

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

WORKING COMMITTEE

MEETING AGENDA

Thursday, October 30, 2003

Allan Reuter Seniors Centre, 507 King Street, Cambridge (Preston)

3:30 p.m. to 5:30 p.m.

1. Introductions
2. Results of Public Meeting – September 25, 2003
 - (a) Speaking Notes Tom LeBrun
 - (b) Speaking Notes Mark Dorfman
 - (c) Letter presented by the Maple Grove Wetlands Association
3. Council Resolution – to create Working Committee – September 25, 2003
4. Draft Terms of Reference for Hespeler West Subwatersheds Study Working Committee
5. List of Maple Grove Wetlands Association Issues
6. Other Business
 - (a) Tentative List of Members
 - (b) Procedural By-law
 - (c) Future Meeting Dates/Times/Location
Wednesday, November 19, 2003 – 3:30 p.m.

- Briefly describe land use planning and development approval process
- Basic principles – established by province
- Process designed to be implemented at the local level by local government
- Public input and participation is fundamental to the process
- Local planning decisions are subject to review by an administrative tribunal – OMB
- Province establishes the "rules" through 2 basic methods
 - Firstly, Policy Statements on matters of municipal planning that are of provincial interest to the Provincial government – current policies came into effect May 22, 1996
 - Statement provides policy direction on key provincial interests relating to land-use planning
 - All planning authorities, including the OMB, are required by law to "have regard to" to the policies when exercising any authority relating to planning matters
 - Process is intended to promote a policy-led system that recognizes that there are complex inter-relationships among environmental, economic and social factors in land use planning

- Mark Dorfman to review Policy Statement
- Secondly, Planning Act Legislation (Act and Regulations) sets out procedures to be followed in the making of land use planning decisions and identifies who is to make the decision
- Provincial policy statements are issued by the Provincial government under authority of section 3 of the Planning Act
- Historically local municipal planning policies were subject to review and approval by the province – today in our area we have 2 tier local government – the upper tier being the Regional Municipality of Waterloo
- The Province has delegated the approval process to the Region – in fact, certain specific approvals are now further delegated to the local area municipality
- Province has input through policy statement – comments made by provincial ministries and government agencies on proposed policies and development applications
- Planning Act requires both Regional Municipality of Waterloo and City to adopt longer range policies that are to be followed in Region and City planning and development
- The Planning Act dictates the subject matter to be included in the Official Plan

- Section 16(1) requires that the Official Plan contain policies to manage and direct physical change and the effects on the social, economic and natural environment of the municipality or part of it
- City policies must comply with regional policies
- Current Region and City Official Plans establish general directions for land use to 2016 – text & maps
- Development areas and staging of development are identified in Official Plans for both Region and City – Regional Official Policies Plan strongly encourages comprehensive community planning for extensive areas of potential new development
- The Region and City plans are premised on sustainable and orderly development policies
- New development areas are planned on a community basis (called secondary or community plans)
- Provincial Policy/Region Policy/City Policy require that the environment and natural heritage resources be protected as a priority – in preparation of community plans, protecting wetlands, environmentally sensitive areas, groundwater, conservation areas
- Regional Official Policies Plan requires approval of a watershed study before a local municipality is permitted to proceed with any significant areas of new development – the study is

required to determine areas where no development will be permitted or where site specific Environmental Impact Statements will be required to assess development proposals

- City Official Plan Policy – section 6.2 requires as a City priority the approval of sub-watershed studies and plans at an early stage in the land use planning process
- Input by the public landowners, GRCA, Region, Province and other agencies is a policy requirement to assess and determine the significance and sensitivity of environmental issues and priority for development
- The sub-watershed plan must be approved before the current Agricultural land use designation – which precludes development – can be amended to permit development
- Any individual landowner application to amend the Official Plan to permit development would be subject to the same environmental study requirements and would probably be deemed premature in a developing area that requires comprehensive planning where the public interest and community planning issues are required to be assessed
- Official Plan amendments are required in this area to identify and designate land uses, to permit development to take place
- Zoning by-laws that regulate land use and implement Official Plan policies must comply with the Official Plan

