

**CORPORATION OF THE CITY OF CAMBRIDGE
HESPELER WEST SUBWATERSHEDS STUDY WORKING COMMITTEE
MEETING NO. 1
MINUTES**

Thursday, October 30, 2003
Allan Reuter Seniors Centre, 507 King Street, Cambridge (Preston)

Committee: Councillor Rick Cowsill (City) (Chair), Erich Ritzmann (MGWA), Cathy Murphy (MGWA), John Vasiga (MGWA), Charlene Schiedel (MGWA), Chris Gosselin (RMOW), Ken Cornelisse (MNR), Tricia Rosa (GRCA), Wendy Wright (City), April Souwand (City)

Regrets: Ian Rawlings (Large Property Owners)

Others Present: Nancy Davy (GRCA), Gus Rungis (GRCA)

1. Introductions

The meeting was called to order at 3:30 pm. There was a welcome from Committee Chair, Councillor Rick Cowsill and introductions of everyone present. Councillor Cowsill indicated that the committee must follow Council rules as it is a committee of Council. Everyone's input is fundamental to the process. Policy issues from the Ministry of Natural Resources (MNR), Grand River Conservation Authority (GRCA), Regional Municipality of Waterloo (RMOW) and City of Cambridge (City) must be dealt with. Some things cannot be changed. The goal is to work together and come up with a win-win situation.

2. Results of Public Meeting – September 25, 2003

The following information was distributed with the agenda:

- a. Speaking Notes Tom Lebrun (lawyer)
- b. Speaking Notes Mark Dorfman (planner)
- c. Letter Presented by Maple Grove Wetlands Association (MGWA)

In response to an inquiry, the committee was advised that no minutes were taken at the September 25, 2003 Public Meeting.

3. Council Resolution – to Create Working Committee – September 29, 2003

Chair, Councillor Rick Cowsill outlined the Council resolution to create the Working Committee.

4. Draft Terms of Reference for Hespeler West Subwatersheds Study Working Committee

Working Committee members will be provided with full hard copy versions of the Hespeler West Subwatersheds Study. In the future, committee materials such as agendas will be sent .pdf so members can easily download information from e-mail attachments.

The committee went through a detailed review of the terms of reference as proposed by the MGWA and responded to by the City.:

1. BACKGROUND – remove objectives (agreed)
2. COMMITTEE FORMATION – sections identical – remove one of them (agreed)
3. PURPOSE/MANDATE – discussion about “suitable corrections” wording - use 1st sentence of City suggestion and 2nd of MGWA, without the word “suitable” (agreed)
4. MEMBERSHIP – general agreement with proposal – Charlene Schiedel of MGWA was added as a fourth voting member – question is, how to select property owners not represented by MGWA, particularly a small property owner - Wendy Wright will work with Erich Ritzmann to choose someone who is not represented by MGWA for small property owner - need for each member to name an alternate representative on Working Committee - For GRCA, Tricia Rosa will be the main contact and others from GRCA may be called in as technical resource people - Ken Cornelisse will represent the MNR, Chris Gosselin will represent the RMOW, Tricia Rosa will represent the GRCA, City staff will be represented by Wendy Wright and April Souwand – HWSS Steering Committee will continue to exist and review the final draft report for input to the Working Committee’s report to Council
5. GOALS AND OBJECTIVES – remove the words “in general” (agreed)
6. ISSUES AND PROBLEM STATEMENT – agreed
7. TIME FRAME AND WORK PLAN – *Items 1 and 2* - agree - *Item 3* –discussion re list of concerns from MGWA - need to discuss process for review of community concerns at next meeting including role of Steering Committee - *Item 4* – discussion on last 2 points – committee discussed that if a landowner wants a site visit, they have to be prepared to allow access to the whole team and if a landowner chooses to have an independent consultant on their own property, it has to be at their cost – concern was expressed with ill-will that may already exist between City’s consultant and property owners - section to relate meetings with property owners (1st paragraph OK and 1st sentence OK, but landowner permission could be verbal) - City has list of people who signed up at Sept 25 public open house (taken as tacit permission) and MGWA has list of people wanting site visits, which they will share - newsletter could be used to confirm access, with a follow-up phone call for permission, informing them of who to expect - City will produce a map to keep track of property owners - wording to be revised based on discussion - *Item 5* - discussion about report being “binding” on Council – it was noted that Council has the final decision regarding what to do

with the Working Committee's recommendations - need to add wording to allow Working Committee to review Steering Committee and others' input - meetings of the Steering Committee are open to the public and they will be advertised. *Item 6* – agree

8. PUBLIC CONSULTATION/INFORMATION – City could do newsletter to inform community what Working Committee is doing - cost borne by City - location of public meetings to be in French High School, with sound system
9. ROLE OF CONSULTANTS – should be a conscious decision to use them - use MGWA first paragraph – use of independent consultants should be discussed with dispute resolution
10. COMMITTEE MEETINGS – majority of the members to constitute quorum - committee will try to use consensus to make decisions - if there is a vote, chair doesn't vote unless it is a tie - if people want the chair to vote, procedural by-law calls for a poll vote - not voting (abstaining) is taken as a “no” vote - frequency of meetings was discussed and Wendy Wright will bring back a timetable to the next meeting - regarding minutes, they will be circulated to committee members for review and approved at the following meeting - meeting location and start time was OK with members
11. PECUNIARY INTEREST – Chair, Councillor Rick Cowsill went over a memo from the City Clerk regarding pecuniary interest – the committee discussed how information on individual properties would be considered - the City Clerk will be invited to the next meeting to discuss this further
12. DISPUTE RESOLUTION – the process for dispute resolution was discussed - there are 3 ways that this could be done; including an outside consultant (other than the PEIL team), direction from Council, and a “minority report” to Council – Wendy Wright will redraft the Terms of Reference based on this meeting's discussion - engineering reports commissioned by others could be brought to the table when the committee is reviewing that particular community concern

5. List of Maple Grove Wetlands Association Issues

The list of MGWA issues will be the major item for the next meeting. Members would like to know what previous studies were done in the area such as the Cambridge Business Park Stormwater Management Report and studies done for the Loblaw's/Seaforth Creamery developments. City staff will produce a list of these reports.

Wendy Wright would like to get agreement on the “bones” or the core of technical/scientific information in the study and then move on to the recommendations like buffers, etc. There was discussion about presentations to committee regarding how wetland boundaries are determined and how floodlines are calculated in order to come to a common understanding as a first step.

At the next meeting, the City Clerk will discuss pecuniary interest, the committee will adopt its terms of reference, an additional committee member to represent small property owners will be considered and a list of how we are going to deal with issues will be discussed.

6. Other Business

The Procedural By-law No. 77-03 was included in the agenda package for members' review.

Newspaper article – Wendy Wright distributed an article regarding the study from the October 29, 2003 Record. Staff will circulate newspaper articles to the committee for information. The committee will need to discuss media contact protocol, perhaps similar to the Municipal Pesticides Working Group.

Copies of Information Report PI-102-03 Hespeler West Subwatershed Study Report, March 2003 Mapping Revisions was distributed to the Working Committee for information. The report confirms that there were mapping errors in the March 2003 report and includes letters of apology from the consultants Planning and Engineering Initiatives Limited and Dougan and Associates. She informed the committee that a new document is being produced with a November 2003 date on it. This will be the starting point for review.

Meeting adjourned at 5:35 p.m.

Next meeting – Allan Reuter Seniors Centre - 4 to 6 pm, Nov. 19, 2003 with water available.