

**APPENDIX A.2**  
**HESPELER WEST SUBWATERSHEDS STUDY**  
**WORKING COMMITTEE (HWSSWC)**



MGWA  
Box #24092  
209 Pinebush Rd  
Cambridge ON  
N1R 7H0

Mayor Doug Craig  
73 Water St N  
P.O. Box 669  
Cambridge ON  
N1R 5W8

Dear Mayor Craig:

The Maple Grove Wetlands Association (MGWA) is an association recently formed by affected and concerned residents/land owners whose properties lie within the boundaries of the Hespeler West Subwatersheds Study (HWSS). As you are aware, the study, as such, was prepared by the city's planning department in conjunction with Planning and Engineering Initiatives Limited (PEIL) at the direction of City Council.

You will recall from our impassioned presentation at Council, we have examined this Study in great depth and discussed it at length in our meetings with members of Council and City Staff. Our position is, and as noted by you at the meeting of Council on August 11, that the Study made serious errors which cause it and the recommendations to be suspect.

Since we have serious concerns regarding the negative affect and impact this study will have on many of our properties, we have and continue to object to any action by Council to approve this Study in its present form. We are therefore asking that the Study be put on hold until we have the opportunity to work with all affected parties to a) correct the errors, and b) prepare a new set of recommendations.

Some of the members of the Association have been on their holdings for generations, during which time they have farmed with some success. At the same time they have preserved the environmentally sensitive areas of their properties with, we might add, some pride and without help from public agencies.

While other members may not have been property owners for quite as long, they also strive to be excellent stewards of the land. In truth, we know more about our lands, the wetlands, the prime woodlots, the soils and the natural wonders they hold, than, we suggest, any outside people or agencies. We also are concerned with the lack of participation Council, Staff and the consultant permitted the property owners during the study period. Only when the Study was finished were public meetings held to show us the findings. We respectfully suggest that they were not very well organized and informative.

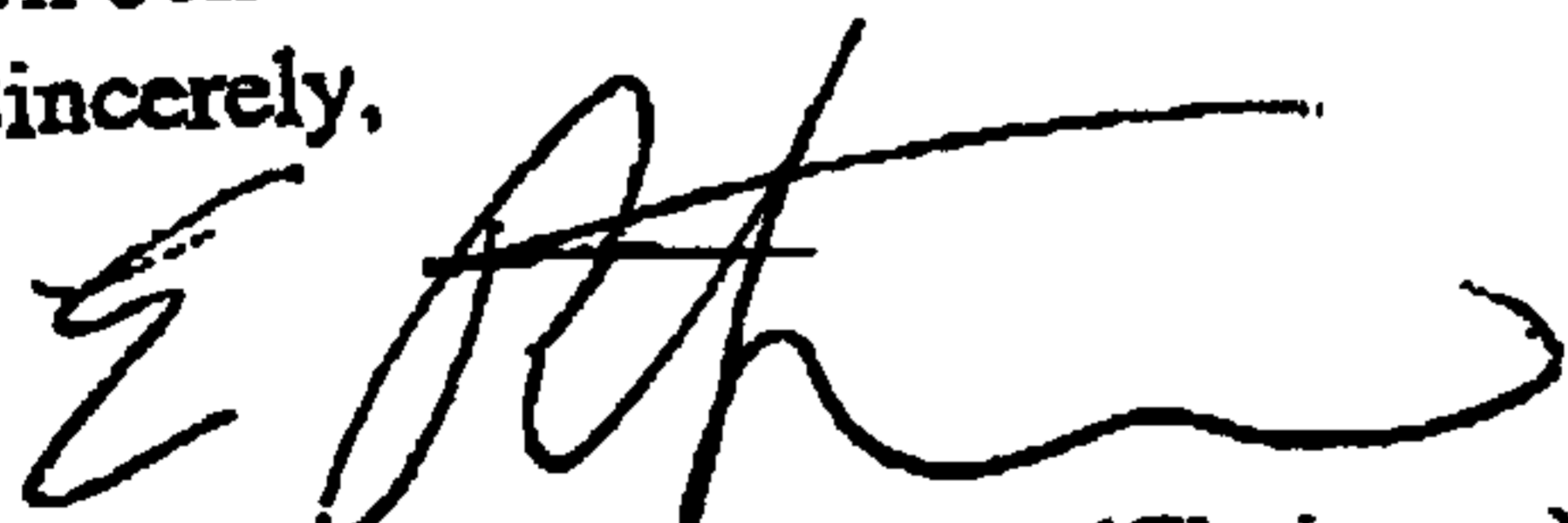
Our group would truly like to participate in the process and the HWSS plan in greater depth from this point forward. We wish to have input into the planning process that will affect our land and our lifestyles, so dramatically. By participating we believe we can make significant contributions to ensure our interests are protected while at the same time working together to achieve reasonable objectives the other public partners in this Study may have.

