

**Meeting Date:** December 18, 2023  
**Department:** Building, By-law & Planning  
**Report No.:** BBP-2023-147  
**Submitted by:** Jennifer Huff, Director, Building & Planning  
**Approved by:** Trisha McKibbin, Chief Administrative Officer

**SUBJECT:** Additional Consultation Sessions for Comprehensive Review Project (Potential Settlement Boundary Expansion)

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**RECOMMENDATION: THAT:** Report BBP-2023-147 on the Additional Consultation Sessions for the Comprehensive Review Project (Potential Settlement Boundary Expansion) be received for information by Council.

**BACKGROUND:**

On December 4, 2023 Council directed that staff come back with a consultation plan to add in-person consultation sessions on for the Comprehensive Review project.

Accordingly, staff have booked two additional in-person open house sessions to the consultation program being:

- **January 8<sup>th</sup>, 2024 Caradoc Community Centre, Mt. Brydges 6:00 p.m. @ 8:00 p.m.**
- **January 11<sup>th</sup>, 2024 Westcast Rm, Gemini, Strathroy 6:00 p.m. to 8:00 p.m.**

Staff will be circulating notice of this meeting on the Municipal website, on all Municipal social media platforms, MyFM radio ads, to an extensive contact list of all past participants in process (over 600 contacts), as well as to stakeholders, agencies and other identified interested parties. Attendees of the December 13<sup>th</sup>, 2023 Public Information Session were advised of the additional sessions. A print ad will be placed in the Age Dispatch/Focus.

Staff have requested the consultant provide an estimate of the additional costs associated with the two consultation sessions. WSP prepared a cost estimate memo, including a breakdown of costs and this is included as an attachment to this report. To summarize, WSP estimates the two sessions will cost \$4,750.00.

It is noted that the Municipality will also incur printing costs associated with the production of display boards for the meeting. The print ad will cost \$400.00 and the radio ads will cost \$865.00.

The two sessions will include a presentation by WSP, display boards, and opportunity for the public to ask staff and the consultant questions. Every participant will be provided a comment card and will be asked to leave a comment before they leave. These comments will be scanned and included as part of the public consultation record prepared for the January 29<sup>th</sup>, 2024 special meeting of Council on the same topic.

**FINANCIAL IMPLICATIONS:**

Based on the tender recently awarded for the Zoning By-law Update being under budget by approximately \$9,000.00, staff have enough funds in the 2023 12-710-07100-62300 Planning – Special Consulting account to cover the costs associated with the two additional public consultation sessions.

It is noted that the radio ad will be covered by existing available ad time purchased by the Municipality for communications so there is no budget impact to the department for this particular expense.

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

- Growth Management: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources.
- Economic Development: Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.

**ATTACHMENTS:**

WSP Cost Estimate for Additional Consultation Sessions, dated December 8<sup>th</sup>, 2023.