

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

**WORKING COMMITTEE**

**MEETING AGENDA**

**Thursday, December 18, 2003  
Allan Reuter Seniors Centre, 507 King Street, Cambridge (Preston)  
3:30 p.m. to 5:30 p.m.**

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1. Introductions
2. Declarations of Pecuniary Interest
3. Confirmation of Minutes (attached)

THAT the Minutes of the Hespeler West Subwatersheds Study Working Committee meeting held November 19, 2003 be considered for errors and/or omissions.

4. Hespeler West Subwatersheds Study Working Committee Terms of Reference approved, November, 2003 (Attached)
5. Provincially Significant Wetlands
  - (a) Presentation – Ken Cornelisse, MNR
  - (b) Background Information Attached
  - (c) Discussion
6. Other Business
  - (a) Follow-up List Attached
  - (b) Updated List of Committee Members Attached
  - (c) List of Alternate Committee Members Attached
  - (d) Minutes and Agendas on the City Web Site Attached

Next Meeting Date – Thursday, January 15, 2004  
Allan Reuter Seniors Centre  
507 King Street  
3:30 to 5:30 p.m.



**5. Hespeler West Subwatersheds Study Working Committee Terms of Reference, November 13, 2003**

Wendy Wright clarified that the terms of reference were updated from discussions at the last committee meeting. There was a need for further discussion on some items at today's meeting.

On Page 1, change "March 2003" to "March 2003 and November 2003".

On Page 2, the Small Property Owner had not yet been identified. Matt Pugliese had been invited, but had not attended tonight's meeting. Brian Cunningham offered to fulfill this role, if Mr. Pugliese is not interested. It was suggested that both Mr. Pugliese and Mr. Cunningham could be invited.

On Page 3, Item 7.3 Review of Specific Areas of Community Concern was agreed to be left outstanding for now and added to the follow-up list.

On Page 4, 12.2, it was requested that other natural features such as non-PSWs and other woodlots and natural features should be included. It was clarified that this is captured in 12.3. There was further discussion about Section 12 Dispute Resolution. In Section 12.5, it was decided to say, "at the discretion of the Commissioner of Planning Services together with the agreement of the Chairman and with input from the Committee" in place of "subject to the approval of the Commissioner of Planning Services".

On Page 3 regarding 8.1 Newsletter, it was questioned how often the newsletter would be distributed. It was clarified that this would be based on timing to report on significant events of the committee. Regarding 7.6 Report to Council, it was asked who the other groups making recommendations to Council might be. It was explained that this might include the original Steering Committee, Regional EEAC, the Cambridge Environmental Advisory Committee, etc.

Moved by Brenda Khes

Seconded by John Vasiga

THAT the Hespeler West Subwatersheds Study Working Committee approve the Terms of Reference dated November 13, 2003 and as amended at the meeting of November 19, 2003.

CARRIED

**6. Proposed Process for Consideration of Specific Areas of Community Concern**

A memo from Wendy Wright regarding the above noted topic was distributed. It was agreed to take the approach suggested in the memo, with recognition that the subject matter is inter-disciplinary and one presentation may be related to another yet to be done.

It was agreed that the committee could come back to a previously discussed topic, as an iterative process. It was requested that the notes from presentations be included in the minutes from the meeting.

#### **7. List of Maple Grove Wetlands Association Issues, October 30, 2003**

For information.

#### **8. Other Business**

- a) Follow-up List was reviewed and was agreed to be a useful document for the committee.
- b) Distribution of Hespeler West Subwatersheds Study Report, November 2003 has been done. A copy will be given to the representative of Small Property Owners, once this has been determined.
- c) Updated List of Committee Members – will be updated with Matt Pugliese and/or Brian Cunningham as well as a list of alternates.
- d) List of Alternate Committee Members – to be given to April Souwand
- e) List of Property Owners Requesting Site Visits from September 25, 2003 Public Meeting. MGWA is compiling its own list and will submit as needed.
- f) Map of Property Owners was distributed. Property owners wanting site visits will be shaded in as they are identified.
- g) List of Previous Studies in Hespeler West Subwatersheds Study area was presented and the reports will be available as a lending library in the next week or so.
- h) Draft Media Protocol was discussed. It was decided to add, “or other members of the HWSSWC” after “Planning Services Department”. Staff was directed to add the media protocol to the Committee’s Terms of Reference.
- i) HWSS Steering Committee Minutes were distributed to the MGWA and Councillor Cowsill.
- j) Schedule of meetings was distributed. Wendy Wright mentioned that the City’s website is available to post the Committee’s agendas and minutes (once approved). It was discussed that the City’s website could be used to distribute this information to the committee instead of e-mail attached .pdf files. It was agreed to try this for the next time.