To accomplish this in a spirit of cooperation and open communication, through the sharing of all information, ideas and concerns, we suggest a 'Working Committee' chaired by the Ward Councillor. The committee would be comprised of representatives from our group of property holders, a representative from each of the MNR, GRCA, the Region, the City Planning Department and whoever else you may wish to join the committee to contribute to the final result.

The 'Working Committee' should be considered a landowner endorsed replacement for the lengthy list of meetings with individual property owners together with the MNR, GRCA, and the Region. You should be aware that those individual meetings are perceived by many of the residents as more of the same 'bully' tactics. However, once the Study is corrected and recommendations reviewed by an independent body, that might be the sort of open environment in which individual landowner meetings may be held.

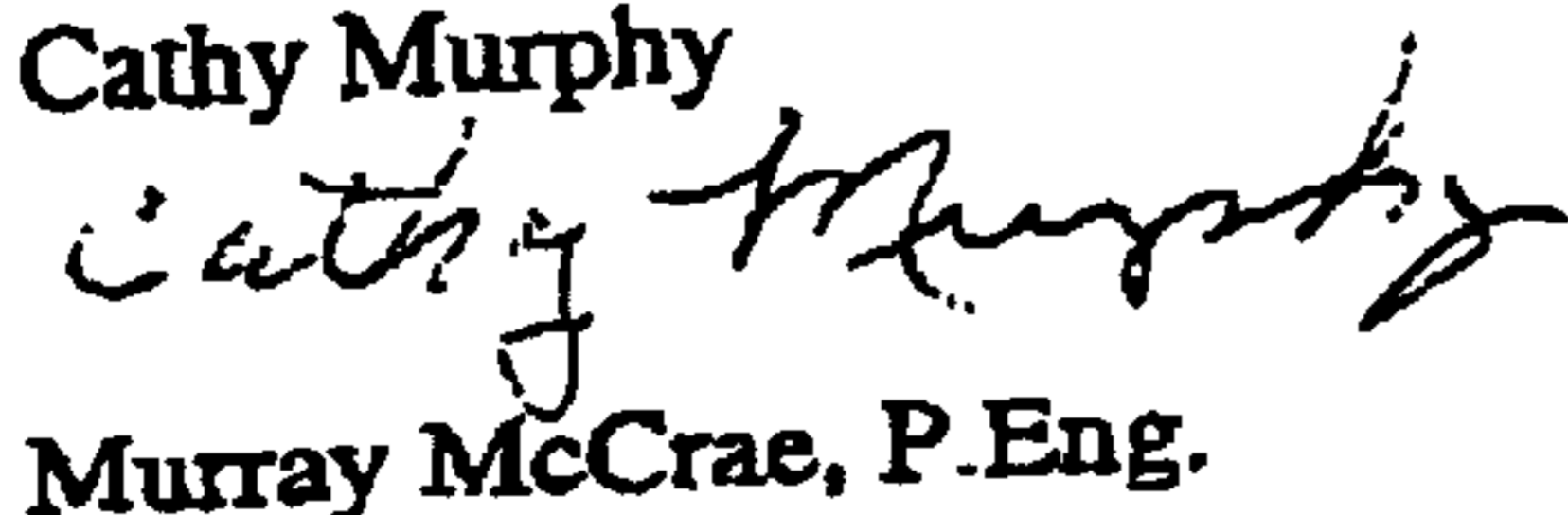
Since the Association is already comprised of the individual landowners, the 'Working Committee' would be the right forum for this process. The first meeting should quickly establish the terms of reference and the termination date. We also suggest no consultants be invited to sit on the Committee, at this time, but rather act as a resource when required to answer questions, or clarify information from their report if necessary. Or, provide independent review, as necessary. This should prevent the City from incurring further unnecessary costs.

