

Meeting Date: July 15, 2024
Department: Building, By-law & Planning
Report No.: BBP-2024-78
Submitted by: Jennifer Huff, Director of Building & Planning
Approved by: Trisha McKibbin, Chief Administrative Officer

SUBJECT: Planning Committee Options Report

RECOMMENDATION: THAT: Council receive report BBP-2024-78 Planning Committee Options Report for information, and further;

THAT: Council direct staff to bring back a report with further detail on implementing Option _____ OR a committee with the following features: (Council to provide direction).

BACKGROUND:

On February 5th, 2024, the following resolution was passed by Council:

Moved by: Mayor Grantham

Seconded by: Councillor Pammer

THAT: Council strike the following two committees: Strategic Priorities and Building & Planning, and further;

THAT: Both committees commence September 1, 2024; and further;

THAT: The terms of reference return to Council at a future meeting.

Carried.

COMMENTS:

In response to Council's request for a report on the proposed striking of a 'building and planning committee' staff have prepared the subject report.

The task of developing a 'planning committee' would benefit from further input from Council on the desired purpose and / or function of the committee. As the planning process is highly prescribed by the Ontario Planning Act and the building permit process prescribed by the Ontario Building Code, it

may not be simply a matter of duplicating the Terms of Reference from other committees and apply to building and planning applications.

Staff require more information from Council on what the intended purpose or function of the committee is. To assist in this task, staff have provided a number of examples of planning / building and planning committees from other municipalities and summarized key features of the committees, as well as the pros and cons of each. It is noted that the purpose and function of planning committees can vary substantially between those that provide high-level input on policy trends / provincial or upper-tier land use planning policies / building trends versus those that consider individual planning applications and make recommendations to Council. Some committees are comprised only of members of the public, while others include a non-quorum number of Council members. Committees can only make recommendations and cannot pass by-laws, and therefore cannot make the final decision on planning applications.

It is noted that a 'Building and Planning Committee Option Summary Chart' has been created to summarize each of the options and is provided as an attachment to the subject report.

Staff have found no committees being involved in the evaluation of building permits as Section 3(2) of the Building Code Act (BCA) requires municipalities to delegate authority to the Chief Building Official for the administration and enforcement of the Act. Further to this, section 1.1(6) of the BCA states that it is the role of the Chief Building Official to establish operational policies for the enforcement of the BCA and the building code, and to exercise their powers and perform their duties in an independent matter in accordance with the code of conduct.

Upon staff receiving further direction from Council in regards to which option is preferred, or which elements are preferred, staff can return to a future Council meeting with a draft Terms of Reference for discussion. Staff offer an alternative to a committee structure as an additional option for Council's consideration: that one of the existing Council meetings be dedicated to building and planning items (however, time sensitive or matters involving public consultation could also continue to come forward at the Building and Planning Council meeting).

Finally, staff understand that some of the discussion about the need for a building and planning committee may be related to a number of questions about the building permit / planning process and staff offer some additional information to Council in this regard. The report addresses common questions such as:

- how the public / Council can find out about applications in process;
- whether details on pre-consultation meetings can be released to the public / Council;
- whether there is an opportunity for Council to provide feedback on applications before they are deemed complete;
- whether staff or Council can refuse to accept building permit or planning applications;
- how Bill 185 has impacted appeal rights and what this means for Council;

- whether / when an application should be deemed complete; and,
- whether there is an opportunity for Council to provide feedback on whether a building permit is required or when it can be issued.

BUILDING AND PLANNING COMMITTEE OPTIONS FOR CONSIDERATION

OPTION A: Planning & Building Committee –Standing Committee of Council (City of London example)

This option based on the Planning and Environment Committee for the City of London. This standing committee is comprised of five (5) members of City of London Council (not all of Council sits on this Committee) and meets at a separate date and time from Council meetings. It is noted that a committee should be comprised of less than a quorum of Council in order for it not to be considered a meeting of Council. In Strathroy-Caradoc, a committee would be comprised of less than 5 members of Council. In comparison, the City of London has a 15 member Council (including the Mayor & Deputy Mayor).

