



Office of the Mayor  
The Corporation of the Town of Aylmer  
46 Talbot Street West, Aylmer, Ontario N5H 1J7  
Office: 519-773-3164 Fax: 519-765-1446  
www.aylmer.ca

May 22, 2025

Warden Jones and Members of Elgin County Council

**RE: LETTER OF INTENT – TOWN OF AYLMER - ELGIN COUNTY LIBRARY  
BRANCH CONSTRUCTION POLICY**

On May 21, 2025, Aylmer Council adopted the motion below to initiate the Elgin County Library Branch Construction Policy. Aylmer Council appreciates the public consultation undertaken by the County upon different locations. This consultation has been beneficial to Aylmer Council determining the public interest in maintaining a library branch in the downtown core. The resolution of Aylmer Council represents a substantial commitment from the Town to strategically prioritize a library redevelopment. We look forward to working with the Director of Community and Cultural Services and County staff throughout the process and believe this input is important in the formation of a formal proposal for County Council consideration.

**RES.**

That Council approve in principle the construction of an 8000 square foot building to be leased to the County of Elgin for library purposes; and,

That a "letter of intent" as required by the County of Elgin be sent; and,

That the County of Elgin be asked for a long-term lease of 20 years; and,

That the County of Elgin be asked to establish a fundraising committee for this building; and,

That Council single source the design of the new library to the Town's appointed engineering firm (GEI Consultants) to proceed as soon as possible in 2025; and,

That GEI be directed to place priority upon a design that connects the Old Town Hall on both floors and is in keeping with the existing character and design of the Old Town Hall; and,

That GEI also be directed to examine costing for a standalone library build in close proximity to the Old Town Hall; and,

That interior design considerations be in collaboration with the County of Elgin; and,

That a 2025 budget amendment of \$250,000 be approved by Council towards the detailed engineering and architectural design sufficient to meet grant requirements and that this amount be funded through the Council Initiatives Reserve.

Thank you for your attention to this matter of significant importance to our community.

Warm Regards,

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Jack Couckuyt  
Mayor Town of Aylmer

cc. Brian Masschaele – Director Community and Cultural Services