On a motion by John Vasiga the meeting adjourned at 5:52 p.m.

**Next meeting – Allan Reuter Seniors Centre – 3:30 to 5:30 pm, Dec. 18, 2003**

City Committees are to follow the Conflict of Interest Guidelines which are provincially mandated through legislation.

The City of Cambridge adheres to the legislation and has put procedures in place for the public declaration of such interests.

Staff cannot provide advice on individual issues of conflict. If in doubt declare or seek legal advice.

Definition: Conflict of Interest is the convergence between an individual's private interests/obligations/relationships and his/her obligations to the committee.

It is usually considered a monetary impact and can be a loss or a gain.

The danger is that an independent observer might reasonably question the motive, actions and outcomes regarding decisions made or actions taken by the individual and thus the actions of the committee, should an individual's interests be advanced.

Individual could be challenged by community members if they feel a conflict of interest is present.

Individuals are on the committee to represent the community interest as a whole – not to advance their own issues relating to their property.

If representing own interests – this is not fair to those that are not on the committee. It would give the member an advantage over others.

If one has a conflict, this should be declared and give the general nature of the interest (i.e. own the property) prior to the issue being discussed.

Do not discuss or try to influence the vote on the issue nor vote on the issue.

Declarations are noted in the minutes of the meeting.



questions and answers. Issues should be reviewed to determine where more information is needed and a list prepared for areas of field review in the spring, if necessary. When we have completed the review of issues around Provincially Significant Wetlands (and this may take more than one meeting and require preparation of a list for site visits in the spring, etc.), we finalize the overall work program/activities plan to determine how to complete the review of the balance of the specific areas of community concern.

**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**

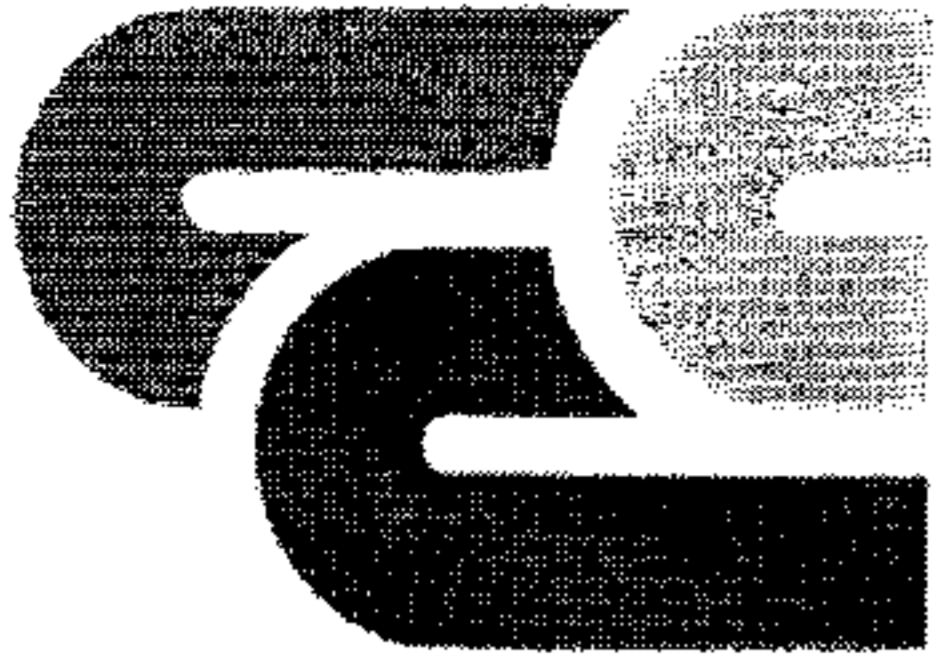
Members having a pecuniary interest in any matter under consideration by the Committee will declare the pecuniary interest and not participate in the discussion on the matter.