OPTION A - Planning & Building Committee (City of London)

Feature	Details
Composition	Comprised of only a portion of Council members (less than quorum). Staff attend meetings to seek direction / input from committee.
Meeting Time / Location	Meet separately from Council, on a separate day / time Daytime meeting 1X a month
Purpose	Is a standing committee that reports directly to Council. It makes recommendations on applications and presents reports and recommendations to Council for final consideration. Has the authority to direct activities of staff.
Decision making	This committee cannot pass by-laws. Council, as a whole, continues to make the final decision on all building and planning matters.
Delegations / Public Meetings	It hears delegations from the public and holds public meetings, other than Committee of Adjustment matters.
Matters for Consideration (subject to Council's consideration)	Zoning applications Subdivision / Condominium applications Official Plan applications Secondary Plans / Area plans Building Permit Matters / Statistics Building Fee Review Community Improvement Matters Conservation Authority Natural Heritage 5 – Year OP Reviews Planning Policy / Legislative Updates Building Legislation Updates Planning Statistics Development Charges

	<p>Development Agreements</p> <p>Does not deal with Committee of Adjustment Matters.</p>
<p>Potential Impact on Planning Approval Timelines if implemented.</p>	<p>As this type of committee can only make recommendations to Council, and cannot pass by-laws, it would add extra time to all zoning, official plan and subdivision processes.</p> <p>It would have delegated authority to hear zoning, official plan and subdivision / condominium public meetings.</p> <p>For example, there are currently some types of zone change applications (those that do not require a two-step public meeting/decision process) that can be completed in just one Council meeting. If they are now also required to go to a standing committee meeting first, this will add at least an extra month to the process.</p> <p>Currently, staff have 2 opportunities to get a planning report to Council per month. If all zoning, official plan and subdivision applications have to go first to a standing committee, and if the standing committee only meets once a month, staff anticipate that there will be a bottleneck to get applications onto the planning committee meeting.</p> <p>It is also noted that the timing of the standing committee may not easily facilitate staff being able to move the matters forward from the standing committee to the next Council meeting due to the required timeframe to meet agenda deadlines.</p> <p>Notice timelines and application timelines may be impacted.</p>
<p>Potential Impact on Administrative Meeting Set-up if Implemented</p>	<p>Meeting would be required to locate in Council Chambers with full livestream / hybrid meeting options to maintain current public participation options.</p> <p>LLS staff would be required to be support meeting technology.</p> <p>LLS or BBP staff would be required to prepare meeting agendas / minutes. Director of BBP, County Planning staff would attend. Other Directors/Clerk/CAO would attend as necessary.</p>

OPTION B: Planning Advisory Committee (County of Middlesex example)

This option is similar the Planning Advisory Committee (PAC) for the County of Middlesex. Section 8(1) of the Planning Act requires all Upper-Tier municipalities to have a ‘Planning Advisory’ committee. To be clear, the Planning Act **does not** require local municipalities such as Strathroy-Caradoc to have a PAC.

The County’s PAC is required to have at least one member as a citizen appointee. Currently, the committee is comprised of three County Councillors and one citizen appointee. In addition, the Warden is an ex-officio member.

Its purpose is to provide input on broad planning matters and **not** on specific planning applications.

OPTION B - Planning Advisory Committee (County of Middlesex example)

Feature	Details
Composition	Comprised of 3 members of Council members and a citizen appointee. Mayor could be ex-officio member. Staff attend as a resource.
Meeting Time / Location	Meet separately from Council, on a separate day / time; 2-4X/Year
Purpose	It reports to Council through the Clerk, by way of a report to Council containing a record of activities. Its purpose is to review Official Plan policies, Provincial planning updates, advise Council on general land use planning issues of local significance.
Decision making	This committee cannot pass by-laws. Does not have the authority to direct activities of staff. Does not have the authority to advise on specific planning applications.
Delegations / Public Meetings	None
Matters for Consideration (subject to Council's consideration)	Secondary Plans / Area plans 5 – Year OP Reviews Planning Policy / Legislative Updates Does not deal with Committee of Adjustment Matters
Potential Impact on Planning Approval Timelines if Implemented.	None – as the committee would not deal with specific planning applications
Potential Impact on Administrative Meeting Set-up if Implemented	Meeting may or may not be livestreamed / recorded. LLS or BBP staff would be required to prepare meeting agendas / minutes and potentially Chair meeting. Director of BBP, County Planning staff would attend. Other Directors/Clerk/CAO would attend as necessary.

OPTION C: Planning Advisory Committee (City of Guelph example)

This option is based on the Planning Advisory Committee (PAC) for the City of Guelph.