- Land uses that existed on October 27, 1986 are deemed to conform to the plan (legal non-conforming) – may be enlarged or modified with approval of the Committee of Adjustment – Planning Act
- Development will occur through plan of subdivision approval – procedure and matters to be considered in approval process contained in the Planning Act
- Official Plan amendments can be initiated by an individual or by the municipality – if comprehensive municipality initiates – Notice to Public/Public meeting as a minimum – submissions – appeal rights to OMB in Act
- The Planning Act guarantees you the right to state your case locally and at the Ontario Municipal Board – your input/involvement is guaranteed by the process and is critical to the success of the process and proper land use planning

Mark Dorfman

How Does Planning Work in the Public Interest?

25/09/03

How do we plan for land use change in the urban area?

The Community Plan is prepared and adopted by Cambridge Council, with public participation, as a detailed guide for private and public development in the urban area. This Plan includes a concept for land use; road patterns; intensity and density of development; phasing of development. The Plan identifies the systems for water supply, wastewater treatment, stormwater management roads and includes the natural areas that are protected from land use change.

How is a Community Plan Prepared?

This is a local public planning process. The land area is established where various land uses are planned to occur in the urban area during a 20-year period. The municipal servicing needs and areas that can be serviced are identified. The levels of development constraint are fine-tuned from the watershed management plan. These include watershed details of the significant natural area features and functions such as buffers between development and natural areas; stormwater management facilities; flood plains; corridors.

A Watershed Management Plan determines the extent to which natural area features and functions can tolerate land use change in the urban area.

In the Agricultural Resource Area, land use change must conform with the existing Cambridge official plan and zoning by-law. The watershed management plan does not change existing landowner rights.

In the future, as land is covered over by buildings and hard surfaces, **water** increases in speed, depth and volume. If the watershed is not managed as development takes place, then this causes flooding, contamination, loss of wetlands and flood plains, loss of woodlands, wildlife and fishery habitats. There is a high risk to life and property if water is not managed responsibly through the planning and development process.

Why is Community Planning Needed?

A landowner cannot develop a single piece of property in the Urban Area unless the community understands how this land use change will fit into the bigger picture. For example, future development costs need to be coordinated so that private and public dollars are not wasted. These studies and plans are paid from the development charges fund and save the land developer time and money at the later subdivision plan stage.

What are the planning tools for comprehensive planning?

Ontario Planning Act

This gives the municipalities the ability to establish planning policies and the landowners certain development rights. Two important purposes of the Act are: "To promote sustainable economic development in a healthy natural environment" and "To provide for a land use planning system led by provincial policy."

Provincial Policy Statement (PPS) (1996)

It provides the provincial government's policy on land use change in municipalities. The policy focusses on "Ontario's long term economic prosperity, environmental health, and social wellbeing." Economic development and natural heritage protection are balanced.

Municipal Act of Ontario (2003)

All municipalities have powers and duties to foster "the current and future economic, social and economic well-being of the municipality."

Region's Official Policies Plan (ROPP) (1995)

This Plan is consistent with the PPS. It sets out a broad settlement pattern for the region and protects significant natural areas and regional services. It requires watershed planning. The *Regional Growth Management Strategy* includes future development areas. In the next several years, the Region needs to consider amending its official plan to include additional Cambridge lands in the Settlement Area.

Cambridge's Official Plan (COP) (1999)

This Plan conforms to the ROPP and is consistent with the PPS. It sets out growth objectives to 2016; the Urban Area and the Agricultural Resource Area; and policies for urban development, rural land use, environmental protection; and social well-being. Planning decisions are made by Cambridge in conformity with this Plan. For example, the Plan will need to be reviewed and amended in the next several years to include a larger Urban Area after the Region amends its ROPP.

Cambridge Community Plans

This Plan is a guide for landowners, developers and the municipality. It includes detailed and fine-tuned land use, servicing and natural area protection policies. Municipal environmental assessments for water, wastewater, stormwater management, and roads services are undertaken by Cambridge at this time.