On behalf of the MGWA Steering Committee,  
Sincerely,

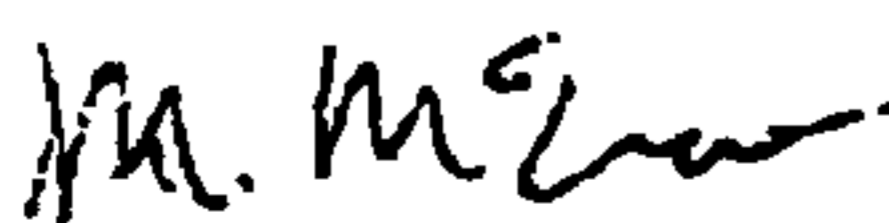


Erich J. Ritzmann, B.A., (Chairman)

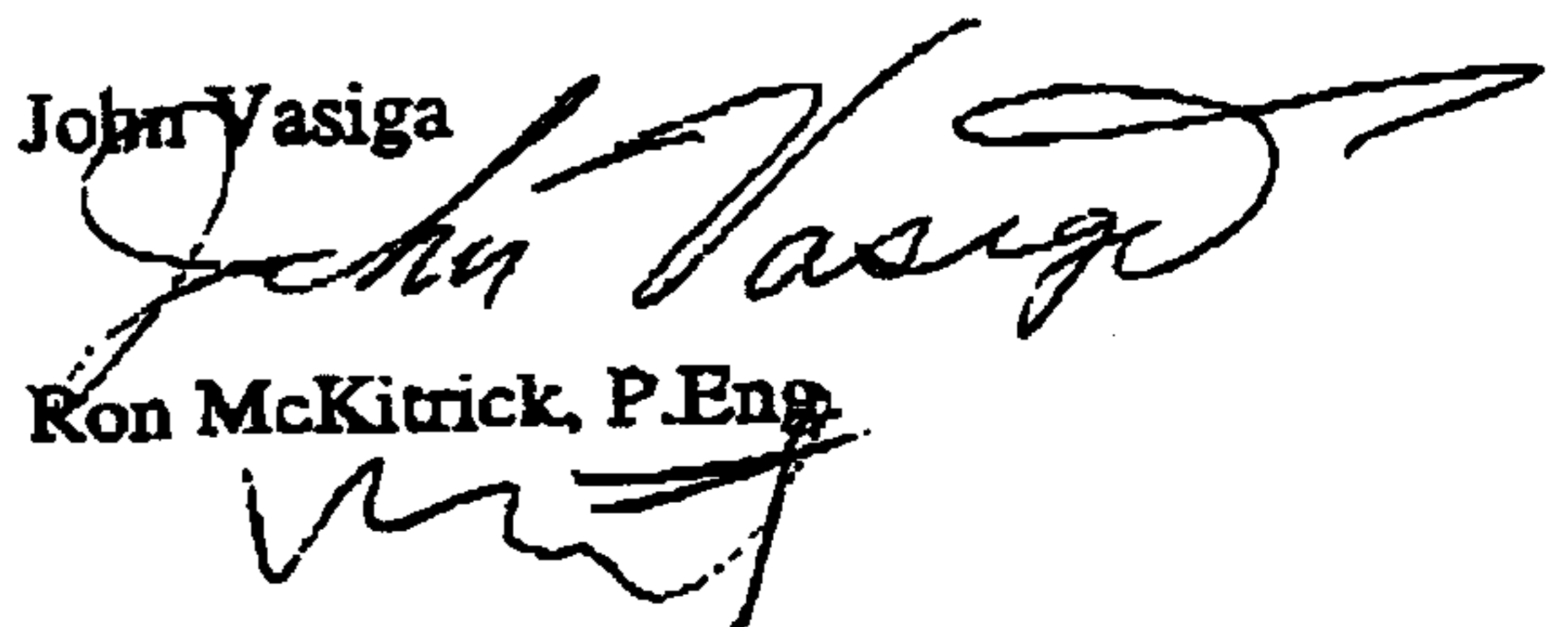
Cathy Murphy



Murray McCrae, P.Eng.



John Vasiga



Ron McKittrick, P.Eng.



**EXCERPT FROM MINUTES**

**CITY OF CAMBRIDGE  
COUNCIL MEETING  
NO. 19 – 03**

APPENDIX A.2.2  
Cambridge Council Resolution –  
September 29, 2003

Council Chambers, Cambridge City Hall  
Monday, September 29, 2003.