Guelph's PAC is comprised of nine (9) members appointed by Guelph City Council. Members can **not** be employees of the City OR members of City Council. All members must be residents of the City of Guelph. Of the members, they shall include:

- Six resident members;
- One member that is a registered professional planner in Ontario
- One member that is either a practicing architect and member of the Ontario Association of Landscape Architects or a practicing landscape architect and member of the Ontario Association of Landscape Architects;
- One member that is a practicing professional in the development industry.

All members will act as individuals and not represent the interests of any other group or organization. Efforts are also made to ensure all geographic areas of the City are represented. Members should demonstrate informed interest in urban planning including provincial policy and legislation, land use concepts and processes and community planning

The purpose of the City of Guelph PAC is to provide City Council with advice and assistance on major policy planning initiatives such as Secondary Plans, updates to the Official Plan, city-wide zoning updates.

Its purpose is to provide input on broad planning matters and **not** on specific planning applications.

OPTION C - Planning Advisory Committee (City of Guelph example)

Feature	Details
Composition	Comprised of 9 members of the public. Staff attend as a resource.
Meeting Time / Location	Meet separately from Council, on a separate day / time; 3-6X/Year
Purpose	It reports to Council through meeting minutes posted on Council agenda. Its purpose is to provide advice and assistance on major policy planning initiatives.
Decision making	This committee cannot pass by-laws. Does not have the authority to direct activities of staff. Does not have the authority to advise on specific planning applications.
Matters for Consideration (subject to Council's consideration)	Secondary Plans / Area plans 5 – Year OP Reviews Planning Policy / Legislative Updates Does not deal with Committee of Adjustment Matters
Potential Impact on Planning Approval Timelines if Implemented.	None – as the committee would not deal with specific planning applications
Potential Impact on Administrative Meeting Set-up if Implemented	Meeting may or may not be livestreamed / recorded. LLS or BBP staff would be required to prepare meeting agendas / minutes and potentially Chair meeting. Director of BBP, County Planning staff would attend. Other Directors/Clerk/CAO would attend as necessary.

OPTION D: Planning Committee (LaSalle example)

LaSalle's Planning Committee is comprised of three (3) members of Town Council (there are 7 Council members total), the Director of Development and Strategic Initiatives, and the Director of Public Works.

The purpose of the Planning Committee is to hold public information meetings in order to obtain input as early as possible and to allow information to be shared with the public for all Planning Act applications that require public hearings before Council decisions are made. It is also used to hold

other public information meetings on matters Council deems important. Staff provide resources to the committee.

LaSalle’s Planning Committee receives the Planning Report on the planning application, hears the public meeting, and makes a recommendation on the application for future consideration of Council at future Council meeting.

OPTION D - Planning Committee (LaSalle example)

Feature	Details
Composition	Comprised of 3-4 members of Council (less than quorum), as well as Director of Development and Strategic Initiatives, and Director of Public Works. Additional staff attend as a resource.
Meeting Time / Location	Meet separately from Council, on a separate day / time; monthly
Purpose	It reports to Council through meeting minutes posted on Council agenda. Its purpose is to receive public meeting planning reports and provide recommendation on files to Council for future consideration.
Decision making	This committee cannot pass by-laws. Does not have the authority to direct activities of staff.
Matters for Consideration (subject to Council’s consideration)	<p>Zoning applications Subdivision / Condominium applications Official Plan applications Secondary Plans / Area plans 5 – Year OP Reviews Planning Policy / Legislative Updates</p> <p>Does not deal with Committee of Adjustment Matters</p>
Potential Impact on Planning Approval Timelines if Implemented.	<p>As this type of committee can only make recommendations to Council, and cannot pass by-laws, it would add extra time to all zoning, official plan and subdivision processes.</p> <p>It would have delegated authority to hear zoning, official plan and subdivision / condominium public meetings.</p> <p>For example, there are currently some types of zone change applications (those that do not require a two-step public meeting/decision process) that can be completed in just one Council meeting. If they are now also required to go to a planning committee meeting first, this will add at least an extra month to the process.</p> <p>Currently, staff have 2 opportunities to get a planning report to Council per month. If all zoning, official plan and subdivision applications have to go first to a planning committee, and if the planning committee only meets once a month, staff anticipate that there will be a bottle neck to get applications onto the planning committee meeting.</p> <p>It is also noted that the timing of the planning committee may not easily facilitate staff being able to move the matters forward from the standing</p>

	committee to the next Council meeting due to the required timeframe to meet agenda deadlines. Notice timelines and application timelines may be impacted.
Potential Impact on Administrative Meeting Set-up if Implemented	Meeting would be required to locate in Council Chambers with full livestream / hybrid meeting options to maintain current public participation options. LLS staff would be required to support meeting technology. LLS or BBP staff would be required to prepare meeting agendas / minutes. Director of BBP, County Planning staff would attend. Other Directors/Clerk/CAO would attend as necessary.