There are several important steps that each private land developer must follow once the official plans and the community plan are in place.

Subdivision Plan

This is a legal plan that creates the lots, blocks and streets from an individual property. The plan is approved by Cambridge, registered on title, and a subdivision agreement is entered into between the developer and the City setting out such matters as cost sharing and the payment of development charges.

Zoning By-law

This establishes the permitted land and building uses and the development regulations for each lot and block.

Site Plan Control

This sets out the details of how development occurs on a lot and block. Building permits are then issued by the municipality.

The municipalities make planning decisions within the parameters of the *Planning Act*. All municipalities must have regard to the *Provincial Policy Statement*. The *Cambridge Official Plan* must conform to the *Region's Official Plan*. The goal is to sustain economic development with the achievement of environmental protection and social well-being.

Agenda Item 2(c)
Letter from Maple Grove Wetlands
Association, September 25, 2003

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 where not very well organized and informative.

4

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.

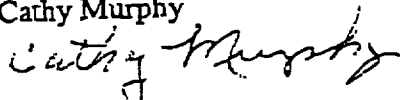
Since the Association is already comprised of the individual landowners, the 'Working Committee' would be the right forum for this process. The first meeting should quickly establish the terms of reference and the termination date. We also suggest no consultants be invited to sit on the Committee, at 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,

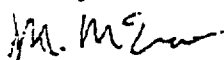


Erich J. Ritzmann, B.A., (Chairman)

Cathy Murphy



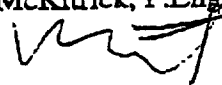
Murray McCrae, P.Eng.



John Vasiga



Ron McKittrick, P.Eng.



EXCERPT FROM MINUTES

CITY OF CAMBRIDGE
COUNCIL MEETING
NO. 19 – 03

Agenda Item 3
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.

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

#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



MEMORANDUM

To: Hespeler West Subwatersheds Study
Working Committee **Date:** October 28, 2003

From: Wendy Wright,
Commissioner of Planning Services. **Our File:**

Re: Hespeler West Subwatersheds Study
Working Committee – Terms of Reference **Your File:**

1) 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.

2) MANDATE

To review the specific areas of community concerns and report to Council.

3) MEMBERSHIP

Councillor Rick Cowsill - Chairman
Maple Grove Wetland Association:

- Erich Ritzman
- John Vasiga
- Cathy Murphy

Property Owners – Large:

- Ian Rawlings – representing Arriscraft

Property Owners – Small:

- ????????

Ministry of Natural Resources: Ken Cornelisse

Grand River Conservation Authority: Tricia Rosa
Region of Waterloo: Chris Gosslin
City Planning Staff:
- Wendy Wright
- April Souwand

4) TIME FRAME AND WORK PLAN

1. Identification of Specific Areas of Community Concern
 - List prepared by Maple Grove Wetlands Association
2. Review of Specific Areas of Community Concern
 - Review of Technical Issues
 - Review of Policy Issues
 - Review of Site Specific Issues
3. Meetings with Individual Property Owners
 - As requested
4. Review of Revised Report
 - by Working Committee
 - by Public
 - by Peer Review, if necessary
5. Report to Council

NOTE: Details of Work Plan and Time Frame to be discussed.

5) PUBLIC CONSULTATION/INFORMATION

1. Newsletter
2. Individual site visits
3. Open House – Revised Study

6) ROLE OF CONSULTANTS

1. The Hespeler West Subwatersheds Study Consulting Team will be a resource to the Working Committee and provide input at the request of the Commissioner of Planning Services.

7) COMMITTEE MEETINGS

1. Any six members constitutes a quorum.
2. The Committee will meet bi-weekly, or at the call of the Chairman.
3. The meetings of the Committee will be carried out in accordance with the City of Cambridge Procedural By-law.
4. The Committee reports to Council as set out in the City of Cambridge Procedural By-law.

8) PECUNIARY INTEREST

1. 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.

Maple Grove Wetlands Association

Issues with the HWSS

The Maple Grove Wetlands Association (MGWA) in conjunction with input from the property owners in the Hespeler West Subwatersheds Study (HWSS) area, have noted a few of the concerns which need to be addressed in detail at the Working Committee.

