



## **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.



**MEMORANDUM**

**To:** Hespeler West Subwatersheds Study Working Committee

**Date:** November 19, 2003

**From:** Wendy Wright  
Commissioner of Planning Services

**Our File:**

**Your File:**

**Re: Proposed Process for Consideration of the Specific Areas of Community Concern**

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Some discussion has taken place regarding a proposed process for the Working Committee to consider the Specific Areas of Community Concern between Cambridge Planning Services staff and representatives of the Maple Grove Wetlands Association. There is consensus that presentations be made to the working group regarding wetlands, floodplains, hydrology, etc. by the appropriate agency as an initial step in considering specific concerns. The preference of the MGWA is that all the presentations be done first and then the issues be addressed. There is a concern with that approach because:

- (1) it would take at least until March 2004 to complete the presentations given our proposed meeting schedule,
- (2) it will be difficult to remember the details of each presentation to use in reviewing the issues, and
- (3) we want to demonstrate to Council that we are making progress in dealing with the issues.

Rather than finalize the process for the entire review of issues, I am proposing that we develop an approach and test it out on one area to see how it will work. If it works for this matter, then we could use it as a model for completing the rest of the review of issues and we could finalize the Activities Plan for the review of the entire study.

Specifically, I am proposing that the Committee invite Ken Cornelisse from MNR to the meeting of December 18, 2003 to present information on Provincially Significant Wetlands including criteria for designation and MNR review. This could be followed by

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.