OPTION E: Planning Committee (Norfolk example)

Norfolk’s Planning Committee is comprised of seven (7) members of which 1 must be a Councillor and 1 member appointed from each of the County’s six other advisory committees. The Mayor is ex-officio. Members shall have an interest in urban planning, provincial policy and legislation, land use concepts and knowledge of the County’s diverse communities and landscapes.

The purpose of Norfolk’s Planning Committee is to facilitate the exchange of ideas between Council and the public with respect to land use planning. The Committee advises Council on matters, issues and policies pertaining to long range policy projects. It meets on an as-needed basis (generally quarterly).

Committee does not deal with specific development applications.

OPTION E - Planning Committee (Norfolk example)

Feature	Details
Composition	Comprised of 7 members of which 1 is a Councillor and the remaining 6 are appointed from each of the County’s 6 advisory committees. Staff attend as a resource.
Meeting Time / Location	Meet separately from Council, on a separate day / time; quarterly
Purpose	To facilitate the exchange of ideas between County and the public with respect to land use planning. Committee will advise Council on matters, issues and policies pertaining to long range policy projects. Does not deal with individual planning applications.
Decision making	This committee cannot pass by-laws. Does not have the authority to direct activities of staff. Does not have the authority to advise on specific planning applications.
Matters for Consideration (subject to Council’s consideration)	Secondary Plans / Area plans 5 – Year OP Reviews Planning Policy / Legislative Updates Does not deal with Committee of Adjustment Matters

Potential Impact on Planning Approval Timelines if Implemented.	None – as the committee would not deal with specific planning applications
Potential Impact on Administrative Meeting Set-up if Implemented	Meeting may or may not be livestreamed / recorded. LLS or BBP staff would be required to prepare meeting agendas / minutes and potentially Chair meeting. Director of BBP, County Planning staff would attend. Other Directors/Clerk/CAO would attend as necessary.

OPTION F – Dedicated Building and Planning Council Meeting (Middlesex Centre)

This option is different than the others as it does not involve the creation of a committee. Rather, one of the existing two Council meetings per month is focused primarily on building and planning matters, however other time sensitive or matters that involve public consultation can be included on an as-needed basis.

This option is based on the Municipality of Middlesex Centre’s Council meeting structure. Of Middlesex Centre’s two Council meetings a month, the daytime meeting is primarily focused on administrative matters and the evening Council meeting is focused on planning matters. Those wishing to participate in public meetings have an opportunity to attend an evening meeting. In terms of attendance, all of Council, the Clerk, CAO, the Director of Building & Planning, County Planning staff and additional Directors / staff / CBO as required depending on the nature of the applications being considered. LLS staff would also attend to facilitate livestreaming / hybrid public meetings.

The purpose of this dedicated Council meeting is to receive all building and planning related reports, receive delegations and hold public meetings. As it is a Council meeting, final decisions / by-laws could also be made / passed.

OPTION F – Council Meeting – Building and Planning Matters

Feature	Details
Composition	All of Council present. Clerk / CAO / Director BBP, and additional staff as needed.
Meeting Time / Location	One of the prescheduled Council meetings per month is used to focus mainly on building and planning matters
Purpose	To allow Council to focus only on building and planning matters.
Decision making	As it is a Council meeting, it does have authority to make final decisions / pass by-laws. Has the authority to direct activities of staff.
Matters for Consideration (subject to Council’s consideration)	Zoning applications Subdivision / Condominium applications Official Plan applications Secondary Plans / Area plans Building Permit Matters / Statistics Building Fee Review Community Improvement Matters Conservation Authority

	Natural Heritage 5 – Year OP Reviews Planning Policy / Legislative Updates Building Legislation Updates Planning Statistics Development Charges Development Agreements Does not deal with Committee of Adjustment Matters
Potential Impact on Planning Approval Timelines if Implemented.	Currently, staff have 2 opportunities to get a planning report to Council per month. If all zoning, official plan and subdivision applications can only go to one of the Council meetings per month, staff anticipate that there will be a bottle neck to get applications onto that Council meeting and / or the meetings might be lengthy.
Potential Impact on Administrative Meeting Set-up if Implemented	Meet in Council Chambers to facilitate live broadcast of meetings. Would require attendance by CAO, Clerk and Clerk staff to record decisions and take minutes.