This list was compiled by Erich J. Ritzmann, drawing on the input from the MGWA Steering Committee and property owners in the HWSS area. It represents a general summary of some of the key problems in the March HWSS, as identified thus far by the property owners.

- **Wetland areas misclassified:** Several polygons included in wetland classification, are plainly mistakes.
- **Polygon boundary errors:** Without sufficient ground truthing, these products of air photo interpretation are often inaccurate. A disclaimer to that affect is necessary in the Study report. It is also recommended that boundary issues impacting existing residential properties be addressed before any secondary planning commences.
- **Drainage basin boundaries must be based on an acceptable geographic definition:** Watershed boundaries must accurately reflect topographic, baseflow and low flow runoff factors. The current HWSS does not.
- **Inconsistencies:** There are quite a few of these. Some are likely typographical and editorial in nature, but others are possibly non-trivial.
- **Natural vs Human Heritage:** In several cases the HWSS has identified what it has classified as significant natural heritage features, though the area residents describe them more accurately as having human heritage. Anthropomorphic and cultural features, human features are in some cases misclassified in the HWSS as “significant natural heritage features” without justification.
- **Ditches are of human heritage:** Ditches, should be regarded as anthropogenic features. These human features are in some cases misclassified in the HWSS as “significant natural heritage features” without justification.
- **Wetland buffer applied to non-wetlands:** In the March '03 HWSS the 30m wetland buffer is applied not only to the wetlands, but also to the upland forests. A credible environmental justification for these inappropriate buffers on non-wetlands is not even attempted.
- **Recommendation for removal of online ponds fails to consider existing ecosystem impact:** The HWSS recommendation to remove online ponds does not take into account the habitat removal that this would imply. Existing pond ecosystems need to be preserved.
- **Genuine, naturally occurring wetlands should be buffered:** Wetlands which are

proven to be genuinely provincially significant should be buffered in a context sensitive manner.

- **Linkages:** The intended purpose of “enhancement areas” is to preserve linkages between ecosystems. Many enhancement area recommendations made by the Study do not reflect the research and are unjustified.
- **Stewardships:** The enhancement recommendation when traversing an existing residential area, allowed for a special case called “stewardship area”. This was said to involve “voluntary participation”, yet it fails to consider some simple facts: What of the situation where you voluntarily let your weeds grow, whereas your neighbour is of the manicured lawn persuasion? It fails to consider that noxious weeds contribute to a wide variety of significant human health issues. The stewardship area recommendation is problematic and is not socially and economically responsible.
- **Missing Watershed Hydrology Factors:** The March '03 HWSS watershed hydrology model is incomplete. The affects of licenced pits and quarries extractions aren't considered.
- **Contradictions:** How is an active, licenced pit operation, simultaneously a provincially significant wetland? Is it a pit? Or is it a PSW?
- **Floodplain mapping:** Floodplains need to be reassessed following corrections in watershed boundary definitions, and the other noted issues.
- **Rewriting the recommendations:** Once known issues, errors, omissions, and inconsistencies are corrected, new recommendations need to be made -- recommendations which reflect a solid scientific basis and consider the social and economic fabric existant in the subwatersheds area.
- **Working Closely With Property Owners:** More than just a fine sounding statement in the HWSS Terms of Reference, we need to define what this means for the future. Perhaps, by working together we can avoid repeating history.



MEMORANDUM

To: Hespeler West Subwatersheds Study
Working Committee

Date: October 30, 2003

From: Wendy Wright,
Commissioner of Planning Services.

Our File:

Your File:

Re: Hespeler West Subwatersheds Study
Working Committee – Terms of Reference

The members of the Maple Grove Wetland Association have also drafted a Terms of Reference. For discussion purposes, I have included their proposed wording (*italics*) and the City's proposed wording (October 28, 2003), together with a comment section. At the Working Committee meeting on October 30, 2003, a final wording should be prepared.

1) **BACKGROUND**

MGWA

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 MGWA, have identified needed changes to the Study.

