

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

MEETING AGENDA

**Thursday, April 1, 2004
Allan Reuter Seniors Centre, 507 King Street, Cambridge (Preston)
3:30 p.m. to 5:30 p.m.**

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

THAT the Minutes of the Hespeler West Subwatersheds Study Working Committee meeting held March 18, 2004 be considered for errors and/or omissions.

4. Presentation – Natural Heritage System Buffers – April Souwand, City of Cambridge
5. Other Business
 - (a) Follow-up List Attached
 - (b) List of Topics for Upcoming Meetings Attached
 - (c) Future Meeting Dates – July 8/July 24
 - (d) Landowners' Permission Attached

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

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

SOURCE/ MEETING DATE	ITEM	ASSIGNED TO	COMMENTS	DUE DATE	DONE
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 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
Hespeler 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

SOURCE/ MEETING DATE	ITEM	ASSIGNED TO	COMMENTS	DUE DATE	DONE
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		

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

SOURCE/ MEETING DATE	ITEM	ASSIGNED TO	COMMENTS	DUE DATE	DONE
HWSSWC Jan. 15/04	Provide a map of Scheduled Areas to MGWA	Nancy Davy	May be followed up with a presentation on the Conservation Authority's Fill, Construction and Alteration to Waterways Regulation	Feb. 5/04	<input checked="" type="checkbox"/>
HWSSWC Jan. 15/04	Refine wetland evaluation mapping for PSW	Ken Cornelisse	Some areas require site visit in spring to make a final determination. Four additional areas identified by MGWA will also be looked at for any changes needed.	Spring 2004	
HWSSWC Feb. 5/04	Provide reference from HWSS to the fact that floodline determination was based on full development scenario.	April Souwand	Memo to Committee	Feb. 19/04	<input checked="" type="checkbox"/>
HWSSWC Feb. 19/04	Report on floodplain determination.	Wendy Wright	Memo to Committee	Mar. 18/04	<input checked="" type="checkbox"/>
HWSSWC Feb. 19/04	Subcatchments 2115, 2120 and 2125 boundary revisions	Wendy Wright	Review as part of Floodline recalculation		

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

SOURCE/ MEETING DATE	ITEM	ASSIGNED TO	COMMENTS	DUE DATE	DONE
HWSSWC Mar. 4/04	Discussion on channel buffers	April Souwand Nancy Davy	Deferred to discussion on buffers in general		
HWSSWC Mar. 4/04	Placement of Fill on S/E corner of Fountain and Maple Grove to build a parking lot (Toyota)	Wendy Wright Nancy Davy	Check the approval process for this		
HWSSWC Mar. 4/04	Fill placement in floodplain of Middle Creek for City Industrial Subdivision Phase II	Wendy Wright	Check the approval process for site servicing by the City of Cambridge		
HWSSWC Mar. 4/04	Fill placement on island in Speed River, east of Speedsville Road bridge.	Nancy Davy	Check whether GRCA is aware of this and if it is a regulated activity.		
HWSSWC Mar. 4/04	Questions arising from Ken Cornelisse's presentation on dams and ponds.	MGWA	Compose a list of questions for Ken.		
HWSSWC Mar. 4/04	Update List of Topics for Upcoming Meetings	Wendy Wright	Update list after discussion with MGWA	Mar. 18/04	



The Corporation
of the City
of Cambridge

MEMORANDUM

To: Hespeler West Subwatersheds Study
Working Committee

Date: March 29, 2004

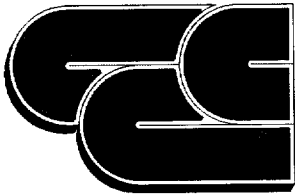
From: Wendy Wright
Commissioner of Planning Services

Our File:

Your File:

Re: Topics for Upcoming Meetings

April 1/04	Protection of Natural Areas (Buffers) – Nancy Davy/Chris Gosselin/ April Souwand
April 15/04 & May 6/04 (?)	Constraint Ranking/Stewardship Areas/Enhancement Areas/ Implementation – Wendy Wright/April Souwand – Galt Room?
May 6/04	Ponds/Dams (MGWA Presentation)
May 20/04	Field Visits – everything except floodlines
June 3/04	Floodline Calculations
June 17/04	Field Visits – Floodlines
July 8/04	Report on Extraction & Scheduled Areas
July 29/04	Draft Final Report (?)



The Corporation
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Planning Services Department
P.O. Box 669
Cambridge, Ontario N1R 5W8
Telephone:(519) 740-4650 Ext 4601
Fax Number:(519) 622-6184
E-Mail:souwanda@city.cambridge.on.ca
File Number: D03.01.09

April 2, 2004

To: Owners of land along East, Middle and West Creeks in the City of Cambridge
(this will be individually addressed)

RE: Landowner Permission for Survey Work

As part of the Hespeler West Subwatersheds Study, the City of Cambridge, along with the Grand River Conservation Authority, is developing floodplain mapping for East, Middle and West Creeks. Review of the mapping developed by the City's consultant, Planning and Engineering Initiatives Limited has revealed some survey errors which need to be corrected. This firm, and one to be contracted by the City of Cambridge to review their work may need landowner permission to conduct surveys of ground elevations on either side of the creeks and culvert and bridge measurements of structures in the creeks. Most of this work is anticipated to be conducted within the City and/or Regional Municipality of Waterloo's road rights of way. However, the survey crews may need to access private property in some areas.

Your property has been identified as one which may need to be accessed. In order to assist us in conducting this work, it would be appreciated if you could sign the bottom of this letter and return it in the postage-paid return envelope enclosed. Please keep a copy for your records. The work is scheduled to be completed by May 31, 2004.

If you have any concerns about this request, or require further information, please do not hesitate to contact the undersigned at the letterhead address.

Yours truly,

April Souwand, M.A., M.C.I.P.
Senior Environmental Planner

Permission Granted _____ Date: _____

Permission Denied _____ Date: _____