In summary, a number of committee / Council options have been presented to Council for its consideration. Specifically, it would be helpful if Council could provide direction on the following:

1. Does Council wish a committee or council structure?

If a committee structure is desired:

2. Is there a desire for the committee to consider and make recommendations on individual planning applications or provide input on high-level planning policy matters?
3. Does Council wish the committee to be comprised of citizen appointees only, a combination of Council and citizen appointees, or only Council members?
4. If Council is to be on the committee, how many members of Council?
5. How frequently do you wish the committee to meet and are meetings to take place in the daytime or evening?
6. What other elements, functions or features of the committee does Council wish to include into the Terms of Reference (at a high level, and will be brought back to Council for further detail / discussion).

In terms of next steps, if Council wishes to pursue the committee option and once staff receives further direction on the desired purpose / function of the committee, staff will bring back a report and draft the Terms of Reference for further discussion.

If Council wishes to pursue amending the Council agenda structure such that one of the meetings will be dedicated primarily to building and planning matters, staff will bring back a report on that option and discuss timelines for the change and any additional information that may be necessary to discuss prior to implementation.

FREQUENTLY ASKED QUESTIONS:

Background On Planning Process

The Ontario Planning Act, 1990, R.S.O., as amended, regulates (on a step-by-step basis) how land use planning applications in Ontario are to be processed (i.e. submission requirements, timelines, appeal rights, notice requirements etc). As per the Ontario Planning Act, decisions related to land use planning applications **shall be consistent with** the Provincial Policy Statement (and its proposed update to be called the 2024 Provincial Planning Statement) and **shall conform to** the County Official Plan and Strathroy-Caradoc Official Plan.

As background, the Provincial Policy Statement provides policy direction on matters of Provincial interest related to land use planning and development. The County and Strathroy-Caradoc Official Plan(s) provide more localized land use and development policy direction. The Strathroy-Caradoc Official Plan (SCOP) is the Municipality's most important land use and development policy document and it is adopted by Strathroy-Caradoc Council and approved by the County of Middlesex (due to the two-tier governance structure in Middlesex County). The SCOP identifies the location of intended future land uses of the Municipality over a 25 year time horizon, as well as contains land development policies and direction. Like all Official Plans, it is intended to be revisited and updated every five years (a process the Municipality just completed in 2022).

Professional planners must evaluate land use planning applications based on the **“consistency” and “conformity”** test and must follow the Planning Act in terms of how to process land use planning applications. Planners are subject to professional and ethical standards and a code of conduct. Only after having demonstrated extensive experience in a broad range of land use planning and having acquired and maintained a sufficient level of education in the planning field can a planner become qualified as an 'expert' by the Ontario Land Tribunal and provide evidence.

Municipal planners are not 'advocates' on behalf of applicants, rather municipal planners make recommendations based on the evaluation of applications from a land use planning perspective relative to the relevant planning policy and legislation in place at both the Provincial and local level, in keeping with their ethical and professional standards.

Common Questions

How can Council and the public be made aware of planning applications earlier in the process?

- Staff have prioritized the construction of a planning 'portal' that maps the location of all complete planning applications since 2020 (those in process and those that are complete). Applications are made public after they have been deemed complete. A link to this planning portal will be available on the Municipal Website and staff will provide a brief demonstration of this tool at the July 15th Council meeting.

- Additionally, future updates to the website will include an enhanced feature that links the planning 'portal' information to related public notices, application material and planning reports for each file.
- The Planning Assistant has been instrumental in creating the planning application mapping portal.

Can Council and the public be made aware of pre-consultation meetings or inquiries prior to an application being deemed complete?