The objective of the MGWA is the preservation of genuine wetlands and environment in the area consistent with the balanced interests and rights of the residents, farmers and landowners.

City

Nothing proposed.

Comments

The objective (paragraph 3) of proposed **BACKGROUND** section is stated from the perspective of the Maple Grove Wetlands Association. Rather than include the objective of only the MGWA or spend a lot of time adding other perspectives, it is recommended that paragraph 3 be removed.

2) COMMITTEE FORMATION

MGWA

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.

City

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.

Comments

Wording is identical - Agree

3) PURPOSE/MANDATE

MGWA

The purpose of the Working Committee is to identify specific areas of community concern. This may include suitable corrections and/or amendments to the April 2003 draft of the Hespeler West Subwatersheds Study (HWSS).

City

To review the specific areas of community concerns and report to Council.

Comments

The purpose of the Working Committee is spelled out in the Council resolution. It may well include the Association's wording but it could include other things as well. Recommend that the Purpose/Mandate only reflect Council's mandate.

4) MEMBERSHIP

MGWA

The revised proposal of MGWA recommends a fourth member from MGWA – Charlene Schiedel, in addition to those listed below.

City

Councillor Rick Cowsill - Chairman
Maple Grove Wetland Association:

- Erich Ritzmann
- John Vasiga
- Cathy Murphy

Property Owners – Large:

- Ian Rawlings – representing Arriscraft

Property Owners – Small:

- ????????

Ministry of Natural Resources: Ken Cornelisse
Grand River Conservation Authority: Tricia Rosa
Region of Waterloo: Chris Gosselin
City Planning Staff:
- Wendy Wright
- April Souwand

Comments

General agreement. The Committee needs to discuss what property owners other than members of the MGWA should be on the Committee, the size of the Committee and the addition of a fourth MGWA member. The Committee may also want to have a discussion on use of alternate members.

5) GOALS AND OBJECTIVES

MGWA

The Terms of Reference for the HWSS are defined in Appendix A. In general, these goals and objectives continue to drive the Working Committee.

Comments

Agree with intent of MGWA wording. However, recommend phrase "in general" be removed.

6) **ISSUES AND PROBLEM STATEMENT**

MGWA

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

Comment – Agree.

7) **TIME FRAME AND WORK PLAN**

MGWA

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.

Comment – Agree

2. Identification of Specific Areas of Community Concern

MGWA

List prepared by Maple Grove Wetlands Association (can be updated throughout the process)..

City

List prepared by Maple Grove Wetlands Association

Comment

Agree. List prepared by MGWA can be updated throughout the process.

3. Review of Specific Areas of Community Concern

MGWA

- *Review of Technical Issues*
- *Review of Policy Issues*
- *Review of Site Specific Issues*

Need to discuss at Working Committee meeting and spell out in more detail the process for review of Community Concerns.

City

- Review of Technical Issues
- Review of Policy Issues
- Review of Site Specific Issues

Comment

Agree. Need to discuss at Working Committee meeting and spell out in more detail the process for review of Community Concerns.

4. Meetings with Individual Property Owners

MGWA

The individual property issues will be communicated to respective landowners. This might be in the form of an individualized report, and response, or it might involve a site visit.

At the landowner's request, the Working Committee may need to ground truth the findings. If it is decided that the City's Consultant is required as part of the ground truth exercise, a written permission form must be acquired.

At the landowner's option, he might alternatively choose to have a reputable independent consultant provide a report to the Committee based on ground truth findings. The upfront expense for this will be the landowner's.

City

- As requested, meet with individual owners.

Comment

Agree. Any funding of independent consultants is the responsibility of the property owner. Should discuss as part of dispute resolution and communications strategy. If a landowner requests a site meeting, they must provide access for the consultants and members of MNR, GRCA, Region and the City.

5. Review of Revised Report

MGWA

The Working Committee will review and approve documentation prior to coming before Cambridge City Council.

The public will review documentation and be given the opportunity to provide input.

An independent review of recommendations may be requested by the landowners. The results of an independent review may be deemed binding.

