential are determined through the use of provincial screening criteria, or criteria developed by a licensed consultant archaeologist based on the known archaeological record for the Town and its surrounding region. Such criteria may include a range of environmental, physiographic and historical features, as well as information from local stakeholders and the effects of past land use.
- (5) When considering applications for shoreline or waterfront development, the Town shall ensure that cultural heritage resources, both on shore and in the water, within the Town's jurisdiction are not adversely affected and may require an archaeological assessment (land and/or marine) and satisfactory measures to mitigate any negative impacts on significant cultural heritage.
- (6) The interests of Indigenous communities will be considered when identifying, conserving and managing cultural heritage and archaeological resources.
- (7) An archaeological assessment by a licensed consultant archaeologist is required when a known or suspected cemetery or burial site may be affected by a proposed development. Consultation with appropriate government agencies, including the Ministry of Heritage, Sport, Tourism

[and Culture Industries, and the Ministry of Government and Consumer Services \(Cemeteries Regulation Unit\) is required. The provisions of the Heritage Act and the Funeral, Burial and Cremation Services Act must apply.](#)

5.5 ECONOMIC DEVELOPMENT

It is the intent of this Plan to develop the Town to its fullest economic potential, while maintaining the quality of life existing residents have come to expect. This Plan hopes to promote the economic well-being of Town residents and to provide employment opportunities. It is also the intent of the Plan to achieve greater diversification in the Town's overall economic base, while continuing to encourage and promote the development of the traditional agricultural, [industrial employment](#) and commercial base of the Town.

The general principles to be considered in the economic development of the Town are as follows:

5.5.1 ECONOMIC DEVELOPMENT POLICIES

- (1) The Town shall encourage the expansion and diversification, including business retention and expansion of the Town's economic base in order to maximize the number and types of employment opportunities and to stabilize the impacts of cyclical and long-term economic trends in various agricultural, [industrial employment](#), service and commercial sectors upon the Town and its residents.
- (2) The Town shall undertake and adopt an economic development strategy for the Town in order to give focus and direction to its economic development efforts. This economic development strategy shall serve as a basis for the promotion of economic development in the Town ~~and will~~ include two main areas of emphasis - agricultural diversity and stability, and [industrial employment](#) development. The economic development strategy may be undertaken in cooperation with neighbouring municipalities and the County of Elgin.
- (3) The Town may participate in any programs offered by other levels of government to improve employment opportunities and promote economic development.
- (4) The Town may cooperate with other levels of government to develop a strategy and program to acquire and develop land for economic development purposes.

- (5) The Town may cooperate to develop an incubator mall, which may utilize existing vacant or underutilized buildings, to nurture new business ventures.
- (6) The Town shall promote efficient, economical use of the land resources. The use of large lots by small industries and commercial buildings will be discouraged unless there is a need for future expansion.
- (7) As part of its on-going planning process, the Town will consider the short and long-term, direct and indirect, economic impacts of various types of development.
- (8) In pursuing economic development, the Town will, at all times, ensure that the costs associated with development are within the Town's financial capabilities, and that there are no undue social or environmental costs.
- (9) [The Town will work with infrastructure providers with the intent of future-proofing for advanced technologies including, but not limited to, high-speed/fibre networks and infrastructure to support electric vehicle charging stations.](#)

5.6 **PLANNING IMPACT ANALYSIS**

It is a policy of the Plan that a Planning Impact Analysis will be used to evaluate applications for an Official Plan and, depending on the magnitude of the development, a Zoning By-Law amendment to determine the appropriateness of the proposed change and to identify ways of reducing any adverse impacts on surrounding land uses. A Planning Impact Analysis will supplement the consideration of compliance with the permitted use, location, scale of development, and other criteria applicable to the relevant land use designation.

Proposals for changes in the use of land which require the application of [A.9](#) Planning Impact Analysis will be evaluated on the basis of:

- Compatibility of proposed uses with surrounding land uses, and the likely impact of the proposed development on present and future land uses in the area and on the character and stability of the surrounding neighbourhood;
- The height, location and spacing of any buildings in the proposed development, and any potential impacts on surrounding land uses;
- The extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;

- The proximity of any proposal for medium and high density residential development to public open space and recreational facilities, community facilities, municipal services, [and](#) transit services, and the adequacy of these facilities and services to accommodate the development proposed;
- The size and shape of the parcel of land on which a proposed development is to be located, and the ability of the site to accommodate the intensity of the proposed use;
- The location of vehicular access points and the likely impact of traffic generated by the proposal on streets, on pedestrian and vehicular safety, including impacts on the primary to secondary evacuation routes identified in the Town’s Emergency Plan, and on surrounding properties;
- The exterior design and layout of buildings and the integration of these uses with present and future land uses in the area;
- The location of lighting and screening, and the adequacy of parking areas;
- The provisions for landscaping and fencing;
- The location of outside storage, garbage and loading facilities;
- Conformity with the provisions of the Site Plan Control By-Law;
- The design and location of signs, and the compliance of signs with the Sign Control By-Law; [and](#)
- Measures planned by the applicant to mitigate any adverse impacts on surrounding land uses and streets which have been identified as part of the Planning Impact Analysis.

5.7 AREA STUDIES

~~It is a policy of this Plan that area studies may be prepared to assist in the implementation of the policies of this Plan and to provide guidance for the preparation and evaluation of regional facility and community facility development proposals. Area studies may deal with:~~

- ~~• Land use type and intensity;~~
- ~~• On-site and off-site parking;~~

5.7 ~~Road network~~ PRE-APPLICATION CONSULTATION AND PRESCRIBED INFORMATION FOR PLANNING APPLICATIONS

The Planning Act permits the Town to require applicants to consult with the Town prior to formal submission of planning applications. Pre-consultation is important so that both the proponent and the Town have a detailed understanding of proposals, timelines and expectations in order for appropriate information to be provide by all parties and to ensure the streamlining of the development review process.

Depending on the nature of the proposed development and planning application, the Town, in consultation with other agencies, may require the following studies or additional information to deem applications complete and to properly evaluate a development application:

- Planning Rationale
- Heritage Impact Assessment
- Environmental Impact Statement
- Archaeological Assessment
- Transportation Impact Study
- Minimum Distance Separation
- Servicing Options Study
- Drainage/Stormwater Management Report/Plan
- Geotechnical Study
- Hydrogeological Study
- Confirmation of Hauled Sewage/Septage Capacity Report
- Erosion and traffic circulation;Sediment Control Plan
- ~~Pedestrian movement;~~
- ~~Municipal services;~~
- ~~Amount and location of neighbourhood open space;~~
- ~~Landseaping;~~

- Presence Feasibility / Detailed Noise Study
- Vibration Study / Noise Control Study (Airport)
- Obstacle Limitation Surfaces (Airport Zoning Regulations)
- Sun-Shadow Study
- Fisheries Assessment
- Shoreline Riparian Control Study
- Wildland Fire Assessment
- Retail Market Impact Study
- Urban Design Study/Brief
- Hydraulic Floodway Analysis and Detailed Floodline Mapping Study
- Groundwater Impact Assessment
- Record of Site Condition
- Phase I Environment Site Assessment (ESA)
- Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required
- Parking Study
- Functional Servicing Report
- Master Environmental Servicing Study (MESP)
- Agricultural Impact Assessment
- Lighting Study
- Fire Safety Plan will be required for all new and existing buildings of architectural and/or historical significance to be used
- Waste Management Plan
- Odour/Ventilation Plan

- [Crime Prevention Through Environmental Design \(CPTED\) analysis](#)
- [Other studies relevant to the development and lands impacted by the proposed development approval application.](#)

5.8 **ENVIRONMENTAL IMPACT STUDY STATEMENT**

For development within or in proximity to those natural heritage features identified on Schedule “A” and “B”, Council will, in consultation with the Catfish Creek Conservation Authority (C.C.C.A.), require the proponent to undertake an Environmental Impact [Study Statement](#) prior to any Planning Act approvals being granted for such lands.

The Environmental Impact [Study Statement](#) shall:

- be completed by qualified professional(s) ~~proficient in ecology with appropriate environmental planning qualifications;~~
- ~~describe~~ and ~~other relevant earth sciences;~~
- evaluate the existing significant natural features, linkages, and ecological functions of the subject property in the context of the entire natural area;
- explain the details of the proposed development and identify feasible alternatives which demonstrate no negative impact upon the significant natural features and their ecological functions for which the site has been identified;
- [recommend monitoring activities;](#)
- obtain and document input from public and agency consultation, and address any concerns; and
- be able to satisfy the policies for Natural Hazard Areas and Natural Heritage Areas set out in this Plan.

[Where necessary, other agencies or individuals with environmental expertise may be consulted to assist in the review of Environmental Impact Statement.](#)

All development or site alterations proposed in a natural area identified as significant will only be permitted once it has been demonstrated through an Environmental Impact [Study Statement](#) that there will be no negative impacts to the feature or its ecological functions, to the satisfaction of Council and the C.C.C.A.;

Additional guidance regarding the specific technical requirements of an Environmental Impact Statement and the approach that should be taken for the preparation of an Environmental Impact Statement within the context of a typical municipal planning process are discussed further in the Natural Heritage Reference Manual (OMNR 2005).

SECTION 6 IMPLEMENTATION

6.1 GENERAL

This Official Plan shall be implemented by means of the powers conferred upon the Town of Aylmer Planning Committee and Council by The Planning Act, The Municipal Act, The Ontario Heritage Act, and such other statutes as may be applicable. In particular, this Plan shall be implemented by the Zoning By-Law, a Maintenance and Occupancy Standards By-Law, legislation pursuant to The Municipal Act, Subdivision and Part-Lot Control By-Laws, the construction of public works, and a capital works program.

6.2 ZONING BY-LAW

6.2.1 BY-LAW TO CONFORM TO THE PLAN

It is intended that a comprehensive Zoning By-Law be brought into effect in accordance with the provisions of the Planning Act by the Council of the Town of Aylmer. Such By-Law shall zone land in accordance with the land use designations and policies contained within this Plan and will establish regulations to control the use of land and the character, location, and use of buildings and structures. No application may be approved or by-law passed that does not conform to this Plan, save and except a by-law pursuant to the Planning Act R.S.O. 1990. Land designated on Schedule "A" may be zoned to a "Holding" Zone pending their appropriate timing for their respective uses in accordance with the designations as shown on the Land Use Plan and policies related thereto, when Council is satisfied that the resulting development is desirable and appropriate.

6.3 HOLDING BY-LAW

A Holding By-Law, as provided for in the Planning Act, R.S.O. 1990, may be applied.

Not all lands will necessarily be zoned immediately in the implementing Zoning By-Law to permit the uses as designated on Schedule "A" - Land Use Plan. Lands may be zoned only to conform to and, wherever possible, to implement policies of this Plan and where municipal services, roads and community facilities are or will be available as required.

The Council may, in the Zoning By-Law, by the use of the symbol "hH" as a prefix or a suffix, in conjunction with any use designation, specify the use to which lands, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the By-Law. This procedure will enable the holding of lands designated for specific land uses in this Plan until such time as the land is required for phasing purposes or until necessary concept plans or subdivision design have been prepared.

Removal of the holding symbol from a parcel of land shall be conditional upon the developer of the land satisfying specific requirements of the municipality. These conditions may include, for example, satisfying financial and servicing requirements of the Town, the provision of a suitable stormwater management plan, and any additional criteria identified by Council resolution.

Although notice will be given by by-law, there may be no objection or referral to the ~~Ontario Municipal Board~~ [Local Planning Appeals Tribunal \(LPAT\)](#). However, should Council refuse to pass an amending by-law to remove the holding symbol, if it is felt that the development is premature due to demand or failure to meet a requirement of this Plan, the applicant may appeal the decision to the ~~Ontario Municipal Board~~ [LPAT](#) in the normal manner. While the "H" symbol is on, the existing uses shall be permitted and other uses as defined in the holding provisions of the implementing Zoning By-law.

6.4 **NON-CONFORMING USES**

A ~~non~~ ["Non-conforming use"](#) as referred to in the Plan, means an existing land use which is not permitted in the land use designation in which it is located as shown on Schedule "A". While it would be better if such uses would cease to exist in the long run and be replaced by uses which are permitted, such action may be an unnecessary hardship on the owner. Accordingly, where there is a reasonable degree of harmony with neighbouring conforming uses, in Council's judgment, ~~such offending or non-conforming uses~~ unless a policy of the relevant land use designation [is](#) provided to the contrary, the land area occupied by such a non-conforming use may be expanded, by zoning amendment adopted by Council and without an amendment to this Plan, according to the review process described hereunder.

A ~~non~~ [Non-conforming use](#) within the context of the Zoning By-Law is an existing use which is not permitted in the zone within which it is located. The Planning Act allows Council and/or the Committee of Adjustment to approve extensions and enlargements to such non-conforming uses.

As a general guide to assist in the administration of this Plan and the Zoning By-Law, as the case requires, where a ~~non~~ ["Non-conforming use"](#) ceases to exist for a continuous period of one (1) year, it shall be deemed to have lost its status as a ~~non~~ ["Non-conforming use"](#).

6.4.1 **APPLICATIONS FOR ENLARGEMENTS OR EXTENSIONS OF NON-CONFORMING USES**

In dealing with applications for the enlargement or extension of a ~~non~~ ["Non-conforming use"](#), Council or the Committee of Adjustment, as the case may be, shall first determine that unnecessary hardship would result if the application

was not approved, then, follow the following procedures will be followed:outlined below :

(1) Possible Acquisition

The Aylmer Council shall determine the feasibility of acquiring the subject property at the time of application, or possibly at some future date, and of holding, selling, leasing, or redeveloping the property, in accordance with the provisions of the Planning Act. Special consideration will be given to opportunities to re-establish the use in question in a different location where it would be able to perform and produce under improved conditions, in accordance with the policies of this Official Plan.

(2) Amending By-Law or Committee of Adjustment

If acquisition or relocation at this time does not appear to be feasible and if the special merits of the individual case make it desirable to grant permission for the extension or enlargement of the ~~non~~“Non-conforming use, Use”, the Council of the municipality may consider the passing of a Zoning By-Law in accordance with the Planning Act ~~and such~~. Such by-law may then be passed without necessity to amend this Plan providing it complies with the policies of this Plan, in particular as set out in the following subsection. The individual may also apply to the Committee of Adjustment for a minor variance from the provisions of the By-Law, in respect of the land, building or structure or use thereof, as long as the variance is desirable for the appropriate development or use of the land, building or structure and provided, that in the opinion of the Committee of Adjustment, the general intent and purpose of the By-Law and this Official Plan are being maintained. The guidelines set out below should be considered.

(3) Considerations

Prior to making any decision on an application for extension or enlargement of a ~~non~~“Non-conforming use, Use”, the Council will investigate such application on the various aspects of the matter. The Council, before passing such a by-law, shall be satisfied that each of the following requirements which are relevant to the specific application for the extension or enlargement of the use are, or will be, fulfilled in order to safeguard the wider interests of the general public. The Committee of

Adjustment in reaching its decision on an application in accordance with the Planning Act, should also be satisfied that the following relevant requirements have been met:

- (a) That the proposed extension or enlargement of the established use shall not unduly aggravate the situation created by the existence of the use, especially in regard to the policies of the Official Plan and the requirements of the Zoning By-Law applying to the area.
- (b) That the proposed extension or enlargement shall be minor in nature.
- (c) That an application which would affect the boundary areas of different land use designations on the Land Use Plan will only be processed under these policies, if it can be considered as a “minor adjustment” permitted under the flexibility clause of Section 7.1 of the Official Plan without the need for an amendment. Any major variances will require ~~an~~ amendment to the Official Plan.
- (d) The characteristics of the existing use and the proposed extension or enlargement shall be examined with regard to noise, vibration, fumes, smoke, dust, odours, lighting, and traffic-generating capacity. No amendment to the Zoning By-Law shall be made if one or more ~~of~~ such nuisance factors will be created or increased so as to add essentially to the incompatibility of the use with the surrounding area. If there is any doubt in this regard, Council or the Committee of Adjustment shall consult with the Ontario Ministry of Environment, Conservation and Parks prior to making a decision on the compatibility of any proposed extension or enlargement.
- (e) That the neighbouring uses will be protected, where necessary, by the provision of areas for landscaping, buffering or screening, appropriate setbacks for buildings and structures, devices and measures to reduce nuisances, and, where necessary, by regulations for alleviating adverse effects caused by outside storage, lighting, advertising signs, etc. Such provisions and regulations shall be applied to the proposed extension or enlargement and, wherever feasible, also be extended to the established use in order to improve its compatibility with the surrounding area.
- (f) That traffic and parking conditions ~~of~~ in the vicinity will not be adversely affected by the application, and traffic hazards will be kept to a minimum by appropriate design of ingress and egress points to and from the site and improvement of sight conditions, especially in proximity to intersections.

- (g) That adequate provisions have been, or will be, made for off-street parking and loading facilities.
- (h) That applicable municipal services such as water supply ~~and~~ roads, etc. are adequate or can be made adequate.

6.5 **PROPERTY STANDARDS BY-LAW**

The Council of the Town of Aylmer may pass a by-law to establish minimum standards of maintenance and occupancy of property to conserve, sustain and protect existing and future development of the municipality. The Property Standards By-Law shall be applicable to all property and shall contain requirements with respect to:

- garbage disposal;
- pest prevention;
- structural maintenance of buildings;
- safety of buildings;
- cleanliness of buildings;
- services to buildings - plumbing, heating, and electricity;
- keeping land free from rubbish, debris, weeds, abandoned or used vehicles, trailers, boats barges, mechanical equipment or material;
- maintaining yards, lands, parking, and storage areas;
- maintaining fences, swimming pools, accessory buildings, and signs; and
- occupancy standards.

If a Property Standards By-Law is passed, the Council shall appoint a Property Standards Officer who will be responsible for administering and enforcing the Property Standards By-Law.

~~The Council shall also appoint a Property Standards Committee, in accordance with the Planning Act, for the purpose of hearing appeals~~ Appeals against an order of the Property Standards Officer. ~~shall be addressed as outlined in the Property Standards By-Law.~~

The measures to be used generally in achieving the property maintenance program would include an education and public relations program to show people the benefits of

continued property maintenance, together with information showing what improvements can be made without increasing assessment.

Complementary to the enforcement of standards on private properties, the municipality will undertake to keep in a fit and well-mannered condition all municipally owned properties and structures, and to provide or maintain in good repair such municipal services as roads, sidewalks, and water facilities.

6.6 INTERIM CONTROL BY-LAW

An Interim Control By-Law may be used by the Town to restrict development in areas subject to certain studies such as servicing feasibility studies, parkland feasibility studies, etc.

- In accordance with the Planning Act, R.S.O. 1990, where the Council has by by-law or resolution directed that a review or study be undertaken in respect of land use planning policies in the municipality, or any defined area or areas, the Council may pass an Interim Control By-Law. The by-law may specify a time period (less than one year) prohibiting the use of land, buildings or structures for, or except for such purposes as set out in the by-law.
- Once the time period of the by-law has expired, the period of time during which the Interim Control By-Law may remain in effect may be extended to a maximum of two years from the date of initial passing of the by-law. If the Council has not passed a by-law under Section 34 subsequent on the completion or review of the study within the period of time specified in the Interim Control By-Law, the provisions of any by-law passed under Section 34 that applied to the subject lands immediately prior to the coming into force of the Interim Control By-Law again come into force. Where an Interim Control By-Law ceases to be in effect, the Council may not for a period of three years pass a further Interim Control By-Law that applies to any lands to which the original Interim Control By-Law applied.

6.7 SITE PLAN CONTROL

- Council may, by by-law, designate areas where Site Plan Control will be in effect as provided in the Planning Act, R.S.O. 1990. The entire Town of Aylmer, with the exception of land used or proposed for single detached or two unit dwellings or for agricultural land uses, is proposed as a Site Plan Control Area and all non-residential structures erected within these areas shall be subject to the policies of this Section. Despite this exception, blocks of land proposed for one or two unit innovative housing, such as zero lot line or cluster housing, are also part of the proposed Site Plan Control Area. Non agricultural land uses permitted within areas designated Agricultural within the Town are in the proposed Site Plan Control Area.

- For the approval of developments proposed in the Site Plan Control Area, Council may require plans showing the location of buildings, structures and facilities to be developed in order to ensure that such plans meet the objectives stated below. Council may approve drawings showing elevation and cross-section views for each building to be erected, including multiple unit residential buildings containing from three to twenty-four units located within an area designated by by-law as a Site Plan Control Area.
- The overall objective of Site Plan Control is to improve the efficiency of land use and servicing, to protect adjacent land use and to encourage a more attractive form of development by:
 - (a) Improving the treatment of site plan details to maintain a consistent municipal standard in the proposed Site Plan Control Area;
 - (b) Ensuring the safety and efficiency of vehicular and pedestrian access;
 - (c) Minimizing land use incompatibility between new and existing development;
 - (d) Providing functional and attractive on-site facilities such as landscaping and lighting;
 - (e) Controlling the placement and provision of required services such as driveways, parking, loading facilities and garbage collection;
 - (f) Securing easements to provide for public utilities and site drainage; [and](#)
 - (g) Ensuring that the development proposed is built and maintained as approved by Council.
- In order to achieve these objectives, Site Plan Control will address such matters as the location of buildings and structures, proposed road widenings, location of access points, off-street parking and loading facilities, pedestrian circulation, lighting, landscaping, garbage storage facilities, private and common outdoor areas, easements over and grading of the lands, provision of the disposal of storm, surface and waste water from the site and such matters as may be appropriate in each case.
- Site Plan Control may be used by the Town to secure property for proposed road widenings without compensation to the landowner and also to provide for the general improvement of intersections through the acquisition of daylight triangles. The proposed status of each of the major roads in the Town is indicated on Schedule "C" to this Plan. The following table indicates the maximum right-of-way required for the proposed classes of roads indicated on Schedule "C".

Road Type	Maximum Right-of-Way	Location
Arterial Road	26 metres (86 feet)	John Street Talbot Street
Collector Road	26 metres (86 feet)	Fath Avenue Caverly Road Elm Street Beech Street
Local Road	20 metres (66 feet)	All other roads

For those highways designated for widening, the amount of adjacent land to be obtained for widening shall be taken in equal amounts from both sides of the highway, measured from the existing highway centrelines, except where geological, topographic, utility lines or other conditions or obstructions dictate otherwise. ~~However, in~~ such cases, only one half of the widening will be taken by dedication through Site Plan Control.

6.8 **BONUSING**

Council may pass a by-law in accordance with the Planning Act, R.S.O. 1990, to authorize increases in height and density of development in return for the provisions of certain facilities, services or other matters outlined in the by-law. The Town may require the developer to enter into an agreement for this purpose and such agreements may be registered against the lands to which they apply. Further, such a by-law shall identify areas or zone categories where the bonus provisions would apply, and shall specify the amount by which the height or density of the development would be permitted to increase.

Council will give consideration to proposals to increase the height and/or density for a specific site, but such proposals may not necessarily be granted. When considering such proposals, Council shall have due regard to the compatibility and scale of the proposed development in relation to the existing land uses, and to the cumulative impact resulting from granting bonuses in the general area.

The facilities, services, or other matters that are required in the by-law may include, but shall not be limited to, the provisions of affordable housing or special needs housing units to meet established housing targets, day care centres/facilities, parkland beyond the legislated requirements, hard servicing facilities (sanitary and storm sewers and water mains) above and beyond those required to service the development, increased buffering or landscaping, the use or re-use of vacant land and/or buildings (particularly in the Core Commercial area), the provisions of community or recreational facilities, open space, the protection of areas, sites, buildings or structures of historical, architectural merit or environmental sensitivity, and the redevelopment of blighting land use.

Generally, the use of this Section shall only be considered in conjunction with medium and high density residential developments, and mixed use commercial/residential projects.

6.9 COMMUNITY PLANNING PERMIT SYSTEM

The Community Planning Permit System approval framework combines existing systems of zoning, site plan control, tree cutting by-laws and site alteration by-law into one approval or permitting system. Lands subject to a Community Planning Permit System By-law are no longer subject to the Zoning By-law or Site Plan Control By-law.

It is the policy of the Town that:

- (a) A Community Planning Permit System By-law may be developed and adopted for a specific area of the Town or for the entire corporate limits of the Town. Where a Community Planning Permit System By-law has been enacted and approved the Zoning By-law and Site Plan Control By-law will not apply.
- (b) The objectives of the Town in implementing a Community Planning Permit System By-law shall include the following:
 - i. Preservation of the character of the affected area(s);
 - ii. Improvement of the waterfront area;
 - iii. Preservation and enhancement of residential neighbourhoods;
 - iv. Protection of the natural environment; and,
 - v. Promotion and rehabilitation of employment lands.
- (c) Council may delegate to Town staff the approval or issuance of development permits. Limits on and criteria for such delegation will be established in the Community Planning Permit System By-law.
- (d) The Town may impose conditions and grant provisional approval prior to final approval. These may include conditions related to the removal or restoration of vegetation, site alteration, natural features and areas, contaminated or marshy lands, and conditions permitted by Sections 34, 40, 41, 42 of the Planning Act, R.S.O. 1990.
- (e) As may be provided in the Community Planning Permit System By-law, a development permit may be issued to permit, as a discretionary use, any use not specifically listed as a permitted use in the Community Planning Permit System By-law, provided that the proposed use is similar to and compatible with the listed permitted uses, would have no negative impact on adjoining properties, and would generally maintain the intent, principles and policies of this Official Plan. A Community Planning permit may also be issued to permit, as a discretionary use,

an extension to a legal nonconforming use or change in use of a legal non-conforming use, provided that the proposal is desirable in order to avoid hardship, that it would have no negative impact on adjoining properties, and that it would generally maintain the intent, principles and policies of this Official Plan.

- (f) As may be provided in the Community Planning Permit System By-law, a development permit may be issued to permit variations to the standards and provisions outlined in the Community Planning Permit System By-law. Such variations will only be permitted if they are consistent with the policies of this Official Plan.
- (g) Any proposal for a use which is not listed as a permitted use and which does not qualify as a discretionary use or a variation in accordance with these policies and the Community Planning Permit System By-law will require an amendment to the Development Permit By-law.
- (h) The Community Planning Permit System By-law shall be developed and implemented in accordance with the requirements of the Planning Act.
- (i) At the time of adopting a Community Planning Permit System By-law, an Official Plan Amendment may be required in order to refine the Town's goals and objectives in proposing a Community Planning Permit System for the area, the scope of any delegation of authority and limitations, the types of conditions that may be included in the Community Planning Permit System By-law, the types of criteria that may be included in the Community Planning Permit System By-law for evaluating discretionary uses and variations, or any other matters mandated by Ontario Regulation 608/06 or any other regulation adopted under the Planning Act.

6-96.10 TEMPORARY USE BY-LAWS

The Council may, in a by-law passed in accordance with the Planning Act, R.S.O. 1990, authorize the temporary use of lands, buildings or structures for any purpose set out therein that is otherwise prohibited by this Plan or by the Zoning By-Law. Council shall satisfy itself that the proposed use is temporary; and will not create detrimental effects on the surrounding area. Any temporary use permitted shall comply with the general development standards contained in Section 5 of this Plan.

A by-law authorizing a temporary use shall define the area to which it applies and the period for which it shall be in effect, which is not to exceed three years from the date of passing of the by-law for all temporary uses except “garden suites”. Garden suites, as defined by the Planning Act, may have by-laws passed to be in effect for up to ten years from the date of passage. For uses other than garden suites, the three year time period may, by by-law, be extended for a maximum additional three year term. The temporary use shall not become a legal non-conforming use at the date of expiry of the by-law.

The type of uses envisaged by Council as using a Temporary Use By-Law include, but [are](#) not limited to, parking lots, fairs, ploughing match, temporary use of a mobile home as a dwelling unit, or the existence of two homes on one lot while one of the homes is under construction.

6.106.11 LEGISLATION PURSUANT TO THE MUNICIPAL ACT

It is intended that the Town shall review existing legislation pursuant to The Municipal Act governing such uses as automobile wrecking yards and signs, and where necessary, amend existing by-laws or pass new by-laws as may be required to ensure such uses are properly regulated and controlled.

6.116.12 PLANS OF SUBDIVISION

It shall be the policy of Council to recommend to the Minister or the designated agent for approval, only those plans of subdivision which comply with the policies and designations of this Plan and which, to the satisfaction of Council, can be supplied with adequate public utilities and services such as schools, fire protection, water supply, sanitary sewers, (including treatment facilities), and storm drainage facilities as required by this Plan, and which, by reason of such approval, would not adversely affect the economy of the Town.

6.126.13 ENACTMENT OF MISCELLANEOUS BY-LAWS

Council will review legislation pertaining to or affecting the use or redevelopment of land and, where necessary, amend existing by-laws or pass new by-laws to ensure that such matters are properly regulated and controlled. Examples of such by-laws include sign control and “deeming” by-laws which effectively de-register old plans of subdivision, the development of which could frustrate the objectives and policies of this Plan.

6.136.14 EMERGENCY PLAN

The Emergency Plans Act R.S.O. 1990 Ch. E provides for the formulation and implementation of emergency plans by municipalities. An Emergency Plan has been prepared for the Town of Aylmer to provide a guideline for the most effective response to an emergency situation and safeguard the health, safety, welfare and property of the Town’s population. The Emergency Plan will govern the provision of requested services during an emergency.

6.146.15 CONSTRUCTION OF PUBLIC WORKS

It is intended that the construction of public works, within the Town of Aylmer, shall be carried out in accordance with the policies of this Plan.

6.156.16 CAPITAL WORKS PROGRAM

It is intended that this Plan will enable the Town of Aylmer to prepare and adopt successive five-year capital works programs based upon the policies of this Plan.

6.166.17 GENERAL REVIEW OF PLAN

It is intended that this Plan will be reviewed from time to time in light of changing conditions and that a general review of the whole Plan shall take place at least once every five years.

6.17 PUBLIC NOTICE OF DEVELOPMENT APPLICATIONS

6.18 CONSULTATION AND ENGAGEMENT

(1) Public Notification Procedures

Council shall actively seek ~~the views and participation of the public,~~ agency and stakeholder input prior to making any decisions regarding ~~amendments;~~

- (a) Amendments to this Official Plan or the Zoning By-Law for the Town of Aylmer;
- (b) The review of by-laws and the development of new regulations;
- (c) Development application review processes, where applicable; and
- (d) Any other planning or development situation where the Town desires public involvement.

In each case involving such planning matters, at least one public meeting will be called ~~and at which~~ the public will be encouraged to offer their opinions and suggestions.

Calling and holding public meetings on planning matters shall be the responsibility of Council or, in cases where Council has delegated the responsibility, ~~to~~ of a formal Committee of Council. In order to provide ample opportunity to the general public to review and discuss proposed Official Plan and/ or Zoning By-Law amendments

and to prepare their comments, an open house may be held in addition to the holding of a public meeting. All notifications and meetings shall be in accordance with the Planning Act and shall include at least 20 days advance notice of the public meeting shall be given for site specific Zoning By-Law amendments and 20 days for site specific Official Plan amendments. ~~Notice of the public meeting shall be given by the Clerk in the following manner:~~

- ~~• By personal service or prepaid first class mail, to every owner of land,
 - ~~(h) in the area to which the proposed amendment would apply, and~~
 - ~~(i) within 120 metres of the area to which the proposed amendment would apply.~~
 - ~~(j) As shown on the last revised assessment roll of the municipality, at the address shown on the roll, but, where the Clerk of the municipality has received written notice of a change of ownership of land, notice shall be given only to the new owner at the address set out in the written notice.~~~~
- ~~• Notice of a public meeting for the purpose of informing the public in respect of a site specific Official Plan amendment or site specific Zoning By Law amendment shall be given by personal service or prepaid first class mail to every person and agency that has given the Clerk of the municipality a written request for such notice in respect of the proposed official plan or plan amendment.~~
- ~~• A written request given under Subsection (2) shall show the person's or agency's address.~~

~~The notice of public meeting shall contain the following information:~~

- ~~• date, time, and place of meeting;~~
- ~~• a key plan showing the location of the subject site;~~
- ~~• a description of the proposal, or a description of the matters which may be addressed in an amendment to the Official Plan or Zoning By Law in the event that the application is approved.~~

~~Notice of the public meeting shall be given by the Clerk in accordance with the Planning Act. Proponents shall be encouraged to pre-consult with neighbouring landowners to obtain their views before a formal application is submitted. In addition to the notice of public meeting, the applicant in the case of a site specific amendment to the Official Plan or Zoning By-Law may be required to post a sign on the property to the satisfaction of the ~~Municipality~~Town, clearly visible to the general public, which would briefly describe the development proposal.~~

(2) Indigenous Engagement in the Planning Process

The Town will continue to engage with Indigenous communities to:

- (a) Examine opportunities to further promote education about the Indigenous communities and environmental history of Aylmer;
- (b) Explore and consider potential economic partnerships with Indigenous communities; and
- (c) Ensure that cultural heritage resources are conserved.

6.186.19 EXCEPTIONS

The following items are excepted and may be changed or deviated from, to the extent stated without an amendment. When minor deviations to the Plan are made, ~~however~~, in accordance with the rules outlined below, these deviations shall be incorporated in the next amendment in order to show the most current situation.

- Boundaries between designated land uses may be adjusted where such boundaries are not affected by roads, railways or other similar barriers, so long as the intent and purpose of the Official Plan is maintained and the adjustments are of a minor nature.
- In undeveloped areas, school sites, parks and neighbourhood commercial areas may be incorporated into subdivision designs in a manner most suitable to topography and layout, so long as they conform to the details and intent shown in the Schedules of this Plan.
- In the text and when shown on the Schedules, locations relating to parks, roads, services and other public works are not intended to be exact or rigid, but to be close approximations. It is intended that reasonable latitude will be available to Council in the interpretation and application of this information when actually establishing or approving the size and exact location of such facilities, so long as the intent and purpose of the Official Plan are maintained.