## **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.



CITY OF CAMBRIDGE  
Planning Services Department  
73 Water Street North, 3rd Floor,  
P.O. Box 669,  
Cambridge, Ontario N1R 5W8  
Telephone: (519) 740-4650ext: 4601  
Fax: (519) 622-6184  
Email: souwanda@city.cambridge.on.ca

## Memorandum

File No.: D03.01.09

Date: December 11, 2003

To: Hespeler West Subwatersheds Study Working Committee

From: April Souwand, Senior Environmental Planner

Re: Preparation for Wetland Presentation by Ken Cornelisse

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I have attached the following information as background material for the presentation scheduled for the next committee meeting on December 18, 2003:

- Extract from Natural Heritage Reference Manual for Policy 2.3 of the Provincial Policy Statement by the Ontario Ministry of Natural Resources (June, 1999)

Please also refer to Section B8.3.2.2 Wetland Re-evaluation (pages B-93 and 94) and Figure B8.3.2 Evaluated Wetlands in your copy of the Hespeler West Subwatersheds Study (November 2003). There is separate documentation submitted to MNR on their form for their review used in determining wetland status as a PSW. This is not included in the Subwatersheds Study as it forms a separate file maintained by MNR.

Following Ken's presentation on the provincial wetland evaluation system and how it was applied specifically in the Hespeler West Subwatersheds Study area, there will be a question and answer session with respect to the application of the wetland evaluation system.

We would like to have a consensus on the designation of the Provincially Significant Wetlands subject to field review. Under the MGWA Issues List we anticipate discussing: "wetland areas misclassified" and identifying areas for revision or further discussion. We may be able to address some issues at the meeting, or they may have to be referred to the January/February meetings, pending more detailed review. A list of areas for field review should also be prepared.

April Souwand

Attach.

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# **NATURAL HERITAGE REFERENCE MANUAL**

**FOR POLICY 2.3 of the PROVINCIAL POLICY  
STATEMENT**

**- Ontario Ministry of Natural Resources -**

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June, 1999

areas situated south and east of the Canadian Shield. However, planning authorities north of the Canadian Shield boundary may still choose to develop policies which protect these natural heritage features and areas.

A planning authority may have to determine the exact location of this line. In cases where the line bisects a natural heritage area, the province supports the application of the policy which applies south and east of the Canadian Shield. Detailed mapping (i.e., 1:10,000 OBM base) of this line is available in digital format from the Ontario Ministry of Natural Resources (OMNR). Paper copies of the digitized maps are also available.

## 2.2 SIGNIFICANT WETLANDS

### (a) Background

*Wetlands mean lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens.*

*Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition. (Provincial Policy Statement Definition)*

A significant wetland is:

*an area identified as provincially significant by the Ministry of Natural Resources using evaluation procedures established by the province, as amended from time to time. (Provincial Policy Statement Definition)*

The PPS treats wetlands differently, depending on whether they are located south and east of the Canadian Shield or in the Canadian Shield (Figure 2.1).

Wetlands are habitats forming the interface between aquatic and terrestrial systems. The ecological, social and economic benefits that can be ascribed to wetlands are substantial. They are among the most productive and biologically diverse habitats in Ontario. By protecting wetlands, we contribute to the protection of plant and animal species, and to the protection of surface water and groundwater resources. Since the time of European settlement, more than 70 % of the wetlands in southern Ontario have been lost through encroachment, land clearance, drainage and filling. Wetland losses have also occurred in northern Ontario, particularly near urban centres, along the Great Lakes shoreline and along other lakes and rivers.

Wetlands perform a number of important functions, including:

- the recharge and discharge of groundwater, ensuring a stable, long-term supply;
- flood damage reduction through the control and storage of surface water;

- corridors for the movement of species between habitats;
- recreational and tourism opportunities (e.g., hunting, fishing, bird watching, hiking, boating);
- renewable harvesting for timber, fuelwood, fish, wildlife and wild rice;
- the provision of habitat for a wide variety of plant and wildlife species, including migrating waterfowl, shorebirds and songbirds;
- stabilization of shorelines and erosion damage reduction; and
- water quality improvement through the trapping of sediments, the removal and/or retention of excess nutrients, the immobilization and/or degradation of contaminants, and the removal of bacteria.