CLOSED COUNCIL – 5:30 P.M.  
REGULAR COUNCIL – 7:00 P.M.

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**Council Members in Attendance:** Councillors Cowsill, Fairless, Kiefer, Price, Tucci and Whetham, with Mayor Craig in the Chair.

**Staff Members in Attendance:** Don Smith, Chief Administrative Officer (from 5:30); Wendy Wright, Commissioner of Planning Services; Frank Gowman, Commissioner of Corporate Services; Kirit Patel, Director of Engineering Services; Terry Allen, Fire Chief; Bo Densmore, Director of Economic Development (from 5:30); David Calder, City Clerk (from 5:30); and Madeline Grimm, Council/Committee Co-ordinator.

**Page:** Damien O'Brien

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#208 Councillor Cowsill - Hespeler West Subwatersheds Study

*The recommendation includes a friendly amendment by inserting a comma after the word Association.*

Moved by Councillor Cowsill

Seconded by Mayor Craig

THAT Cambridge Council approve the formation of a Working Committee comprised of representatives of the Maple Grove Wetland Association, property owners, along with a representative from each of the MNR, GRCA, the Region of Waterloo, City Planning staff and others as suggested by the Commissioner of Planning to review the specific areas of community concerns and report to Cambridge City Council.

AND THAT the Working Committee be chaired by the Ward 1 Councillor.

CARRIED UNANIMOUSLY

**CORPORATION OF THE CITY OF CAMBRIDGE  
HESPELER WEST SUBWATERSHEDS STUDY  
WORKING COMMITTEE**

**TERMS OF REFERENCE**

**November 2003**

**CITY OF CAMBRIDGE  
HESPELER WEST SUBWATERSHEDS STUDY  
WORKING COMMITTEE  
TERMS OF REFERENCE**

**1) BACKGROUND**

The Hespeler West Subwatershed Study was initiated by the City of Cambridge in the autumn of 2001 with scheduled completion in October 2002. A subsequent, revised final draft was presented to Cambridge City Council on April 28, 2003.

Various parties including the Maple Grove Wetlands Association (MGWA), have identified needed changes to the Study.

**2) COMMITTEE FORMATION**

At the Council meeting of September 29, 2003, Cambridge Council passed the following resolution to set up the Hespeler West Subwatersheds Study Working Committee:

THAT Cambridge Council approve the formation of a Working Committee comprised of representatives of the Maple Grove Wetland Association, property owners, along with a representative from each of MNR, GRCA, the Region of Waterloo, City Planning staff and others as suggested by the Commissioner of Planning to review the specific areas of community concerns and report to Cambridge City Council.

**3) PURPOSE/MANDATE**

To review the specific areas of community concerns and report to Council. This may include corrections and/or amendments to the March 2003 and November 2003 draft of the Hespeler West Subwatersheds Study (HWSS).

**4) MEMBERSHIP**

Councillor Rick Cowsill - Chairman

Maple Grove Wetland Association:

- Erich Ritzmann
- John Vasiga
- Cathy Murphy
- Charlene Schiedel

Property Owners – Large:

- Ian Rawlings – representing Arriscraft

Property Owners – Small:

- Brian Cunningham

Ministry of Natural Resources: Ken Cornelisse

Grand River Conservation Authority: Tricia Rosa

Region of Waterloo: Chris Gosselin

City Planning Staff:  
- Wendy Wright  
- April Souwand

## 5) GOALS AND OBJECTIVES

The Terms of Reference for the HWSS are defined in Appendix A of the Hespeler West Subwatersheds Study Report. These goals and objectives continue to drive the Working Committee.

## 6) ISSUES AND PROBLEM STATEMENT

The specific issues of community concern will be documented during the Work Plan.

## 7) TIME FRAME AND WORK PLAN

### 7.1 Development of Terms of Reference

The first meeting of the Working Committee will establish the terms of reference and identify general community concerns. Subsequent meetings will review community concerns.

### 7.2 Identification of Specific Areas of Community Concern

List prepared by Maple Grove Wetlands Association can be updated throughout the process. Individual property owners may also add to the list of specific areas of community concern.