6.196.20 CREATION OF COMMITTEES

In order to assist Council in dealing with various community issues, advisory committees may be created.

- To assist in the program for preservation of the ~~Town's~~Town's heritage, Council may under Section 28 of The Ontario Heritage Act, establish a "Heritage Committee". It is recommended that members of this Committee be selected from local organizations, historical groups, architectural societies, and other appropriate

bodies where they exist. This will provide a combination of diverse skills and interests to complement the general heritage preservation goals and objectives. The Committee's primary purpose will be to advise and assist Council on all specified matters relating to The Ontario Heritage Act. The Committee shall be responsible for other special heritage concerns of the Town.

- To assist in the program of identifying and preserving the natural environment, Council may establish an "Environmental Advisory Committee" (E.A.C.). It is recommended that members of this Committee be selected by Council from a balanced representation of the local public at large, the local hunting and fishing community, naturalists, the Catfish Creek Conservation Authority, large landowners, and persons with an interest in the preservation and enhancement of wetlands, woodlots and other areas of natural heritage landscape. The Committee will assist Council with technical expertise, and advise ~~and, as well as with~~ the identification of issues related to the environment. Council will ensure the effective function of this advisory committee by adopting terms of reference for their mandate and operation, appointing one or more members of Council to the Committee and providing support services through staff.

SECTION 7 INTERPRETATION

7.1 LAND USE BOUNDARIES

The boundaries of the land use designations on the Schedules are approximate and shall be considered as absolute only where bounded by roads, railways, rivers, or similar geographical barriers. Amendments to the Plan are not required in order to make minor adjustments to the land use boundaries provided the intent of the Plan is preserved.

All numerical figures in the Plan are not to be interpreted as absolute and rigid. Minor variations from the figures will be permitted providing the intent of the Plan is preserved.

7.2 ACCESSORY USES

Wherever a use is permitted in a land use classification, it is intended that uses, buildings, or structures normally incidental, accessory, and essential to that use are also permitted.

7.3 LAND AREAS, POPULATION ESTIMATES, ETC.

It is intended that all figures and quantities shall be considered as approximate only and not absolute. Amendments to the Official Plan will not be required for any reasonable variance from any of the proposed figures.

7.4 AMENDMENT PROCEDURES

The Town of Aylmer Planning Committee shall be responsible for the preliminary review of all proposed Official Plan and Zoning By-Law amendments, plans of subdivisions, and all other planning related activities in the municipality.

Should changing conditions necessitate the need for an amendment to the Official Plan in accordance with the Planning Act, the following procedures shall be followed to ensure that the general public receives adequate notification:

- **Notification of Ratepayers**

Prior to recommending to the Council that any amendment be made to the Official Plan, the Planning Committee shall prepare the amendment and notify affected ratepayers of its content, requesting comments and/or discussion of the amendment.

- **Public Meeting**

A record shall be made of the special meeting and it shall be appended to the amendment prior to its submission to Council.

- **Notification**

Following the Minister's approval of the amendment, sufficient copies shall be prepared for public distribution and a notice shall be placed in the local newspaper advising of such approval and that copies of the amendment may be obtained from the Secretary of the Planning Committee.

- **Criteria for Permitting an Amendment**

An amendment to this Plan is required to permit the establishment of uses other than those provided for. In considering an amendment to this Plan, Council and the Planning Committee shall have due regard to the following in order of priority:

- (a) the desirability and appropriateness of changing the Official Plan to accommodate the proposed use in light of the basic objectives of the Official Plan;
- (b) the goals and policies of this Plan;
- (c) the need for the proposed use;
- (d) the effect on the economy and financial position of the Town;
- (e) the compatibility of the proposed use with uses in adjoining areas and the effect of such use on the surrounding area including the natural environment;
- (f) the location of the site with respect to the transportation system, the adequacy of the potable water supply, sewage disposal facilities, solid waste disposal, and other municipal services as required;
- (g) the physical suitability of the land for the proposed use;
- (h) the effect on the provision of affordable housing in the Town of Aylmer.

SECTION 8 DEFINITIONS

Accessory Building or Structure - A detached building or structure, the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to a principal use or building and located on the same lot and that is not used for human habitation.

Accessory Use - The use of any land, building or structure which is subordinate to and exclusively devoted to the principal use located on the same lot.

Affordable Housing ~~Housing with market price or rent that is affordable to households of low and moderate income, which are households within the lowest 60 percent of the income distribution - means:~~

a) ~~in the case of ownership housing, and households in the lowest 60% of the income distribution for renter households for the regional market area in the case of rental housing. Affordable ownership housing in this context means the least expensive of:~~

1. ~~housing for which the purchase price results in an annual accommodation costs which does not exceed 30% percent of gross annual household income for low and moderate income households; or~~

2. ~~housing for which the purchase price is at least 10% percent below the average purchase price of a resale unit in the regional market area. Affordable;~~

b) ~~in the case of rental housing means housing where, the least expensive of:~~

1. ~~a unit for which the rent does not exceed 30% percent of gross annual household income for low and moderate income households; or~~

2. ~~a unit for which the rent is at or below the average market rent of a unit in the regional market area.~~

Agricultural Use - The growing of crops ~~or, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.~~

Alternative Energy Systems – Means ~~of generating electricity a system that uses sources of energy or energy conversion processes to produce power, heat and/or cooling that significantly reduce~~ reduces the amount of harmful emissions to the environment (air, earth and water) when

compared to conventional ~~means, including but not limited to energy systems that use renewable energy sources such as wind, water and solar power.~~

Amenity Area - An interior area within a residential building or an outdoor area exterior to the residential building which is designed and intended primarily for the leisure and recreation of the occupants of the dwelling.

Archaeological Resource - ~~Includes artifacts, archaeological sites, marine archaeological sites, as defined under the Ontario Heritage Act. The remains of any building, structure, activity, place or cultural feature or object identified identification and evaluated by evaluation of such resources are based upon~~ archaeological fieldwork undertaken in accordance with the Ontario Heritage Act ~~that, because of the passage of time, is on or below the surface of the land or water, and is of significance to the understanding of the history of a place or people.~~

CCCA Regulation Limit - A line delineating the area of a watershed which is subject to the generic regulations of the Catfish Creek Conservation Authority.

Brownfield Sites – Vacant or underutilized lands that may be contaminated due to past industrial or commercial activity.

Conservation - The wise management of resources in a way to maintain, restore, enhance and protect their quality and quantity for sustained benefit to man and the environment.

Development - (1) The construction, reconstruction, erection, or placing of a building or structure; (2) the making of an addition or alteration to a building or structure; (3) the change in use or intensity of use of any building, structure, or premises; and (4) the creation of a new lot.

Development Application - Formal request to the Town of Aylmer for an Official Plan Amendment, change in zoning, site plan approval, land conveyance, minor variance approval or plan of subdivision.

Development Control Areas - Lands which because of their physical characteristics in combination with their location, sustain a risk for the occupants of loss of life, property damage, and social disruption, if developed.

Dwelling Unit - A room or suite of rooms designed and intended for use by one household in which full culinary and sanitary facilities are provided for the exclusive use of that household.

Existing Use - The use of any land, building or structure legally existing on the day of adoption of the appropriate local Plan and the day of approval of the respective Plans.

~~**Garden Suite** - A self-contained, portable dwelling unit located in the rear or side yard of an existing residential property, designed primarily to provide temporary residential accommodation for aged or disabled persons.~~

Groundwater - Water occurring below the soil surface that is held in the soil itself.

Heritage Feature or Resource - A feature of the landscape which by itself, or together with its associated environment, is unique or representative of past human activities or events. Such feature may include a site or area of archaeological or historical value and it may include a building or structure of architectural and/or historical importance.

Home Occupation - An office or personal service use conducted from a residential dwelling unit by a person or persons residing in the dwelling unit, which is secondary to the primary residential use of the building.

Infill - Development on vacant lots or through redevelopment in existing built up areas to create additional new residential units.

Infrastructure - The collection of public capital facilities including highways, transit terminals, municipal water and wastewater systems, stormwater systems, waste management systems, electric power generation and transmission, oil and gas pipelines, communications/telecommunications, schools, hospitals, libraries, community and recreation centres and any other public projects involving substantial capital investment. It includes not only the provision of new facilities but also the maintenance and rehabilitation of existing ones.

Intensification - The development of a property or site at a higher density than previously existed. It includes (1) redevelopment or development within existing communities where demolition of the previous structures is to take place or has taken place; (2) infill development or development on vacant lots or redevelopment within a built up area; (3) conversion, or the change of use of an existing structure or land use, such as from industrial to residential; (4) creation of apartments or rooming, boarding, and lodging accommodation in houses.

Lot - A parcel or tract of land which is recognized as a separate parcel of land under the provisions of the Planning Act.

Natural Environment - The land, air or water or any combination or part thereof.

Natural Hazard Area – Lands that may be floodplains, steep slopes, areas of organic soils such as peat and muck, erosion susceptibility areas, watercourses and ravines, permanent water holding areas, flooding and erosion hazards, and any other physical conditions where there are natural or man-made hazards severe enough to cause property damage or potential loss of life if the lands were to be developed. The Regional Storm flood is the design storm for this planning area.

Natural Heritage Area – an area containing significant features of the natural environment such as significant valley lands associated with Catfish Creek and/or Bradley Creek, significant woodlands, locally or Provincially Significant Wetlands (PSWs), Areas of Natural and Scientific Interest (ANSIs) or Environmentally Significant Areas (ESAs).

Preserve - To maintain the quality or condition of a resource in its current form, and to slow down the deterioration of the resource.

Redevelopment – The creation of new housing units, uses or lots on previously developed land in existing built up areas.

Rehabilitate - To treat land, buildings or structures so that their use or condition is restored to its former use or condition, or may be changed to another use or condition that is or will be compatible with adjacent land uses.

[Secondary Suite - A self-contained dwelling unit located in the rear or side yard of an existing residential property, designed primarily to provide for temporary residential accommodations.](#)

Significant Woodlots/Woodlands - Treed areas 2 hectares or larger in area. The retention of significant woodlots/woodlands will encourage the maintenance and enhancement of natural corridors between and among Aylmer’s natural heritage features and areas.

Site Plan Control - A process which requires the preparation of detailed site specific development plans, and enables the review of such matters as building location, and massing, access, outdoor storage, amenity space, walkways, landscaping, grading and external non-design features. Site Plan Control can only be used to establish on-site physical conditions such as setbacks and layout.

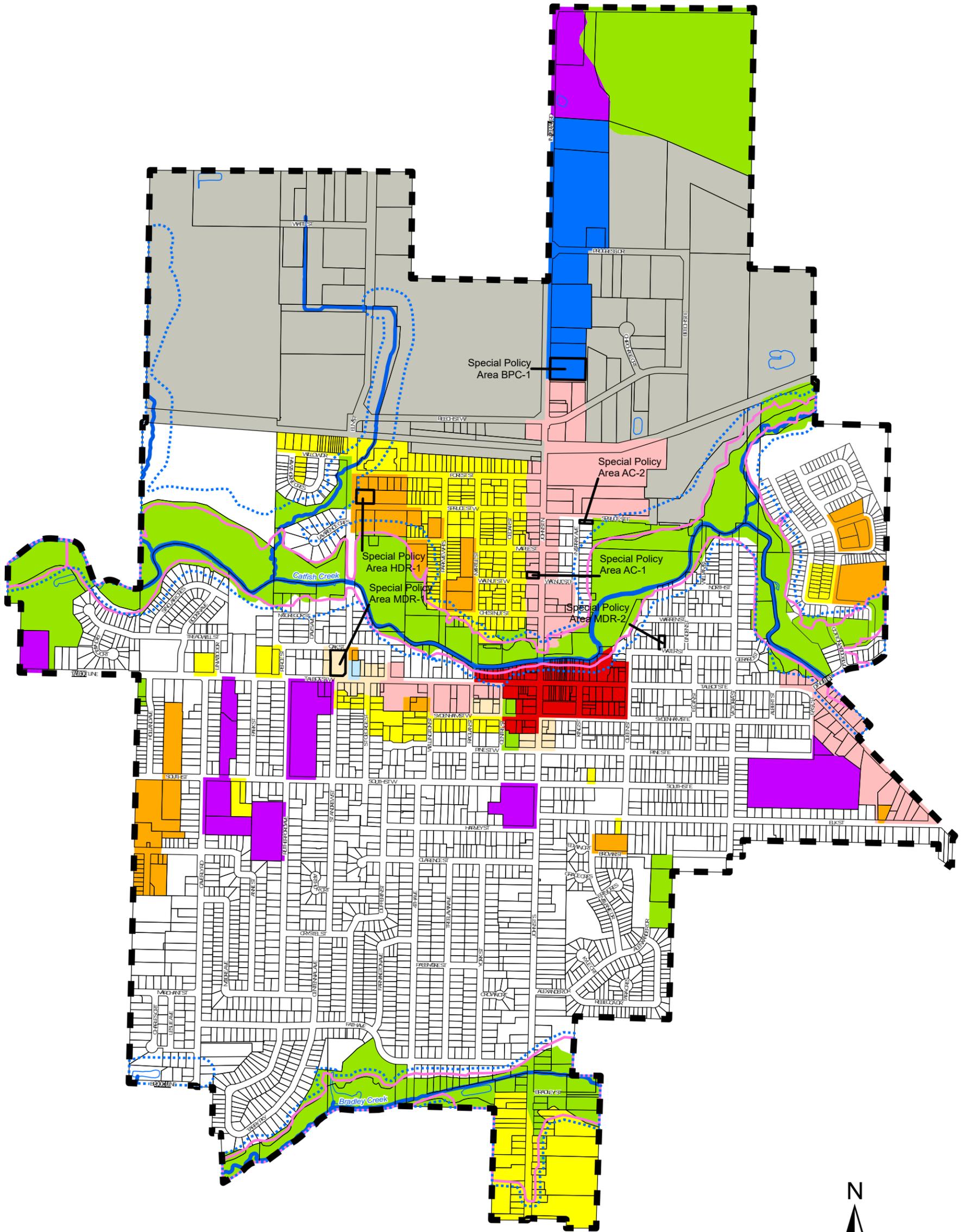
Streetscape - The visual appearance of a roadway formed by the location of physical features such as buildings, pedestrian, cycling and vehicular facilities and landscaping.

Utility - A water supply, storm or sanitary sewage, gas or oil pipeline, the generation, transmission and distribution of electric power, steam or hot water, towers, telegraph and telephone lines and other cabled services, waste collection or disposal or management, a public transportation system, licensed broadcasting receiving and transmitting facilities, or any other similar works or systems necessary to the public interest.

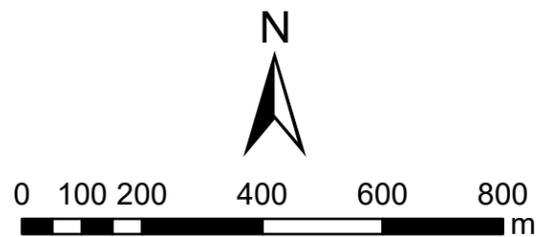
Wetlands - Lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Lands being used for agricultural purposes that are periodically soaked or wet are not considered to be “wetlands”.

~~[Wind Turbine— A system comprised of a tower and rotating blades and/or other apparatus capable of harnessing the kinetic energy of the wind to generate electricity. A small scale system is an individual wind turbine having less than nameplate rating capacity of 50 kilowatts \(50,000 watts\), generally comprising only one \(1\) generating device, and generating electricity only for an individual use or property. A commercial scale wind energy facility is an individual wind turbine](#)~~

generally having a nameplate capacity rating of 50 kilowatts (50,000 watts) or greater and intended to feed electricity into the transmission grid of *Hydro One and/or Erie Thames Power*. A Wind Farm is a power generating facility comprised of multiple commercial scale turbines per lot or site intended to feed electricity into the transmission grid of *Hydro One and/or Erie Thames Power*.



SOURCE:
 Parcel Data/Land Use: Town of Aylmer
 Watercourse/Waterbody: Ontario Hydro Network (Ontario Ministry of Natural Resources and Forestry)
 Roads: Ontario Road Network (Ontario Ministry of Natural Resources and Forestry)
 Regulation Limit/Flood Line: Copyright © Catfish Creek Conservation Authority
 Cottonwood Subdivision Parcels: MHBC



Legend

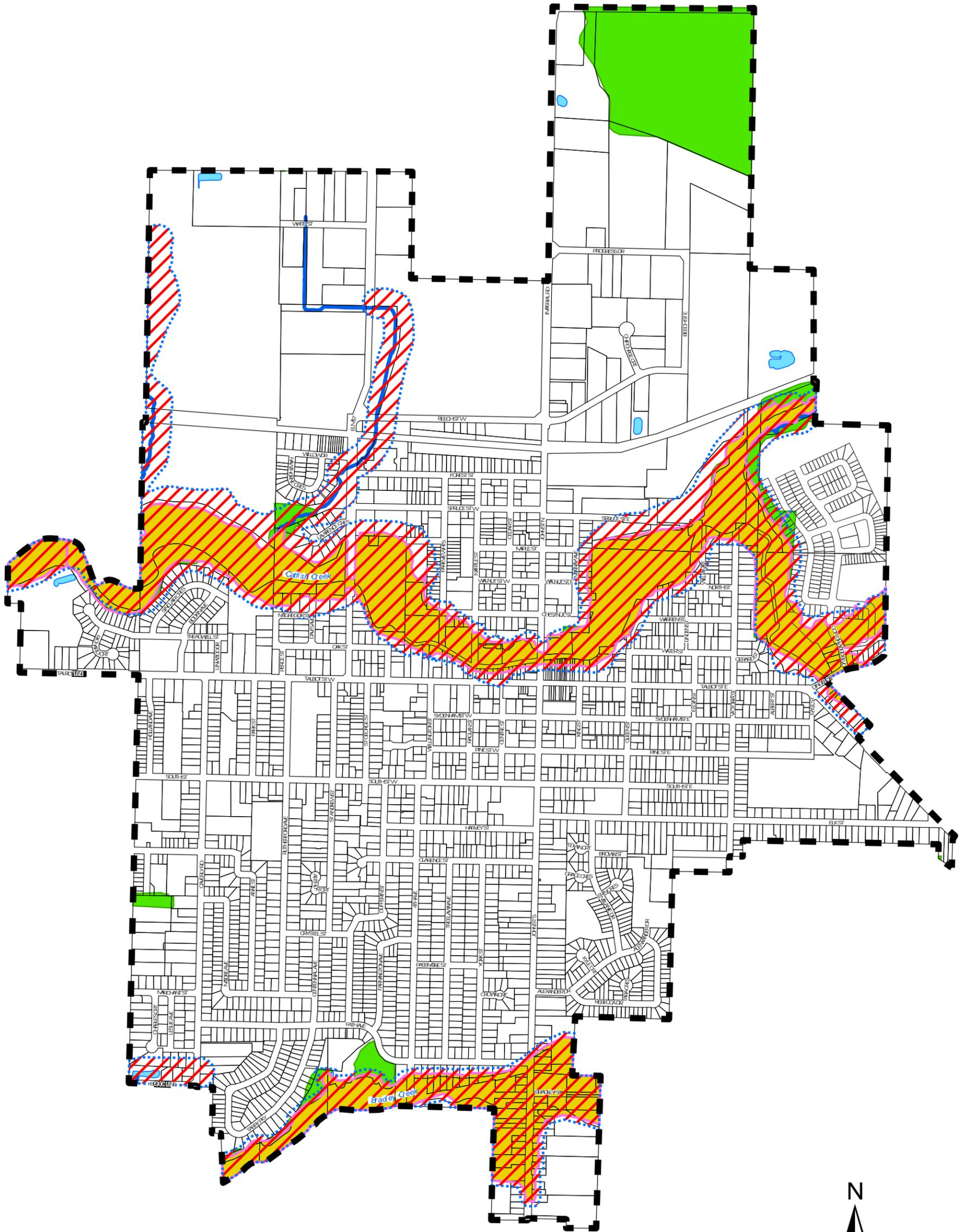
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Office Residential
- Core Commercial
- Arterial Commercial
- Business Park Commercial
- Neighbourhood Commercial
- Institutional
- Employment
- Parks and Open Space
- Municipal Boundary
- Flood Line
- CCCA Regulation Limit
- Waterbody

TOWN OF AYLMER
OFFICIAL PLAN

SCHEDULE "A" - LAND USE PLAN

Draft
2020-10-29





SOURCE:
 Parcel Data: Town of Aylmer
 Watercourse/Waterbody: Ontario Hydro Network (Ontario Ministry of Natural Resources and Forestry)
 Roads: Ontario Road Network (Ontario Ministry of Natural Resources and Forestry)
 Woodlots: Wooded Area (Ontario Ministry of Natural Resources and Forestry)
 Regulation Limit/Flood Line: Copyright © Catfish Creek Conservation Authority
 Cottonwood Subdivision Parcels: MHBC

0 100 200 400 600 800
 m

Legend

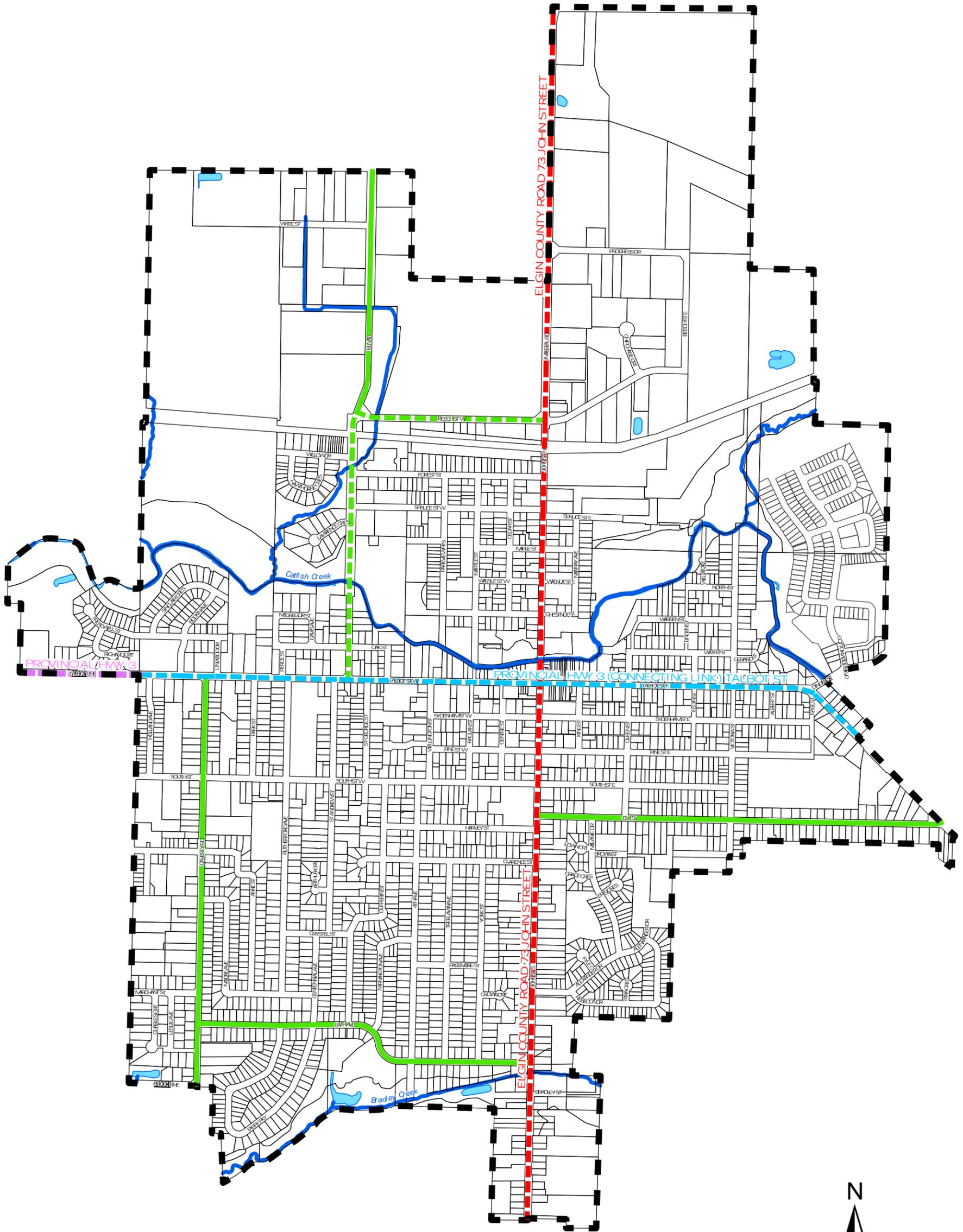
- Significant Woodlots
- Development Control Area
- Development Regulated Area
- Waterbody
- Drainage
- Municipal Boundary
- Flood Line
- CCCA Regulation Limit

TOWN OF AYLMER
 OFFICIAL PLAN

SCHEDULE "B" - NATURAL FEATURES

Draft
 2020-10-29





SOURCE:
 Parcel Data/Road Classifications: Town of Aylmer
 Watercourse/Waterbody: Ontario Hydro Network (Ontario Ministry of Natural Resources and Forestry)
 Roads: Ontario Road Network (Ontario Ministry of Natural Resources and Forestry)
 Cottonwood Subdivision Parcels: MHBC



Legend

- Arterial Roads
- Provincial Highway
- Provincial Highway (Connecting Link)
- County Road
- Collector Roads
- County Road
- Local Collector
- Local Road

TOWN OF AYLMER
 OFFICIAL PLAN

SCHEDULE "C" - ROADS PLAN

Draft
 2020-10-29



PART 'C'
APPENDIX

This appendix does not form part of the amendment but is for information purposes only.

Background

These amendments provide updates to the Aylmer Official Plan and are necessary to bring the plan into conformity with the Elgin County Official Plan and be consistent with the Provincial Policy Statement.

These amendments are being made following a 5 Year Review process, which included a Special Meeting under Section 26 of the Planning Act, and Public Open Houses and a Public Meeting under Section 17 of the Planning Act.

The attached text below is a “clean copy” version of the text of the Aylmer Official Plan as it will appear following the amendments.

CORPORATION OF THE TOWN OF AYLMER
DRAFT OFFICIAL PLAN

Adopted
November 8, 1999

Approved by the Ministry of Municipal Affairs and Housing
March 23, 2000

5-YEAR REVIEW DRAFT OCTOBER 2020

Updated by Official Plan Amendment No. X
Adopted by Council on XX
Approved by the Ministry of Municipal Affairs on _____

TABLE OF CONTENTS

SECTION 1 INTRODUCTION.....	1
1.1 PURPOSE AND SCOPE OF OFFICIAL PLAN	1
1.2 LEGISLATIVE AUTHORITY	2
1.3 PLANNING HORIZON	2
1.4 APPROVAL AUTHORITY	2
1.5 OTHER STATUTORY APPROVALS	2
1.6 ORGANIZATION AND STRUCTURE OF THE PLAN.....	3
SECTION 2 MUNICIPAL DEVELOPMENT STRATEGY.....	4
2.1 STRATEGIC DIRECTION OF PLAN (MISSION STATEMENT).....	4
2.2 BASIS OF PLAN.....	4
2.2.1 PLANNING HISTORY AND CONTEXT	4
2.2.2 PLANNING POLICY FRAMEWORK.....	5
2.2.3 ACCOMMODATING FUTURE GROWTH.....	5
2.2.4 SETTLEMENT AREA EXPANSIONS.....	6
2.2.5 AFFORDABLE HOUSING	6
2.2.6 COMMERCIAL HIERARCHY	7
2.2.7 EMPLOYMENT LAND BASE	8
2.2.8 ECONOMIC DEVELOPMENT.....	9
2.2.9 RECREATION MASTER PLAN.....	9
2.2.10 NATURAL ENVIRONMENT AND HAZARD AREAS.....	9
2.2.11 ALTERNATIVE AND RENEWABLE ENERGY.....	9
SECTION 3 FUNCTIONAL POLICIES.....	11
3.1 LAND USE POLICIES - ALL LAND USES	11
3.1.1 GENERAL.....	11
3.1.2 SITE SUITABILITY	11
3.1.3 COSTS OF SERVICING DEVELOPMENT	12
3.1.4 WATER SUPPLY AND SEWAGE DISPOSAL.....	12
3.1.5 WATER RESOURCES	14
3.1.6 SOLID WASTE MANAGEMENT	15
3.1.7 STORMWATER MANAGEMENT POLICY	15
3.1.8 EMPLOYMENT LAND SUPPLY.....	16
3.1.9 SCHOOL FACILITIES	16
3.1.10 UTILITIES AND PUBLIC SAFETY	17
3.1.11 PARKLAND DEDICATION.....	17
3.1.12 BUFFERING.....	18
3.1.13 HERITAGE CONSERVATION.....	19
3.1.14 ENERGY CONSERVATION.....	20
3.1.15 ELECTRIC POWER FACILITIES	20
3.1.16 ALTERNATIVE OR RENEWABLE ENERGY FACILITIES	20
3.1.17 OTHER UTILITY FACILITIES.....	21
3.1.18 INSTITUTIONAL USES.....	21
3.1.19 MOBILE HOMES/MODULAR HOMES	22

3.1.20	BROWNFIELDS REDEVELOPMENT POLICIES	22
3.1.21	DECOMMISSIONING	22
3.1.22	ACTIVE AND CLOSED WASTE DISPOSAL SITES.....	22
3.2	TRANSPORTATION POLICIES	23
3.2.1	GENERAL.....	23
3.2.2	CLASSIFICATION	23
3.2.3	ARTERIAL ROADS	23
3.2.4	COLLECTOR ROADS	24
3.2.5	LOCAL ROADS.....	24
3.2.6	PRIVATE ROADS	24
3.2.7	PROVINCIAL HIGHWAY 3/PROPOSED BY-PASS.....	25
3.2.8	INTERSECTION IMPROVEMENTS	25
3.2.9	OFF-STREET PARKING	25
3.2.10	TRANSPORTATION STANDARDS AND GUIDELINES.....	26
3.2.11	TRAILS AND WALKWAYS.....	26
3.2.12	BARRIER-FREE ACCESS	26
SECTION 4	LAND USE POLICIES	28
4.1	GENERAL.....	28
4.2	RESIDENTIAL USES.....	28
4.2.1	OBJECTIVES.....	28
4.2.2	GENERAL POLICIES	29
4.2.3	RESIDENTIAL LAND USE DESIGNATIONS.....	43
4.3	COMMERCIAL USES.....	48
4.3.1	CORE COMMERCIAL AREA.....	49
4.3.2	ARTERIAL COMMERCIAL AREA.....	52
4.3.3	NEIGHBOURHOOD COMMERCIAL AREA	54
4.3.4	OFFICE RESIDENTIAL AREAS.....	55
4.3.5	BUSINESS PARK COMMERCIAL AREAS.....	56
4.4	EMPLOYMENT USES	57
4.5	INSTITUTIONAL USES	61
4.6	PARKS AND OPEN SPACE	62
4.7	NATURAL HAZARD AREAS.....	64
4.7.1	DEVELOPMENT CONTROL AREAS.....	64
4.7.2	DEVELOPMENT REGULATED AREAS.....	65
4.7.3	WILDLAND FIRE HAZARDS	66
4.7.4	NATURAL HERITAGE AREAS	66
4.7.5	WOODLANDS.....	67
SECTION 5	DEVELOPMENT POLICIES	69
5.1	LAND DIVISION.....	69
5.1.1	PLANS OF SUBDIVISION	69
5.1.2	LAND SEVERANCES.....	69
5.2	DOWNTOWN IMPROVEMENT AND REVITALIZATION	71
5.3	POLICIES FOR COMMUNITY IMPROVEMENT.....	72
5.3.1	DESIGNATION OF COMMUNITY IMPROVEMENT AREAS.....	72
5.3.2	CONSERVATION, REHABILITATION, AND REDEVELOPMENT	73

5.3.3	GOALS AND OBJECTIVES	73
5.3.4	CRITERIA FOR SELECTING COMMUNITY IMPROVEMENT AREAS 74	
5.3.5	PHASING OF IMPROVEMENTS.....	76
5.3.6	IMPLEMENTATION.....	76
5.4	POLICIES FOR HERITAGE CONSERVATION	77
5.4.1	GENERAL GOAL.....	77
5.4.2	BUILT HERITAGE RESOURCES AND CULTURAL HERITAGE LANDSCAPE POLICIES.....	78
5.4.3	ARCHAEOLOGICAL RESOURCES POLICIES	79
5.5	ECONOMIC DEVELOPMENT.....	80
5.5.1	ECONOMIC DEVELOPMENT POLICIES	80
5.6	PLANNING IMPACT ANALYSIS	81
5.7	PRE-APPLICATION CONSULTATION AND PRESCRIBED INFORMATION FOR PLANNING APPLICATIONS	82
5.8	ENVIRONMENTAL IMPACT STATEMENT	84
SECTION 6 IMPLEMENTATION		86
6.1	GENERAL.....	86
6.2	ZONING BY-LAW	86
6.2.1	BY-LAW TO CONFORM TO THE PLAN.....	86
6.3	HOLDING BY-LAW	86
6.4	NON-CONFORMING USES	87
6.4.1	APPLICATIONS FOR ENLARGEMENTS OR EXTENSIONS OF NON- CONFORMING USES.....	87
6.5	PROPERTY STANDARDS BY-LAW	90
6.6	INTERIM CONTROL BY-LAW	91
6.7	SITE PLAN CONTROL.....	91
6.8	BONUSING.....	93
6.9	COMMUNITY PLANNING PERMIT SYSTEM.....	93
6.10	TEMPORARY USE BY-LAWS	95
6.11	LEGISLATION PURSUANT TO THE MUNICIPAL ACT.....	96
6.12	PLANS OF SUBDIVISION	96
6.13	ENACTMENT OF MISCELLANEOUS BY-LAWS	96
6.14	EMERGENCY PLAN	96
6.15	CONSTRUCTION OF PUBLIC WORKS.....	96
6.16	CAPITAL WORKS PROGRAM	96
6.17	GENERAL REVIEW OF PLAN.....	97
6.18	CONSULTATION AND ENGAGEMENT	97
6.19	EXCEPTIONS	98
6.20	CREATION OF COMMITTEES	98
SECTION 7 INTERPRETATION		100
7.1	LAND USE BOUNDARIES	100
7.2	ACCESSORY USES	100
7.3	LAND AREAS, POPULATION ESTIMATES, ETC.....	100
7.4	AMENDMENT PROCEDURES.....	100

SECTION 8 DEFINITIONS 102

SCHEDULES

- “A” LAND USE PLAN**
- “B” NATURAL FEATURES**
- “C” ROADS PLAN**

SECTION 1 INTRODUCTION

1.1 PURPOSE AND SCOPE OF OFFICIAL PLAN

The Official Plan is the principal land use policy document of the Town of Aylmer. This document including the attached Schedules “A”, “B” and “C” constitute the Official Plan for the Corporation of the Town of Aylmer. This Official Plan was adopted on November 8, 1999 and approved by the Province of Ontario on March 23, 2000, and updated in 2006 and 2020.