(b) **Identification and Evaluation**

The OMNR is responsible for determining which wetlands and wetland complexes (groups of individual wetland units which are functionally related in some important manner) are provincially significant, on the basis of evaluation procedures established by the Province, as amended from time to time. At present, the Ontario Wetland Evaluation System (OMNR, 1993a, b) is used in conjunction with provincial scoring criteria to identify provincially significant wetlands and wetland complexes.

Wetlands can also be identified and evaluated by other qualified individuals, provided they use the approved methodology and have received training in the use of the province's wetland evaluation system. In these cases, OMNR is responsible for reviewing and approving the evaluations. The OMNR offers training courses in wetland evaluation from time to time.

The wetland evaluation system includes the Southern Manual, for all southern Ontario wetlands located in Site Regions 6 and 7 as defined by Hills (1961), and the Northern Manual for the remainder of the province including Site Regions 2 to 5 as defined by Hills (1961).

The wetland evaluation system does not produce a detailed biophysical inventory of each wetland. Rather, it assists trained evaluators in ranking the relative importance of different wetlands based on a numerical ranking of wetland values or functions which are grouped as follows:

<b>Biological</b>	<b>Social</b>	<b>Hydrological</b>	<b>Special Features</b>
<ul style="list-style-type: none"> <li>• productivity</li> <li>• biodiversity</li> <li>• size</li> </ul>	<ul style="list-style-type: none"> <li>• economic products</li> <li>• recreational activities</li> <li>• landscape aesthetics</li> <li>• etc.</li> </ul>	<ul style="list-style-type: none"> <li>• flood attenuation</li> <li>• water quality</li> <li>• ground water recharge</li> <li>• etc.</li> </ul>	<ul style="list-style-type: none"> <li>• significant features</li> <li>• significant habitats</li> <li>• ecosystem and species rarity</li> <li>• ecosystem age</li> </ul>

Wetlands evaluated under version 2 of the Southern Ontario Wetland Evaluation Manual (March 1984) were placed into one of seven classes with Class 1, 2 and 3 wetlands considered to be provincially significant. The current version of the Southern Ontario Wetland Evaluation Manual (March 1993, Revised May 1994) does not categorize wetlands by class. Based on their score, wetlands are considered to be either provincially significant or not. Non-provincially significant wetlands may, however, be considered regionally or locally significant within the planning area in which they occur, provided that the planning authority has a rationale for such a designation.

A wetland evaluation can be applied either to an individual wetland or to wetland complexes. The rules for wetland complexes are identified in the Wetland Evaluation System manuals (OMNR, 1993a,b).

Wetlands are dynamic ecosystems which can change over time, due to factors such as natural succession and changing water levels. Although the main character of a wetland is generally quite stable, outer boundaries can change and boundary verification or re-evaluation may be necessary from time to time. In these situations, OMNR wetland evaluation files can be updated to reflect current conditions.

(c) **Adjacent Lands**

Adjacent lands are the lands within which impacts must be considered and within which the compatibility of a development proposal must be addressed. The extent of adjacent lands may vary depending on such factors as topography, soil types, hydrological connectivity, adjacent land uses and other features. Planning authorities may define adjacent lands using a variety of approaches depending on site-specific conditions. In all cases, these approaches should be justified relative to the overall objective of protecting wetlands from incompatible development.