### 7.3 Review of Specific Areas of Community Concern

*The Maple Grove Wetlands Association has identified concerns that they wish to have addressed by the HWSS Working Committee. The areas of concern can be generally grouped under Technical Issues, Policy Issues and Site Specific Issues. The second meeting of the HWSS discussed how the Committee will approach the issues. The matter is still outstanding for now and was added to the outstanding list.*

### 7.4 Meetings with Individual Property Owners

Individual property owners may request a site visit. To prepare for the site visit, access to their property may be required by members of MNR, GRCA, Region of Waterloo and City of Cambridge staff, members of the PEIL consulting team and members of the Working Committee. General notice of the timing of site visits will be provided in the newsletter. A request for a site visit implies that they will provide access to their property. This will be confirmed verbally with individual property owners. A specific time for a meeting with property owners will be arranged with them.

## 7.5 Review of Revised Report

Upon completion of the review of specific areas of community concern and completion of meetings with individual property owners, a revised report will be prepared for review. The report will be reviewed by the public, the HWSS Steering Committee, Peer Review (if necessary) and the HWSS Working Committee.

## 7.6 Report to Council

A recommendation will be made to Council for their consideration. Council may approve the recommendations, modify the recommendations, refuse the recommendations and/or request further study. Other groups may also make recommendations to Council based on Study Terms of Reference (Appendix A). It is up to Council to consider the recommendations. As per the Procedural By-law, the Committee will be disbanded.

# 8) **PUBLIC CONSULTATION/INFORMATION**

Review of the Hespeler West Subwatershed Study requires consultation with the public/property owners. The HWSS Working Committee will provide information through (1) a newsletter; (2) individual site visits and (3) public open house.

## 8.1 Newsletter

Newsletter from HWSS Working Committee to all property owners reporting on review process, results of review, and proposed revisions to subwatershed study.

## 8.2 Individual Site Visits

At the request of property owners, site visits will be undertaken. Property access and time of visit will be confirmed with the owner as noted above.

## 8.3 Open House – Revised Study

An Open House will be held at the École Secondaire Perè-René-De-Galinée and a sound system will be used. Input from the public will be received for information and further review, if necessary. The comments can form an appendix in the revised final report if the Working Committee wishes.

# 9) **ROLE OF CONSULTANTS**

At the discretion of the Commissioner of Planning Services together with the agreement of the Chairman, and with the input from the Committee, it may be requested that the Hespeler West Subwatersheds Study Consulting Team be called as a resource to the Working Committee.

## **10) COMMITTEE MEETINGS**

- 10.1 A majority of Members constitutes a quorum.
- 10.2 The Committee will meet twice a month, or at the call of the Chairman.
- 10.3 The meetings of the Committee will be carried out in accordance with the City of Cambridge Procedural By-law.
- 10.4 The Committee reports to Council as set out in the City of Cambridge Procedural By-law.
- 10.5 The City will provide support staff (Senior Environmental Planner) for taking minutes. The minutes will be circulated via e-mail, or fax, to Committee members within two business days of each meeting, if possible. The minutes will form part of the next Committee agenda for adoption.
- 10.6 Minutes will be circulated to Council as an Information Report when they have been approved by the Working Committee.

## **11) PECUNIARY INTEREST**

Members having a pecuniary interest in any matter under consideration by the Committee will declare the pecuniary interest and not participate in the discussion on the matter.

## **12) DISPUTE RESOLUTION**

- 12.1 The Committee will generally make decisions under Council's Procedural By-law and Robert's Rules of Order.
- 12.2 Where there continue to be concerns with the results of the study relating to Provincially Significant Wetlands, Floodlines, Regional ESPA's, the Committee will ask the MNR, GRCA or the Region to review the matter in detail.
- 12.3 A similar process will be used for other matters affected by Provincial, GRCA or Regional policy. Similar requests may be made of City staff concerning Cambridge policies or those of other municipalities.
- 12.4 The PEIL consulting team may be requested to further review or clarify their work.
- 12.5 Independent consultants may be retained to review technical matters, if necessary, at the discretion of the Commissioner of Planning Services together with the agreement of the Chairman and with input from the Committee.
- 12.6 Reports commissioned by others can be tabled for consideration by the Working Committee. However, only reports prepared at the direction of the Working Committee will be funded through the City's Hespeler West Subwatershed Study budget.

**13) MEDIA PROTOCOL**

Only the Working Committee Chairman may comment to the media about the progress of the Working Committee on behalf of the Working Committee. Should the Planning Services Department or other members of the HWSSWC issue a press release, newsletter or other public communication piece, it will be approved by the Working Committee prior to release.