This Official Plan provides guidance for the physical development of the Town through the establishment of land use designations and development policies while having regard to relevant social, economic, and environmental issues for the planning period of 2011 to 2031, though policies will be reassessed every five years in accordance with the Planning Act.

In more specific terms, the purpose of this Official Plan is to:

- provide a policy framework which encourages growth and prosperity in Aylmer while preserving and enhancing the Town’s unique small town character;
- provide policies which will enhance Aylmer’s position as a market centre for East Elgin;
- provide sufficient land to meet housing, commercial and employment needs (current and future) to the extent that is possible, given the existing shortage of vacant residential, commercial and employment land within the municipal boundary;
- encourage and establish targets for the provision of affordable housing which provides current and future residents with choices in terms of housing type, tenure, density, cost and location;
- minimize uncertainty regarding future development within the Town of Aylmer and provide policies which will minimize land use conflict;
- encourage appropriate infill development and intensification of land and buildings in existing built up areas which is complementary to existing development;
- provide policies that ensure a logical and orderly pattern of development in accordance with the servicing capabilities of the Town and with due regard to the cumulative effects of development on the natural environment and surrounding land uses;

- interpret and apply the intent of Provincial legislation, regulations and policies to the Town of Aylmer;
- ensure that all future development occurs at a pace which is within the financial capability of the Town; and
- guide Council, various committees, staff and other regulatory agencies in carrying out the goals, objectives and policies of this Plan.

1.2 LEGISLATIVE AUTHORITY

In accordance with Section 17 of the Planning Act, R.S.O. 1990, c.P.13, as amended, the Council of a municipality may provide for the preparation of a plan suitable for adoption as the Official Plan of the municipality. An Official Plan is defined in the Planning Act as a document, approved by the Minister, containing objectives and policies established primarily to provide guidance for the physical development of a municipality while having regard to relevant social, economic and environmental matters. Section 24 of the Act further provides that where an Official Plan is in effect, no public work shall be undertaken and no by-law passed for any purpose unless it is in conformity with the Official Plan.

1.3 PLANNING HORIZON

The Plan will provide guidance for the development and planning of land uses in the Town of Aylmer for a period extending to the year 2031.

The Plan anticipates that the population of the Town of Aylmer will grow from approximately 7,230 people in 2011 to 7,293 people by the year 2031.

It is intended that this Plan be reviewed from time to time to determine if new technical, physical, social, or economic conditions have changed sufficiently to warrant amendments to the policies and/or land use designations contained within this Plan. It is also intended that in accordance with Section 26(1) of the Planning Act, at least every five years, a special public meeting be called by Council to invite public opinion on the appropriateness of policies and designations contained within the Plan.

1.4 APPROVAL AUTHORITY

The County of Elgin is the approval authority for this Official Plan. In keeping with the statutory requirement of the Planning Act, the Town will forward all applications to amend the Official Plan to the County of Elgin for review and comment.

1.5 OTHER STATUTORY APPROVALS

In situations where statutory approvals may be required under provincial legislation (ie. Ontario Water Resources Act, Environmental Protection Act, Environmental Assessment

Act, Canadian Environmental Assessment Act, Ontario Energy Board Act, Conservation Authorities Act, Ontario Heritage Act, Safe Drinking Water Act, etc.) other than the Planning Act, the proponent is encouraged to consult directly with the responsible authority to determine any necessary requirements and/or conditions.

1.6 ORGANIZATION AND STRUCTURE OF THE PLAN

The following text and schedules of Section 1 to 8 constitute the Official Plan of the Town of Aylmer.

Section 1, Introduction, presents the purpose and scope, legislative authority, planning horizon, the municipal plan review/one window approach and the organization and structure of the Official Plan.

Section 2, the Municipal Development Strategy, establishes the planning principles, community goals and the strategic direction upon which all specific policies of the Plan are based. Section 2.1, Basis of Plan also contains a summary of the topic specific issues that have been addressed in order to establish the policy direction of the new Official Plan.

Section 3, Functional Policies, presents policies that apply regardless of designation, unless otherwise indicated. The functional policy areas primarily include transportation and infrastructure.

Section 4, Land Use Policies, contains policies which provide detailed guidance for physical development within the Town of Aylmer. Policies are presented for residential, commercial, employment, institutional, open space, and development control areas.

Section 5, Development Policies, establishes policies affecting the use and development of lands in the Town of Aylmer and details the specific implementation tools which will be used (e.g. Zoning By-Law).

Section 6, Implementation, presents policies relating to general review, amendment and Implementation of the Plan.

Section 7, Interpretation, describes how the Official Plan is to be interpreted and the procedure for amendments.

Section 8, Definitions, provides a description of certain terms/words contained in the Official Plan to assist in the interpretation of policies.

SECTION 2 MUNICIPAL DEVELOPMENT STRATEGY

2.1 STRATEGIC DIRECTION OF PLAN (MISSION STATEMENT)

Aylmer will be a vibrant market centre for East Elgin. To ensure and enhance our small town atmosphere we will:

- Ensure the quality of life and safety of families and neighbourhoods;
- Encourage and facilitate enterprise in business;
- Preserve our heritage and the natural environment;
- Strive for economic diversity;
- Respect cultural diversity;
- Ensure planned, orderly growth;
- Make the Town attractive; and
- Promote spirit of community participation.
- Prepare for the local impacts of a changing climate

2.2 BASIS OF PLAN

2.2.1 PLANNING HISTORY AND CONTEXT

The Town of Aylmer adopted its first Official Plan in 1985. In 1994, the Town undertook much of the background work for a new Official Plan including an in-depth analysis of the retail sector. Work on the Official Plan document, however, did not proceed beyond the Technical Report, until a new Official Plan was prepared and adopted by Council in 1999 and approved by the Ministry of Municipal Affairs and Housing in 2000.

In 2006 the Town initiated an update to the Official Plan as well as the preparation of the Town's first Community Improvement Plan. The Official Plan update process identified several changes to the Official Plan. These changes have been incorporated by Official Plan Amendment No. 6 adopted by Council of the Town of Aylmer on August 28, 2006.

In 2019, the Town initiated a 5-year review of the Plan to ensure that the policies contained within the Plan conform to the updated versions of the Planning Act, Provincial Policy Statement, and Official Plan of the County of Elgin.

2.2.2 PLANNING POLICY FRAMEWORK

Planning at the Official Plan level is undertaken within a framework established by the Province of Ontario, specifically the Planning Act, and the Provincial Policy Statement, 2020 (PPS). In cases where there is an upper-tier municipality, such as the County of Elgin, Provincial policy is implemented at the County-level first, through the County of Elgin Official Plan, and then implemented locally through the lower-tier Official Plan, such as the Town of Aylmer Official Plan.

Local land use policy is required to be consistent with the policies of the Province as administered through the Provincial Policy Statement, and other provincial initiatives, such as Bill 73 (The Smart Growth for Our Communities Act, 2015), which has recently resulted in significant amendments to the Planning Act. Therefore, it is the intent of the Official Plan Review to ensure that the Official Plan implements the most up to date Provincial and County policy and legislation, and sets out the appropriate framework for land use planning in the Town of Aylmer.

2.2.3 ACCOMMODATING FUTURE GROWTH

In accordance with the Planning Act, upper-tier municipalities are required to identify growth forecasts and allocations to the lower tier municipalities. As per the PPS, 2020 municipalities are required to plan to accommodate growth over a 25-year planning horizon and are not permitted to designate land for urban uses beyond a 25-year planning horizon (to 2031 in the case of the County of Elgin Official Plan). Section 1.2.4 of the PPS, 2020 outlines the County's responsibility for establishing population, housing, and employment projections on a County-wide basis, and allocating these forecasts to the lower-tier municipalities, to which the Aylmer Official Plan must conform to.

The current projection of Aylmer's population shows a change from previous projections (for the 2011 Development Charges Background Study), which indicated a slightly decreasing population to a steady, yet modest population increase over the projection period (to the year 2036).

The population is projected to reach 7,293 in 2031. Over the projection period (2011 to 2031), the total population is projected to experience a modest increase of 158 people. Additionally, the housing projection estimates that household size will continue to decline fall from 2.45 in 2011 to 2.11 in 2031

The ability of Aylmer to meet residential dwelling demand is largely contingent on the development of three key parcels, namely, Parcel 1, 4, and 3 (Cottonwood). It is estimated that a total of 554 residential units in Aylmer will be built from 2014 to 2034 to accommodate for a projected demand of 549 units.

With regards to commercial land needs, very little undeveloped land exists for commercial purposes anywhere within the Town of Aylmer. To accommodate and attract future commercial growth and development which cannot otherwise be attracted to the commercial core through redevelopment, expansion northwards of the former Imperial Tobacco plant along the west side of Imperial Road to Glencolin Drive would be the most desirable direction from the perspective of land use, traffic volumes, accessibility and visibility.

The 2016 Town of Aylmer Residential Land Needs Assessment concluded that the employment land needs are sufficient for the short and medium terms. However, these lands should be monitored on an annual basis to ensure the Town is well-positioned to accommodate employment growth in the long-term.

Alternative directions for expansion of the settlement area of Aylmer to accommodate growth and development vary depending on the land use being considered and efficiency of providing municipal services (i.e. water supply and sanitary sewage). With respect to future residential growth and development, expansion from a land use perspective, could readily take place in a westerly, southerly or easterly direction with the most preferred direction likely to be ultimately determined by the feasibility of extending municipal services.

2.2.4 SETTLEMENT AREA EXPANSIONS

It is anticipated that sufficient land has been designated to accommodate growth and development over the planning horizon, therefore, Settlement Area expansions are not contemplated within the planning horizon. A Primary Settlement Area expansion, that would result in an addition to the aggregate amount of land is not contemplated within the planning horizon, in accordance with the County of Elgin Official Plan. A Primary Settlement Area expansion that would result in an addition to the aggregate amount of land, may only be considered through a comprehensive review of the County of Elgin Official Plan.

2.2.5 AFFORDABLE HOUSING

In 2018, a housing strategy was undertaken for the St. Thomas/Elgin County Area, including the Town of Aylmer, to provide a better understanding of housing needs in the region and recommend strategies related to the provision of affordable housing.

The study indicates that Aylmer has one of the highest concentrations of lower income households in the region, with one third of Aylmer's households having incomes less than \$30,000. The study also indicates that, while there is a good supply of affordable housing and Aylmer is the second highest supplier of rental housing in the St. Thomas/Elgin County Area, there is very little housing that is affordable to households with incomes of \$20,000 or less. Lastly, the study notes

that despite having a lower need compared to St. Thomas, there is growing demand for affordable and rental market housing in Aylmer and the rest of Elgin County. The need for this type of housing is being driven in large part by the aging population which is looking to downsize from their current dwellings and wishing to remain in their community. There is also demand from households who moved away from Elgin County and are seeking to return in their retirement years. These statistics reinforce the need to ensure that there is an adequate supply of affordable housing and to ensure effective Official Plan policies are in place to encourage and support the provision of affordable housing. There is also a need to ensure that the Town's development standards do not impede affordable housing provision. The Official Plan update incorporates affordable housing policies based on the recommendations of the St. Thomas and Elgin County Housing Strategy and to address the requirements of the Provincial Policy Statement regarding the establishment and implementation of minimum targets for the provision of affordable housing.

2.2.6 COMMERCIAL HIERARCHY

In 1999, the Official Plan introduced a commercial hierarchy comprised of six (6) distinct land use designations, including Core Commercial, Support Commercial, Highway Commercial, Residential Office Commercial, Neighbourhood Commercial and Business Park Commercial.

The Core Area designation, defined as the historical downtown area along Talbot Street from Raglan Street to Queen Street, was placed at the top of the hierarchy in terms of its primary commercial role and function, while the other designations provided for a range of commercial uses which due to their size or nature have required locations outside the core. This Official Plan update will continue to foster the traditional Core Area as the central focus of commercial and civic land use in Aylmer.

The Support Commercial designation was introduced to recognize the automotive, retail/office plazas and fast food commercial uses that evolved adjacent to the core during the "second wave" of commercial development in Aylmer. Similarly, the Highway Commercial designation was introduced to recognize highway-type commercial uses such as automotive uses, motels, restaurants and recreational uses located along Talbot Street (Highway 3) east of Albert Street. While there are some differences in how these areas have evolved, the existing and permitted uses are similar and the policies that apply to these areas should be the same. As such, there is a need to harmonize and consolidate these designations and policies to create uniform criteria for development in these areas.

The Office Residential Commercial designation was introduced to provide flexibility to the use of existing residences located adjacent to the Core Area

along Talbot Street, John Street and Sydenham Street. Some adjustment to the policies applicable to this area is needed through this Official Plan update in order to clarify the uses permitted and related restrictions intended to preserve the residential character of the area while maintaining sufficient flexibility to allow for compatible commercial uses.

The Neighbourhood Commercial designation was introduced to provide a separate land use designation for convenience-type commercial uses proposed in residential neighbourhoods. The intention was to require an Official Plan Amendment to acquire the designation based on the philosophy that neighbourhood commercial development can have significant impacts on the aesthetics of residential neighbourhoods. This Official Plan update supports this philosophy, and in the interest of protecting the character of Aylmer's residential neighbourhoods and fostering the Core Area as the commercial focus of the community, an Official Plan amendment will continue to be required for new proposals for convenience-type commercial uses in residential areas.

The final component of the commercial hierarchy is the Business Park Commercial designation which was introduced to provide for larger format retail uses. Application of this designation to lands along John Street North has led to the creation of a new commercial gateway to the Town while supporting the continued primary commercial role of the core area. Since 1999, the lands designated as Business Park Commercial have been fully developed with the introduction of over 6,500 square metres (70,000 square feet) of new retail floor space, 1,700 square metres (18,540 square feet) of office space, and a storage facility. Additional lands will need to be designated for commercial development in order to address the future commercial/retail needs of the community.

Given the shortage of lands within Aylmer's current municipal boundary, the Town will need to pursue expansions to its municipal boundary to allow for the designation of additional lands for commercial development by future amendment to this Plan.

2.2.7 EMPLOYMENT LAND BASE

Based on the 2016 Town of Aylmer Residential Land Needs Assessment, there are approximately 35.4 ha (87.5 ac) of undeveloped employment designated land within the Town. 23.1 ha (57.1 ac) of this land is comprised of an agricultural parcel west of Elm Street, which is assumed to remain undeveloped (particularly in the short to medium term).

While it is only through a comprehensive review that the conversion of non-employment lands to employment uses may be considered, there are no undeveloped lands designated in the Official Plan for non-employment purposes

(e.g. residential, commercial) that are potentially suitable or desirable for being converted to employment purposes.

Although a shortage of industrial land is recognized to exist, no specific land requirement has been quantified to date. An identification of the current supply of undeveloped land available for commercial purposes, a market analysis and an assessment of the impact of current and emerging trends in retailing on Aylmer would be required to provide a quantified measure of land needs for commercial purposes.

2.2.8 ECONOMIC DEVELOPMENT

The Town of Aylmer has a vibrant commercial core and a healthy employment base. To keep pace with changing commercial and employment needs as well as tourism/service opportunities, the updated Official Plan needs to ensure appropriate, flexible, yet secure policies are in place for this changing economic environment, and also that sufficient opportunities are available for housing, business, employment and recreation.

2.2.9 RECREATION MASTER PLAN

In 2004 the Town of Aylmer completed a Recreation and Leisure Time Master Plan that provides a strategy for the provision of parks and recreation facilities and services to the year 2016. Reference to the Master Plan as the guiding document for parks and leisure facility provision and service delivery in Aylmer should be made in this Official Plan.

2.2.10 NATURAL ENVIRONMENT AND HAZARD AREAS

The Catfish Creek Conservation Authority (CCCA) and Ministry of Natural Resources and Forestry (MNRF) provide mapping of natural environment features such as woodlots as well as natural hazards such as flood prone areas and CCCA regulated areas. If additional natural heritage features or hazards are identified in the future, appropriate updates to the Official Plan will be needed to reflect this new information and afford the appropriate protection.

2.2.11 ALTERNATIVE AND RENEWABLE ENERGY

New or expanded alternative or renewable energy systems should be designed and constructed to minimize impacts on adjacent land uses in order to prevent adverse effects from odours, noise and other contaminants and minimize risk to public health and safety. Sites for large-scale alternative or renewable energy systems should have sufficient area to provide appropriate setbacks from sensitive residential and institutional land uses to provide safety and/or minimize other potential impact in accordance with the Green Energy Act.

It is recognized that such facilities are subject to the approval or permits of various ministries and approval bodies such as the Ministry of Environment, Conservation and Parks, Ministry of Transportation, Ministry of Natural Resources and Forestry, and Conservation Authorities. This Official Plan update provides policies to support and promote sustainability and energy conservation in Aylmer as a means of implementing this provincial policy direction.

SECTION 3 FUNCTIONAL POLICIES

3.1 LAND USE POLICIES - ALL LAND USES

3.1.1 GENERAL

The general land use policies of this Plan have been established in order that future development in the Town of Aylmer occurs in a controlled, orderly and systematic basis. New development or redevelopment in the Town should follow the guidelines outlined below.

3.1.2 SITE SUITABILITY

Prior to the approval of any development or amendment to this Plan or the Zoning By-Law, it shall be established to the satisfaction of Council and all other bodies having jurisdiction that:

- (1) Development shall be located in areas of the Town with existing, future or planned service capacity for hydro, natural gas and municipal water.
- (2) Development with access to sanitary sewer service shall be required to connect and demonstrate adequate unreserved capacity in the service area. Development in close proximity to sanitary sewer service shall be encouraged to connect, where feasible, and where unreserved capacity is available.
- (3) Development shall demonstrate appropriate, safe access to the local and County road network capable of supporting the type and volume of vehicular traffic generated by the proposed development.
- (4) Development shall provide on-site storm water quantity and quality management and demonstrate no negative impact to approved drainage outlet(s).
- (5) Development shall be encouraged to incorporate best management practices and the utilization of low impact storm water management systems.
- (6) Development with limited lot frontage shall be required to demonstrate to the satisfaction of the Town how the subject site can be accessed without impact to abutting sensitive land uses. Minimum lot frontage requirements are more specifically outlined in the implementing Zoning By-law.

- (7) Development located to the rear of existing sensitive land uses shall be required to demonstrate a higher standard of separation and buffering through the site plan approval process.
- (8) Development shall be designed and oriented as to maximize buffering between it and sensitive lands uses to minimize or mitigate adverse impacts.

3.1.3 COSTS OF SERVICING DEVELOPMENT

(1) Location of Development

In order to minimize the cost of services provided by all public agencies, no new development in the Town of Aylmer will be permitted in any location where it would contribute to a demand for public services which are not economically feasible to provide, improve, or maintain. Instead, development should be permitted only in locations where demands on public services will be minimized, where it can most effectively utilize existing services, or where new services can be economically provided and maintained.

(2) Development Charges

In order to defray costs to the municipality associated with any development or redevelopment, the Town may implement any or all of the provisions of the Development Charges Act, as amended.

3.1.4 WATER SUPPLY AND SEWAGE DISPOSAL

(1) Public Piped System

Urban development or redevelopment in the Town of Aylmer shall be developed on the basis of public piped water and sanitary sewer systems. In certain cases, this will entail extensions and/or improvements to the existing public piped systems in order to service areas of new urban development.

Where the servicing of new urban development requires extensions and/or improvements to the existing public piped systems, such servicing will generally be financed, constructed, and maintained by the developer before being turned over to the municipality.

Wherever feasible, the use of existing sewer and water infrastructure will be optimized before consideration is given to developing new infrastructure.

The areas currently on private individual on-site sewer and water systems will be connected to public sanitary sewers and water supply when the services become available.

(2) Servicing Strategy/Full Municipal Services

New proposals shall not be granted development approvals unless adequate uncommitted reserve water and sewage treatment capacity is demonstrated to be available to be allocated to accommodate the development of the site. The availability of uncommitted reserve servicing shall be based on Provincial policies and guidelines. The determination of sufficient reserve sewage system capacity shall include treatment capacity for any hauled sewage from existing private systems.

When the capacity of the water and sewage facilities have been fully allocated and prior to the facilities reaching their hydraulic capacity, the Town shall demonstrate a commitment to the expansion of the facilities in accordance with the municipal servicing strategy/plan, before additional approvals are given to further development proposals. Limitations in the capacity and operating performance of the water and sewage facilities will be recognized as a constraint to the approval and timing of new development proposals. In allocating reserve water and sewage treatment capacity to development, the Town will give priority to proposals for intensification and redevelopment in areas where existing public piped water and sewer systems are available.

Although the Town of Aylmer has enough supply for infilling existing development, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development per the Provincial Policy Statement.

(3) Water Conservation Policy

It is a policy of this Plan to encourage efficient water use and water conservation. In order to reduce water demand, the Town may implement by-laws limiting the frequency and/or timing of outdoor water use. The Town may also implement strategies for water conservation in order to extend the capacity of existing water supply and wastewater treatment systems and delay requirements for capital upgrades to increase the capacity of these systems. The strategy may include conservation

programs and other educational and regulatory initiatives to reduce water usage.

Developers will be encouraged to use drought-resistant grasses and provide an adequate soil base layer for new lawns and landscaped areas to reduce outdoor watering requirements. Developers and builders will also be encouraged to use low consumption, water-efficient facilities and appliances in buildings wherever feasible.

3.1.5 WATER RESOURCES

Surface water resources, including streams, lakes, ponds and wetlands are intended to be protected through their inclusion within the Natural Heritage System. Groundwater sources occur throughout the Town and are an essential resource for residents and businesses. It is the intent of this Plan that all development shall be subject to the following policies to ensure that water quality and quantity are not adversely affected. Specifically, it is the Town's intent that the development of public and private uses will not significantly alter groundwater recharge or discharge, impair groundwater or surface water quality, or negatively impact municipal groundwater supply. The Town recognizes a relationship between groundwater and surface water in terms of recharge and discharge functions. The policies of this Plan are intended to address both ground water and surface water protection.

With respect to water resources, the Town shall endeavor to:

- (1) Ensure land use decisions advance water conservation efforts and support the efficient use of water resources;
- (2) Promote efficient and sustainable use of water resources that maintain and enhance water quantity and quality through the retention of vegetation or through re-naturalization;
- (3) Encourage agricultural practices that protect water resources;
- (4) Promote sustainable stormwater management practices that protect, or where feasible, enhance water quality and water quantity control;
- (5) Identify water resource systems consisting of groundwater features, hydrologic functions, natural heritage features and areas, and surface water features, which are necessary for the ecological and hydrological integrity of the watershed;
- (6) Maintain linkages and related functions among groundwater features, hydrologic functions, natural heritage features and area, and surface water features;

- (7) Protect or enhance the function of sensitive groundwater recharge areas, discharge areas, aquifers and headwaters;
- (8) Work cooperatively with Conservation Authorities and Provincial Ministries regarding land management issues within the watersheds of the Town;
- (9) Ensure that land use planning contributes to the protection, maintenance, and enhancement of water and related resources and aquatic systems on an integrated watershed management basis;
- (10) Ensure that development meets Provincial water quality objectives;
- (11) Ensure levels of wastewater treatment that are appropriate for the size, location and scale of development anticipated;
- (12) Protect wetlands and areas that make significant contributions to groundwater recharge;
- (13) Ensure the base flow needed to protect streams, fisheries and wetlands are maintained;
- (14) Support sustainable stormwater management practices that protect, or where feasible, enhance water quantity and quality control;
- (15) Implement necessary restrictions on development and site alteration to protect municipal drinking water supplies, vulnerable areas, and sensitive surface and groundwater features; and
- (16) Improve or restore sensitive surface and groundwater features through low impact development approaches and restrictions on development and site alteration, where necessary.

3.1.6 SOLID WASTE MANAGEMENT

This Plan encourages the joint planning and use of solid waste management sites by the local municipalities within the area, in conjunction with the County of Elgin and the Province.

The Town shall encourage recycling programs that will have the effect of reducing, reusing and recycling waste.

3.1.7 STORMWATER MANAGEMENT POLICY

(1) Stormwater Management Studies

Prior to development being allowed to proceed, and if required by the policies of this Plan, the Catfish Creek Conservation Authority and/or the Province, the developer shall undertake a stormwater management study to determine the effect of increased run-off due to development of the site, and to identify stormwater management measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm. This Plan requires the preparation of a stormwater management study for any new development consisting of more than five residential lots or for commercial or employment developments with large amounts of impervious area. The study shall identify practices that will minimize stormwater volumes and contaminant loads and determine the appropriate stormwater facilities for the development to achieve these objectives. The developer shall install the stormwater management measures identified in the study as part of the development of the site, to the satisfaction of the Town and the Conservation Authority.

In addition to the Catfish Creek Conservation Authority, the Ministry of Environment, Conservation and Parks and the Ministry of Transportation shall be consulted on stormwater management studies in situations where statutory approvals are necessary under the Ontario Water Resources Act and/or in situations where development is proposed adjacent to a Provincial Highway. Stormwater management studies will be considered in light of the Province's current Stormwater Management Planning and Design Manual.

3.1.8 EMPLOYMENT LAND SUPPLY

It is an objective of this Plan to encourage businesses and industries to locate within the community to provide employment opportunities, increase the assessment base and promote the retention of disposable spending dollars within Elgin County and Aylmer in particular. In order to achieve this objective the Town may participate in the development of additional or expanded business/industrial park sites and/or the provision of services to privately owned employment lands so as to ensure an adequate supply of available serviced employment lands to address the employment needs of the local and regional community.

3.1.9 SCHOOL FACILITIES

(1) Accommodation

The school authorities which have jurisdiction in the municipality will generally determine their own requirements for new or modified educational facilities. Whenever the school authorities formulate long

range accommodation plans and proposals, such plans may be discussed and reviewed with the Planning Committee and Council and, where appropriate, incorporated into this Official Plan by way of an amendment.

(2) Requirements Affecting Development

Before the approval of any development which is likely to generate additional pupils in the Town of Aylmer, the school authorities shall advise and confirm to the municipality that the necessary school accommodation and bussing can be provided.

(3) Surplus Facilities

The Town will plan for the future reuse and redevelopment of surplus educational facilities where they are no longer required for educational purposes and where the Town sees opportunity for their redevelopment. The potential redevelopment of these sites for non-institutional uses should ensure compatibility with the surrounding area and provide opportunities to improve the health and vitality of the Town.

3.1.10 UTILITIES AND PUBLIC SAFETY

(1) Requirements for Development

Before any development is approved, the municipality shall be satisfied that necessary utilities, fire protection and police protection will be provided. Approval to a development proposal will be given only in locations where such services are economically feasible to maintain and does not create an undue financial burden on the existing community.

(2) Lands for Easements

Where land is required for utility easements or emergency access, such land shall be obtained by the relevant agency, in the course of approving plans of subdivision, development or redevelopment applications and consents for land severances.

3.1.11 PARKLAND DEDICATION

(1) Land Conveyances

Whenever development or redevelopment of lands is proposed for residential purposes in the Town of Aylmer, the municipality shall, as a condition of approval, require that up to five percent (5%) of such lands for development at 14 units per gross hectare or less, or one hectare (1 ha) for every 300 dwelling units for development at densities greater than 14

units per gross hectare, be conveyed to the municipality for parks purposes. Commercial and employment development shall, as a condition of approval, require that up to two percent (2%) of such land be conveyed to the municipality for parkland. All lands to be so conveyed shall require approval by the municipality. Lands exhibiting environmental constraints may not be acceptable.

(2) Alternative Conveyances

The municipality may require the developer to convey cash-in-lieu of parklands. The cash value of such lands shall be determined by an appraisal authorized by the municipality. The value of the lands shall be determined as of the day before the day of the issuance of the building permit as outlined in the Planning Act. For plans of subdivision, the value of the land is determined as of the day before the day the Draft Plan of Subdivision is approved, or as specified in the Planning Act as amended from time to time. Funds collected under the alternative conveyance regulations shall be used for parkland upkeep, parkland development, recreational facilities, acquisition of natural habitat areas and for the protection of natural habitat areas.

(3) Public Parkland Standards

The provision of public parks and related amenities and facilities will be guided by this Plan and the Town of Aylmer Recreation and Leisure Time Master Plan. The Town will strive to maintain an adequate provision of parkland. The Town encourages the development of parkland within all new plans of subdivision and the Town will consider the appropriate amount on a case by case basis.

3.1.12 BUFFERING

The proposed development and redevelopment of all land in the Town must be generally compatible with adjacent land uses. Residential areas and sensitive land uses shall be protected from land uses that emit noise, vibration and/or odour, and certain elements of the transportation system through the policies of the Plan and the use of zoning and site plan control.

Developers may be required to carry out noise, air quality and/or vibration assessments and determine control measures which are satisfactory to the Town and which meet the Ministry of Environment, Conservation and Parks' recommended criteria and/or guidelines.

The Town may use site plan control to require buffering between uses of land where there may be conflicts such that one use may detract from the enjoyment

and functioning of the adjoining use. Such buffering will be considered in light of provincial guidelines, and may include landscaping, screening and the separation of uses by requiring extra distance between them. Added conditions such as increased yard requirement, planting strips, fencing, and/or berms, deflective lighting, restrictions of use of certain portions of the land, etc. may be imposed to offset aspects of incompatibility between any two land uses.

3.1.13 HERITAGE CONSERVATION

(1) Natural Heritage

It is the policy of this Plan to encourage the protection, conservation and maintenance of the natural heritage landscape in Aylmer for the long term. This Plan uses the Parks and Open Space designation on Schedule “A” (Land Use Plan and the Development Control Area) and the Development Regulated Area and Significant Woodlots overlays on Schedule “B” (Natural Features) to afford protection to natural heritage features, as well as employs policies prohibiting development and site alteration on lands within or abutting these features unless it can be demonstrated through the preparation of environmental impact studies that there will be no negative impacts on the natural features and their ecological functions.

(2) Archaeological, Cultural and Built Heritage

It is the policy of this Plan to identify, conserve and enhance the Town’s cultural heritage resources, including archaeological resources, cultural heritage landscapes and built heritage resources. All new development or redevelopment permitted by the policies and designations of this Plan shall occur in a manner that conserves significant built heritage resources and significant cultural heritage landscapes. It shall be the policy of the Town to use all relevant legislation and programs whenever possible to encourage the preservation and enhancement of heritage features and to develop a greater awareness of the value of heritage conservation in the community. When appropriate and necessary the Town will use the provisions of the Ontario Heritage Act to conserve, protect and enhance the Town’s heritage.

Development on lands containing significant archaeological resources shall avoid the destruction or alteration of these resources. Where such avoidance is not possible, the development proponent shall conserve significant archaeological resources through the removal and documentation in advance of any land disturbances, and in accordance with the archaeological licensing provisions of the Ontario Heritage Act. Archaeological site locations and areas of archaeological potential will be

determined by the Town based on registered site data and potential screening criteria provided to the Town by the Province.

3.1.14 ENERGY CONSERVATION

The Town shall promote energy conservation by encouraging developers to implement designs which attempt to minimize energy use. Such techniques as innovative building designs, efficient road patterns, lot layouts and landscaping, all of which can reduce future energy requirements, shall be encouraged. The Town shall also encourage involvement in various energy conservation programs and the use of alternative energy systems and renewable sources of energy where appropriate.

3.1.15 ELECTRIC POWER FACILITIES

In accordance with the Planning Act, R.S.O. 1990, c. P.13, as amended, any use of lands, buildings or structures by *Hydro One, Ontario Power Generation Incorporated* or their successors that is subject to and approved under the Environmental Assessment Act shall be exempt from the policies of this Plan and the provisions of the Town's Zoning By-Law. However, any use of lands, buildings or structures by *Hydro One, Ontario Power Generation Incorporated* or their successors that are not subject to approval under the Environmental Assessment Act such as executive, administrative and retail uses, shall comply with the policies of this Plan and the provisions of the Zoning By-Law.

3.1.16 ALTERNATIVE OR RENEWABLE ENERGY FACILITIES

New or expanded alternative or renewable energy systems, including wind energy facilities, should be designed and constructed to minimize impacts on adjacent land uses in order to prevent adverse effects from odours, noise and other contaminants and minimize risk to public health and safety. Sites for large-scale alternative or renewable energy systems should have sufficient area to provide appropriate setbacks from sensitive residential and institutional land uses to provide safety and/or minimize potential risks in accordance with the Green Energy Act.

The Town will provide input to the Province when applications for alternative and renewable energy systems, such as wind energy generation and solar energy facilities, are being contemplated in the Town. The Town will develop a protocol for the review and comment on applications made under the Green Energy Act.

The Town will encourage coordination in planning for the provision of energy transmission corridors. It is recognized that such facilities are subject to the approval or permits of various ministries and approval bodies, such as the

Ministry of Environment, Conservation and Parks, Ministry of Transportation, Ministry of Natural Resources and Forestry, and Conservation Authorities.