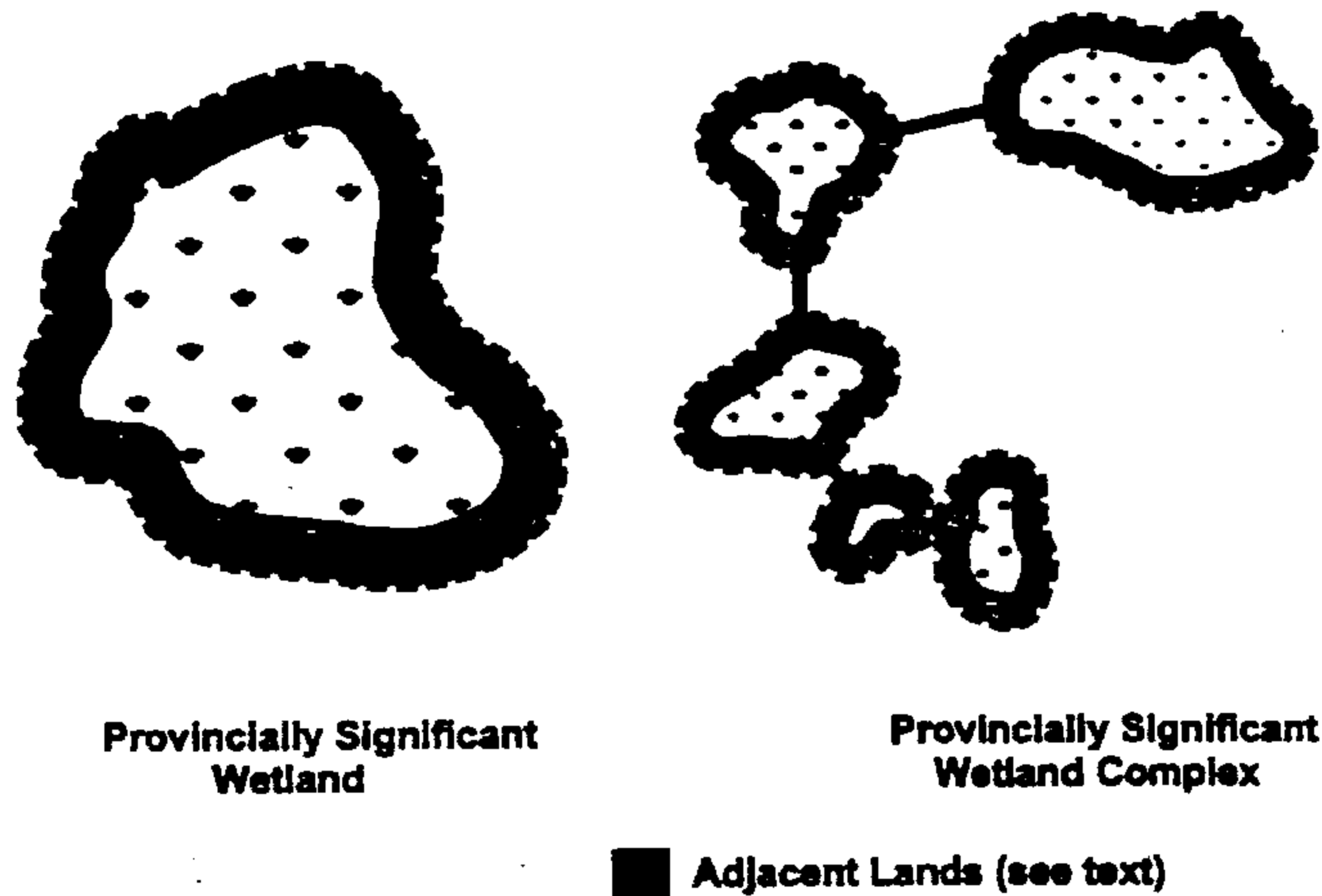
The Province recommends that adjacent lands are those lands within 120 metres of individual significant wetlands or, in the case of wetland complexes, within 120 metres of individual wetlands comprising the complex (see Figure 2.2). This recommended adjacent land width was chosen because it is known that developments within 120 metres of wetlands have a reasonable probability of affecting the ecological functions of the wetlands which they surround, and because wetland species are often dependent on adjacent lands for activities such as nesting, resting, feeding or shelter. Site-specific evaluations based on the considerations noted above may demonstrate the need for greater or lesser distances for adjacent land widths.

(d) **Information Sources**

Local OMNR offices should be consulted for further information on specific wetlands. The OMNR is responsible for: maintaining the Ontario Wetlands Evaluation System and for revising the manuals, as required; conducting evaluations; validating evaluations done by others; and determining which wetlands are provincially significant. The Ministry also offers wetland evaluation system training courses from time to time and maintains wetland evaluation files.