... to be discussed ... The final document may need to be reviewed by a number of groups. A recommendation on the study will go to Council for approval. Council may/or may not consider the outside report binding.

City

Review of Revised Report:

- by Working Committee
- by Public
- by Peer Review, if necessary
- by HWSS Steering Committee

Comment

The final document will need to be reviewed by a number of groups noted above. A recommendation on the study will go to Council for approval. Council may/or may not consider the outside report binding. Need to discuss some revised wording for this section.

6. Report to Council

Final documentation of the Working Committee together with the revised Hespeler West Subwatersheds Study will be recommended for adoption by City Council resolution.

The Working Committee will make recommendations to Council. Once Council adopts the Working Committee documents and revised Hespeler West Subwatersheds Study, the Committee tasks are deemed complete and will be disbanded.

... details of work plan and timeframe to be discussed.

Comment

Agree. The Working Committee will make recommendations to Council. 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.

NOTE: Details of Work Plan and Time Frame to be discussed.

8) PUBLIC CONSULTATION/INFORMATION

1. Newsletter

Comment

Need to discuss appropriateness of this as part of communication strategy.

2. Individual site visits

MGWA

Individual consultations may be necessitated during the course of the Working Committee.

Comment – Agree

3. Open House – Revised Study

MGWA

Once the Working Committee documentation has been drafted, the City shall conduct an open house, informing all the Subwatersheds community of its findings, and provide a window of opportunity for individuals to contribute comments. These comments may contribute to documentation revisions, directly. All written comments will be kept as part of the official record.

Comment

Agree. Need to further discuss how the findings will be communicated to everyone.

9) ROLE OF CONSULTANTS

MGWA

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.

Input from independent consultants may be appropriate.

City

The Hespeler West Subwatersheds Study Consulting Team will be a resource to the Working Committee and provide input at the request of the Commissioner of Planning Services.

Comment – Agree.

10) COMMITTEE MEETINGS

City

1. Any six members constitute a quorum.
2. The Committee will meet bi-weekly, or at the call of the Chairman.
3. The meetings of the Committee will be carried out in accordance with the City of Cambridge Procedural By-law.

MGWA

Any seven members constitute a quorum.

The frequency of the meetings shall be determined by the chairman.

The chairman shall set out procedural policies for the meetings.

The Committee reports to Council.

Comment

All Committees established by Council are required to follow Council's Procedural By-law. For quorum, recommend we use wording in City Procedural By-law – "A majority of the Members constitutes a quorum". (Section 4.01) Recommend MGWA wording and City wording be revised to reflect the Procedural By-law.

4. The Committee reports to Council as set out in the City of Cambridge Procedural By-law.
5. **MGWA**

The City will provide support staff for taking notes. These notes/draft minutes will be circulated via e-mail, or fax, to Committee members within two business days of each meeting. Feedback will be incorporated into the draft minutes. The final draft of the minutes will be distributed two business days prior to the next meeting and will need to be accepted by a majority vote at the beginning of the meeting.

Minutes will be circulated to Council as an Information Report when they have been approved by the Working Committee.

Comment

Agree. City will provide staff (Senior Environmental Planner) to take minutes. Minutes will be circulated to the Committee as soon as possible (two business days may not be achievable but we will try). Minutes will be placed on the agenda for the following meeting for approval by the Working Group. Revisions to the Minutes will be considered at the next Working Committee meeting prior to their adoption. Minutes will be circulated to Council as an Information Report when they have been approved by the Working Committee. The Procedural By-law deals with how minutes are considered. Not necessary to repeat here. Recommend that the wording be revised to reflect this.

11) PECUNIARY INTEREST

MGWA

Members having a pecuniary interest in any matter under consideration by the Committee will declare the pecuniary interest, and will conform to relevant guidelines as provided by the chairman.

City

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.

Comment

All Committees established by Council are required to consider Pecuniary Interest. The Clerk's Department can provide the Working Committee with information on this matter.

12) MGWA

What is the process for dispute resolution?

Comment

Agree that the Committee needs to have a detailed discussion and develop a dispute resolution process.

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