- Until an application is deemed complete, any material provided to the Municipality or discussions with staff and future applicants are confidential. The release of any information to the public would require explicit approval of the applicant/owner to do so in accordance with the Municipal Freedom of Information and Privacy Act.
- Many applicants will not want their conversations or material publicly released prior to the submission of a complete application for a number of reasons:
 - Could jeopardize land transactions or lease arrangements. For example, if a competing developer finds out about a proposed development location they could outbid the applicant for the site.
 - Could provide an unfair advantage to a competitor. Releasing development information or site information too soon in the process could allow for a competitor to replicate the development elsewhere or on the same or other site.
 - Releasing information only after the submission of a complete application ensures that there is an intent to proceed with the application and that the application meets the minimum requirements of a submission. Not all pre-consultations lead to an application being submitted. It can also take a significant amount of time to go from a pre-consultation to the submission of a complete application, including numerous iterations.
 - There is often a desire to address all issues as fully as possible prior to the submission of a complete application so that there will be fewer concerns with the application by the public.
 - A preliminary proposal is often very rudimentary – does not reflect the intent to further develop / refine the concept as application goes through the process.

Why does the Planning Department require so much information for an application?

The information requested in planning application forms reflects the submission requirements for each type of application found in regulations related to the Planning Act. For example, Schedule 1 of O. Reg 545/06 prescribes all of the base information and material that must be provided in an application under subsection 34(10.1) of the Planning Act (Zoning By-laws, Holding Symbols and Interim Control By-laws). In addition to the prescribed material, other information or material may be required if the Official Plan contains provisions related to the requirements. In this regard, both the

current and updated Strathroy-Caradoc Official Plan contain policies on the requirement for complete applications.

The application requirements reflect the need to demonstrate that the development proposal is consistent with the Provincial Policy Statement, conforms to the County Official Plan and the Strathroy-Caradoc Official Plan, and represents sound land use planning.

What if there is a disagreement on whether the application is complete?

The applicant now has the ability to appeal to the Ontario Land Tribunal (OLT) the requirements of a complete application or a decision of incomplete at any time in the process as per the changes brought into effect from Bill 185. It is noted that in the event there is an appeal, evidence presented at the OLT on whether an application is complete is based on evidence primarily provided by “Qualified Experts” (i.e. Registered Professional Planners or other subject matter experts that have had their qualifications accepted by the Ontario Land Tribunal member). For this reason, planners are responsible for determining whether an application is complete.

Why do applications take so long to complete?

In some cases, the applicant is required to undertake certain studies before an application is submitted, such as three-season environmental assessments or multiple ground water assessments. Upon submission of these reports, they may be required to be peer reviewed to ensure that they are consistent with the Municipality’s development standards or policies and protects the Municipality from an asset management and liability perspective.

In many cases, the applicant needs to modify their proposal to address Municipal comments and it may take the applicant’s consultants some time to make the modifications given the number of projects they have on the go.

In addition, the Planning Act prescribes notice requirements relating to statutory open houses and public meetings and timelines for notification of decisions and appeals.

How did Bill 185 change appeal rights and what does that mean for Council?

The government of Ontario, through Bill 185 (and previously legislation), has removed the appeal rights for most third party appeals of all planning applications. Going forward, only the applicant, specified agencies, and certain public bodies retain appeal rights. Given that individuals generally no longer have a right to appeal a planning application (unless they are the applicant or the application concerns their own property), it is anticipated that Councils and Committees will feel additional pressure from residents where there are contentious planning matters being considered.

Can staff or Council can refuse to accept building permit or planning applications?

Legally, per the Ontario Building Code and the Ontario Planning Act, staff cannot refuse either a building permit application or a planning application once it is deemed complete.

Is there an opportunity for Council to provide feedback on whether a building permit is required or when it can be issued?

No, it is the responsibility of the Chief Building Official to establish operational policies and determine when a building permit is required in an independent manner per section 1.1(6) of the Building Code Act. A Chief Building Official is compelled by law to issue a building permit provided the application meets the Building Code Act, the building code, and any other applicable law as defined in the Act per section 8(2).

FINANCIAL IMPLICATIONS:

The creation of a planning committee will require the allocation of staff time and resources to support the meetings (technical support, agenda, meeting minutes, reports, etc.) as well as funds for remuneration of committee members (if comprised of members of the public). Given the number of meetings currently being supported by LLS staff, staff are cognizant of the impact an additional monthly meeting will have on staff resources and time.

ATTACHMENTS:

SUMMARY OF OPTIONS CHART

ALTERNATIVE(S) TO THE RECOMMENDATION:

1. Council to provide alternate direction.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

Managing the Challenges of Growth for the Municipal Organization: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources. We are committed to maintaining operational efficiency and economies of scale through these times of change.