Wetland evaluation system manuals for Southern Ontario and Northern Ontario are available from the Wetlands Research Centre, University of Waterloo, 200 University Avenue West, Waterloo, Ontario, N2L 3G1 (Telephone: 519-885-1211, extension 5244). There is a fee charged for the manuals.

FIGURE 2.2 Adjacent Lands - Wetlands



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## 2.3 SIGNIFICANT PORTIONS OF THE HABITAT OF ENDANGERED AND THREATENED SPECIES

### (a) Background

*Endangered species means any native species, as listed in the Regulations under the Endangered Species Act, that is at risk of extinction throughout all or a significant portion of its Ontario range if the limiting factors are not reversed.*

*Threatened species means any native species that is at risk of becoming endangered through all or a portion of its Ontario range if the limiting factors are not reversed. (Provincial Policy Statement Definitions)*

The protection of endangered and threatened species and their habitats is necessary in order to slow or prevent the extirpation (loss) of species from the province, and, in some cases, to help prevent their extinction on a global basis. At the time of writing, a number of species have been listed in regulation under Ontario's *Endangered Species Act*. A number of other species have been identified as threatened by OMNR and/or as endangered or threatened by the national Committee on the Status of Endangered Wildlife in Canada (COSEWIC).

**CITY OF CAMBRIDGE  
HESPELER WEST SUBWATERSHEDS STUDY WORKING COMMITTEE  
FOLLOW-UP LIST**

<b>SOURCE/ MEETING DATE</b>	<b>ITEM</b>	<b>ASSIGNED TO</b>	<b>COMMENTS</b>	<b>DUE DATE</b>	<b>DONE</b>
HWSSWG Oct. 30/03	Provide full hard copy versions of the HWSS to working committee	April Souwand	Nov. 2003 version to be distributed as soon as it is available from PEIL	Nov. 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Finalize Terms of Reference: <i>Section 7 Time Frame and Work Plan</i> - process for review of community concerns - meetings with individual property owners - review of revised report <i>Section 8 Public Consultation/Information</i> <i>Section 12 Dispute Resolution</i>	Wendy Wright	Wording to be revised based on discussion at meeting	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Choose representative of small property owners	Wendy Wright and Erich Ritzmann	Choose someone who is not represented by MGWA	Nov. 19, 2003	<input checked="" type="checkbox"/>

Follow-up List  
City of Cambridge  
Hespler West Subwatersheds Study Working Committee

SOURCE/ MEETING DATE	ITEM	ASSIGNED TO	COMMENTS	DUE DATE	DONE
HWSSWG Oct. 30/03	Provide name of an alternative representative to committee	Each committee member	An alternative is necessary in cases where member is not able to attend meeting	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Process for review of community concerns	Wendy Wright	Item for discussion on Nov. 19, 2003 Review draft with MGWA – Approved per memo dated Nov. 19, 2003	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Provide list of people wanting site visits	MGWA/City	City has provided MGWA will provide, if needed	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Produce a map of property owners in the study area	April Souwand	Map will be used to keep track of site visits	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Invite City Clerk to next meeting to discuss pecuniary interest	April Souwand	City Clerk attended meeting	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Produce list of previous studies done in HWSS	April Souwand	Examples are Cambridge Business Park Stormwater Management Report	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Oct. 30/03	Develop media protocol	April Souwand	See Pesticides Working Group Protocol	Nov. 19, 2003	<input checked="" type="checkbox"/>

Follow-up List  
City of Cambridge  
Hespeler West Subwatersheds Study Working Committee

<b>SOURCE/ MEETING DATE</b>	<b>ITEM</b>	<b>ASSIGNED TO</b>	<b>COMMENTS</b>	<b>DUE DATE</b>	<b>DONE</b>
HWSSWG Oct. 30/03	Schedule of Meetings	April Souwand	Next committee meeting	Nov. 19, 2003	<input checked="" type="checkbox"/>
HWSSWG Nov. 19/03	Updated List of Members and Alternates	April Souwand		Dec. 18, 2003	<input checked="" type="checkbox"/>
HWSSWG Nov. 19/03	Establish a Lending Library of Reports	April Souwand		Dec. 1, 2003	<input checked="" type="checkbox"/>
HWSSWG Nov. 19/03	Add media protocol to Terms of Reference	Wendy Wright	See Revised Terms of Reference	Dec. 18, 2003	<input checked="" type="checkbox"/>
HWSSWG Nov. 19/03	Invite Ken Cornelisse to present Wetland Evaluation and Classification info.	April Souwand		Dec. 18, 2003	<input checked="" type="checkbox"/>
HWSSWG Nov. 19/03	Inquire into using City's website to distribute agendas	Wendy Wright/ April Souwand	Will continue to send .pdf files by e- mail due to administrative difficulties	Dec. 18, 2003	<input checked="" type="checkbox"/>
HWSSWG Nov. 19/03	Terms of Reference Section 7.3 – Review of Specific Areas of Community Concern	Wendy Wright	Review following Presentation/ Discussion of Provincially Significant Wetlands		