The Town will promote opportunities to partner with infrastructure providers to increase access to electrical vehicle charging stations.

3.1.17 OTHER UTILITY FACILITIES

All existing facilities and the development of any new facilities associated with a public or private utility, telephone, television, cable transmission or other similar communications company, or a gas distribution or transmission company shall be permitted in any land use designation without an amendment to this Plan. The utility or company involved shall consult with the Town regarding the location of any and all new facilities and buildings.

3.1.18 INSTITUTIONAL USES

In addition to the utilities referred to in Subsections 3.1.15 and 3.1.17, institutional uses that serve the local community, such as elementary schools, places of worship, community halls and/or a hall associated with either a school or a place of worship if less than 500 square metres in floor area, cemeteries, municipal buildings, public utilities, neighbourhood parks and recreation facilities, and branch libraries, shall be permitted in all land use designations, except as otherwise provided by the policies of this Plan applicable to the Natural Heritage and Development Control Area designation overlays. Both the development of new and the expansion of existing institutional uses shall be subject to the policies of Section 4.5 of this Plan and the following policies:

- (1) The institutional uses shall be appropriately zoned in the Town's Zoning By-Law;
- (2) Adequate precautions shall be taken to ensure that the institutional uses have no adverse effects on adjacent land uses;
- (3) Adequate parking, vehicular access, landscaping, tree planting, buffering and site and building design shall be required where necessary to create an attractive appearance and ensure compatibility with surrounding land uses;
- (4) Suitable arrangements will be made for water supply, sewage disposal, storm drainage and all other similar services.

Secondary and post-secondary schools, nursing homes, hospitals, arenas, community halls greater than 500 square metres, correctional facilities and other major institutional uses will require an “Institutional” designation on Schedule “A” – Land Use Plan.

3.1.19 MOBILE HOMES/MODULAR HOMES

Mobile homes shall not be permitted as a dwelling unit in the Town. Mobile homes for other purposes may be permitted by the adoption of temporary use by-laws or in a land use designation specifically permitting mobile homes. Modular homes are permitted as single detached dwellings in appropriate Residential designations.

3.1.20 BROWNFIELDS REDEVELOPMENT POLICIES

Section 28 of the Planning Act, allows municipalities to create Community Improvement Areas and designate community improvement project areas for any environmental, social or community economic development reason, including building age or structural condition, overcrowding, poor planning, unsuitability of buildings, or intent to encourage affordable housing. The Town can provide grants and loans to owners of brownfields to assist in the cost of any clean up. There may be sites within the community that could benefit from this planning tool. More detailed policies on how this Official Plan addresses Community Improvement Areas are found in Section 5.3.

3.1.21 DECOMMISSIONING

Potentially contaminated sites include lands where contaminants may be present due to previous industrial, transportation, utility or similar uses. Sources of site contamination can include disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills. Some commercial uses, such as gasoline stations and automotive repair garages, have a similar potential. Where a change in land use is proposed and a previous or existing use has the potential to have caused environmental contamination, the site shall be decommissioned and/or cleaned up to the satisfaction of the Ministry of Environment, Conservation and Parks. The decommissioning/clean up shall be undertaken in accordance with the Ministry's Guideline for Decommissioning and Cleanup of Sites in Ontario. A Record of Site Condition may be required prior to any planning approvals in accordance with Regulation 153/04 of the Environmental Protection Act.

3.1.22 ACTIVE AND CLOSED WASTE DISPOSAL SITES

Any significant development, or change of use, on or within 500 metres of the perimeter of an active or closed waste disposal site will be subject to consultation with the Ministry of Environment, Conservation and Parks before any development is to occur. A study may be required to be undertaken by a qualified professional that evaluates the presence and impact of environmental contaminants including but not necessarily limited to methane gas and leachate. The study will address the feasibility of mitigation measures if required. If it is

found that a potential adverse effect or potential risk to health and safety does exist, development may be restricted and/or refused. Where significant development, or change of use is proposed on a waste site itself, no development will be permitted to occur until approval from the Province and/or its delegate for the proposed use is obtained in accordance with Section 46 of Ontario's Environmental Protection Act.

3.2 TRANSPORTATION POLICIES

3.2.1 GENERAL

The road network indicated on Schedule "C" is based on the inter-relationship of land use and transportation. The primary objective shall be to provide optimum conditions for the movement of people and goods from one portion of the Town of Aylmer to another, as well as to facilitate the movement of traffic through the Town. Every attempt should be made to ensure that the Town's road pattern is in harmony with the County and Provincial Road Systems.

3.2.2 CLASSIFICATION

Roads within the Town of Aylmer are designed or intended to serve different functions. The roads within the Town have been classified according to the anticipated ultimate function that each road would serve. Where additional land is required for widenings, extensions, or intersection improvements, such land shall be obtained wherever possible in the course of approving plans of subdivision, development applications, or by conditions attached to individual consents.

3.2.3 ARTERIAL ROADS

Arterial roads are existing roads of 2 to 4 traffic lanes. Due to existing development, desired right-of-way widths may not always be achievable. Wherever possible, the right-of-way widths for Talbot Street and John Street shall be 26 metres. The number of access points from abutting properties should be restricted.

The function of the arterial roads is to facilitate the inter-municipal and through municipal movement of high volumes of traffic to and from major traffic generating sectors of the Town.

New employment, commercial, institutional, and multiple unit residential uses may have access to arterial roads, but in each instance an attempt shall be made to group developments in order to reduce the number of access points which could hinder the movement of traffic. Strip or linear development shall be

discouraged. Where such conditions exist, the number of access points shall be reduced wherever possible.

It is not the intention of this Plan that arterial roads existing in a built-up area will necessarily be widened, or that direct access will be eliminated or restricted, except where redevelopment is taking place.

3.2.4 COLLECTOR ROADS

Collector roads are existing and proposed roads with a minimum of two traffic lanes and a right-of-way width of 20 to 26 metres, which are designed to collect and carry medium volumes of local traffic to arterial roads or to distribute traffic to the local roads, as well as provide access to abutting properties.

3.2.5 LOCAL ROADS

Local roads are existing and proposed roads with two traffic lanes and a right-of-way width of 20 metres which are designed primarily to provide access to abutting properties. They should be designed so as to discourage the movement of through traffic and should function as local distributors of traffic to the local roads, as well as to provide access to abutting properties. At the discretion of Council, right-of-way widths less than 20 metres may be considered for local roads on the merits of an improved streetscape, better utility of the land base, impacts to the social and physical environments, and life-cycle costs. However, nothing in this section shall obligate the Town to grant, open or improve road allowances that do not meet the minimum right-of-way widths of this Plan.

3.2.6 PRIVATE ROADS

For the purpose of this Plan, Private Roads are lanes, driveways roads or right-of-ways that are not owned or maintained by the Province, the County, or the Town that service two or more properties in separate ownership. The following will be the Policy of the Town:

- (1) Development on Private Roads and the creation of new Private Roads will only occur as roads internal to plans of condominiums.
- (2) New Private Roads, as part of a condominium, must directly connect to a public road which is maintained year-round.
- (3) New or extended Private Roads will be prohibited.
- (4) Direct access to existing Private Roads from existing abutting properties without road frontage or access may be permitted provided the access point is in a location where there are adequate sight lines considering the topography and the geometric design of the Town.

- (5) Private Roads may be assumed by the Town once they have been upgraded to an accepted municipal standard. However, the Town is not obligated to assume any road even if it has been brought up to an accepted municipal standard. The Town will not be responsible for upgrading Private Roads.

3.2.7 PROVINCIAL HIGHWAY 3/PROPOSED BY-PASS

Provincial Highway No. 3 currently forms the main east-west arterial road (Talbot Street) as a “connecting link”. A right-of-way has been established along the Town’s northern boundary to accommodate a proposed bypass. The Highway No. 3 by-pass will have a significant influence on future land use patterns and policies. Direct access to Highway 3 will be limited. Access to properties along Highway 3 (outside of the connecting link) will be restricted to local roads where applicable. No new direct access to Highway 3 will be permitted. Permits must be obtained from the Ministry of Transportation (MTO) for all developments located within the permit control area as defined in Section 34 and 38 of the Public Transportation and Highway Improvement Act. For development proposed within this area, the MTO may request traffic impact studies along with storm water management reports and the submission of proposed development plans for review and approval in order to determine the impact of any new development on a provincial highway.

3.2.8 INTERSECTION IMPROVEMENTS

It is the intent of this Plan that, as traffic conditions warrant, improvements in the form of jog eliminations, regulation of turn movements, proper signing, installation of traffic signals, marking of traffic lanes and channelization construction will be undertaken at the intersections as required.

3.2.9 OFF-STREET PARKING

This Plan proposes that sufficient off-street parking facilities be established as are required to serve the needs of the Core Commercial Area. Whether an off-street parking program is developed entirely by the Town of Aylmer, by private enterprise, or jointly by the Town and private enterprise, reasonable parking facilities should be established, consistent with demand, and in accordance with the following general principles:

- (1) The parking facilities within the Core Commercial Area should be a combination of short-term parking for shopping and business purposes and long-term for those employed in the area.
- (2) The area behind the stores and businesses which line Talbot Street should be developed in such a manner as to provide landscaped off-street parking areas for customers.

- (3) The cash-in-lieu of parking policy and by-law, as provided for in the Planning Act R.S.O. 1990, c.P.13, may be implemented and the funds used to provide public parking facilities within the Core Commercial Area in accordance with the policies of Subsection 5.2. It should be noted that the Core Commercial Area is exempt from all parking requirements.
- (4) Council shall attempt to create a new Town parking lot to assist in overcoming the existing parking deficiencies.

3.2.10 TRANSPORTATION STANDARDS AND GUIDELINES

Design standards for location, layout, surfacing, lighting and landscaping of driveways, off-street parking areas and loading areas will be established in the implementing Zoning By-law and through site plan control. In addition, the Town may adopt a Design Guidelines Manual from time to time to address more detailed transportation-related issues such as preferred access locations, sight distance requirements, maximum number of and spacing between driveways, corner clearance, grades, angle of intersection, emergency routes, lighting, signage and other standards. Where such a guideline is adopted by Council, applications for development may be evaluated on the basis of compliance with these guidelines.

3.2.11 TRAILS AND WALKWAYS

The needs of pedestrians and cyclists will be considered in the review and evaluation of all development applications to promote alternative modes of transportation and to foster public health and recreational opportunities. New development and redevelopment should be planned to facilitate the creation of a linked pedestrian and cycling networks connecting residential areas to employment and commercial areas, as well as to public parks, schools and other community facilities throughout the Town of Aylmer. As a minimum, a sidewalk shall be provided on one side of the road for all new development proposals involving the creation of new public roadways.

In undertaking municipal road construction and improvements, the Town of Aylmer will consider opportunities for the provision of sidewalks, bike lanes, on-road trail routes and similar pedestrian or cycling facilities.

3.2.12 BARRIER-FREE ACCESS

It shall be a policy of this Plan that, in reviewing development applications and when the Town is undertaking public works, serious consideration be given to the creation of a barrier free environment. Encouragement will also be given to design standards that create a safe pedestrian environment.

Barrier free design will be applied to intersection, curb cuts, pedestrian activated signals, public buildings, all new institutional, recreational, commercial, employment, or multi-unit structures.

The Town will explore ways to eliminate barriers to wheelchairs and mobility aids on public lands and in buildings. The Town will encourage developers to provide barrier free developments.

The Town's zoning by-law will establish standards for the provision of parking spaces for the physically disabled where the magnitude of the development warrants the provision.

The Town will have regard for the requirements of the Accessibility for Ontarians with Disabilities Act and:

- (1) Prepare a Joint Accessibility Plan every year covering the identification, removal and prevention of barriers to persons with disabilities in by-laws and policies, programs, practices and services;
- (2) The Town may establish a Joint Accessibility Advisory Committee, the majority of members being persons with disabilities, to address accessibility issues for the Town and seek the advice of the Joint Accessibility Advisory Committee on the accessibility of all existing and new municipal facilities, and if appropriate, on the accessibility of development proposed in Site Plan Approval applications; and
- (3) The Town will encourage new residential development to incorporate universal design and accessibility features to support aging in place.

SECTION 4 LAND USE POLICIES

4.1 GENERAL

The intent of this Official Plan is to develop policies and to define, through Schedule “A” - Land Use Plan and Schedule “B” – Natural Features, the nature and extent of future growth and to determine the use of land in an orderly, attractive, economically viable and sustainable manner. The objectives of the Land Use Policies portion of the Official Plan are to:

- designate major land use areas to ensure the proper functioning of each use, and desirable spatial distribution based on sound planning principles and analysis;
- designate significant natural heritage features for long term preservation and identify hazard areas where development restrictions are required to protect public health and safety and the quality of the natural environment;
- establish a land use pattern and policies for development to ensure that services and utilities are efficiently utilized and the use of existing infrastructure is optimized wherever possible;
- ensure that sufficient opportunities are provided for housing, commerce, employment, institutional and recreational uses through intensification and redevelopment and in designated growth areas; and
- ensure that the core commercial area is strengthened as the focal point of community life and commerce.

The municipal boundary of the Town of Aylmer is also the Settlement Area for the municipality. The Settlement Area shall not be expanded except as a result of a comprehensive review in accordance with the Provincial Policy Statement.

4.2 RESIDENTIAL USES

4.2.1 OBJECTIVES

- (1) To ensure that new development occurs in a manner in keeping with the capacity of the Town’s municipal water, sewer and community facilities and the financial capability of the Town.
- (2) To support the provision of a choice of housing types including location, size, cost, tenure, and design so that a broad range of housing opportunities are available within the community.

- (3) To foster the provision of affordable housing and special needs housing.
- (4) To encourage the provision of an adequate supply of draft approved and/or registered lots and blocks on new plans of subdivision and/or registered lots which have been created in accordance with the policies of this Plan.
- (5) To encourage infill residential development and intensification of vacant or underutilized parcels of land in residential areas where such development will be compatible with existing uses and where it will contribute to the more efficient use of sewer and water services and community facilities.
- (6) To encourage the provision of an adequate supply of new building lots to meet the anticipated demand for additional housing units over the next 10 years as the capacity of the Town's services and land base permit.
- (7) To promote the maintenance and rehabilitation of the existing housing stock.
- (8) To support the development, in appropriate locations, of residential facilities that meet the housing needs of persons requiring specialized care.
- (9) To encourage residential development that is conducive to the conservation of water and energy and that retain, to the extent feasible, desirable natural features.
- (10) To support the development of multi-unit, medium density residential uses in locations where development is compatible with surrounding land uses, and where there is safe and convenient access to shopping, public open space, recreation facilities and other urban amenities.

4.2.2 GENERAL POLICIES

(1) Housing Mix

The Town shall encourage the development of a range of housing types and tenures to assist in meeting the affordability and density targets of this Plan and to accommodate all age groups and special needs requirements.

The housing mix has been and will continue to be predominantly single detached dwellings.

The 2016 housing composition in Aylmer consisted of 67.2% single detached dwellings, 5.4% semi-detached, 3.2% duplex, 6.6% townhouse dwellings, 16.4% apartment dwellings and 1.6% other.

(2) Housing Supply

It is an objective of this Plan to maintain, at all times, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans. The Town shall review, on an annual basis, the supply of these serviced residential lands against the objective to maintain a minimum continuous three-year supply, as well as the housing mix, affordability and density targets of this Plan.

It is also an objective of this Plan to maintain, at all times, the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development.

(3) Residential Intensification

It is an objective of this Plan to accommodate a minimum of 15% of new housing units through intensification and redevelopment of existing vacant and underutilized lands in areas of existing residential development. Potential residential intensification and redevelopment areas are included in the Low, Medium and High Density Residential designations on Schedule “A” – Land Use Plan and will be appropriately zoned in the implementing Zoning By-law to assist in achieving this objective.

While an objective of this Plan is to promote intensification and redevelopment of vacant and underutilized lands in existing residential areas, the indiscriminate mixing of different housing types in established low density residential areas shall not be permitted in the interest of protecting the stability and character of existing neighbourhoods. Redevelopment proposals will, to the satisfaction of Council, ensure that the residential character of the area will be maintained or enhanced and not present a burden to existing facilities and services.

(4) Vacant Residentially Designated Areas

In vacant areas proposed for residential development, housing shall be provided to achieve the housing mix, density and affordability targets of this Plan while ensuring that the overall density restrictions are not exceeded and that conflicts do not occur between housing types. The planning of new residential areas shall make provisions for a range of housing type, size, price and tenure in order to provide accommodation for households of differing socio-economic characteristics.

Internal road networks should be designed to ensure good access to the major road network while discouraging through traffic.

Consideration shall be given to the orientation of streets, lots and buildings to make full use of solar energy, as well as energy efficient construction techniques. In order to achieve this objective, the following design techniques should be considered when evaluating new plans of subdivision:

- (a) east-west street orientation so facing walls and windows of houses may orient south;
- (b) angled lots; and
- (c) the development of pedestrian and bicycle pathways that bisect the community, providing the shortest distance between the residential area and areas of employment, community and commercial facilities.

Consideration shall also be given to landscaping, planting and facilities that will promote water conservation.

In general, Council shall maintain a flexible attitude towards carefully designed experimental housing. Energy efficient construction of housing shall be encouraged in the Municipality, provided it meets the requirements of the Ontario Building Code.

New plans of subdivision within the Residential designation shall be designed so that continuous interior access roads will connect to adjacent subdivisions. For larger blocks of lands located adjacent to arterial roads, direct access to the arterial road may be limited.

Undeveloped lands that are designated Residential may be placed in a holding zone in the implementing Zoning By-Law. The holding symbol will be removed when appropriate sanitary sewage, water and other necessary arrangements are made to the satisfaction of the Town and a plan of subdivision or condominium is approved where required. Existing uses shall be permitted in the interim.

(5) Residential Development on Lots with less than the Minimum Frontage and/or Area

Residential development on existing lots with less than the minimum frontage and/or area as specified in the Zoning By-Law, will generally be permitted, unless otherwise provided for in this Plan, if Council is satisfied that the proposed development is compatible with existing surrounding development in terms of site coverage, housing size, and character, as well

as lot size and building setback, subject only to the consent of the Committee of Adjustment for a minor variance.

(6) Conservation and Rehabilitation of Existing Housing Stock

The conservation and rehabilitation of existing housing stock shall be encouraged in order to maintain the supply of older housing and to preserve the physical, social, and economic character of stable residential areas.

In existing residential neighbourhoods, the applicable Residential land use policies shall serve as guidelines for actions aimed at improving the neighbourhood and amenities, as well as the housing and living conditions of residents.

The Town shall encourage the improvement and conversion of vacant upper level floor space in core area buildings to residential apartment units in order to improve the use of the buildings, enhance the viability of the core area and create opportunities for affordable housing provision.

(7) Secondary Dwelling Units

Secondary dwelling units are separate and self-contained dwelling units with kitchen and bathroom facilities that are created within a single detached, semi-detached or townhouse dwelling or dwelling unit. Notwithstanding any other policy in this plan to the contrary, the policies regarding the establishment of secondary residential units are as follows:

- (a) A maximum of two secondary dwelling units are permitted per lot within a single detached, semi-detached or townhouse dwelling or as part of a building accessory to a main residential unit. The main dwelling must be owner-occupied.
- (b) A secondary dwelling unit will be permitted in an existing or new dwelling where a permanent single detached, semi-detached or townhouse residential use is permitted as a main use under the zoning by-law. For greater clarity, a secondary dwelling unit will not be permitted in a seasonal dwelling unit or an accessory dwelling unit.
- (c) The secondary dwelling unit is incidental to the main permitted residential use and shall not change the general appearance of the dwelling or negatively impact the character of the neighbourhood.
- (d) A secondary dwelling unit will be permitted as-of-right in the zoning by-law where full servicing is present.

- (e) Where a secondary dwelling unit is proposed in an accessory building, site plan control may be applied to ensure the following:
 - (i) Sufficient amenity area;
 - (ii) Reasonable and safe access to a public highway;
 - (iii) The adequacy of municipal and utility services serving the accessory building, and the ability to connect to such services; and/or
 - (iv) The measure necessary to protect the privacy of neighbouring residents are taken.
- (f) New development, such as draft plans of subdivision shall consider the accommodation of new secondary dwelling units in the design of the subdivision.
- (g) A secondary dwelling unit will not be permitted where:
 - (i) A lot has a garden suite or any other form of ancillary residential accommodation; and/or
 - (ii) A lot is subject to the mitigation or avoidance of hazards, such as flooding or erosion.
- (h) The Town may prepare a guide to assist landowners in the navigation of the secondary dwelling unit development processes.

(8) Housing Affordability

The Town supports the provision of housing affordability for low and moderate-income households, and will work to implement the strategies of the St. Thomas-Elgin Affordable and Social Housing Strategy to support opportunities to increase the supply of affordable housing within the Town. The Town will support the provision of housing which is attainable for younger families and an aging population.

Housing affordability includes: “in the case of ownership housing, the least expensive of:

- (a) housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
- (b) housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.”

In the case of rental housing, housing affordability is “the least expensive of:

- (a) gross annual household income for low and moderate-income households; or
- (b) a unit for which the rent is at or below the average market rent of a unit in the regional market area.”

The Town will support the provision of housing affordability in accordance with the Town’s Affordable Housing Strategy and the following policies:

- (a) The provision of housing that is affordable and accessible to low and moderate-income households will be a priority. The Town will seek to achieve a minimum of 20% of all new annual residential development be considered affordable, which may include ownership housing or rental housing.
- (b) The Town will actively discourage the demolition or conversion of affordable rental housing stock to freehold if such conversion results in a reduction in the amount of affordable rental housing available to an unacceptable level.
- (c) The Town will consider opportunities for permitting additional units in existing dwellings, through the accommodation of second dwelling units, in accordance with the policies of Section 4.2.2 (7), to assist the Town in achieving their affordable housing target.
- (d) The Town will encourage the provision of housing affordability through:
 - (i) supporting increased residential densities in appropriate locations along arterial and collector roads and a full range of housing types, adequate land supply, redevelopment and residential intensification, where appropriate;
 - (ii) supporting assisted housing, special needs housing and alternative housing forms including second dwelling units where full services are available and temporary garden suites on partial or private services;
 - (iii) the timely provision of infrastructure in the Settlement Areas;
 - (iv) working with various agencies, builders, and providers to determine the availability of incentives and how they may apply;
 - (v) supporting the reduction of housing costs by streamlining the development approvals process and waiving municipal planning application and building fees and charges, in full or in part, to encourage affordable housing;
 - (vi) providing full or partial property tax exemptions for affordable housing units which remain affordable for a minimum period of 20 years;

- (vii) negotiating agreements with the public and private sectors to address the provision of affordably priced housing through the draft plan of subdivision and condominium approval process;
 - (viii) requiring all new applications for medium and high density residential development to address, as part of a planning justification report, the provision of affordable housing and how it is conforming to the target identified in Section 4.2.2 (8) of this Plan;
 - (ix) considering innovative and alternative residential development standards that facilitate affordable housing and more compact development form; and
 - (x) encouraging the County to create an Affordable Housing Advisory Committee with representatives from other municipalities and agencies, and residents to facilitate partnerships for the provision of affordable housing.
- (e) The Town may adopt a Municipal Housing Facilities By-law to develop affordable housing as a “community facility” under the Municipal Act. In an effort to facilitate housing affordability the Town may:
- (i) enter into capital facility agreements and/or partnerships with both private and non-profit organizations for affordable housing;
 - (ii) use available grants and loans, including tax-equivalent grants or loans to encourage the construction of affordable housing; and
 - (iii) enter into public/private partnerships for the provision of new affordable housing.
- (f) The Town will encourage that housing affordability be considered when opportunities for redevelopment become available. This includes the redevelopment of existing single-use and underutilized areas with full municipal services, especially where the land is in close proximity to human services. Special attention will be given to the design of buildings, the landscaping treatment and features of the site to ensure that the proposed redevelopment is physically compatible with the adjacent uses.
- (g) The Town will first consider surplus municipal land for affordable housing and may evaluate the feasibility of providing municipally owned land at a reduced cost for the construction of affordable housing. Furthermore, the Town will work with other levels of government to make surplus land available to providers of affordable housing at little or no cost.
- (h) The Town will encourage the development of low income housing geared towards seniors, which may include lower maintenance housing types such as condominiums and townhouses.

- (i) The Town will encourage housing affordability in a variety of building forms to meet the housing needs of a socially and economically diverse population in support of a broad range of employment opportunities.
- (j) The Town will support the development of new barrier free housing which is affordable to accommodate a diverse range of housing needs.
- (k) The Town may designate certain areas or the Town as a whole, as a Community Improvement Area to facilitate the use of grants or loans to support the development of affordable housing.

(9) Special Needs Housing

Special needs housing is defined as any housing, including dedicated facilities, in whole or in part, that is used by people who have special needs beyond economic needs, including but not limited to, needs such as mobility requirements or support facilities required for daily living. Examples of special needs housing may include, but are not limited to, housing for persons with physical, sensory, or mental health disabilities, as well as housing for the elderly.

The Town will endeavour to improve access to housing for those people with special needs including assisted housing, seniors housing, as well as various forms of supportive housing including group homes and emergency/transitional housing subject to the policies of this Plan:

- (a) The Town will work with other agencies and local groups to assess the extent of the need of these forms of housing.
- (b) The Town will support community agencies interested in pursuing additional funding from the Provincial government to address identified needs for special needs housing.
- (c) The Town will support the distribution of special needs housing provided by community groups.
- (d) Semi-supervised living will be permitted within the Settlement Areas, in land use designations where single detached, duplex, semi-detached, triplex, townhouse and apartment dwelling units are permitted, and in accordance with the Town’s Zoning By-law. Semi-supervised living will be compatible with adjacent uses. Existing facilities that do not comply with the requirements will be allowed to continue but will not be permitted to expand without a minor variance or zoning by-law amendment. Semi-supervised living with any correctional purpose will be treated as an institutional, and not as a residential use by this Plan and the Zoning By-law.

Applications for new semi-supervised living shall be accompanied by sufficient information to:

- (i) define the program and demonstrate the need for the service within the municipality;
- (ii) demonstrate a knowledge of the community and its resources to ensure that the needs of the semi-supervised living residents can be met within a climate of community acceptance consistent with the objectives of its program requirements;
- (iii) demonstrate the suitability of the proposed facility as required by Provincial and Municipal legislation as to its construction and compliance with local health, safety and fire regulations;
- (iv) show how the particular proposal provides sufficient indoor and outdoor space and facilities for prospective residents and staff; and
- (v) demonstrate that the form of semi-supervised living is properly licensed and registered by the Province of Ontario or the Federal government.

The Town shall be given an opportunity to review and comment on the application for a license before a final decision regarding its approval has been made.

In order to prevent an undue concentration of semi-supervised living in specific areas of the Town, standards requiring a minimum distance separation between these facilities will be incorporated in the implementing Zoning By-Law. The Zoning By-law may also define different types of group homes and identify the specific zones in which each type is permitted.

- (e) When reviewing any proposal for the purposes of establishing, through new construction or conversion of existing structures, semi-supervised living, a hostel, temporary shelter, emergency shelter or other similar form of special needs shelter, the Town will be satisfied that:
 - (i) the traffic generated from the facility can be adequately accommodated by the road network and will not have a significant impact on adjacent land uses, particularly residential uses;
 - (ii) the facility is of a design which maintains the scale, density, appearance, character and continuity of existing land uses in the surrounding area and immediate neighbourhood;
 - (iii) the land, buildings and structures for the proposed facility conform to the provisions of the Zoning By-law, including those related to

- parking requirements, ensuring that on-site parking is sufficient to meet the needs of residents, support staff and visitors; and
 - (iv) where appropriate, that a licence has been granted by the licensing Provincial or Federal agency.
- (f) Special needs housing and aging-in-place for seniors will be encouraged so that:
- (i) individuals living in a non-healthcare environment, will have access to municipal services and amenities so that they may carry out their daily life without having to relocate as their circumstances change;
 - (ii) where the above is not suitable due to the physical or mental condition of the individual, independent living, assisted living and skilled nursing is available in residences for seniors, such as in a continuing care retirement community; and
 - (iii) a variety of dwelling types and housing tenures are available to accommodate seniors' housing needs and aging-in-place.
- (g) Long-term care facilities that meet the needs of the community will be encouraged.
- (h) The Town will endeavour to provide a barrier-free environment where possible.
- (i) The Town will encourage new residential development to incorporate universal design and accessibility features to support aging in place.

(10) Institutional Uses in Residential Areas

Certain community-oriented Institutional uses, including those permitted generally in all land use designation by Subsection 3.1.17 of this Plan, and facilities for special population groups (including daycare facilities, homes, centres or schools for the care, boarding or teaching of children, and interval houses for the physically abused, nursing and rest homes and retirement homes) are permitted within areas designated for Residential purposes on Schedule “A” subject to the policies of Section 4.5 and provided they can satisfy all of the following location and design criteria:

- (a) frontage or flankage on an arterial or collector street if it does not create a traffic hazard;
- (b) design which is residential in character, maintaining the scale, density and character of existing land uses;

- (c) provision of adequate buffering and transition to protect surrounding existing development;
- (d) provision of adequate off-street parking to serve the particular use, while retaining sufficient useable yard space to maintain the visual characteristics of the area and to permit the expected activities of a Residential area to be carried out; and
- (e) on those streets which have been designated “no stopping” areas, provision shall be made for off-street locations to accommodate drop-off and pick-up of the users of such facilities.

The Zoning By-Law implementing this Plan will specify particular uses which would be permitted and those areas where such activities would most appropriately be located.

(11) Condominium Housing Developments

It is a policy of this Plan to recognize and, where appropriate, to encourage condominium housing as an acceptable form of housing tenure and as a means of providing opportunities for home ownership.

In cases where an application is made for a building permit or an amendment to the Zoning By-Law involving residential development, it is the policy of Council that the applicant(s) be required to declare in writing, prior to the issuance of the building permit, whether or not such residential accommodation is to be provided on a condominium basis.

It is a policy of this Plan that the desire of citizens to participate in the joint ownership of a residential project shall be subject to the terms and conditions of the Condominium Act whereby a Condominium Corporation will be formed to administer the common elements of the project. This provides the owner-shareholder with assurance that the project will be maintained and competently administered on a long-range basis.

Plans for condominium development are to show such things as the location of all buildings and building setbacks, the nature and location of all amenity areas and/or facilities, the location and layout of driveways and parking areas, the walkways, the type and location of all existing and proposed landscape material, and the exterior treatment of the building(s).

Wherever possible the proposed draft plan of condominium will be considered together with and at the same time as the requested amendment to the Zoning By-Law. The Council may recommend draft plan approval once all policies of this Plan are met.

Wherever draft plan approval is granted, the applicant is required to enter into a Condominium Agreement with the Town. The Condominium Agreement is to include any or all of the Town's requirements imposed as conditions to the draft plan approval. A Development Control Agreement may also be required along with the Condominium Agreement.

The Town Council's consent to the registration of a condominium plan will be given only after the signing of all required agreements, posting of all required guarantees, the payment of all monies required by such agreements, and the filing of "as built" construction plans with the Town. All such plans are to be made accessible to representatives of the Condominium Corporation.

(12) Conversion of Existing Residential Developments to Condominium Tenure

The conversion of existing residential accommodation to condominium tenure presents a different, and sometimes more difficult situation than does new construction. In some cases, existing residential developments were constructed under standards and conditions that were different and, in some cases, of lower standards than those that prevail at the time of the conversion. As a result, problems may be encountered in attempting to upgrade existing developments in accordance with present policies, standards and criteria. Problems may also be encountered in a situation where rental housing vacancy rates are low. Although tenants in existing projects cannot legally be displaced, condominium conversions may result in current tenants being faced with finding suitable alternate accommodations in a housing market that provides little choice and opportunity.

Additionally, shortages may occur in certain types of housing as the result of a number of conversions. In view of these possibilities, the policies contained in the following shall apply to the conversion of existing residential developments to condominium tenure.

In general, each application for the conversion of an existing residential development is to be considered on its own merits. Applications for such conversion are subject to the same standards and policies as new condominium construction. The policies, standards, and criteria for municipal services, building construction and aspects of site design and layout as adopted by Council from time to time apply. Only those developments which are able to substantially comply, or can be upgraded to an acceptable degree of compliance with the municipality's policies, standards and criteria may be approved. Those developments which cannot be upgraded to an acceptable level are to be refused. In addition,

conversions are identified as a form of development under the Conservation Authorities Act and, where applicable, may be subject to the regulations of Section 28 of that Act.

The design, layout and standard features of the development to be converted are to be considered within the framework of development standards and criteria of the municipality. The municipality's development standards and criteria are subject to amendment from time to time by Council and do not require a formal amendment to the Official Plan.

The applicant is to submit a draft plan of condominium prepared in accordance with the requirements of the Planning Act, R.S.O. 1990 c.P.13. In addition, the submitted Plan(s) shall include: the location of all buildings and building setbacks, the nature and location of all amenity areas and/or facilities, the location and layout of driveways and parking areas, the walkways, the type and location of all existing and proposed landscape material and the exterior treatment of the building(s).

Further, the applicant is required to submit a report prepared by a professional engineer or architect outlining the structural condition of the building(s) involved. Such report is to include an analysis of the building(s) compliance or non-compliance with prevailing building and fire codes.

In evaluating a proposed conversion, regard is to be had for the following:

- (a) any or all of the matters contained in the Planning Act, as amended from time to time;
- (b) the effect on the overall mix of residential housing types in the Town in relation to the housing mix targets established in this Plan;
- (c) the most current vacancy rate for rental accommodation in the Town;
- (d) the suitability of the development for conversion in terms of the policies, standards and criteria adopted by Town from time to time; and
- (e) the effect on the provision of affordable housing in relation to the affordability targets established in this Plan.

Where draft plan approval is granted the applicant is required to enter into a Condominium Agreement with the Town. The Condominium Agreement is to include any or all of the Town's requirements imposed as conditions to the draft plan approval.

