



MEMO

TO: Jennifer Huff, Director of Building & Planning
FROM: Matt Rodrigues, Senior Planner, WSP
SUBJECT: Growing Together Strathroy-Caradoc – Request for Additional In-Person Public Consultation
DATE: December 8, 2023

During the December 4, 2023 Council meeting, direction was provided to Municipal staff to plan for additional in-person engagement as part of the Growing Together Strathroy-Caradoc Comprehensive Review. Specifically, the request was to host one additional in-person public information session in each of Mount Brydges and Strathroy (2 additional meetings).

The Growing Together Strathroy-Caradoc project began in early 2021 within the context of COVID-19 pandemic restrictions on in-person gatherings. At the time of preparing the scope and original budget for the project, all consultation and engagement was intended to be held virtually. Further, the initial proposal submitted by WSP in Fall 2020 did not include any public or stakeholder consultation as part of the Stage 2 Evaluation process; however, the Project Team has been responsive to the needs of the Comprehensive Review and has been able to accommodate additional virtual consultation within the existing budget, including:

- One-on-one meetings with landowners in Q1 2023; and
- A Virtual Public Information Session planned for December 13, 2023.

In light of this request for additional in-person consultation, WSP has prepared a change order to reflect the added costs to the project. **Table 1** provides a breakdown of total additional costs to host two in-person meetings on separate days.

To help mitigate additional consultant costs, the Municipality will print large scale maps in-house and attend the meetings to support with facilitation and logistics, requiring only one member of the consultant team to attend. The format of the 2-hour in-person meetings will be:

- WSP Presentation
- Facilitated Question & Answer Period
- Open Discussion with Project Team around maps of the Draft Approach to Growth



Table 1 – Summary of Additional Costs for Two In-Person Meetings

TASK	COST
Meeting Coordination and Presentation Refinements	\$500.00
Prepare & Print Comment Forms and Sign-in Sheets	\$500.00
Mileage and Disbursements	\$800.00
Meeting Attendance (Travel & Facilitation)	\$2,200.00
Website Updates, Communications Support, and Summaries	\$750.00
Total Additional Cost (excluding HST)	\$4,750.00

Should the Municipality be amenable with this proposed additional project scope and cost, please sign and return this document. Should you wish to further discuss the proposal, I can be contacted directly at matthew.rodriques@wsp.com.

Sincerely,

Matthew Rodrigues, MCIP, RPP
Senior Planner, Urban & Community Planning

Acknowledged & Accepted
Municipality of Strathroy-Caradoc

Name: _____

Title: _____

Dated: _____