**CITY OF CAMBRIDGE  
HESPELER WEST  
(EAST, MIDDLE AND WEST CREEKS)  
SUBWATERSHEDS STUDY**

**WORKING COMMITTEE**

<p><b>Councillor Rick Cowsill (Chair)</b> City of Cambridge 73 Water St. N. Cambridge, Ontario N1R 5W8 Phone: (W) 740-4680 (Ext.4619) Fax: (H) 622-4366 rcowsill@lwdcoda.org</p>	<p><b>Wendy Wright</b> Commissioner of Planning Services City of Cambridge 73 Water St. N. Cambridge, Ont. N1R 5W8 Phone: 740-4650, Ext. 4576 Fax: 622-6184 wrightw@city.cambridge.on.ca</p>	<p><b>April Souwand</b> Senior Environmental Planner City of Cambridge 73 Water St. N. Cambridge, Ont. N1R 5W8 Phone: 740-4650, Ext. 4601 Fax: 622-6184 souwanda@city.cambridge.on.ca</p>
<p><b>Chris Gosselin</b> Manager, Environmental Planning Regional Municipality of Waterloo 150 Frederick St., 5<sup>th</sup> Floor Kitchener, Ont. N2G 4J3 Phone: 519-575-4501 Fax: 519-575-4449 gchris@region.waterloo.on.ca</p>	<p><b>Tricia Rosa</b> Resources Planner Grand River Conservation Authority 400 Clyde Rd., P.O. Box 729 Cambridge, Ont. N1R 5W6 Phone: 519-621-2763 Ext. 233 Fax: 519-621-4844 trosa@grandriver.ca</p>	<p><b>Ken Cornelisse</b> District Biologist Ministry of Natural Resources 1 Stone Rd. W., 1<sup>st</sup> Floor Guelph, Ont. N1G 4Y2 Phone: 519-826-6849 Fax: 519-826-4929 ken.cornelisse@mnr.gov.on.ca</p>
<p><b>Erich Ritzmann</b> Maple Grove Wetlands Association 101 Randerson Ave. Kitchener, Ont. N2H 3L8 Phone: 745-3204 (H) ejritz@genema.org</p>	<p><b>John Vasiga</b> Maple Grove Wetlands Association 246 Riverbank Dr. Cambridge, Ont. N3H 4R6 Phone: 893-5447 (H) jvmvfarm@yahoo.ca</p>	<p><b>Cathy Murphy</b> Maple Grove Wetlands Association 391 Forestlawn Rd. Waterloo, Ont. N2K 2J5 Phone: 885-3613 (H) old_roder@hotmail.com</p>
<p><b>Charlene Schiedel</b> Maple Grove Wetlands Association 2315 Speedsville Road Cambridge, Ont. N3H 4R6 Phone: 650-2093 edei@golden.net</p>	<p><b>Ian Rawlings</b> Large Property Owners Cumming Cockburn Ltd. 105 Lexington Rd., Unit 17 Waterloo, Ont. N2J 4R7 Phone: 585-2255 Fax: 585-2269 irawlings@colconsultants.com</p>	<p><b>Brian Cunningham</b> Small Property Owners 705 Briardean Rd. R.R. #31, Cambridge, Ont. N3H 4R6 Phone: 658-4270 (H) bcunning@golden.net</p>