The Town's consent to the registration of the condominium plan is to be given only after the completion of all construction work and compliance with all other requirements of the Condominium Agreement, except that in certain cases of hardship or unforeseen circumstances such things as the provision of paving, demolition of existing buildings, or provision of landscaping may be deferred with approval of Council provided that the applicant deposits security with the Town in the amount sufficient to cover the cost of the works deferred.

(13) Home Occupation Uses

Home occupation uses which are not disruptive to the neighbourhood are also permitted within the Residential land use designations. Hairdressing, telephone sales, tailors, child care, small goods repair shops, insurance and other office type uses, ceramic and other home craft type uses shall be permitted with specific regulations as outlined in the Zoning By-Law. Home occupations, in conjunction with a dwelling in a residential area, are subject to the following conditions:

- (a) Home occupations shall be totally contained within the dwelling unit, including an attached garage. However, any home occupation that requires the use of anything on the subject property other than the dwelling, except for parking or a sign, will require an amendment to the Zoning By-Law.
- (b) No external alteration to the dwelling which is not customary in residential buildings shall be permitted.
- (c) Exterior advertising of these activities shall be limited and no the display of goods visible from outside the dwelling is permitted.
- (d) No storage of commercial vehicles shall be permitted on the premises. No parking of commercial vehicles over 3,000 kilograms shall be permitted on the premises.
- (e) No unreasonable use of lights, or nighttime operations shall be permitted.
- (f) No home occupation shall result in volumes of vehicular traffic which cause disruption of normal activities of adjacent residential uses.
- (g) No home occupation shall create a safety hazard for the existing residential activities on the site or in the area.

- (h) No outdoor storage of materials or goods in support of the home occupation is permitted.

The implementing Zoning By-Law may create further restrictions for home occupation uses and may prohibit home occupations within certain residential zones or dwelling types. The municipality may decide to require a business licence for all home occupations. If such a by-law is passed in accordance with the Municipal Act, the provisions of the business licence must be adhered to. If the licence is revoked, the use will no longer be permitted in accordance with the provisions of the By-Law.

4.2.3 RESIDENTIAL LAND USE DESIGNATIONS

The Residential designation of land shall mean that the predominant use of land so designated shall be for varying densities and types of residential land uses. There are three Residential designations:

- Low Density Residential
- Medium Density Residential
- High Density Residential

Within areas under the various Residential designations, land uses compatible with dwellings and deemed necessary by Council to serve the needs of local residents will be permitted in accordance with subsection 4.2.2(9). Educational facilities, religious facilities, parks, recreational facilities, day care, and home occupations and uses pertaining to municipal services and utilities are also permitted uses within Residential designations subject, however, to specified location and design criteria established in this Plan and the implementing Zoning By-law. Such uses may also require specific zoning. The establishment of permitted institutional uses in a Residential designation shall be in accordance with the provisions for Institutional Uses set out in Section 4.5.

(1) Low Density Residential Areas

Areas designated as Low Density Residential shall be limited to single detached, semi-detached, duplex, or converted dwelling units, home occupation uses and public uses. In addition, medium and high density residential uses may be considered subject to the policies of Subsections 4.2.3 (4) and 4.2.3 (5) of this Section.

The minimum density shall be 10 units per gross hectare¹ for new low density residential development in vacant designated areas.

The maximum density shall not exceed 15 units per gross hectare where a development or area consists of only single detached dwellings, and 20 units per gross hectare where a development or area includes a mix of single-detached, semi-detached and/or duplex dwellings.

Low Density Residential may be placed in separate zoning categories in the implementing Zoning By-Law.

(2) Medium Density Residential Areas

The uses permitted in areas designated Medium Density Residential shall be limited to single detached, semi-detached, duplex, triplex, converted, and townhouse dwellings, home occupation uses and public uses. In addition to these permitted uses, low-rise apartment buildings with a maximum height of five stories shall be permitted.

The maximum density shall not exceed 40 units per gross hectare.

The general location shall be in conformity with Schedule “A”. The Medium Density Residential area may have separate zoning categories in the implementing Zoning By-Law.

Medium Density Residential development may be subject to site plan control pursuant to Section 41 of the Planning Act, R.S.O. 1990, c.P.13.

(3) High Density Residential Areas

The uses permitted in areas designated High Density Residential may include medium density development, excluding single detached dwellings, in addition to apartments, limited home occupation uses, and public uses.

The minimum density shall be less than 40 units per gross hectare and the maximum density shall not exceed 100 dwelling units per gross hectare.

The general location shall be in conformity with Schedule “A”. The High Density Residential areas may be placed in separate zoning categories in the implementing Zoning By-Law.

¹ For the purpose of this Plan, a “gross hectare of land” means residential building land plus the required landscaping, off-street parking, road allowances, and required amenities. General calculations would be conducted on a block by block basis.

High Density Residential development may be subject to site plan control pursuant to the Planning Act, R.S.O. 1990, c.P.13.

(4) Policies for Medium and High Density Residential in the Low Density Residential Designation

Medium density and high density residential development shall be permitted in areas which are presently undeveloped and designated on Schedule “A” as Low Density Residential in accordance with the policies of Subsections 4.2.3 (2) and 4.2.3 (3), provided at least two of the location criteria listed below shall be satisfied before such a site would be considered to have acceptable location characteristics:

- (a) The site has frontage on an arterial or collector road as indicated on Schedule “C” of this Plan;
- (b) The site is abutting a major public park or community facility in the Parks and Open Space Area or Institutional designation as indicated on Schedule “A” of this Plan; and/or
- (c) The site is abutting a Commercial or Industrial area as indicated on Schedule “A” of this Plan.

An amendment to the Zoning By-law shall be required to permit medium and high density residential development in the Low Density Residential Designation. The following additional items will be considered when reviewing the appropriateness of applications to amend the comprehensive Zoning By-Law to permit medium or high density residential uses in an area designated Low Density Residential:

- (a) general compatibility with existing uses in close proximity to the proposed development;
- (b) the capacity of the roads affected and their ability to handle the expected increases in traffic;
- (c) the adequacy of services to serve the proposed development;
- (d) the adequacy of off-street parking facilities to serve the proposed development; and
- (e) the provision of landscaping, buffering and building setbacks adequate to protect the privacy of surrounding residential properties.

If the proposed site can satisfy the criteria noted above, and, in addition, can provide adequate buffering from and transition to adjacent lower

density residential uses, no Official Plan amendment would be required. The proposal will be analysed to determine if it will alter the character of existing development by evaluating existing land uses that are located within a 120-metre radius of the subject property as a guide to the nature of existing development characteristics.

If the proposed development does not satisfy the location criteria, or if it will increase the scale or density of existing development, an Official Plan amendment will be required. A comprehensive study would be required to determine if the Official Plan policies in this regard are appropriate. A public hearing will also be required.

(5) Design Criteria for Medium and High Density Residential Development

The design considerations for Medium Density and High Density Residential development should include provisions for the following:

- (a) The height, massing, and arrangement of buildings and structures will achieve harmonious design and integrate with the surrounding area;
- (b) Appropriate open space, including landscaping and buffering, will be provided to maximize the privacy of residents and minimize the impact on adjacent lower density uses;
- (c) Parking areas shall be required on the site of each residential development that are of sufficient size to satisfy the parking needs and requirements of the particular development and that are well designed and properly related to buildings and landscaped areas;
- (d) Service areas shall be required on the site of each development (e.g. garbage storage) and shall be appropriately located and screened from view from the street and adjacent sensitive land uses, including residential uses; and
- (e) The design, construction, and maintenance of the vehicular, pedestrian, and amenity areas of residential developments will be subject to regulations by the Town.

The municipality shall seek the co-operation of private developers in providing a variety of indoor and outdoor recreation facilities in the design of medium and high density developments. Where such developments cannot be designed with adequate open space or recreation facilities,

developers shall be encouraged to reduce the density or find alternative building sites in close proximity to schools, parks or other open spaces.

The provision of private open space and recreation facilities in medium and high density developments will be in addition to the requirements for parkland dedication. Exceptions, however, may be made in the case of affordable, senior citizen or other specific use housing projects in situations where amenity areas are provided on-site and the amenities satisfy municipal standards and the Town is satisfied the said amenity area will be available to the public.

(6) Site Specific Special Policy Areas to Residential Areas

The design considerations for Medium Density and High Density Residential development should include provisions for the following:

- (a) On lands located at the northwest corner of Talbot Street West and Elm Street, known locally as 353 Talbot Street West, consisting of approximately 0.375 hectares of land area and identified on Schedule 'A' as "Special Policy Area MDR-1:
 - (i) An apartment building with a maximum density of 43 units per gross hectare and a maximum building height of 4 storeys will be permitted. In addition, an existing accessory one storey building having a maximum gross floor area of 123 square metres dedicated to recreational uses for the occupants of the apartment will be permitted.
- (b) On lands located along the north side of Water Street between Queen Street and Linden Street in Town of Aylmer, known locally as 37 Water Street (W Pt. Lot 5, Plan 164) consisting of approximately 760 square metres of land area and identified on Schedule 'A' as "Special Policy Area MDR-2" the following special provisions shall apply:
 - (i) An quadraplex (containing four dwelling units) will be permitted; and
 - (ii) Development will be subject to site plan approval.
- (c) On lands located at the northeast corner of Spruce Street West and Elm Street, known locally as 101 Spruce Street West, consisting of approximately 2,220 square metres of land area and identified on Schedule 'A' as Special Policy Area HDR-1", professional offices within an existing building shall be a permitted use, in addition to uses permitted in the "High Density Residential" designation.

4.3 COMMERCIAL USES

The commercial classification of land shall mean that the predominant use of land in the area so designated shall be in accordance with the uses as defined in the following subclassifications:

- Core Commercial Area;
- Arterial Commercial Area;
- Neighbourhood Commercial Area;
- Office Residential Area; or
- Business Park Commercial Area.

Non-commercial uses which are complementary to and serve the respective commercial uses shall also be permitted as defined under the commercial sub-classification definitions. Proposals for the redesignation of land from a Commercial land use designation to a non-employment land use designation will require a comprehensive review in accordance with the Provincial Policy Statement demonstrating that the land is not required for employment purposes over the long term.

Site Plan Control shall be required and applied to all new commercial development, as well as to the expansion of any existing commercial uses. The design and development of commercial areas shall ensure compatibility between the commercial uses and the adjacent land uses. The following site design and development factors shall be considered for new and/or expanding commercial uses:

- loading areas shall be located to avoid conflict between pedestrian and vehicular traffic and shall be directed away from adjacent residential areas and adjoining roads;
- outdoor storage areas shall be fenced and/or screened;
- the number and location of vehicular access points shall be limited to minimize the disruption to traffic flows;
- lighting shall be directed to minimize impacts on adjacent residential uses;
- off-street parking areas, loading areas and site service areas shall be screened and landscaped;

- adequate separation shall be provided between uses and shall be achieved through the use of buffering, buffer planting, barriers and special construction techniques;
- the accessibility needs of persons with disabilities and other special needs groups shall be addressed;
- the proposal shall include features to promote public safety;
- the servicing needs of the development shall be within the capabilities of the Town to provide; and,
- the proposal shall have regard to the cumulative effects of development on the natural environment, surrounding land uses and the local economy.

The general principles to be considered in the development and control of the use of commercial lands are as follows.

4.3.1 CORE COMMERCIAL AREA

(1) Land Use Objectives

- (a) To create an exciting and vibrant atmosphere for both residents and visitors within the Town of Aylmer’s downtown Core Commercial Area;
- (b) To increase residential development within and in the vicinity of the core;
- (c) To improve the traffic patterns and road network within the Core Commercial Area by providing a safe, convenient, efficient, and integrated transportation system which will promote cycling and walking, while also meeting vehicular and parking needs within the Core Commercial Area;
- (d) To ensure comfortable, safe, interesting, continuous pedestrian links are established throughout the core and between the Core Commercial Area and the wider community;
- (e) To visually enhance the east and west, north and south entrances of the core;
- (f) To encourage property owners to upgrade the visual quality of their establishments through improved signage and landscaping, and to upgrade the second and third floors to encourage residential units in the upper stories of commercial buildings;

- (g) To create a safe and healthy environment within the core for residents, shoppers and visitors; and
- (h) To conserve historically significant structures and ensure that adjacent development is compatible in height, density and setbacks to these structures by establishing both minimum and maximum requirements for building height and setbacks and by introducing development incentives in the form of bonusing and/or reducing parking and loading requirements for development that achieves this objective.

(2) Land Use Policies

- (a) The Core Commercial Area is intended to be the most intensive and diverse commercial area in the Town of Aylmer. Permitted uses include the full range of commercial, office, administrative, cultural, entertainment, recreational, and civic/institutional uses including government uses, parks and open space and residential uses;
- (b) Residential uses are for the most part restricted to above the first floor within any of the permitted buildings;
- (c) The Town of Aylmer shall encourage major institutional, government and service uses to locate in the Core Commercial Area in order to reinforce the role of this area as the Town’s primary business, cultural, and administrative centre;
- (d) Residential intensification within the Core Commercial Area shall be encouraged including:
 - (i) the creation of new residential uses above the first floor in multi-storey buildings; and
 - (ii) high density residential uses through the development of appropriate zoning standards.
- (e) The Town shall endeavour to provide adequate parking facilities for all permitted uses and access to such parking shall be designed in a manner that will maximize pedestrian and vehicular traffic safety. No parking shall be required for land uses and development within the Core Commercial Area;
- (f) The following design standards and objectives will guide development in the Core Area:

- (iii) New buildings will be oriented to the street line with direct pedestrian access from a public sidewalk;
 - (iv) Front yard parking shall be prohibited in the implementing Zoning By-Law;
 - (v) New buildings will be oriented to the street with parking to the side or to the rear;
 - (vi) A Sign Control By-Law will be enacted as provided for in the Municipal Act to regulate the size, location, and material of all signs in the Core Commercial Area; and
 - (vii) Stores, offices and other buildings will be encouraged to improve the rear of their property for pedestrian access, parking, and general aesthetics.
- (g) Pedestrian circulation routes in the Core Commercial Area will be enhanced by improvements which include:
- (i) The provision of appropriate landscaping features such as lighting, signage, street trees and other vegetation, street furniture, and public art forms which contribute to and are sensitive to the character and image of the area;
 - (ii) The protection and enhancement of the heritage features of the area;
 - (iii) The establishment of a policy regarding sidewalk construction design that takes into account the differing pedestrian volumes, the functions of different roads, the comfort and safety of the elderly and persons with disabilities, and ensures easy access to the parking lots, that all sidewalks are at uniform grades, and that curbs are depressed at intersections for barrier-free access[See also Transportation policies];
 - (iv) The coordination of street furniture including benches, receptacles, tree guards, bicycle stands, flower boxes, etc;
 - (v) A requirement that new development and redevelopment which abuts pedestrian corridors incorporate design elements that provide for weather protection, reduces wind effects, creates opportunities for sunlight, contributes to public safety, security and comfort; and
 - (vi) Ensuring good pedestrian access to municipal parking areas.
- (h) Council will give support to the establishment of enhanced entrance ways to the core. This may be achieved by:
- (i) Appropriate signage identifying the area as the Core Commercial Area;
 - (ii) Establishing enhanced landscaping features at the four access locations to the Core Commercial Area;

- (iii) Encouraging the owners of buildings at the entrance ways into the Core Commercial Area to add landscaping and signage enhancements to their structures;
 - (iv) Implementing a civic beautification program which will concentrate on improving properties and create attractive entrances to take advantage of municipal parking lots and pedestrian pathways;
 - (v) Encouraging the redevelopment of upper levels of existing buildings to offices and/or residential uses; and
 - (vi) Building Department staff providing assistance to landlords in understanding what improvements are needed to meet the Building Code for residential development;
- (i) The historical character of Aylmer’s Core Commercial Area will be enhanced by:
- (i) Ensuring that public improvements are sensitive to the heritage character of the area;
 - (ii) Ensuring that essential heritage features are conserved, incorporated or maintained when new uses or development are proposed to a heritage feature;
 - (iii) Supporting bonus zoning provisions or transfer of density provisions authorized under the Planning Act as an incentive to the private sector for heritage conservation; and
 - (iv) Ensuring that the Zoning By-Law imposes both minimum and maximum heights and setbacks in order to maintain compatible and complementing streetscape characteristics within the core and, in particular, adjacent to established buildings of traditional two- and three-storey construction at the building line.

4.3.2 ARTERIAL COMMERCIAL AREA

The Arterial Commercial Area is the area that has developed as commercial land use along the arterial roads, namely Talbot Street and John Street, on the periphery of the Core Commercial Area and at the easterly limit of the Town. This area is intended for uses which due to their size and/or function may be unable to locate in the core where the space per use is limited by individual buildings and multiple ownerships. This designation is also intended to recognize existing commercial areas that, due to their limited depth or multiple ownerships, cannot meet the minimum floor area restrictions applicable to development in the Business Park Commercial Area.

(1) Land Use Objectives

- (a) To provide sufficient lands in suitable locations for commercial land uses that are not suited to locate within the existing structures within the core but are supportive of the general commercial needs of the residents of Aylmer; and
- (b) To recognize existing commercial areas that, due to the limited size, depth or multiple ownership of land parcels, cannot meet the minimum floor area restrictions applicable to development in the Business Park Commercial Area.

(2) Land Use Policies

- (a) Uses permitted shall be limited to those commercial uses that are dependent on a high degree of access and visibility to vehicular traffic on main roads, including restaurants, automotive uses, retail stores, offices, food stores, personal service establishments, commercial courier establishments, hotels, motels, recreational uses and tourist facilities;
- (b) Institutional uses such as rest homes, day care facilities, public, private, or commercial schools shall also be permitted;
- (c) Retail uses requiring large enclosed or open storage areas such as, but not limited to, building supplies, warehouse outlets, food stores, and catalogue stores may locate within the Arterial Commercial Areas, provided all open storage areas are located and screened in accordance with the implementing Zoning By-law;
- (d) Adequate off-street parking and loading facilities shall be provided for all permitted uses and access points to such that parking shall be limited in number and designed in a manner that will maximize pedestrian and vehicular traffic safety;
- (e) Landscaping shall be provided along the arterial street frontage in accordance with the requirements of the Zoning By-law;
- (f) Adequate buffer planting shall be provided between the commercial use and any adjacent residential areas, and the implementing Zoning By-law may require buffering including requirements for planting strips, berms, fences or other screening, and/or minimum separation distances;

- (g) Buildings contained within an Arterial Commercial Area, and any lighting or signs, shall be designed and arranged to minimize impacts on adjoining residential uses;
- (h) The general location of the Arterial Commercial Area shall be in accordance with Schedule “A” – Land Use Plan, and any extension of this designation shall require an Official Plan Amendment; and
- (i) The Arterial Commercial uses may be included in separate zoning classifications in the implementing Zoning By-Law.

(3) Special Policy Areas

- (a) On lands located at the north-west corner of John Street North and Walnut Street, known municipally as 202 John Street North, consisting of approximately 760 square meters (0.13 acres) of land area and identified on Schedule “A” as “Special Policy Area AC-1”, the permitted uses shall include multi-unit residential within the existing building as an alternate land use to the uses permitted by the Arterial Commercial Area. Conditions shall be established in the implementing Zoning By-law requiring removal of dwelling units on the John Street North portion of the ground floor of the existing building prior to re-establishment of a commercial use.
- (b) On lands located on the north side of Murray Street east of John Street North, known municipally as 51 Murray Street, consisting of approximately 9,843 square metres (2.4 acres) of land area and identified on Schedule “A” as ‘Special Policy Area AC-2’, the permitted uses shall include a public self-storage warehouse within the existing building in addition to the uses permitted by the Arterial Commercial.

4.3.3 NEIGHBOURHOOD COMMERCIAL AREA

(1) Land Use Objectives

- (a) To provide an appropriate land use designation and polices for commercial land uses that provide for the daily or weekly convenience shopping and service needs of nearby residents.

(2) Land Use Policies

- (a) Permitted uses shall be limited to those commercial uses which provide convenience goods and services to meet the needs of the residents of the local neighbourhood and include such commercial

uses as variety stores, hair dressers, medical or dental offices, video rental stores, and similar establishments;

- (b) The scale of development shall be guided by the population being served but no single development shall exceed 300 square metres in floor area;
- (c) Adequate parking shall be provided for all permitted uses, and access points to such parking shall be limited in number and designed in a manner that will maximize pedestrian and vehicular traffic safety;
- (d) No open storage shall be permitted;
- (e) The location of the Neighbourhood Commercial areas shall be in accordance with Schedule “A” – Land Use Plan. The designation of any additional lands as Neighbourhood Commercial will require an amendment to this Plan, and shall be located to minimize impacts on adjoining residential areas;
- (f) The building or buildings contained within a Neighbourhood Commercial Area, and any lighting or signs, shall be designed and arranged so as to blend in with the character of the adjacent residential area; and
- (g) The Neighbourhood Commercial uses may be included in separate Zoning classifications in the implementing Zoning By-Law.

4.3.4 OFFICE RESIDENTIAL AREAS

The Office Residential designation is intended to preserve and utilize existing residential buildings that are either no longer appropriate for residential use due to their size or location, and to provide a specialty type of Commercial service in proximity to the existing commercial areas. The Office Residential areas are located along John Street and Talbot Street and a small area of Syndenham Street. Any portion of this land use category which abuts a Residential land use designation in this Plan should be developed in a manner that is compatible with the adjacent Residential Area.

The Zoning By-Law may place the permitted uses in separate zone categories. The By-Laws of the Corporation may also contain requirements dealing with matters such as dedications of property for road widening, access points, parking, height, setbacks and permissible amounts of hard surface cover.

Any construction of additions or new structures within this designation shall complement existing adjacent development in terms of its scale, density and character. Height limitations will be applied in the Zoning By-Law.

(1) Land Use Objectives

- (a) To permit some commercial flexibility in an area comprised of older residential structures which abuts the Core Commercial Area while maintaining the residential look and character of the area.

(2) Land Use Policies

- (a) In order to preserve and utilize older buildings no longer appropriate for low density residential use due to their size or location, and in order to provide a specialty type of commercial service in proximity to the existing commercial areas, an Office Residential designation has been established. The designation supports compatible transition of land use from residential to commercial. Any portion of this land use category which abuts a Residential land use designation in this Plan should be developed in a manner that is compatible with the adjacent residential area;
- (b) The permitted uses may include residential, office, studio and service commercial uses. The land uses may develop within the existing residential building. If the site is vacant, any new construction shall be sensitive to the residential character of the area and incorporate appropriate residential design features. Minor institutional uses such as day care centres, nurseries, places of worship, clinics and clubs are also permitted, and may be separate structures or combined with other permitted ones;
- (c) The Zoning By-Law may place the permitted uses in separate zone categories. The By-Laws of the Corporation may also contain requirements dealing with matters such as dedications of property for road widening, access points, parking, height, setbacks and permissible amounts of hard surface cover; and
- (d) Any construction of additions or new structures within this designation shall complement existing adjacent development in terms of its scale, density and character.

4.3.5 BUSINESS PARK COMMERCIAL AREAS

(1) Land Use Objectives

- (a) To accommodate additional commercial uses that are unable to locate within the core or other existing commercial areas.

(2) Land Use Policies

- (a) The uses permitted shall include retail uses requiring large enclosed or open storage areas such as building supplies and warehouse outlets, provided all open storage areas are located and screened in accordance with the implementing Zoning By-law. Recreational uses, restaurants, food stores, catalogue stores; home improvement stores and related services shall also be permitted;
- (b) The size of any retail facility or office must be greater than 300 square metres in floor area;
- (c) Adequate off-street parking and loading facilities shall be provided for all permitted uses and access points to such that parking shall be limited in number and designed in a manner that will maximize pedestrian and vehicular traffic safety;
- (d) Landscaping shall be provided along the arterial street frontage in accordance with the requirements of the Zoning By-law;
- (e) The general location of the Business Park Commercial Area shall be in accordance with Schedule “A” – Land Use Plan, and any extension of this designation other than minor boundary adjustments shall require an Official Plan Amendment; and
- (f) The Business Park Commercial uses may be included in separate zoning classifications in the implementing Zoning By-Law;

(3) Special Policy Areas

- (a) On lands located at 587 John Street North, consisting of approximately 0.5 hectare (1.2 acres) and identified on Schedule “A” as “Special Policy Area BPC-1”, a public self-storage warehouse and accessory retail outlet may be permitted in addition to those uses permitted above. The use shall be developed in a manner that includes the provision of adequate off-street parking facilities and landscaping, as well as appropriate buffering and screening from adjacent lands and roadways as determined by a site plan agreement.

4.4 EMPLOYMENT USES

The areas which are designated Industrial in the Official Plan provide appropriate locations in the Town of Aylmer for a broad range of employment uses that may have features that are not compatible with other land uses.

- **Land Use Objectives**

- (a) To address the employment needs of the community and surrounding areas by providing a sufficient supply of land for existing, new and/or expanding manufacturing, assembly, distribution and service industrial uses;
- (b) To direct employment uses to locations that provide adequate separation from sensitive land uses, particularly residential uses, to ensure land use compatibility and avoid/mitigate potential adverse impacts;
- (c) To provide opportunities to expand and diversify the local employment base by encouraging new industries and expansions to existing industries; and
- (d) To ensure employment uses will not negatively impact the features and functions of the natural environment and public and health and safety as a result of air, water and/or land contamination or other risks or impacts.

- **Land Use Policies**

The general policies to be considered in developing and controlling the use of industrial designated lands are as follows:

- (a) Uses permitted shall include workshops, warehousing, service shops, processing, manufacturing and assembling operations, laboratories and research facilities, communication facilities, printing and publishing plants, primary metal, wood and paper products, non-metallic mineral products, chemical products production and processing, construction yards, trucks or transportation terminals, railway uses, motor vehicle body shops and uses which may involve bulk open storage of goods or materials such as grain elevators, fuel storage, etc. Agricultural uses may continue to exist until the area is ready for employment development;
- (b) A limited range of accessory retail and service commercial uses, which primarily serve the employment area, shall also be allowed. Permitted accessory uses include veterinarians, restaurants and day care centres. These commercial uses shall require a commercial zoning category in the implementing Zoning By-Law;
- (c) Retail sales, restricted to goods manufactured on the site, are permitted. Regulations permitting these uses shall be established in the implementing Zoning By-Law under separate commercial zones;
- (d) New employment uses shall be permitted in Employment designated areas provided that the proposed uses comply with all Provincial standards with respect to the emission of sounds and vibrations, permissible concentrations of air contaminants such as dust, smoke, fumes, odours and other particulates,

water quality control and waste control, including the quality of discharge and run-off;

- (e) Council may encourage and, where feasible, assist in the relocation of uses not permitted in areas designated for employment and in the relocation of existing industries into such areas;
- (f) Site Plan Control shall be required and applied to all new employment development, as well as to the expansion of any existing employment uses. The design and development of employment areas shall ensure compatibility between the employment uses and the adjacent land uses. The following site design and development factors shall be considered for new and/or expanding employment uses:
 - (i) Loading areas shall be located to avoid conflict between pedestrian and vehicular traffic and shall be directed away from adjacent residential areas and adjoining roads;
 - (ii) Outdoor storage areas shall be fenced and/or screened;
 - (iii) The number and location of vehicular access points shall be limited to minimize the disruption to traffic flows;
 - (iv) Lighting shall be directed to minimize impacts on adjacent residential uses;
 - (v) Adequate separation shall be provided between uses and shall be achieved using buffering, buffer planting, barriers and special construction techniques;
 - (vi) The accessibility needs of persons with disabilities and other special needs groups shall be addressed;
 - (vii) The proposal shall include features to promote public safety;
 - (viii) The servicing needs of the development shall be within the capabilities of the Town to provide; and
 - (ix) The proposal shall have regard to the cumulative effects of development on the natural environment, surrounding land uses and the local economy.
- (g) Employment development proposed adjacent to existing industrial uses will be encouraged to integrate the design and dimensions of structures, parking areas and access points with those of the adjacent uses;
- (h) Council may encourage and, where feasible, assist in programs to acquire employment lands and develop serviced employment sites and/or to provide services to privately owned employment lands so as to ensure an adequate supply of serviced and available employment lands within the Town of Aylmer;

- (i) In order to enhance the viability of employment areas, Council, where feasible and deemed appropriate, may encourage and assist the appropriate authorities to establish and/or maintain the accessibility of employment areas through the provision of highways, arterial roads, and rail services;
- (j) Council will encourage the County, the Province and any local Committee to promote employment areas in the Town of Aylmer;
- (k) Council will promote employment development and employment areas by preparing and implementing an economic development strategy for the Town of Aylmer;
- (l) Council may encourage and, where feasible, assist in programs for the improvement of the appearance and amenity of employment areas;
- (m) Where existing employment and residential uses are located in close proximity to each other, new employment buildings may be permitted if adequate separations between uses, buffering and buffer planting including the provision of planting strips, fences/barriers, berms and/or special construction techniques are provided to minimize conflicts between the land uses to the satisfaction of Council and in accordance with the policies in Subsection 3.1.11.
- (n) Traffic generated by employment uses will be discouraged from penetrating designated residential areas;
- (o) Proposals for the redesignation of lands to Employment from another designation shall require an amendment to the Plan and shall be evaluated based on the following criteria:
 - (i) The lands have access to and from an arterial road;
 - (ii) Full municipal services including sewer, water and utilities are available;
 - (iii) Development of the site shall be compatible with existing and proposed uses in the surrounding area;
 - (iv) The site has direct access to roads that can accommodate the anticipated traffic generated by the proposed development; and
 - (v) The anticipated traffic shall not result in through traffic in surrounding residential areas.
- (p) Proposals for the redesignation of land from an Employment land use designation to a non-employment land use designation will require a comprehensive review in accordance with the Provincial Policy Statement demonstrating that the land is not required for employment purposes over the long term; and

- (q) Employment uses located or proposed on lands within a Natural Hazard Area shall be subject to the policies of section 4.7. Employment uses which dispose, manufacture, treat and/or store hazardous substances shall not be permitted within Natural Hazard Areas.

4.5 **INSTITUTIONAL USES**

- **Land Use Objectives**

- (a) To provide sufficient lands for low-intensity public and private uses related to health, welfare, educational, religious and government activities that benefit the residents of the Town of Aylmer; and
- (b) To ensure that new community facilities are located to provide optimum pedestrian, bicycle and vehicle access.

- **Land Use Policies**

The general principles and policies to be considered in the development and control of institutional uses of such land are as follows:

- (a) The permitted uses include:
 - (i) educational facilities including public, separate and private schools;
 - (ii) places of worship;
 - (iii) other civic and institutional uses such as fire halls, police stations, libraries, arenas, community centres, recreation complexes and similar uses;
 - (iv) hospitals, clinics;
 - (v) rest homes, nursing homes; and
 - (vi) municipal and private utility works such as water towers, sewage treatment facilities, telephone and gas utility operating facilities and similar uses.
- (b) Where land which is designated Institutional is privately owned, it is not intended that the lands remain so designated indefinitely. Nor will this Plan be construed to imply that these areas are free and open to the general public or that they will be purchased by the Town or any other public agency;
- (c) The location of Institutional uses shall be in accordance with Schedule “A” – Land Use Plan. An amendment to this Plan is required to redesignate new areas as Institutional and to extend an existing designation. Institutional uses shall not be permitted in Natural Hazard Areas;

- (d) New Institutional uses are encouraged to locate near existing Institutional uses. An amendment may be required for the expansion of an existing Institutional use;
- (e) Institutional uses are required to provide sufficient off-street parking for associated traffic;
- (f) Building design for Institutional uses must complement the character of nearby development. Suitable setbacks, landscaping and buffers shall be required to ensure compatibility with other existing or proposed uses; and
- (g) All Institutional uses shall be separately zoned in an appropriate zone in the implementing Zoning By-Law.

4.6 PARKS AND OPEN SPACE

Parks and Open Space lands are valuable resources to the community and play an important role in defining the character and lifestyle of the Town and its residents. Parks and Open Space shall mean those lands in either public or private ownership which are used primarily for active or passive outdoor recreation.

- **Land Use Objectives**

- (a) To recognize Parks and Open Space lands as a valuable resource in the Town of Aylmer;
- (b) To ensure that an adequate and equitable supply of parks, open space, and trails and the full range of leisure opportunities are available throughout the Town; and
- (c) To encourage the joint use and management of parks and other recreation and leisure time facilities with other agencies including school boards and the Catfish Creek Conservation Authority.

- **Land Use Policies**

- (a) The Town of Aylmer Recreation and Leisure Time Master Plan will guide the provision, distribution and development of parkland, trails and leisure facilities in the Town of Aylmer, and will be reviewed and updated from time to time;
- (b) Uses permitted in the Parks and Open Space designation may include: municipal parks and related community facilities, golf courses and related facilities and outdoor recreation uses;

- (c) The majority of new parkland shall be acquired by the Town through the development approval process as parkland dedication in accordance with Subsection 3.1.10 of this Plan;
- (d) Cash-in-lieu of land dedication shall be considered by Council when:
 - (i) The required land dedication fails to provide an area of suitable shape, size or location for development as public parkland;
 - (ii) The required dedication of land would render the remainder of the site impractical for development; or
 - (iii) Existing park and recreational facilities in the vicinity of the site are, in the opinion of Council, already adequate to serve the anticipated increase in population.
- (e) Every effort will be made to establish new parks adjacent to schools or areas of natural amenities, within easy access of the community. This would achieve economies of scale and avoid duplication of services;
- (f) Linkages, including bicycle and pedestrian trails, shall be encouraged between existing and new Parks and Open Space lands;
- (g) Where any lands designated for Parks and Open Space are under private ownership, this Plan does not imply that these lands must necessarily remain as Open Space indefinitely. Nor shall it be construed as implying that Parks and Open Space areas are free and open to the general public or will be purchased by the Town. If a proposal is made to develop privately owned lands which are designated for Parks and Open Space and the Town does not wish to purchase such lands, then an application for amendment to this Plan to redesignate such lands for other purposes will be given due consideration by the Town;
- (h) An Official Plan amendment will not be required for the conversion of lands in any land use designation for lands to be dedicated for a public park or recreational facility;
- (i) Should the developer as part of a multiple unit development provide recreational facilities such as swimming pools, tennis courts, etc., beyond the required dedication of land, Council may consider increasing the density permitted on the site without an amendment to the Plan. [See Section 4.2.3(3)]; and
- (j) The Town will consider opportunities for the promotion and implementation of stormwater management best practices within the Town's parks and open spaces where appropriate. Consideration should be given to stormwater

attenuation and re-use and low impact development measures to control the quantity and quality of stormwater.