**CITY OF CAMBRIDGE  
HESPELER WEST  
(EAST, MIDDLE AND WEST CREEKS)  
SUBWATERSHEDS STUDY**

**WORKING COMMITTEE  
ALTERNATES**

<p><b>Councillor Rick Cowsill (Chair)</b> City of Cambridge 73 Water St. N. Cambridge, Ontario N1R 5W8 Phone: (W) 740-4680 (Ext.4619) Fax: (H) 622-4366 rcowsill@lwdcoda.org</p> <p>NO ALTERNATE</p>	<p><b>Wendy Wright</b> Commissioner of Planning Services City of Cambridge 73 Water St. N. Cambridge, Ont. N1R 5W8 Phone: 740-4650, Ext. 4576 Fax: 622-6184 wrightw@city.cambridge.on.ca</p> <p>NO ALTERNATE</p>	<p><b>April Souwand</b> Senior Environmental Planner City of Cambridge 73 Water St. N. Cambridge, Ont. N1R 5W8 Phone: 740-4650, Ext. 4601 Fax: 622-6184 souwanda@city.cambridge.on.ca</p> <p>NO ALTERNATE</p>
<p><b>Chris Gosselin (RMOW)</b> <b>ALTERNATE:</b> <b>Shilling Yip</b> Principal Planner Regional Municipality of Waterloo 150 Frederick St., 5<sup>th</sup> Floor Kitchener, Ont. N2G 4J3 Phone: 575-4496 Fax: 575-4449 yshellin@region.waterloo.on.ca</p>	<p><b>Tricia Rosa (GRCA)</b> <b>ALTERNATE:</b> <b>Nancy Davy</b> Senior Resources Planner Grand River Conservation Authority 400 Clyde Rd., P.O. Box 729 Cambridge, Ont. N1R 5W6 Phone: 621-2763 Ext. 235 Fax: 621-4844 ndavy@grandriver.ca</p>	<p><b>Ken Cornelisse (MNR)</b> <b>ALTERNATE:</b> District Planner Ministry of Natural Resources 1 Stone Rd. W., 1<sup>st</sup> Floor Guelph, Ont. N1G 4Y2</p>
<p><b>Maple Grove Wetlands Assoc'n</b> <b>ALTERNATE:</b> <b>Ron McKitrick</b> 685 Briardean Road, RR 31 Cambridge, Ont. N3H 4R6 Phone: 519-654-9012 rbmands@sympatico.ca</p>	<p><b>Ian Rawlings (Lge. Prop. Owner)</b> <b>ALTERNATE:</b> <b>Brenda Khes</b> Johns + Khes Planning Solutions 790 Shaver Road, Unit 2 Ancaster, Ontario L9G 3K9 Phone: 905-304-8118 Fax: 905-304-7118 bkhes@jkplanningsolutions.ca</p>	<p><b>Brian Cunningham (Sm. Prop. Owner)</b></p> <p>NO ALTERNATE</p>



**CITY OF CAMBRIDGE**  
**Planning Services Department**  
73 Water Street North, 3rd Floor,  
P.O. Box 669,  
Cambridge, Ontario N1R 5W8  
Telephone: (519) 740-4650 ext: 4601  
Fax: (519) 622-6184  
Email: [souwanda@city.cambridge.on.ca](mailto:souwanda@city.cambridge.on.ca)

## Memorandum

File No.: D03.01.09

Date: December 11, 2003

To: Hespeler West Subwatersheds Study Working Committee

From: April Souwand, Senior Environmental Planner

Re: Minutes and Agendas on the City of Cambridge Website

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Wendy Wright and I have discussed the committee's request to post the agendas on the website prior to the meeting with the City's Webmaster. The committee was requesting this so that those who are on a dial-up modems could choose when to download the .pdf file to their systems, rather than receiving it automatically when they open their e-mail software. The City's Webmaster has indicated that the agenda could be posted on the City's website, but it would have to be accessible to all who access the City's website for information (it could not be "un-indexed", or hidden). Also, there will be a time delay between when Wendy and I give the agenda to the Webmaster and when it will be posted (usually a 24 hour turnaround).

Wendy and I would like direction from the committee with respect to how you prefer to receive the agendas: as a .pdf attachment to an e-mail, or to pick up from the City's website upon notification by e-mail that it is there

A handwritten signature in black ink that reads "A. Souwand".

April Souwand