4.7 NATURAL HAZARD AREAS

In Aylmer, hazardous lands are associated with flood-prone areas and steep slopes along Catfish Creek, Bradley Creek and their tributaries. The term hazardous means property or lands that could be unsafe or inappropriate for development due to naturally occurring processes. Along inland river and stream systems this means the land, including that covered by water, to the farthest landward limit of the flooding or erosion hazard limit.

Hazard mapping and monitoring of hazards associated with Catfish Creek and its tributaries and other waterways in the watershed are the responsibility of the Catfish Creek Conservation Authority (CCCA). New, more detailed and up to date natural hazard mapping that estimates the potential regulation limits of the CCCA is being updated on an ongoing basis by the CCCA and may need to be incorporated by future amendments to this Plan.

4.7.1 DEVELOPMENT CONTROL AREAS

Development Control Areas are defined by the location of the regional flood lines for Catfish Creek and Bradley Creek provided by the CCCA. Schedule “B” of this Plan depicts the limits of the floodplain Development Control Area. The delineation of the Flood Line on Schedules ”A” and “B” is based upon the mapping supplied by the Catfish Creek Conservation Authority.

(1) Land Use Objectives

- (a) To reduce the risk to life and the risk of property damage and social disruption from flooding and other natural hazard processes and to ensure new development does not add to or create conditions that might lead to increased natural hazards.

(2) Land Use Policies

- (a) No buildings or structures shall be permitted in the Development Control Area except where such are intended for flood or erosion control or are normally associated with the water course protection works or bank stabilization projects and are approved by Council and the Catfish Creek Conservation Authority;
- (b) An amendment to this Plan will not be required for minor revisions to the Flood Line boundary subject to approval by the Catfish Creek Conservation Authority. In these situations, the permitted uses will be the same as those permitted in the adjacent land use designation as shown on Schedule “A” – Land Use Plan;

- (c) In some instance, natural hazards to development may be overcome through site engineering, special site servicing requirements and/or lot grading and drainage works. Proposals to develop lands with inherent physical constraints shall be dealt with on a case by case basis. Should all other requirements of this Plan and the Catfish Creek Conservation Authority be met, new development may be able to proceed through an amendment to this Plan;
- (d) Building setbacks will be imposed from the margins of the Flood Line designation in relation to the severity of the existing and potential environmental hazards;
- (e) In situations where lands under private ownership are located within the Flood Line, Council is under no obligation to either change the flood line delineation or to purchase any of the area within the Flood Line; and
- (f) An Environmental Impact Study may be required in accordance with Section 5.8 where development is proposed within or adjacent to the Development Control area.

4.7.2 DEVELOPMENT REGULATED AREAS

Development Regulated Areas are subject to the Catfish Creek Conservation Authority generic regulations. Schedule “B” of this Plan depicts the limits of the CCCA Regulated Area. The delineation of the CCCA Regulation Limit on Schedules “A” and “B” is based upon the updated mapping supplied by the Catfish Creek Conservation Authority.

(1) Land Use Objectives

- (a) To work with the Catfish Creek Conservation Authority to regulate land use and development in areas of steep slopes and other constraints within the regulated area; and
- (b) To reduce the risk to life and the risk of property damage and social disruption, and to ensure new development does not add to or create conditions that might lead to increased natural hazards.

(2) Land Use Policies

- (a) Should all other requirements of this Plan be met, and subject to the regulations and approval of the Catfish Creek Conservation Authority, permitted uses in the regulated area shall include the uses permitted by the underlying designation shown on Schedule “A” – Land Use Plan;

- (b) Revisions to the CCCA Regulatory boundary depicted on Schedules “A” and “B” may occur without amendment to this Plan, if approved by the Catfish Creek Conservation Authority;
- (c) Conditions may be imposed on the construction of new buildings and structures in the regulated area; and
- (d) An Environmental Impact Study may be required in accordance with Section 5.8 where development is proposed within or adjacent to the regulated area.

4.7.3 WILDLAND FIRE HAZARDS

In accordance with the Wildland Fire Risk Assessment and Mitigation Manual provided by the Province, development shall be directed away from areas having hazardous forest types, and development applications in areas of high to extreme risk for wildland fire must be supported by a risk assessment that identifies mitigation measures to lower the risk.

4.7.4 NATURAL HERITAGE AREAS

In Aylmer, natural heritage features are generally limited to the valley lands associated with Catfish Creek and Bradley Creek and significant woodlands. These areas are protected by this Official Plan to ensure their features and functions are preserved for the long term, as is consistent with the Provincial Policy Statement.

The latest mapping information provided by the Catfish Creek Conservation Authority and the Province of Ontario indicates that there are no Locally or Provincially Significant Wetlands (PSWs), Areas of Natural and Scientific Interest (ANSIs) or Environmentally Significant Areas (ESAs) presently mapped within the Town of Aylmer. The Province of Ontario approves the identification of PSWs, ANSIs and significant habitat of endangered and threatened species and the mapping of same. This Plan recognizes that there are data sensitivity issues and other challenges in mapping significant habitat. Where the preparation of an Environmental Impact Study (EIS) is required by this Plan, the EIS shall determine if there are records of endangered and threatened species; in the event that records are identified on or adjacent to the subject lands, the Province of Ontario will be consulted in order to provide further technical assistance. If a wetland is determined through an evaluation to be significant, or if significant habitat of endangered and threatened species or other features are identified, then no development or site alteration will be permitted and the schedules of the Official Plan will be updated to reflect this new information.

The County of Elgin is currently preparing a Natural Heritage Systems Study to address the Provincial Policy Statement requirements. As a result, once this study has been

approved by the County, the Official Plan shall be amended to apply the new policies and mapping.

4.7.5 WOODLANDS

In the absence of a study identifying significant woodlands in the Town, woodlots having an area of 2 hectares or greater are classified as significant. These significant woodlands are identified on Schedule “B”. The Significant Woodlands are treed areas that provide environmental and economic benefit to both the land owner and the general public, including erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products.

(1) Land Use Objectives

- (a) To identify and protect woodlots within the Town of Aylmer that are greater than 2 hectares;
- (b) To prevent incompatible development within and abutting this environmental feature; and
- (c) To encourage private land owners to seek the advise and cooperation of the Catfish Creek Conservation Authority in the management of woodlots.

(2) Land Use Policies

- (a) The uses permitted in areas identified as “Significant Woodlands” on Schedule “B” shall be limited to conservation, wildlife management, and passive outdoor recreation such as trails;
- (b) Permitted buildings and structures shall be limited to those directly related to the management of the woodland feature;
- (c) Lands designated as “Significant Woodlands” on Schedule “B” should, as much as possible, be retained in their natural state for conservation or wildlife habitat enhancement;
- (d) Site alterations and/or development on lands within 120 metres of a “Significant Woodland” shall be in accordance with the applicable land use designation on Schedule “A” and may only be permitted if it can be demonstrated that there will be no negative impacts on the adjacent woodlot features and its associated ecological functions;

- (e) Site alteration and/or development on lands within a “Significant Woodland” overlay shall not be permitted unless it can be demonstrated through an Environmental Impact Study that there will be no negative impacts on the woodlot feature and its ecological functions, or alternatively a regional woodlands study has been completed identifying that the woodlot is not significant by regional standards. Development shall be permitted in accordance with the underlying land use designation on Schedule “A” where such study has satisfied Council and the Catfish Creek Conservation Authority that that there will be no negative impacts on the feature or its ecological functions, or alternatively a regional woodlands study has been completed identifying that the woodlot is not significant by regional standards. Appropriate conditions may be imposed on the development to mitigate any negative impacts; and
- (f) For the determination of whether or not negative impacts will occur, an Environmental Impact Study shall be undertaken in accordance with Section 5.8.

SECTION 5 DEVELOPMENT POLICIES

5.1 LAND DIVISION

5.1.1 PLANS OF SUBDIVISION

With the exception of the land severances granted by the Land Division Committee (see Section 5.1.2), all land divisions in the Town of Aylmer shall take place by registered plan of subdivision. It shall be the policy of the municipality to recommend only those plans of subdivision which comply with the policies of this Plan. Before recommending a plan of subdivision for approval, the municipality will ensure that the area to be subdivided can be provided with necessary services and amenities, and that the proposed development would not adversely affect the economy and the environment of the Town of Aylmer. Reference should also be made to Section 5.1.2 (9).

5.1.2 LAND SEVERANCES

Should the Land Division Committee establish that a plan of subdivision is not necessary for proper and orderly development for up to five (5) lots, consideration for consent to a land severance may be allowed. The creation of six (6) or more lots requires a plan of subdivision (see Section 5.1.1). In considering an application for consent, the Land Division Committee shall be guided by the relevant objectives and policies of this Plan, including the following:

- (1) The division of land will only be allowed when all the parcels involved about a public road of a standard of construction acceptable to the Town (and the County of Elgin when applicable) and where safe and suitable access is available;
- (2) The division of land will not be allowed if any parcel involved requires access to be obtained where a traffic hazard could be created because of limited sight lines on curves or grades or proximity to intersections;
- (3) The division of land will only be allowed when it has been established that soil and drainage conditions for all parcels involved are suitable:
 - (a) to permit the proper siting of a building;
 - (b) to allow connection to public piped sanitary sewer and water services;
 - (c) to accommodate required stormwater facilities;

- (4) The division of the land will only be allowed if the proposed lots comply with the provisions of the Town's Zoning By-Law. The Zoning By-Law shall establish minimum lot frontages and areas in accordance with the requirements of the Province and/or its designated agent. Where a by-law amendment or minor variance is necessary, it shall be a condition of the consent or plan of subdivision approval;
- (5) The division of land shall be prohibited if development would occur on lands subject to severe flooding, development control areas, severe erosion or unstable conditions or any other physical limitations as determined by the Town in consultation with the Catfish Creek Conservation Authority;
- (6) Notwithstanding any other section of this Plan, consents for the creation of easements or rights-of-way are permitted, and minor lot adjustments or minor boundary changes are permitted provided they are granted conditional to Section 50(3) or (5) of the Planning Act, R.S.O. 1990, c.P.13 and that the consent would not result in the creation of a new building lot;
- (7) The Land Division Committee may exercise its powers under the Planning Act R.S.O. 1990, c.P.13 when reviewing the shape, size, etc. of any proposed lot;
- (8) It shall be the Town's policy to require one application fee per new lot created, each right-of-way, lot addition, etc. However, only one application outlining all the lots to be created need be submitted. Such application shall have a corresponding series of numbers. Further, it shall be the Town's policy to deny consent applications that only remit one fee by applying for a new lot line in the middle of an existing lot in an attempt to create three lots with one application; and
- (9) When considering consent applications or plans of subdivision, consideration will be given to the following requirements which may be stipulated as a condition of consent or plan of subdivision approval where applicable:
 - (a) that a lot levy (including 5 percent of the value of the lot for park purposes) and charges as specified for community services in accordance with the Town's Development Charges By-Law be paid;
 - (b) that the applicant enter into an agreement to maintain any drainage facilities which traverse the property;
 - (c) that the applicant enter into an agreement to construct or maintain fences around the proposed lot;

- (d) that the Town’s Zoning By-Law be amended to permit the proposed use, if necessary, prior to the stamping of deeds;
- (e) that access to the property is constructed to the satisfaction of the appropriate agency;
- (f) that all new development proposed within be serviced by municipal piped water supply and municipal sanitary sewage facilities.

5.2 DOWNTOWN IMPROVEMENT AND REVITALIZATION

- It is the intent of this Plan that the Core Commercial Area be maintained as the main commercial and civic focus of the Town. To this end, Council shall actively participate in the improvement, development, and redevelopment of the Core Commercial Area, both by pursuing government programs or projects that would act as a “seeder” in the downtown area and by giving encouragement and direction to development, redevelopment, and restoration projects.
- It is the intent of this Plan that the progressive features and positive characteristics which have developed in the Core Commercial Area, be retained and reinforced. Development of vacant sites and redevelopment of existing areas in the Core Commercial Area shall be encouraged in a comprehensive manner with a view to coordinating individual site designs and providing integrated solutions to pedestrian and vehicular traffic circulation problems. To further these objectives, Council may require that prospective developers of lands in the Core Commercial Area enter into a Development Agreement with the municipality in accordance with the Planning Act R.S.O. 1990, c.P.13.
- Although intensification of use will be inherent in most development or redevelopment, it is the intent of this Plan that in any rehabilitation, conservation, development or redevelopment schemes for the Core Commercial Area, emphasis be placed on the provision of abundant light and air space, the provision of attractive and usable open space available to the public, the aesthetic value of enclosed areas as well as open areas, the importance of public buildings as focal points of civic improvements, the restoration of existing buildings wherever possible, and the retention of historical atmosphere and buildings. High standards of civic design emphasizing unity, coherence, and aesthetic appeal shall be the goal throughout.
- No open storage shall be permitted in the Core Commercial Area.
- It is the intent of this Plan that the Core Commercial Area remain as compact as possible in order to serve the pedestrian most effectively. New development should be planned as an extension of the existing business area and should not be allowed to infiltrate unnecessarily into adjoining residential areas.

- Council shall endeavour to improve the environment of the Core Commercial Area by making use of small spaces for such amenities as benches and planting, and to improve the design of street lighting and other street furniture.
- Council shall encourage merchants and property owners in the Core Commercial Area to improve their store fronts and signs and thereby improve the overall appearance of the downtown area.
- Council will work with the BIA to develop and encourage building maintenance practices within the Core Commercial Area.
- Council shall consider the assembling of land within the Core Commercial Area as assistance to redevelopment or rehabilitation schemes.
- Council shall have regard to the policies relating to Economic Development that are contained in Subsection 5.5 of this Plan when considering the improvement and revitalization of the downtown area.

5.3 POLICIES FOR COMMUNITY IMPROVEMENT

5.3.1 DESIGNATION OF COMMUNITY IMPROVEMENT AREAS

In any established area of the Town where there is evidence that physical and/or socio-economic change may occur if no public action is taken, Council in conjunction with the citizens shall determine whether it is in the best interest of the area and the Town as a whole to encourage such change by directing a program of orderly transformation or to encourage the conservation of the area.

Where the effects of physical and/or socio-economic change is already evident, Council shall determine in a similar manner whether or not this change is in the best interest of the area and the Town as a whole and therefore, whether or not to encourage the rehabilitation and conservation of the area or its orderly transformation.

Council shall therefore, from time to time, develop Community Improvement Plans that provide details on how selected areas will be improved through conservation, rehabilitation, redevelopment, renovations, revitalization and/or environmental remediation. Community Improvement Plans may be applied to all types of uses, buildings, and/or structures in any given area.

Community Improvement Areas for the Town of Aylmer may be selected from any area within the Town subject to the criteria set out in this Section.

5.3.2 CONSERVATION, REHABILITATION, AND REDEVELOPMENT

In areas of conservation and rehabilitation, Council shall institute a program to ensure the conservation and rehabilitation of existing buildings both through direction and encouragement and by regulatory measures in order to discourage redevelopment. However, Council shall recognize the justifiable redevelopment of selected buildings and uses within these areas as an integral part of such a program. Particular attention shall be directed initially to those buildings and uses thought to have the most detrimental effects on the surrounding area.

5.3.3 GOALS AND OBJECTIVES

The principal goals for the Community Improvement Areas within the Town of Aylmer shall be:

- (1) To protect and enhance the quality of the area which the residents value highly;
- (2) To eliminate the deficiencies in municipal services and recreational facilities wherever it is economically and physically possible;
- (3) To assist the community in improving the overall appearance of residential and commercial structures and to act as a catalyst for individual improvement by acquiring properties that are beyond rehabilitation and removing their blighting influences from the area;
- (4) To urge and assist owners of commercial and residential property to rehabilitate premises where necessary in order to eliminate deterioration and improve community pride in ownership or occupancy;
- (5) To improve the quality of air, land and water to help contribute to an overall better quality of life in the community; and
- (6) To generally foster local economic growth.

The specific objectives of community improvement for the Town of Aylmer shall be:

- (1) To provide for the maximum feasible amount of rehabilitation of existing housing and commercial premises;
- (2) To establish an active program for informing property owners of various available forms of housing and commercial rehabilitation assistance;
- (3) To enforce, if necessary, any controls which will contribute to the visual attractiveness of the community and the health and safety of the occupants;

- (4) To improve the sanitary and flooding situation of the community by separating the sanitary and storm sewers on a selected street within the area identified as in need of community improvement on a phased program;
- (5) To improve the water distribution system by installing new water mains on selected streets within the Town of Aylmer on a phased program;
- (6) To improve the safety and visual appearance of the community by installing new sidewalks, improved street lighting, power lines, curbs and gutters, and the resurfacing of selected streets within the Town of Aylmer on a phased program;
- (7) To improve the visual appearance of the community by encouraging the relocation of non-conforming land uses and incompatible land uses;
- (8) To ensure that the residents have a full range of community, social and recreational facilities by further developing or improving parkland and recreational amenities;
- (9) To ensure underutilized sites and/or environmentally compromised sites be revitalized to be contributing assets to the Town;
- (10) To provide funding in the form of grants and/or loans and/or the waiving of fees for appropriate projects that meet the objectives of the Community Improvement Plan;
- (11) To encourage the preservation, rehabilitation, renewal and reuse of heritage resources, including heritage buildings;
- (12) To encourage and incentivize construction of affordable housing;
- (13) To improve energy efficiency;
- (14) To promote the establishment, expansion and rehabilitation of tourism and tourist destination-oriented uses within existing buildings; and
- (15) To facilitate and stimulate local economic development.

5.3.4 CRITERIA FOR SELECTING COMMUNITY IMPROVEMENT AREAS

In determining whether or not an area in the Town of Aylmer will be selected for the development of a Community Improvement Plan one or more of the following criteria would have to be met:

- (1) That a portion of the housing stock is in need of rehabilitation, whether interior or exterior;

- (2) There is a deficiency or deterioration in one or more of the following municipal services:
 - (a) Sewers and watermains;
 - (b) Roads and streets;
 - (c) Curbs and sidewalks; and
 - (d) Street lighting and utilities.
- (3) There is a deterioration or deficiency in one or more of the following recreational and social facilities:
 - (a) Public indoor/outdoor recreational facilities;
 - (b) Public open space; and
 - (c) Public social facilities such as community centres, libraries, clinics, and cultural facilities;
- (4) The area exhibits problems with transportation, traffic or parking;
- (5) The area contains land use conflicts between non-compatible uses or contains underutilized lands which may detract from the viability of the area, but which if redeveloped, renovated or developed to another use could enhance or revitalize the area;
- (6) That the phasing of improvements is within the financial capability of the Town;
- (7) That the improvement shall have a significant impact on strengthening the economic base of the community;
- (8) The overall streetscape or aesthetics of the area are in need of upgrades;
- (9) The presence of land and/or buildings that may require environmental site assessments or designated substance analysis and the implementation of appropriate and necessary remedial measures; and
- (10) For any other environmental, social or community economic development reasons, in conformity with the policies of the County of Elgin Official Plan and this Plan.

5.3.5 PHASING OF IMPROVEMENTS

Community improvement activities will be phased in order to prevent unnecessary hardship for the residents and the business community and to establish a natural and logical sequence of improvements based on appropriate engineering studies. Priorities for community improvement projects will be established as follows:

- (1) Older residential areas located around the core area and in several of the northerly sections of Aylmer which exhibit somewhat deficient housing conditions;
- (2) The Talbot Street Commercial Area constitutes the downtown or Core Commercial of the Town of Aylmer;
- (3) Sites that require detailed environmental site assessments and/or remedial work;
- (4) John Street Commercial Area.

The separation of sanitary and storm sewers will be a number one priority within the community, with phasing occurring in a natural and logical sequence based on engineering studies.

Improvements to lighting, watermains, sidewalks and road surfaces will also be carried out in a logical sequential manner in conjunction with the separation of sanitary and storm sewers.

5.3.6 IMPLEMENTATION

Council may achieve its community improvement objectives by implementing the following measures:

- (1) Designation of Community Improvement Project Areas by by-law and the preparation of Community Improvement Plans for areas so designated as provided for in the Planning Act R.S.O. 1990, c. P. 13;
- (2) Encouragement of rehabilitation within Community Improvement Areas;
- (3) Passing and enforcement of a Maintenance and Occupancy Standards By-law;
- (4) Utilization of public funds through a variety of government programs;

- (5) Acquisition of land where required, with the approval of the Minister of Municipal Affairs and Housing when necessary, to provide services or improve certain facilities, buildings and/or lands;
- (6) Consider the need for community improvement in the preparation of capital and current budgets;
- (7) Support the initiatives of local service clubs, private enterprise and residents who from time to time may carry out the improvement projects designed to enhance the quality of the community;
- (8) Construct, repair, rehabilitate or improve buildings or land acquired or held by the municipality in Community Project Areas in conformity with Community Improvement Plans;
- (9) Evaluate development and redevelopment applications within Community Improvement Project Areas having regard for the objectives of community improvement in that area;
- (10) Support the local Heritage Conservation Committee in their efforts and initiatives;
- (11) Support the Business Improvement Area and the policies of Section 5.2 of this Plan;
- (12) Consider more flexible approaches to the zoning when community improvement objectives are supported;
- (13) Encourage private initiatives regarding conservation, rehabilitation, redevelopment and environmental remediation;
- (14) Consider the provision of grants and/or loans and/or the waiving of fees when local initiatives support the objectives of the community improvement plan; and
- (15) When feasible, acquire buildings and/or lands to carry out the community improvement plan and/or objectives.

5.4 POLICIES FOR HERITAGE CONSERVATION

5.4.1 GENERAL GOAL

Council recognizes that there may be some features of historic, archaeological or architectural significance within the municipality. It is the intent of this Plan that the Town's significant built heritage resources and significant cultural heritage landscapes be identified, conserved and enhanced, and that all new

development occur in a manner that conserves the Town’s cultural heritage. The cultural heritage resources of the Town include:

- built heritage resources;
- cultural heritage landscapes; and,
- archaeological resources.

5.4.2 BUILT HERITAGE RESOURCES AND CULTURAL HERITAGE LANDSCAPE POLICIES

In order to achieve the desired goal outlined in the preceding Section, the following objectives have been identified.

- (1) Significant built heritage resources and significant cultural heritage landscapes will be conserved.
- (2) Within the Parks and Open Space and Development Control Areas recognized in this Plan, Council should encourage measures which enhance public appreciation and visibility of interesting industrial operations, buildings, structures or landscapes of historic, archaeological or scenic value.
- (3) Council may use all relevant legislation to encourage the preservation and enhancement of heritage features and should attempt to increase awareness of the value of heritage conservation in the community.
- (4) The municipal clerk will establish and maintain a register of all properties designated under Part IV and Part V of the Ontario Heritage Act, which includes but is not limited to:
 - a. Cultural heritage resources of interest to the Town;
 - b. Cultural heritage resources identified in provincial or federal inventories;
 - c. Additional cultural heritage resources that the Council of the local municipality believes to be of cultural heritage value or interest;
 - d. Areas of archaeological potential, and archaeological and historical resources identified by the Province.
- (5) To this end, the municipality may establish a Heritage Committee in accordance with the provisions of the Ontario Heritage Act to advise Council on heritage conservation matters.
- (6) A heritage impact assessment by a qualified professional will be required whenever cultural heritage resources may be impacted by a proposed development. Such an assessment will include recommendations

regarding mitigation measures on how impacted cultural heritage resources will be conserved.

- (7) Licensed, private abandoned or legally closed cemeteries are to be included in the heritage property register. The Town may consider the designation of these cemeteries in order to retain them in their original condition and location.

5.4.3 ARCHAEOLOGICAL RESOURCES POLICIES

- (1) Development and site alteration will not be permitted on lands containing archeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.
- (2) Archeological assessments carried out by consultant archaeologists licensed under the Ontario Heritage Act will be required as a condition of any development proposal affecting areas containing a known archaeological site or considered an area of archaeological potential.
- (3) Archaeological assessment reports prepared by licensed consultant archaeologists are to be in compliance with the 2011 Standards and Guidelines for Consultant Archaeologists as set out by the Ministry of Heritage, Sport, Tourism and Culture Industries, as well as the terms and conditions of an archaeological license under the Ontario Heritage Act.
- (4) Areas of archaeological potential are determined through the use of provincial screening criteria, or criteria developed by a licensed consultant archaeologist based on the known archaeological record for the Town and its surrounding region. Such criteria may include a range of environmental, physiographic and historical features, as well as information from local stakeholders and the effects of past land use.
- (5) When considering applications for shoreline or waterfront development, the Town shall ensure that cultural heritage resources, both on shore and in the water, within the Town's jurisdiction are not adversely affected and may require an archaeological assessment (land and/or marine) and satisfactory measures to mitigate any negative impacts on significant cultural heritage.
- (6) The interests of Indigenous communities will be considered when identifying, conserving and managing cultural heritage and archaeological resources.
- (7) An archaeological assessment by a licensed consultant archaeologist is required when a known or suspected cemetery or burial site may be

affected by a proposed development. Consultation with appropriate government agencies, including the Ministry of Heritage, Sport, Tourism and Culture Industries, and the Ministry of Government and Consumer Services (Cemeteries Regulation Unit) is required. The provisions of the Heritage Act and the Funeral, Burial and Cremation Services Act must apply.

5.5 ECONOMIC DEVELOPMENT

It is the intent of this Plan to develop the Town to its fullest economic potential, while maintaining the quality of life existing residents have come to expect. This Plan hopes to promote the economic well-being of Town residents and to provide employment opportunities. It is also the intent of the Plan to achieve greater diversification in the Town's overall economic base, while continuing to encourage and promote the development of the traditional agricultural, employment and commercial base of the Town.

The general principles to be considered in the economic development of the Town are as follows:

5.5.1 ECONOMIC DEVELOPMENT POLICIES

- (1) The Town shall encourage the expansion and diversification, including business retention and expansion of the Town's economic base in order to maximize the number and types of employment opportunities and to stabilize the impacts of cyclical and long-term economic trends in various agricultural, employment, service and commercial sectors upon the Town and its residents.
- (2) The Town shall undertake and adopt an economic development strategy for the Town in order to give focus and direction to its economic development efforts. This economic development strategy shall serve as a basis for the promotion of economic development in the Town and will include two main areas of emphasis - agricultural diversity and stability, and employment development. The economic development strategy may be undertaken in cooperation with neighbouring municipalities and the County of Elgin.
- (3) The Town may participate in any programs offered by other levels of government to improve employment opportunities and promote economic development.
- (4) The Town may cooperate with other levels of government to develop a strategy and program to acquire and develop land for economic development purposes.

- (5) The Town may cooperate to develop an incubator mall, which may utilize existing vacant or underutilized buildings, to nurture new business ventures.
- (6) The Town shall promote efficient, economical use of the land resources. The use of large lots by small industries and commercial buildings will be discouraged unless there is a need for future expansion.
- (7) As part of its on-going planning process, the Town will consider the short and long-term, direct and indirect, economic impacts of various types of development.
- (8) In pursuing economic development, the Town will, at all times, ensure that the costs associated with development are within the Town's financial capabilities, and that there are no undue social or environmental costs.
- (9) The Town will work with infrastructure providers with the intent of future-proofing for advanced technologies including, but not limited to, high-speed/fibre networks and infrastructure to support electric vehicle charging stations.

5.6 PLANNING IMPACT ANALYSIS

It is a policy of the Plan that a Planning Impact Analysis will be used to evaluate applications for an Official Plan and, depending on the magnitude of the development, a Zoning By-Law amendment to determine the appropriateness of the proposed change and to identify ways of reducing any adverse impacts on surrounding land uses. A Planning Impact Analysis will supplement the consideration of compliance with the permitted use, location, scale of development, and other criteria applicable to the relevant land use designation.

Proposals for changes in the use of land which require the application of a Planning Impact Analysis will be evaluated on the basis of:

- Compatibility of proposed uses with surrounding land uses, and the likely impact of the proposed development on present and future land uses in the area and on the character and stability of the surrounding neighbourhood;
- The height, location and spacing of any buildings in the proposed development, and any potential impacts on surrounding land uses;
- The extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;

- The proximity of any proposal for medium and high density residential development to public open space and recreational facilities, community facilities, municipal services, and transit services, and the adequacy of these facilities and services to accommodate the development proposed;
- The size and shape of the parcel of land on which a proposed development is to be located, and the ability of the site to accommodate the intensity of the proposed use;
- The location of vehicular access points and the likely impact of traffic generated by the proposal on streets, on pedestrian and vehicular safety, including impacts on the primary to secondary evacuation routes identified in the Town’s Emergency Plan, and on surrounding properties;
- The exterior design and layout of buildings and the integration of these uses with present and future land uses in the area;
- The location of lighting and screening, and the adequacy of parking areas;
- The provisions for landscaping and fencing;
- The location of outside storage, garbage and loading facilities;
- Conformity with the provisions of the Site Plan Control By-Law;
- The design and location of signs, and the compliance of signs with the Sign Control By-Law; and
- Measures planned by the applicant to mitigate any adverse impacts on surrounding land uses and streets which have been identified as part of the Planning Impact Analysis.

5.7 PRE-APPLICATION CONSULTATION AND PRESCRIBED INFORMATION FOR PLANNING APPLICATIONS

The Planning Act permits the Town to require applicants to consult with the Town prior to formal submission of planning applications. Pre-consultation is important so that both the proponent and the Town have a detailed understanding of proposals, timelines and expectations in order for appropriate information to be provide by all parties and to ensure the streamlining of the development review process.

Depending on the nature of the proposed development and planning application, the Town, in consultation with other agencies, may require the following studies or additional information to deem applications complete and to properly evaluate a development application:

- Planning Rationale
- Heritage Impact Assessment
- Environmental Impact Statement
- Archaeological Assessment
- Transportation Impact Study
- Minimum Distance Separation
- Servicing Options Study
- Drainage/Stormwater Management Report/Plan
- Geotechnical Study
- Hydrogeological Study
- Confirmation of Hauled Sewage/Septage Capacity Report
- Erosion and Sediment Control Plan
- Feasibility / Detailed Noise Study
- Vibration Study / Noise Control Study (Airport)
- Obstacle Limitation Surfaces (Airport Zoning Regulations)
- Sun-Shadow Study
- Fisheries Assessment
- Shoreline Riparian Control Study
- Wildland Fire Assessment
- Retail Market Impact Study
- Urban Design Study/Brief
- Hydraulic Floodway Analysis and Detailed Floodline Mapping Study
- Groundwater Impact Assessment

- Record of Site Condition
- Phase I Environment Site Assessment (ESA)
- Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required
- Parking Study
- Functional Servicing Report
- Master Environmental Servicing Study (MESP)
- Agricultural Impact Assessment
- Lighting Study
- Fire Safety Plan will be required for all new and existing buildings to be used
- Waste Management Plan
- Odour/Ventilation Plan
- Crime Prevention Through Environmental Design (CPTED) analysis
- Other studies relevant to the development and lands impacted by the proposed development approval application.

5.8 ENVIRONMENTAL IMPACT STATEMENT

For development within or in proximity to those natural heritage features identified on Schedule “A” and “B”, Council will, in consultation with the Catfish Creek Conservation Authority (C.C.C.A.), require the proponent to undertake an Environmental Impact Statement prior to any Planning Act approvals being granted for such lands.

The Environmental Impact Statement shall:

- be completed by qualified professional(s) with appropriate environmental qualifications;
- describe and evaluate the existing significant natural features, linkages, and ecological functions of the subject property in the context of the entire natural area;
- explain the details of the proposed development and identify feasible alternatives which demonstrate no negative impact upon the significant natural features and their ecological functions for which the site has been identified;

- recommend monitoring activities;
- obtain and document input from public and agency consultation, and address any concerns; and
- be able to satisfy the policies for Natural Hazard Areas and Natural Heritage Areas set out in this Plan.

Where necessary, other agencies or individuals with environmental expertise may be consulted to assist in the review of Environmental Impact Statement.

All development or site alterations proposed in a natural area identified as significant will only be permitted once it has been demonstrated through an Environmental Impact Statement that there will be no negative impacts to the feature or its ecological functions, to the satisfaction of Council and the C.C.C.A.

Additional guidance regarding the specific technical requirements of an Environmental Impact Statement and the approach that should be taken for the preparation of an Environmental Impact Statement within the context of a typical municipal planning process are discussed further in the Natural Heritage Reference Manual (OMNR 2005).

SECTION 6 IMPLEMENTATION

6.1 GENERAL

This Official Plan shall be implemented by means of the powers conferred upon the Town of Aylmer Planning Committee and Council by The Planning Act, The Municipal Act, The Ontario Heritage Act, and such other statutes as may be applicable. In particular, this Plan shall be implemented by the Zoning By-Law, a Maintenance and Occupancy Standards By-Law, legislation pursuant to The Municipal Act, Subdivision and Part-Lot Control By-Laws, the construction of public works, and a capital works program.

6.2 ZONING BY-LAW

6.2.1 BY-LAW TO CONFORM TO THE PLAN

It is intended that a comprehensive Zoning By-Law be brought into effect in accordance with the provisions of the Planning Act by the Council of the Town of Aylmer. Such By-Law shall zone land in accordance with the land use designations and policies contained within this Plan and will establish regulations to control the use of land and the character, location, and use of buildings and structures. No application may be approved or by-law passed that does not conform to this Plan, save and except a by-law pursuant to the Planning Act R.S.O. 1990. Land designated on Schedule “A” may be zoned to a “Holding” Zone pending their appropriate timing for their respective uses in accordance with the designations as shown on the Land Use Plan and policies related thereto, when Council is satisfied that the resulting development is desirable and appropriate.

6.3 HOLDING BY-LAW

A Holding By-Law, as provided for in the Planning Act, R.S.O. 1990, may be applied.

Not all lands will necessarily be zoned immediately in the implementing Zoning By-Law to permit the uses as designated on Schedule “A” - Land Use Plan. Lands may be zoned only to conform to and, wherever possible, to implement policies of this Plan and where municipal services, roads and community facilities are or will be available as required.

The Council may, in the Zoning By-Law, by the use of the symbol “H” as a prefix or a suffix, in conjunction with any use designation, specify the use to which lands, buildings or structures may be put at such time in the future as the holding symbol is removed by amendment to the By-Law. This procedure will enable the holding of lands designated for specific land uses in this Plan until such time as the land is required for phasing purposes or until necessary concept plans or subdivision design have been prepared. Removal of the holding symbol from a parcel of land shall be conditional upon the

developer of the land satisfying specific requirements of the municipality. These conditions may include, for example, satisfying financial and servicing requirements of the Town, the provision of a suitable stormwater management plan, and any additional criteria identified by Council resolution.

Although notice will be given by by-law, there may be no objection or referral to the Local Planning Appeals Tribunal (LPAT). However, should Council refuse to pass an amending by-law to remove the holding symbol, if it is felt that the development is premature due to demand or failure to meet a requirement of this Plan, the applicant may appeal the decision to the LPAT in the normal manner. While the "H" symbol is on, the existing uses shall be permitted and other uses as defined in the holding provisions of the implementing Zoning By-law.

6.4 NON-CONFORMING USES

A “Non-conforming Use” as referred to in the Plan, means an existing land use which is not permitted in the land use designation in which it is located as shown on Schedule "A". While it would be better if such uses would cease to exist in the long run and be replaced by uses which are permitted, such action may be an unnecessary hardship on the owner. Accordingly where there is a reasonable degree of harmony with neighbouring conforming uses, in Council's judgment, unless a policy of the relevant land use designation is provided to the contrary, the land area occupied by such a non-conforming use may be expanded by zoning amendment adopted by Council and without an amendment to this Plan according to the review process described hereunder.

A “Non-conforming Use” within the context of the Zoning By-Law is an existing use which is not permitted in the zone within which it is located. The Planning Act allows Council and/or the Committee of Adjustment to approve extensions and enlargements to such non-conforming uses.

As a general guide to assist in the administration of this Plan and the Zoning By-Law as the case requires, where a “Non-conforming Use” ceases to exist for a continuous period of one (1) year, it shall be deemed to have lost its status as a “Non-conforming Use”.

6.4.1 APPLICATIONS FOR ENLARGEMENTS OR EXTENSIONS OF NON-CONFORMING USES

In dealing with applications for the enlargement or extension of a “Non-conforming Use”, Council or the Committee of Adjustment, as the case may be, shall first determine that unnecessary hardship would result if the application was not approved, then follow the procedures outlined below :

(1) Possible Acquisition

The Aylmer Council shall determine the feasibility of acquiring the subject property at the time of application, or possibly at some future date, and of holding, selling, leasing, or redeveloping the property in accordance with the provisions of the Planning Act. Special consideration will be given to opportunities to re-establish the use in question in a different location where it would be able to perform and produce under improved conditions, in accordance with the policies of this Official Plan.

(2) Amending By-Law or Committee of Adjustment

If acquisition or relocation at this time does not appear to be feasible and if the special merits of the individual case make it desirable to grant permission for the extension or enlargement of the “Non-conforming Use”, the Council of the municipality may consider the passing of a Zoning By-Law in accordance with the Planning Act. Such by-law may then be passed without necessity to amend this Plan providing it complies with the policies of this Plan, in particular as set out in the following subsection. The individual may also apply to the Committee of Adjustment for a minor variance from the provisions of the By-Law, in respect of the land, building or structure or use thereof, as long as the variance is desirable for the appropriate development or use of the land, building or structure and provided, that in the opinion of the Committee of Adjustment, the general intent and purpose of the By-Law and this Official Plan are being maintained. The guidelines set out below should be considered.

(3) Considerations

Prior to making any decision on an application for extension or enlargement of a “Non-conforming Use”, the Council will investigate such application on the various aspects of the matter. The Council, before passing such a by-law, shall be satisfied that each of the following requirements which are relevant to the specific application for the extension or enlargement of the use are, or will be, fulfilled in order to safeguard the wider interests of the general public. The Committee of Adjustment in reaching its decision on an application in accordance with the Planning Act, should also be satisfied that the following relevant requirements have been met:

- (a) That the proposed extension or enlargement of the established use shall not unduly aggravate the situation created by the existence of the use, especially in regard to the policies of the Official Plan and the requirements of the Zoning By-Law applying to the area.

- (b) That the proposed extension or enlargement shall be minor in nature.
- (c) That an application which would affect the boundary areas of different land use designations on the Land Use Plan will only be processed under these policies, if it can be considered as a “minor adjustment” permitted under the flexibility clause of Section 7.1 of the Official Plan without the need for an amendment. Any major variances will require an amendment to the Official Plan.
- (d) The characteristics of the existing use and the proposed extension or enlargement shall be examined with regard to noise, vibration, fumes, smoke, dust, odours, lighting, and traffic-generating capacity. No amendment to the Zoning By-Law shall be made if one or more such nuisance factors will be created or increased so as to add essentially to the incompatibility of the use with the surrounding area. If there is any doubt in this regard, Council or the Committee of Adjustment shall consult with the Ontario Ministry of Environment, Conservation and Parks prior to making a decision on the compatibility of any proposed extension or enlargement.
- (e) That the neighbouring uses will be protected, where necessary, by the provision of areas for landscaping, buffering or screening, appropriate setbacks for buildings and structures, devices and measures to reduce nuisances, and, where necessary, by regulations for alleviating adverse effects caused by outside storage, lighting, advertising signs, etc. Such provisions and regulations shall be applied to the proposed extension or enlargement and, wherever feasible, also be extended to the established use in order to improve its compatibility with the surrounding area.
- (f) That traffic and parking conditions in the vicinity will not be adversely affected by the application, and traffic hazards will be kept to a minimum by appropriate design of ingress and egress points to and from the site and improvement of sight conditions, especially in proximity to intersections.
- (g) That adequate provisions have been, or will be made for off-street parking and loading facilities.
- (h) That applicable municipal services such as water supply, roads, etc. are adequate or can be made adequate.

6.5 **PROPERTY STANDARDS BY-LAW**

The Council of the Town of Aylmer may pass a by-law to establish minimum standards of maintenance and occupancy of property to conserve, sustain and protect existing and future development of the municipality. The Property Standards By-Law shall be applicable to all property and shall contain requirements with respect to:

- garbage disposal;
- pest prevention;
- structural maintenance of buildings;
- safety of buildings;
- cleanliness of buildings;
- services to buildings - plumbing, heating, and electricity;
- keeping land free from rubbish, debris, weeds, abandoned or used vehicles, trailers, boats barges, mechanical equipment or material;
- maintaining yards, lands, parking, and storage areas;
- maintaining fences, swimming pools, accessory buildings, and signs; and
- occupancy standards.

If a Property Standards By-Law is passed, the Council shall appoint a Property Standards Officer who will be responsible for administering and enforcing the Property Standards By-Law.

Appeals against an order of the Property Standards Officer shall be addressed as outlined in the Property Standards By-Law.

The measures to be used generally in achieving the property maintenance program would include an education and public relations program to show people the benefits of continued property maintenance, together with information showing what improvements can be made without increasing assessment.

Complementary to the enforcement of standards on private properties, the municipality will undertake to keep in a fit and well-mannered condition all municipally owned properties and structures, and to provide or maintain in good repair such municipal services as roads, sidewalks, and water facilities.

6.6 INTERIM CONTROL BY-LAW

An Interim Control By-Law may be used by the Town to restrict development in areas subject to certain studies such as servicing feasibility studies, parkland feasibility studies, etc.

- In accordance with the Planning Act, R.S.O. 1990, where the Council has by by-law or resolution directed that a review or study be undertaken in respect of land use planning policies in the municipality, or any defined area or areas, the Council may pass an Interim Control By-Law. The by-law may specify a time period (less than one year) prohibiting the use of land, buildings or structures for, or except for such purposes as set out in the by-law.
- Once the time period of the by-law has expired, the period of time during which the Interim Control By-Law may remain in effect may be extended to a maximum of two years from the date of initial passing of the by-law. If the Council has not passed a by-law under Section 34 subsequent on the completion or review of the study within the period of time specified in the Interim Control By-Law, the provisions of any by-law passed under Section 34 that applied to the subject lands immediately prior to the coming into force of the Interim Control By-Law again come into force. Where an Interim Control By-Law ceases to be in effect, the Council may not for a period of three years pass a further Interim Control By-Law that applies to any lands to which the original Interim Control By-Law applied.

6.7 SITE PLAN CONTROL

- Council may, by by-law, designate areas where Site Plan Control will be in effect as provided in the Planning Act, R.S.O. 1990. The entire Town of Aylmer, with the exception of land used or proposed for single detached or two unit dwellings or for agricultural land uses, is proposed as a Site Plan Control Area and all non-residential structures erected within these areas shall be subject to the policies of this Section. Despite this exception, blocks of land proposed for one or two unit innovative housing, such as zero lot line or cluster housing, are also part of the proposed Site Plan Control Area. Non agricultural land uses permitted within areas designated Agricultural within the Town are in the proposed Site Plan Control Area.
- For the approval of developments proposed in the Site Plan Control Area, Council may require plans showing the location of buildings, structures and facilities to be developed in order to ensure that such plans meet the objectives stated below. Council may approve drawings showing elevation and cross-section views for each building to be erected, including multiple unit residential buildings containing from three to twenty-four units located within an area designated by by-law as a Site Plan Control Area.

- The overall objective of Site Plan Control is to improve the efficiency of land use and servicing, to protect adjacent land use and to encourage a more attractive form of development by:
 - (a) Improving the treatment of site plan details to maintain a consistent municipal standard in the proposed Site Plan Control Area;
 - (b) Ensuring the safety and efficiency of vehicular and pedestrian access;
 - (c) Minimizing land use incompatibility between new and existing development;
 - (d) Providing functional and attractive on-site facilities such as landscaping and lighting;
 - (e) Controlling the placement and provision of required services such as driveways, parking, loading facilities and garbage collection;
 - (f) Securing easements to provide for public utilities and site drainage; and
 - (g) Ensuring that the development proposed is built and maintained as approved by Council.

- In order to achieve these objectives, Site Plan Control will address such matters as the location of buildings and structures, proposed road widenings, location of access points, off-street parking and loading facilities, pedestrian circulation, lighting, landscaping, garbage storage facilities, private and common outdoor areas, easements over and grading of the lands, provision of the disposal of storm, surface and waste water from the site and such matters as may be appropriate in each case.

- Site Plan Control may be used by the Town to secure property for proposed road widenings without compensation to the landowner and also to provide for the general improvement of intersections through the acquisition of daylight triangles. The proposed status of each of the major roads in the Town is indicated on Schedule “C” to this Plan. The following table indicates the maximum right-of-way required for the proposed classes of roads indicated on Schedule “C”.

Road Type	Maximum Right-of-Way	Location
Arterial Road	26 metres (86 feet)	John Street Talbot Street
Collector Road	26 metres (86 feet)	Fath Avenue Caverly Road Elm Street Beech Street

Road Type	Maximum Right-of-Way	Location
Local Road	20 metres (66 feet)	All other roads

For those highways designated for widening, the amount of adjacent land to be obtained for widening shall be taken in equal amounts from both sides of the highway, measured from the existing highway centrelines except where geological, topographic, utility lines or other conditions or obstructions dictate otherwise. In such cases, only one half of the widening will be taken by dedication through Site Plan Control.

6.8 BONUSING

Council may pass a by-law in accordance with the Planning Act, R.S.O. 1990, to authorize increases in height and density of development in return for the provisions of certain facilities, services or other matters outlined in the by-law. The Town may require the developer to enter into an agreement for this purpose and such agreements may be registered against the lands to which they apply. Further, such a by-law shall identify areas or zone categories where the bonus provisions would apply, and shall specify the amount by which the height or density of the development would be permitted to increase.

Council will give consideration to proposals to increase the height and/or density for a specific site, but such proposals may not necessarily be granted. When considering such proposals, Council shall have due regard to the compatibility and scale of the proposed development in relation to the existing land uses, and to the cumulative impact resulting from granting bonuses in the general area.

The facilities, services, or other matters that are required in the by-law may include, but shall not be limited to, the provisions of affordable housing or special needs housing units to meet established housing targets, day care centres/facilities, parkland beyond the legislated requirements, hard servicing facilities (sanitary and storm sewers and watermains) above and beyond those required to service the development, increased buffering or landscaping, the use or re-use of vacant land and/or buildings (particularly in the Core Commercial area), the provisions of community or recreational facilities, open space, the protection of areas, sites, buildings or structures of historical, architectural merit or environmental sensitivity, and the redevelopment of blighting land use.

Generally, the use of this Section shall only be considered in conjunction with medium and high density residential developments and mixed use commercial/residential projects.

6.9 COMMUNITY PLANNING PERMIT SYSTEM

The Community Planning Permit System approval framework combines existing systems of zoning, site plan control, tree cutting by-laws and site alteration by-law into

one approval or permitting system. Lands subject to a Community Planning Permit System By-law are no longer subject to the Zoning By-law or Site Plan Control By-law.

It is the policy of the Town that:

- (a) A Community Planning Permit System By-law may be developed and adopted for a specific area of the Town or for the entire corporate limits of the Town. Where a Community Planning Permit System By-law has been enacted and approved the Zoning By-law and Site Plan Control By-law will not apply.
- (b) The objectives of the Town in implementing a Community Planning Permit System By-law shall include the following:
 - i. Preservation of the character of the affected area(s);
 - ii. Improvement of the waterfront area;
 - iii. Preservation and enhancement of residential neighbourhoods;
 - iv. Protection of the natural environment; and,
 - v. Promotion and rehabilitation of employment lands.
- (c) Council may delegate to Town staff the approval or issuance of development permits. Limits on and criteria for such delegation will be established in the Community Planning Permit System By-law.
- (d) The Town may impose conditions and grant provisional approval prior to final approval. These may include conditions related to the removal or restoration of vegetation, site alteration, natural features and areas, contaminated or marshy lands, and conditions permitted by Sections 34, 40, 41, 42 of the Planning Act, R.S.O. 1990.
- (e) As may be provided in the Community Planning Permit System By-law, a development permit may be issued to permit, as a discretionary use, any use not specifically listed as a permitted use in the Community Planning Permit System By-law, provided that the proposed use is similar to and compatible with the listed permitted uses, would have no negative impact on adjoining properties, and would generally maintain the intent, principles and policies of this Official Plan. A Community Planning permit may also be issued to permit, as a discretionary use, an extension to a legal nonconforming use or change in use of a legal nonconforming use, provided that the proposal is desirable in order to avoid hardship, that it would have no negative impact on adjoining properties, and that it would generally maintain the intent, principles and policies of this Official Plan.
- (f) As may be provided in the Community Planning Permit System By-law, a development permit may be issued to permit variations to the standards and provisions outlined in the Community Planning Permit System By-law. Such

variations will only be permitted if they are consistent with the policies of this Official Plan.

- (g) Any proposal for a use which is not listed as a permitted use and which does not qualify as a discretionary use or a variation in accordance with these policies and the Community Planning Permit System By-law will require an amendment to the Development Permit By-law.
- (h) The Community Planning Permit System By-law shall be developed and implemented in accordance with the requirements of the Planning Act.
- (i) At the time of adopting a Community Planning Permit System By-law, an Official Plan Amendment may be required in order to refine the Town's goals and objectives in proposing a Community Planning Permit System for the area, the scope of any delegation of authority and limitations, the types of conditions that may be included in the Community Planning Permit System By-law, the types of criteria that may be included in the Community Planning Permit System By-law for evaluating discretionary uses and variations, or any other matters mandated by Ontario Regulation 608/06 or any other regulation adopted under the Planning Act.

6.10 TEMPORARY USE BY-LAWS

The Council may, in a by-law passed in accordance with the Planning Act, R.S.O. 1990, authorize the temporary use of lands, buildings or structures for any purpose set out therein that is otherwise prohibited by this Plan or by the Zoning By-Law. Council shall satisfy itself that the proposed use is temporary and will not create detrimental effects on the surrounding area. Any temporary use permitted shall comply with the general development standards contained in Section 5 of this Plan.

A by-law authorizing a temporary use shall define the area to which it applies and the period for which it shall be in effect, which is not to exceed three years from the date of passing of the by-law for all temporary uses except "garden suites". Garden suites, as defined by the Planning Act, may have by-laws passed to be in effect for up to ten years from the date of passage. For uses other than garden suites, the three year time period may, by by-law, be extended for a maximum additional three year term. The temporary use shall not become a legal non-conforming use at the date of expiry of the by-law.

The type of uses envisaged by Council as using a Temporary Use By-Law include, but are not limited to, parking lots, fairs, ploughing match, temporary use of a mobile home as a dwelling unit, or the existence of two homes on one lot while one of the homes is under construction.

6.11 LEGISLATION PURSUANT TO THE MUNICIPAL ACT

It is intended that the Town shall review existing legislation pursuant to The Municipal Act governing such uses as automobile wrecking yards and signs, and where necessary, amend existing by-laws or pass new by-laws as may be required to ensure such uses are properly regulated and controlled.

6.12 PLANS OF SUBDIVISION

It shall be the policy of Council to recommend to the Minister or the designated agent for approval only those plans of subdivision which comply with the policies and designations of this Plan and which, to the satisfaction of Council, can be supplied with adequate public utilities and services such as schools, fire protection, water supply, sanitary sewers, (including treatment facilities), and storm drainage facilities as required by this Plan, and which, by reason of such approval would not adversely affect the economy of the Town.

6.13 ENACTMENT OF MISCELLANEOUS BY-LAWS

Council will review legislation pertaining to or affecting the use or redevelopment of land and, where necessary, amend existing by-laws or pass new by-laws to ensure that such matters are properly regulated and controlled. Examples of such by-laws include sign control and “deeming” by-laws which effectively de-register old plans of subdivision, the development of which could frustrate the objectives and policies of this Plan.

6.14 EMERGENCY PLAN

The Emergency Plans Act R.S.O. 1990 Ch. E provides for the formulation and implementation of emergency plans by municipalities. An Emergency Plan has been prepared for the Town of Aylmer to provide a guideline for the most effective response to an emergency situation and safeguard the health, safety, welfare and property of the Town’s population. The Emergency Plan will govern the provision of requested services during an emergency.

6.15 CONSTRUCTION OF PUBLIC WORKS

It is intended that the construction of public works within the Town of Aylmer shall be carried out in accordance with the policies of this Plan.

6.16 CAPITAL WORKS PROGRAM

It is intended that this Plan will enable the Town of Aylmer to prepare and adopt successive five-year capital works programs based upon the policies of this Plan.

6.17 GENERAL REVIEW OF PLAN

It is intended that this Plan will be reviewed from time to time in light of changing conditions and that a general review of the whole Plan shall take place at least once every five years.

6.18 CONSULTATION AND ENGAGEMENT

(1) Public Notification Procedures

Council shall actively seek public, agency and stakeholder input prior to making any decisions regarding:

- (a) Amendments to this Official Plan or the Zoning By-Law for the Town of Aylmer
- (b) The review of by-laws and the development of new regulations;
- (c) Development application review processes, where applicable; and
- (d) Any other planning or development situation where the Town desires public involvement.

In each case involving such planning matters, at least one public meeting will be called at which the public will be encouraged to offer their opinions and suggestions. Calling and holding public meetings on planning matters shall be the responsibility of Council or, in cases where Council has delegated the responsibility, of a formal Committee of Council. In order to provide ample opportunity to the general public to review and discuss proposed Official Plan and/or Zoning By-Law amendments and to prepare their comments, an open house may be held in addition to the holding of a public meeting. All notifications and meetings shall be in accordance with the Planning Act and shall include at least 20 days advance notice of the public meeting shall be given for site specific Zoning By-Law amendments and 20 days for site specific Official Plan amendments.

Notice of the public meeting shall be given by the Clerk in accordance with the Planning Act. Proponents shall be encouraged to pre-consult with neighbouring landowners to obtain their views before a formal application is submitted. In addition to the notice of public meeting, the applicant in the case of a site specific amendment to the Official Plan or Zoning By-Law may be required to post a sign on the property to the satisfaction of the Town, clearly visible to the general public, which would briefly describe the development proposal.

(2) Indigenous Engagement in the Planning Process

The Town will continue to engage with Indigenous communities to:

- (a) Examine opportunities to further promote education about the Indigenous communities and environmental history of Aylmer;
- (b) Explore and consider potential economic partnerships with Indigenous communities; and
- (c) Ensure that cultural heritage resources are conserved.

6.19 EXCEPTIONS

The following items are excepted and may be changed or deviated from to the extent stated without an amendment. When minor deviations to the Plan are made, in accordance with the rules outlined below, these deviations shall be incorporated in the next amendment in order to show the most current situation.

- Boundaries between designated land uses may be adjusted where such boundaries are not affected by roads, railways or other similar barriers, so long as the intent and purpose of the Official Plan is maintained and the adjustments are of a minor nature.
- In undeveloped areas, school sites, parks and neighbourhood commercial areas may be incorporated into subdivision designs in a manner most suitable to topography and layout, so long as they conform to the details and intent shown in the Schedules of this Plan.
- In the text and when shown on the Schedules, locations relating to parks, roads, services and other public works are not intended to be exact or rigid, but to be close approximations. It is intended that reasonable latitude will be available to Council in the interpretation and application of this information when actually establishing or approving the size and exact location of such facilities, so long as the intent and purpose of the Official Plan are maintained.

6.20 CREATION OF COMMITTEES

In order to assist Council in dealing with various community issues, advisory committees may be created.

- To assist in the program for preservation of the Town's heritage, Council may under Section 28 of The Ontario Heritage Act, establish a "Heritage Committee". It is recommended that members of this Committee be selected from local organizations, historical groups, architectural societies, and other appropriate bodies where they exist. This will provide a combination of diverse skills and interests to complement the general heritage preservation goals and objectives. The Committee's primary purpose will be to advise and assist Council on all specified

matters relating to The Ontario Heritage Act. The Committee shall be responsible for other special heritage concerns of the Town.

- To assist in the program of identifying and preserving the natural environment, Council may establish an “Environmental Advisory Committee” (E.A.C.). It is recommended that members of this Committee be selected by Council from a balanced representation of the local public at large, the local hunting and fishing community, naturalists, the Catfish Creek Conservation Authority, large landowners, and persons with an interest in the preservation and enhancement of wetlands, woodlots and other areas of natural heritage landscape. The Committee will assist Council with technical expertise and advise, as well as with the identification of issues related to the environment. Council will ensure the effective function of this advisory committee by adopting terms of reference for their mandate and operation, appointing one or more members of Council to the Committee and providing support services through staff.

SECTION 7 INTERPRETATION

7.1 LAND USE BOUNDARIES

The boundaries of the land use designations on the Schedules are approximate and shall be considered as absolute only where bounded by roads, railways, rivers, or similar geographical barriers. Amendments to the Plan are not required in order to make minor adjustments to the land use boundaries provided the intent of the Plan is preserved.

All numerical figures in the Plan are not to be interpreted as absolute and rigid. Minor variations from the figures will be permitted providing the intent of the Plan is preserved.

7.2 ACCESSORY USES

Wherever a use is permitted in a land use classification, it is intended that uses, buildings, or structures normally incidental, accessory, and essential to that use are also permitted.

7.3 LAND AREAS, POPULATION ESTIMATES, ETC.

It is intended that all figures and quantities shall be considered as approximate only and not absolute. Amendments to the Official Plan will not be required for any reasonable variance from any of the proposed figures.

7.4 AMENDMENT PROCEDURES

The Town of Aylmer Planning Committee shall be responsible for the preliminary review of all proposed Official Plan and Zoning By-Law amendments, plans of subdivisions, and all other planning related activities in the municipality.

Should changing conditions necessitate the need for an amendment to the Official Plan in accordance with the Planning Act, the following procedures shall be followed to ensure that the general public receives adequate notification:

- **Notification of Ratepayers**

Prior to recommending to the Council that any amendment be made to the Official Plan, the Planning Committee shall prepare the amendment and notify affected ratepayers of its content, requesting comments and/or discussion of the amendment.

- **Public Meeting**

A record shall be made of the special meeting and it shall be appended to the amendment prior to its submission to Council.

- **Notification**

Following the Minister's approval of the amendment, sufficient copies shall be prepared for public distribution and a notice shall be placed in the local newspaper advising of such approval and that copies of the amendment may be obtained from the Secretary of the Planning Committee.

- **Criteria for Permitting an Amendment**

An amendment to this Plan is required to permit the establishment of uses other than those provided for. In considering an amendment to this Plan, Council and the Planning Committee shall have due regard to the following in order of priority:

- (a) the desirability and appropriateness of changing the Official Plan to accommodate the proposed use in light of the basic objectives of the Official Plan;
- (b) the goals and policies of this Plan;
- (c) the need for the proposed use;
- (d) the effect on the economy and financial position of the Town;
- (e) the compatibility of the proposed use with uses in adjoining areas and the effect of such use on the surrounding area including the natural environment;
- (f) the location of the site with respect to the transportation system, the adequacy of the potable water supply, sewage disposal facilities, solid waste disposal, and other municipal services as required;
- (g) the physical suitability of the land for the proposed use;
- (h) the effect on the provision of affordable housing in the Town of Aylmer.

SECTION 8 DEFINITIONS

Accessory Building or Structure - A detached building or structure, the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to a principal use or building and located on the same lot and that is not used for human habitation.

Accessory Use - The use of any land, building or structure which is subordinate to and exclusively devoted to the principal use located on the same lot.

Affordable Housing – means:

- a) in the case of ownership housing, the least expensive of:
 - 1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - 2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
- b) in the case of rental housing, the least expensive of:
 - 1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - 2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.

Agricultural Use - The growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Alternative Energy Systems – Means a system that uses sources of energy or energy conversion processes to produce power, heat and/or cooling that significantly reduces the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems.

Amenity Area - An interior area within a residential building or an outdoor area exterior to the residential building which is designed and intended primarily for the leisure and recreation of the occupants of the dwelling.

Archaeological Resource - Includes artifacts, archaeological sites, marine archaeological sites, as defined under the Ontario Heritage Act. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

CCCA Regulation Limit - A line delineating the area of a watershed which is subject to the generic regulations of the Catfish Creek Conservation Authority.

Brownfield Sites – Vacant or underutilized lands that may be contaminated due to past industrial or commercial activity.

Conservation - The wise management of resources in a way to maintain, restore, enhance and protect their quality and quantity for sustained benefit to man and the environment.

Development - (1) The construction, reconstruction, erection, or placing of a building or structure; (2) the making of an addition or alteration to a building or structure; (3) the change in use or intensity of use of any building, structure, or premises; and (4) the creation of a new lot.

Development Application - Formal request to the Town of Aylmer for an Official Plan Amendment, change in zoning, site plan approval, land conveyance, minor variance approval or plan of subdivision.

Development Control Areas - Lands which because of their physical characteristics in combination with their location, sustain a risk for the occupants of loss of life, property damage, and social disruption, if developed.

Dwelling Unit - A room or suite of rooms designed and intended for use by one household in which full culinary and sanitary facilities are provided for the exclusive use of that household.

Existing Use - The use of any land, building or structure legally existing on the day of adoption of the appropriate local Plan and the day of approval of the respective Plans.

Groundwater - Water occurring below the soil surface that is held in the soil itself.

Heritage Feature or Resource - A feature of the landscape which by itself, or together with its associated environment, is unique or representative of past human activities or events. Such feature may include a site or area of archaeological or historical value and it may include a building or structure of architectural and/or historical importance.

Home Occupation - An office or personal service use conducted from a residential dwelling unit by a person or persons residing in the dwelling unit, which is secondary to the primary residential use of the building.

Infill - Development on vacant lots or through redevelopment in existing built up areas to create additional new residential units.

Infrastructure - The collection of public capital facilities including highways, transit terminals, municipal water and wastewater systems, stormwater systems, waste management systems, electric power generation and transmission, oil and gas pipelines, communications/telecommunications, schools, hospitals, libraries, community and recreation centres and any other public projects involving substantial capital investment. It includes not only the provision of new facilities but also the maintenance and rehabilitation of existing ones.

Intensification - The development of a property or site at a higher density than previously existed. It includes (1) redevelopment or development within existing communities where demolition of the previous structures is to take place or has taken place; (2) infill development or development on vacant lots or redevelopment within a built up area; (3) conversion, or the change of use of an existing structure or land use, such as from industrial to residential; (4) creation of apartments or rooming, boarding, and lodging accommodation in houses.

Lot - A parcel or tract of land which is recognized as a separate parcel of land under the provisions of the Planning Act.

Natural Environment - The land, air or water or any combination or part thereof.

Natural Hazard Area – Lands that may be floodplains, steep slopes, areas of organic soils such as peat and muck, erosion susceptibility areas, watercourses and ravines, permanent water holding areas, flooding and erosion hazards, and any other physical conditions where there are natural or man-made hazards severe enough to cause property damage or potential loss of life if the lands were to be developed. The Regional Storm flood is the design storm for this planning area.

Natural Heritage Area – an area containing significant features of the natural environment such as significant valley lands associated with Catfish Creek and/or Bradley Creek, significant woodlands, locally or Provincially Significant Wetlands (PSWs), Areas of Natural and Scientific Interest (ANSIs) or Environmentally Significant Areas (ESAs).

Preserve - To maintain the quality or condition of a resource in its current form, and to slow down the deterioration of the resource.

Redevelopment – The creation of new housing units, uses or lots on previously developed land in existing built up areas.

Rehabilitate - To treat land, buildings or structures so that their use or condition is restored to its former use or condition, or may be changed to another use or condition that is or will be compatible with adjacent land uses.

Secondary Suite - A self-contained dwelling unit located in the rear or side yard of an existing residential property, designed primarily to provide for temporary residential accommodations.

Significant Woodlots/Woodlands - Treed areas 2 hectares or larger in area. The retention of significant woodlots/woodlands will encourage the maintenance and enhancement of natural corridors between and among Aylmer’s natural heritage features and areas.

Site Plan Control - A process which requires the preparation of detailed site specific development plans, and enables the review of such matters as building location, and massing, access, outdoor storage, amenity space, walkways, landscaping, grading and external non-design features. Site Plan Control can only be used to establish on-site physical conditions such as setbacks and layout.

Streetscape - The visual appearance of a roadway formed by the location of physical features such as buildings, pedestrian, cycling and vehicular facilities and landscaping.

Utility - A water supply, storm or sanitary sewage, gas or oil pipeline, the generation, transmission and distribution of electric power, steam or hot water, towers, telegraph and telephone lines and other cabled services, waste collection or disposal or management, a public transportation system, licensed broadcasting receiving and transmitting facilities, or any other similar works or systems necessary to the public interest.

Wetlands - Lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Lands being used for agricultural purposes that are periodically soaked or wet are not considered to be “wetlands”.



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO

Peter Dutchak, Manager of Transportation Services

DATE: June 14, 2021

SUBJECT: Transportation Master Plan – Progress Update

RECOMMENDATIONS:

THAT the report titled, “Transportation Master Plan - Update” from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated June 14, 2021 be received and filed.

INTRODUCTION:

The County of Elgin is developing a Transportation Master Plan (TMP), branded “*Elgin In Motion*”.



The TMP is the first comprehensive master planning exercise for the County’s transportation network and will be coordinated with the County’s ongoing Official Plan Review. This report will update Council with regards to the launch and progress of the TMP to date.

DISCUSSION:

The County of Elgin’s Transportation Master Plan (TMP) development is well underway with the creation of project branding/logo, a public engagement website and informational



video. The informational video is available through www.engageelgin.ca or directly at https://www.youtube.com/watch?v=GaXsux8B3_I&t=1s

The TMP will be designed to look at "the big picture", identifying challenges, alternatives, steps and actions to take the County of Elgin from where we are today, to the multi-modal transportation network and landscape we envision for our future.

The Plan will span 30 years and will focus on the development of an integrated vehicular transportation network, the enhancement of active transportation amenities (cycling and walking), and will explore transit options for Elgin's communities.

Advertisement of the County's Notice of Study Commencement and announcement of the first Virtual Public Information Centre have begun, and will continue to be published in various newspaper publications available to residents throughout the County and our neighbouring municipalities. The study's first Virtual Public Information Centre will occur between June 23rd through to July 14th, 2021 and is accessible at www.engageelgin.ca

Recognizing that consultation is a vital part of the Municipal Class Environmental Assessment process, the Study Team has begun to actively engage with all community members, special interest groups, stakeholders, municipal partners, neighbouring municipalities, government agencies, and First Nations Communities to assist in shaping the future of transportation in Elgin County.

In this regard, a Municipal Advisory Committee is being formed with representation from each of Elgin's local municipal partners in order to foster discussion relating to transportation and planning matters. Additionally, in regards to active transportation, an Elgin Cycling Advisory Group is being formed in order to provide input, advise and make recommendations on cycling matters impacting the County's active transportation network plan development.

The TMP's public engagement platform is currently available at www.engageelgin.ca/transportationmasterplan. The website showcases the project's informational video, provides updates and background documents, allows questions to be asked of project team members, and solicits comments on the draft Transportation Master Plan Vision and Goals.

The vision and goals will guide the Transportation Master Planning process and will help to evaluate potential Transportation Master Plan components such as infrastructure improvements, transportation services, policies, partnerships and programs. The draft vision statement is as follows:

By 2051 or sooner,

Elgin County's transportation network will be efficient, dependable and flexible in meeting the evolving needs of residents and businesses across the County, while

reducing its impact on the environment and climate change. The network will provide travel options regardless of income or ability.

The vision is broken down into six (6) broad goals:

- *Efficient County and inter-regional connections;*
- *Healthy communities;*
- *Economic prosperity;*
- *Environmental protection;*
- *Future readiness; and,*
- *Fiscal responsibility.*

Another exciting tool available on the project website is a “Pin the Map!” feature. This tool allows users to place a marker and accompanying comment within a specific study “theme”. Available “themes” include:

- Cycling, Walking and Trails
- Trucking/Truck Routes
- Road Design or Maintenance
- Other Driver Behaviour Concerns
- Transit
- Other

A screen shot image of the “Pin the Map!” feature is provided below:



Home » Elgin County Transportation Master Plan » Elgin County Transportation Master Plan Map

i

+

☰

📍

Elgin County Transportation Master Plan Map

Please let us know of any recurring transportation issues you experience or any suggestions you may have for transportation improvements at specific locations by placing a pin on the map and leaving a comment.

f
🐦
in
✉

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place. 	<ul style="list-style-type: none"> <input checked="" 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:

Each local municipal partner has been circulated a copy of the TMP Notice of Study Commencement, link to the project website and information video. Local municipal partners have also been asked to appoint one or two local staff representatives to participate in the Municipal Advisory Committee.

COMMUNICATION REQUIREMENTS:

Ongoing throughout the project.

CONCLUSION:

The Transportation Master Plan is the first comprehensive master planning exercise for the County's transportation network and will be coordinated with the County's ongoing Official Plan Review. The Study's website is live and contains an informational video as well as many exciting engagement tools in order to solicit interest, capture feedback and shape the study's findings.

The study's first Virtual Public Information Centre will occur between June 23rd through to July 14th, 2021 and is accessible at www.engageelgin.ca

All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak
Manager of Transportation Services

Julie Gonyou
Chief Administrative Officer

Brian Lima, General Manager of
Engineering, Planning, & Enterprise
(EPE) / Deputy CAO



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO

Peter Dutchak, Manager of Transportation Services

DATE: June 15, 2021

SUBJECT: Avon Drive and Putnam Road Intersection Review

RECOMMENDATIONS:

THAT the report titled, “Avon Drive and Putnam Road Intersection Review” from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated June 14, 2021 be received and filed; and,

THAT the Ontario Provincial Police be notified of the traffic study’s findings so that they may deploy targeted enforcement as their resources permit.

INTRODUCTION:

County Council has directed staff to report on the request received by the Township of Malahide regarding the intersection of Avon Drive (CR 37) and Putnam Road (CR 47) within the Village of Avon.

At its regular meeting held on March 18, 2021, Malahide Township Council passed the following Resolution:

THAT Report PW-21-18 entitled “Avon Drive & Putnam Road Intersection Concerns” be received;

AND THAT the Township Staff be directed to advise the Elgin County Council that the Malahide Township Council recommends the investigation of speed warrants and/or potential implementation of other traffic calming measures and intersection control devices at the intersection of Avon Drive (Elgin Road 37) and Putnam Road (Elgin Road 47);

AND THAT the Township Staff be directed to advise the Middlesex County Council that the Malahide Township Council recommends the investigation of intersection control devices at the intersection of Avon Drive (Elgin Road 37) and Putnam Road (County Road 30).

DISCUSSION:

The County of Elgin had received a request from the Township of Malahide Council to review the intersection of Avon Drive (CR 37) and Putnam Road (CR 47) within the Village of Avon after receiving a petition and delegation from village residents with concerns regarding aggressive driving behaviours.

Existing Conditions

The intersection of Avon Drive and Putnam Road is under the jurisdiction of the County of Elgin. The north approach to the intersection is under the jurisdiction of the County of Middlesex. Avon Drive and Putnam Road within Elgin County are classified as “Minor” collector roads with average daily traffic volumes of approximately 800 and 1,800 vehicles respectively. The road approaches into the intersection have a posted speed limit of 50km/h.

County staff completed a traffic study on the intersection’s approaches between May 27th and June 1st, 2021, and have attached a map showcasing the study’s findings. Generally, the average speed of traffic through the village on all approaches ranges between 59 and 66km/h. In order to ensure compliance with the existing posted speed zone, the OPP should be notified and requested to enforce this area.

The existing east and west stop approaches on Avon Drive have the potential to restrict sight lines for drivers towards the north and south due to existing dwellings, parked vehicles and road geometry. Drivers must encroach towards the edge of Putnam Road in order to gain an adequate view necessary to make safe crossing and turning maneuvers. A review of the police reported collision history at the intersection identified two collisions, one in 2016 and one in 2018. These incidents involved a vehicle stopped at the west bound stop sign on Avon Drive that entered into the intersection causing a collision with a northbound vehicle in one case and a southbound vehicle in the other recorded incident.

Traffic Calming

The Transportation Association of Canada’s, Canadian Guide to Traffic Calming provides various measures referred to by Canadian municipalities to either calm traffic or manage speeds and identifies where they are appropriate, their benefits, implications, and potential effectiveness. A limited number of measures are appropriate and recommended for use on County roads within built up areas without negatively altering the road’s intended function and triggering negative implications. Pavement markings, enforcement and education are three categories of speed reduction measures appropriate for deployment on County roads within built-up areas. Specifically, on-road “sign” pavement markings and speed display devices are two

measures that may be appropriate to use on County roads within built-up areas however no installations of these types have been completed by the County to date.

Ontario Traffic Manual Warrant Criteria

The Ontario Traffic Manual – Book 5 – Regulation Signs (OTM) provides warrant criteria for intersections where “All-way” stop control may be implemented. The total traffic volume entering this intersection meets OTM warrant criteria, however the volume split warrant criteria between the through road and side road must also be satisfied. The OTM states an “All-way” stop control may be considered if the volume split between the through road and side road is no greater than 65% / 35% respectively. The traffic study’s recorded traffic volumes indicate an approximate 70% / 30% split in total volume entering the intersection from Putnam Road and Avon Drive respectively, therefore, the implementation of an “All-way” stop control is not technically warranted.

The OTM also provides collision warrant criteria in order to implement an “All-way” stop control. A satisfied collision warrant requires an average of four collisions per year over a three-year period and only including collisions that are susceptible to relief through “All-way” stop control. The existing collision history at this intersection has identified one qualifying collision during the past three years, and therefore, a collision warrant to implement an “All-way” stop control is also not satisfied.

Staff have been working collaboratively with the County of Middlesex staff who concur that the OTM warrants are not satisfied to implement an “All-way” stop control at this intersection based upon the collected data.

Regardless of the Ontario Traffic Manual warrant criteria, County Council retains the authority to implement an “All-way” stop control at the intersection of Putnam Road and Avon Drive, should they wish to do so.

Intersection Sight Distance

In accordance with the Transportation Association of Canada (TAC) guidelines, a minimum of 150 metres of sight distance is required for drivers in order to make safe through and left turn movements from the stop condition along Avon Drive based upon a 70km/h design speed. The recently completed speed study has confirmed that the 85th percentile operating speed is approximately 70km/h along Putnam Road. Sight line restrictions under some conditions exist at the southwest and northeast quadrant of the intersection, not affording drivers with the required 150 metres of clear view. Therefore, utilizing a graduated approach, staff has received a verbal commitment from Middlesex County’s Engineer to implement parking restrictions along Putnam Road north of the intersection, while Elgin County will require the property owner at the southwest corner to enter into an encroachment agreement with the County that will prohibit alteration to,

and/or placement of any obstruction on the building’s front porch which encroaches Putnam Road.

If parked cars in violation following Middlesex County’s commitment to implement a ‘No Parking’ zone in the vicinity of the northeast quadrant of the intersection continues and subsequently continues to obstruct sight line distances, an “all-way” stop control at this intersection may still be required in future in order to afford all drivers adequate sight lines in order for drivers to safely enter the intersection.

Although “All-way” stop controls are not intended to and should not be used as a speed control device, the requirement for vehicles travelling on Putnam Road to stop will have the by-product of reduced vehicle speeds through the intersection.

It should also be noted that the implementation of an additional stop condition along Putnam Road is expected to create increased traffic noise along Putnam Road as vehicles prepare to stop and re-accelerate, and have a negative environmental impact.

FINANCIAL IMPLICATIONS:

None

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders. 	<ul style="list-style-type: none"> <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. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

The County of Elgin had received a request from the Township of Malahide Council to review the intersection of Avon Drive (CR 37) and Putnam Road (CR 47) within the Village of Avon after receiving a petition and delegation from village residents with concerns regarding aggressive driving behaviours.

Staff completed a traffic study on all four approaches to the intersection between May 27th and June 1st. The collected data concluded the average speed of vehicles along Putnam Road were between 59-62km/h and were between 62-66km/h along Avon Drive. The posted speed limit within these road sections is 50km/h.

The intersection was also reviewed with respect to implementing an “All-way” stop control in order to remove potential sight line restrictions. The Ontario Traffic Manual’s technical warrant criteria was not met to satisfied the implementation of an “All-way” stop control.

In accordance with the Transportation Association of Canada (TAC) guidelines, a minimum of 150 metres of sight distance is required for drivers in order to make safe through and left turn movements from the stop condition along Avon Drive based upon a 70km/h design speed.

Utilizing a graduated approach, staff has received a verbal commitment from Middlesex County’s Engineer to implement parking restrictions along Putnam Road north of the intersection, while Elgin County will require the property owner at the southwest corner to enter into an encroachment agreement with the County that will prohibit alteration to, and/or placement of any obstruction on the building’s front porch which encroaches Putnam Road.

If parked cars in violation following Middlesex County’s commitment to implement a ‘No Parking’ zone in the vicinity of the northeast quadrant of the intersection continues and subsequently continues to obstruct sight line distances, an “all-way” stop control at this intersection may still be required in future in order to afford all drivers adequate sight lines in order for drivers to safely enter the intersection.



All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak
Manager of Transportation Services

Julie Gonyou
Chief Administrative Officer

Brian Lima, General Manager of
Engineering, Planning, & Enterprise
(EPE) / Deputy CAO



Avon Traffic Study

May 27th - June 1st, 2021

Speed Limit - 50 km/h
Average Speed - 58.68 km/h
85th Pctl Speed - 67 km/h
ADT - 1,868

Speed Limit - 50 km/h
Average Speed - 62.03 km/h
85th Pctl Speed - 74 km/h
ADT - 762

Speed Limit - 50 km/h
Average Speed - 65.61 km/h
85th Pctl Speed - 77 km/h
ADT - 801

Avon Dr.

4

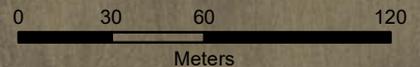
2

Speed Limit - 50 km/h
Average Speed - 61.74 km/h
85th Pctl Speed - 71 km/h
ADT - 1,760

3

Putnam Rd.

348



CORRESPONDENCE – June 22, 2021

Items for Consideration – (Attached)

1. Letter from MP Karen Vecchio regarding support for the 988 Crisis Line.
2. Nigel Howcroft with letter requesting that the speed limit on Joseph Street in Port Stanley be reduced to 30 km per hour.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Karen Vecchio
Member of Parliament
Elgin—Middlesex—London

May 7, 2021

Dear Council,

On December 11th, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline to Canada.

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.

We're asking all municipalities across Canada to consider passing a motion similar, to the one attached below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

Karen Vecchio
Member of Parliament
Elgin-Middlesex-London
Deputy House Leader of the Official Opposition

Ottawa
House of Commons
Room 449 Confederation Building
Ottawa, Ontario K1A 0A6
Tel: 613-990-7769
Fax: 613-996-0194
karen.vecchio@parl.gc.ca



Constituency
203-750 Talbot Street
St. Thomas, Ontario N5P 1E2
Tel: 519-637-2255
Fax: 519-637-3358
Toll Free: 866-404-0406
www.karenvecchiomp.ca

Draft motion:

Support for 988 Crisis Line

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS _____ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT _____ Town Council/Municipality/City endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.

Name: Nigel Howcroft

Email: [REDACTED]

Message: Dear Warden Marks and Council,

I refer to my message below dated June 3.

This is my formal request to Council that the speed limit on Joseph St be reduced to 30 km per hour.

I understand from Councillor Row that Curry Boulevard is a Central Elgin County road and I will take that up with Central Elgin.

Please let me know when this matter may be considered by Council. If you wish me to make a formal delegation I am happy to do that.

This request is made by me in my personal capacity.

Nigel J Howcroft

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Begin forwarded message:

From: Nigel Howcroft

Date: June 3, 2021 at 14:04:42 EDT

To: Colleen Row

Subject: Curry Hill and Joseph Hill

Hi Colleen,

I see that the speed limit on the George St hill was reduced to 30 km an hour. Is that something CE might consider for Joseph St and Curry Boulevard hills? When we we walking up or down Joseph St with children we do worry about the fast vehicles coming down the curve of the hill. One car did actually come up onto the sidewalk and hit the railing a few years ago

The case for doing that on Curry is also strong since it is not feasible to put in sidewalks.

If this is something CE might consider, let me know where I should make a formal request to Council.

Nigel

Nigel J Howcroft

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CORRESPONDENCE – June 22, 2021

Items for Information – (Attached)

1. County of Elgin Homes with their June 2021 Newsletter.
2. Four Counties Health Services Foundation with their Spring 2021 Newsletter.
3. Community Schools Alliance with a letter regarding their upcoming virtual Annual Meeting to be held on August 14, 2021.

COUNTY OF ELGIN HOMES

RESUMING OUTDOOR VISITS

General Visitors and Essential Caregivers

On May 21, 2021, the Ministry of Long-Term Care provided Long-Term Care Homes, with information regarding changes to outdoor visits for general visitors and essential caregiver visitors.

We have enjoyed the resumption of outdoor visits, which began at the Homes on Friday, May 28, 2021.

Beginning on May 27, 2021, general visitors were able to book outdoor visits utilizing the "Appointlet" visitor booking system. To date over 150 individuals have booked visits across the three Elgin Homes!

- Please book one appointment per week maximum and check back where last-minute appointment may be accommodated
- All visitors will be screened prior to the start of the outdoor visit.
- All general visitors must wear a mask and complete mandatory education a minimum of one time per month.

Electronically book your outdoor visit via:

county-of-elgin-homes.appointlet.com

Bobier Villa

519 671-0289 / bvvisits@elgin.ca

Elgin Manor

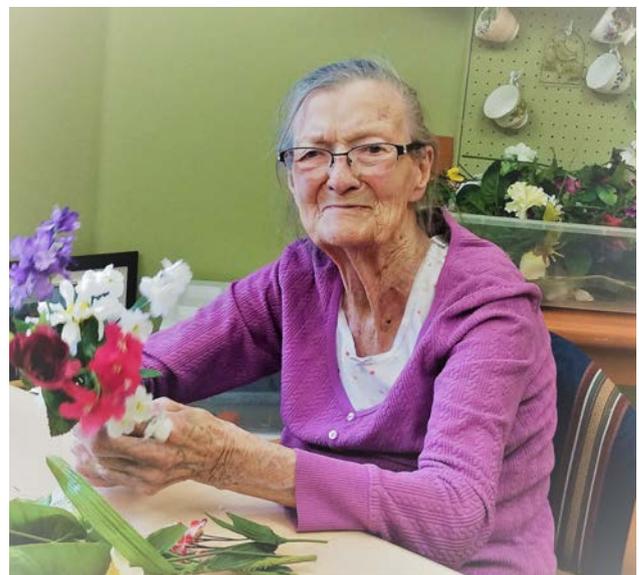
226 377-6564 / elvisits@elgin.ca

Terrace Lodge

519 641-9135 / tlvisits@elgin.ca

For more information please visit:

www.elginhomes.ca



RECREATION AT THE HOMES

June 2021

Summer 2021 is finally on the horizon and the recreation staff and residents are looking forward to moving outdoors to enjoy recreation and leisure programming, nature and fresh air!

Gardens are blooming and planters are on deck, residents and staff have been hard at work preparing for the outdoor season.

Terrace Lodge will host the popular men's breakfast club, banana splits and a June Bride, ladies social. Ice cream and beer as well as many special theme days to ring in the summer!

Bobier Villa will host virtual entertainment with the popular "Goldies Band", lemonade and summer treats in the garden as well as a Canada day celebration heralding strawberry season, with strawberries, ice cream and a virtual concert hosted by Josh Reed.

Elgin Manor is swinging into summer with milkshakes on the patio, individual mustache delivery for the men on Father's day and an authentic working Model T will arrive on June 16 for resident photo opportunities.

The recreation team continues to host virtual and technology visits, for more information please contact the Home specific recreation team at:

tlrec@elgin.ca / bvrec@elgin.ca / emrec@elgin.ca



COUNTY OF ELGIN HOMES CELEBRATE DAD

Happy Father's Day!

EACH HOME WILL HOST A SPECIAL MEAL TO CELEBRATE DAD'S SPECIAL DAY

To access the Elgin Homes Recreation Calendars visit:
www.elginhomes.ca

Pulse

Published by Four Counties Health Services Foundation Communications Committee

Ultrasound Campaign - \$117,000 to Achieve Goal



Ultrasound System



- Obstetrical (view the uterus and ovaries of a pregnant woman and visualize the fetus)
- Abdominal (diagnose diseases of the liver, kidneys, pancreas, spleen, gallbladder, etc.)
- Female pelvis (uterus, ovaries, bladder)
- Male pelvis (prostate, bladder)
- Thyroid/neck (check glands)
- Vascular (evaluate flow in blood vessels)
- Shoulder (assess injury to muscles/tendons)
- Testicular

We also provide urgent bookings daily for patients from the emergency department that require an ultrasound to help aid in a diagnosis.

The current ultrasound unit at FCHS was purchased over seven years ago and is now approaching the end of life. It has been a "workhorse" for our department and requires replacement with newer technology to ensure fast, precise, and consistent imaging for our patients.

With these advanced imaging tools and improved ergonomics, this new technology delivers exceptional quality for an accurate diagnosis and treatment.

Tammy Kovacs (CRGS, CRVS)
FCHS Ultrasound Department

Ultrasound technology is one of the safest techniques used in Diagnostic Imaging. It uses high-frequency sound waves to generate images of the body. The procedure is generally painless and doesn't have risks of radiation making it safe for the detection of abnormalities.

The Ultrasound Department at FCHS operates Monday through Friday and performs approximately 2,400 scans per year. We perform a large variety of exams, including:

YES! Here is my gift to help support the FCHS Ultrasound Campaign

Donation Amount: \$ _____

Payment Method: CHEQUE VISA MASTERCARD

Card No.: _____ Expiry: _____ CVC: _____

Signature: _____

Email: _____

YES! I would like to join the **Monthly Giving Program**

Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

To all new and committed supporters of the FCHS Foundation



As Chair of the Foundation I hope this newsletter finds you well. It has been a year since our COVID-19 appeal letter was sent and I am certain many of

you wonder when this health crisis will end. Many thanks to our healthcare workers and those on the front lines delivering vaccinations. Thank you to our residents, businesses and restaurants for your part in keeping the infection rate low in our catchment area. You are appreciated and have helped our healthcare workers focus on those who need care close to home.

The Foundation board meets monthly to discuss additional ways to support our hospital.

We continue to raise funds to replace the FCHS ultrasound machine, a vital piece of hospital equipment. As shown by our

“thermometer” we are half way there and need your financial support to “burst over the top”. We continue to inform the public that the Ontario government does not fund capital equipment and this responsibility lies solely with the FCHS Foundation and our donors. You, local companies, businesses, and service clubs provide that support.

The Foundation is proud of the excellent healthcare here at FCHS. Capital medical equipment is key to keeping our hospital running efficiently and effectively. FCHS staff and Foundation appreciate your support as it gives a sense of how the community sees our hospital as a vibrant healthcare village. Please consider a donation to the Foundation when and what you can.

A major focus of the Foundation Board has been the completion of our strategic direction over the next five years. Our FCHS Foundation Board Members are excited to start work on the foundation’s short-term goals. We are all in agreement that this is

a living document and our implementation of the objectives will be thoroughly considered without time constraints to ensure best results.

Should you wish to help, we are currently looking for new Board Members. If interested and have four to six hours a month to work with us, please join our team. To learn more about the current opportunity please see “We Develop Relationships to Support Four Counties Health Services - Opportunity” below on page 2.

On behalf of the Board of Governors of the Foundation I would like to thank you for your considerate financial support in our efforts to keep quality health care close to home.

Tom Jeffery
Board Chair, FCHS Foundation

We Develop Relationships to Support Four Counties Health Services – Opportunity

Four Counties Health Services Foundation is seeking new members to join our **Foundation Volunteer Board**.

We invite applicants who reside in Chatham-Kent, Elgin, Lambton, or Middlesex Counties for their expertise and passion to help make a difference in their community for the benefit of Four Counties Health Services (hospital) located in Newbury.

Currently a board of nine members, the Board of Directors provide leadership and support in raising dollars for capital equipment to

ensure quality healthcare close to home. The foundation has supported \$8.4 million in capital medical equipment needs for our hospital since the foundation’s inception in 1987.

This position requires a commitment of four to six hours per month in the development of future goals and objectives of FCHS Foundation. Your involvement in committee work and idea-sharing will help make a difference in rural healthcare.

We would love to hear from you on how you might be able to positively contribute your energy as we work to develop relationships to support Four Counties Health Services in this exciting volunteer position.

Interested individuals are invited to contact our office for further details and application.

FCHS Foundation
1824 Concession Drive
Newbury, ON N0L 1Z0
PH: 519-693-4441 x 2438
Email: martha.wortner@mha.tvh.ca

YES! I would like to join the Monthly Giving Program

I would like to give \$ _____

METHOD OF PAYMENT: I authorize The Foundation of Four Counties Hospital to withdraw from my bank account through my financial institution on the 10th day of each month.

I have enclosed a VOID cheque I prefer to use my credit card VISA MASTERCARD

Card No.: _____ Expiry: _____ CVC: _____

Signature: _____ Date: _____

You will receive a tax receipt at the end of the year. At any time you can change or cancel your monthly contribution by notifying

The Foundation: 519-693-4441 x 2438

At FCHS Foundation, we appreciate your support and treat your information with respect. We do not rent, sell or trade any personal information. The information you provide will be used to issue your charitable donation receipt and to keep you informed of events and fundraising opportunities in support of FCHS. If at any time you wish to be removed from our mailing list, simply contact us: 519-693-4441 ext. 2438 or info@fchsfoundation@mha.tvh.ca



What's Happening at Four Counties Health Services

Hospital Update



On behalf of myself and our President & CEO, Todd Stepanuk, we wanted to provide you with a brief hospital update.

- Our sincere thanks to you for your ongoing support of our facility as we continue to navigate the global pandemic, in particular its third wave. All of our hospital staff and volunteers have been afforded an opportunity to get vaccinated, and FCHS continues to comply with shifting government directives, signaling which clinical programs and services can either continue or resume its operations, or require a reduction/cessation of services.

- FCHS is proud to have played an instrumental role in the site selection for the rural Middlesex mass vaccination site at the Caradoc Community Centre in Mount Brydges. We are encouraged by vaccination efforts taking place to protect our general population.
- Keeping our community, patients, staff, and visitors safe continues to be of utmost importance. As such, we continue to have the following COVID safety precautions
 - Maintaining one entrance for the general public (located in the Emergency Department)
 - Staffing our entrance with screeners,
 - Mandating the use of masks, and
 - Limiting visitor access.

GENERAL "HEALTH VILLAGE" UPDATES

- As with other hospitals across the province, the effect of the pandemic on last year's operations is very much apparent with a decrease in many clinical visits, and the absence of onsite volunteers. We are hopeful to see these activities resume to pre-pandemic levels over the coming months as public vaccination efforts continue throughout our communities.
- We are very pleased to announce that Newbury Dental (located nearby) will be moving onto our hospital grounds. Renovations are underway and they will be opening their new facility in June.
- We are also in active discussions with SOAHAC (Southwest Ontario Aboriginal Health Access Centre) who wish to explore the use of space in our facility. During a recent tour, they were impressed at the diversity of services that our rural hospital provides, which in turn will provide a more comprehensive patient care experience for their clients.

Thank you for your unwavering support of our hospital, and please continue to be safe and well during these turbulent times.

Steph Ouellet
VP Strategic Partnerships, Middlesex Hospital Alliance

FCHS Infrastructure Update



Replacement of Air Handling Unit #1 and hospital steam boiler utilized all the provincial Health Infrastructure Renewal Fund (HIRF) of **\$1,191,786** are completed.

FCHS also received an Exceptional Circumstances Project Grant of **\$1,383,858** to complete the following projects:

Air Handling Unit #2

Supplies air around Acute Care, Diagnostic Imaging, and other hallways. This will control

temperatures, humidity and filtration to current standards to be completed in late May 2021.

Windows

Replacement of windows original to the building. Patient room windows were replaced in 2014. This project delayed due to COVID-19 however anticipated completion is late spring 2021.

Roof Sections

Replacement of 9,300 square feet of roofing. This project will add insulation to FCHS and is nearing completion.

Negative Pressure Room

Emergency Department negative pressure room conversion has been made possible by a partnership between the Canadian Medical Association, Four Counties Health Services Foundation and Four Counties Health Services. This is a conversion of an existing treatment room to a combined regular treatment and negative pressure room which can be used for aerosol-generating procedures. The projected completion date is early July 2021.

Ryan Whitney,
Manager, Facilities and Maintenance Services

We Celebrate a Retirement



business office, which at the time covered switchboard, registration, and financial duties. She later moved to focus on patient registration duties and has been in that role for the majority of her career.

In reflecting on her journey at FCHS, Mary commented on how many manual processes have migrated to an electronic format. What started as handwritten notes has evolved into using manual (then electric) typewriters, and finally computers. She also remembers the days when the community at large was concerned about the hospital's viability, and whether it would close. She is so very proud of the community which has supported the hospital throughout the years and is pleased to see that the hospital is "still going strong", as demonstrated by the many positive comments received from patients as to the breadth of services offered here.

What were you doing in 1981? In 1981, the major stories included:

- The Aids Virus was identified,
- The Iran Hostage Crisis ended,
- Post-It Notes were launched,
- Anwar Sadat was assassinated,
- The first flight of the Space Shuttle Columbia took place, and
- On the world stage, Lady Diana Spencer married Charles Prince of Wales.

Mary's love of the hospital extends to her family as well. Her mother was director of nursing at FCHS, her husband worked here before passing several years ago, and one of her sons worked in food services as a high school student and later became a member of the hospital's board of directors.

This 40-year recognition is bittersweet as we also acknowledge Mary's retirement this spring, with her last day onsite being April 9th. Mary is looking forward to spending time with her two boys and extended family. Post pandemic, she is eager to travel a bit more, including "bucket list" destinations such as Iceland and Hawaii. For the time being, she will simply look forward to quieter mornings and not worrying about the alarm clock.

Not to be overshadowed, Mary Vandergulik started her first day at FCHS on March 29, 1981, and recently celebrated her 40th year anniversary at FCHS. Born in St. Thomas and raised in Rodney and Newbury, Mary initially went to school as a dental assistant but found a job at the hospital instead. Her first role at the hospital was in the

The entire FCHS family wishes Mary and her family all the best in this new chapter of her life!



Donor Dollars At Work

2020 Annual Hospital Support \$184,493

Care Closer to Home

Ultrasound System



	\$
Food Services Dish Machine	19,253
Blood Bank Refrigerator	12,324
IBM Cisco Catalyst Switch	10,186
Patient Reception Cabinets	7,900
Patient Room TV Satellite	5,859
Vital Signs Monitor	5,418
Food Service Counter Door	4,376
Endoscopy CO₂ Insufflation	4,177

FCHS continues to modernize our hospital with state-of-art patient medical equipment to best serve the needs of our patients, all of which keeps "Care Closer to Home".

FCHS Foundation is pleased to support FCHS with ongoing needs of patient medical equipment and healthcare technology. Special thanks to the individuals, municipalities, organizations and businesses that make this a reality.



Community Schools Alliance

Follow us on Twitter: @csaont

Find us on Facebook

www.communityschoolsalliance.ca

June 14, 2021

Memo: All members of the Community Schools Alliance

This year we will be holding a virtual Annual Meeting on August 14, 2021. In addition to receiving reports from the Chair and the Secretary-Treasurer, we will be electing members to our Executive Committee. Information about registering for the virtual Annual Meeting will be sent to you in late June.

Candidates for the Executive Committee must be either an elected member of a council whose municipality is currently a member of the Community Schools Alliance or an individual who holds a personal membership. A list of the current members of the Executive Committee is below.

The Executive Committee is comprised of a maximum of eleven (11) members. We anticipate that there will be a at least four vacancies for the 2021-2022 year to be filled.

If there are more nominees than vacancies, voting will be conducted using Zoom during the Annual Meeting.

A Call for Nominations, a Nomination Form 2021 and a list of current individual and municipal members are attached.

The goals of the Community Schools Alliance are listed in our constitution which you will find on our website. If you support those goals, please consider seeking a position on our Executive Committee. A nomination form is attached. Completed forms may be submitted to communityschoolsallianceoffice@gmail.com.

Doug Reycraft
Chair, Community Schools Alliance
181 Main Street
Glencoe ON N0L1M0

Current Executive Committee Members: Chair Doug Reycraft, Vice Chair Marcus Ryan, Alan Barfoot, Jim Collard, Denis Doyle, Patricia Greig, Stephen Harvey, Stephanie Jaworski, Caroline Lowery, Cameron McWilliam, Don Murray

Call for Nominations 2021

Community Schools Alliance

Memo: Members of the Community Schools Alliance

From: James Collard, Secretary-Treasurer, Community Schools Alliance

Please be advised that in accordance with the Constitution of the Community Schools Alliance, the Secretary-Treasurer is inviting nominations to the Executive Committee of the Alliance.

The election will be held during the virtual Annual Meeting on August 14, 2021 during the AMO Conference using a Zoom link. You will be advised of the time of the Annual Meeting as soon as that information is available.

A Nomination Form is included in this package.

The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Executive Committee.

Only individuals who are members of the Alliance by July 15, 2021 or elected officials of municipalities that are members of the Alliance by July 15, 2021 are eligible to be candidates for election to the Executive Committee of the Alliance.

Please print, complete and forward a completed Nomination Form to Secretary-Treasurer at jim@collards.com.

A completed Nomination Form must be received by Secretary-Treasurer Jim Collard no later than Thursday, July 15, 2021. Nominations will not be accepted beyond that date.

The Constitution provides for up to eleven (11) members of the Executive Committee.

Section 5(g) of the Constitution establishes staggered terms for members of the Executive Committee. At this year's Annual Meeting up to four (4) members may be elected for three (3) year terms.

Section 5(i) of Constitution states: "The Chair, Vice-Chair and Secretary-Treasurer shall be elected by the members of the Executive Committee following the Annual Meeting."

Nomination Form 2021

Executive Committee of the Community Schools Alliance

Candidates must be either (a) an elected member of the council of a municipality that has joined the Community Schools Alliance or (b) an individual who holds a personal membership in the Alliance.

Nominee's Name (as it is to appear on the ballot):

Nominee's Municipality (if applicable):

Civic Address including postal code:

Email address: _____

Telephone: _____

I, the Nominee named in this Nomination Form, do hereby consent to such nomination and declare that I am qualified to be elected to the Executive Committee of the Community Schools Alliance.

Signature of Nominee and date:

CSA Members May, 2021

Town of Blue Mountains
Chatsworth Township
Dutton Dunwich Township
Elgin County
Town of Essex
Front and Yonge Township
Frontenac Islands Township
Georgian Bluffs Township
Municipality of Grey Highlands
Huron Kinloss Township
Municipality of Magnetewan
Municipality of Middlesex Centre
Town of Niagara-on-the-Lake
Northern Bruce Peninsula
Municipality of Oliver Paipoonge
South Glengarry Township
Municipality of Southwest Middlesex
Municipality of Temagami
Municipality of Thames Centre
Town of Wasaga Beach
Municipality of West Elgin
Municipality of West Grey
Zorra Township
Alan Barfoot
Cameron McWilliam
Caroline Lowery
Jim Collard
Stephanie Jaworski
Stephen Harvey
Patricia Greig
Tony Haddad
Doug Reycraft

CLOSED MEETING AGENDA

June 22, 2021

Staff Reports:

- 1) **Director of Financial Services** – Municipal Act Section 239 (2) (e) *litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Property Assessment Appeals.

- 2) **County Solicitor** – Municipal Act Section 239 (2) (c) *a proposed or pending acquisition or disposition of land by the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Property Acquisition.

CORPORATION OF THE COUNTY OF ELGIN

BY-LAW NO. 21-28

BEING A BY-LAW TO AMEND BY-LAW NO. 20-63, AS A BY-LAW
TO PROHIBIT AND/OR OTHERWISE REGULATE OFF-ROAD
VEHICLES (ORVS) ON COUNTY ROADS

WHEREAS the Municipal Council of the Corporation of the County of Elgin previously amended By-Law No. 20-63 by By-Law No. 21-14 as facilitating enforcement of the said By-Law;

AND WHEREAS it is determined that clarification of the times during which prohibitions and exceptions as provided for in By-Law No. 0-63, as amended, is required.

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin enacts as follows:

Section 1 – Amendment to By-Law 20-63

1. By-Law No. 20-63 shall be amended as follows:

(a) Section 3(3) of the said By-Law 20-63, as amended, shall be deleted and the following section substituted therefor:

“(3) Following enactment of this By-Law, the prohibitions and exception set forth in sections 3(1) and 3(2) above shall remain in effect for each and every calendar day commencing at 12:00:01 a.m. of each such day and ending at 11:59:59 p.m. that same day.”

READ A FIRST, SECOND, and THIRD TIME and FINALLY PASSED this 22nd day of June, 2021.

Julie Gonyou
Chief Administrative Officer

Tom Marks
Warden