

**Clair-Maltby Secondary Plan
Community Working Group (CWG)
Terms of Reference**

February 8, 2017

Background

The Clair-Maltby Secondary Plan is being initiated to comprehensively plan the last unplanned greenfield area of the City. This area has been identified as requiring a secondary plan to:

- Establish an appropriate range and mix of land use designations that contribute towards achieving the City's overall vision of planning a complete and healthy community;
- Establish land use designations that contribute toward the goal of compact urban form to meet the density targets for the greenfield area; and to,
- Undertake the necessary related studies to support future urban growth, including a comprehensive servicing strategy for the area.

The purpose of this terms of reference is to provide an understanding of the Community Working Group (CWG) membership, role, responsibilities and authority of members and the expected level of commitment.

Purpose of CWG

The CWG provides one forum for community input into the Clair-Maltby Secondary Plan project. The CWG will be established during Phase One of the project. It will provide input throughout the study process to assist the Project Team (City staff and the City's Consultant Team) in understanding community opinions:

- Developing guiding principles and a community vision;
- Developing the Conceptual Community Structure (preliminary concept plan) for the area;
- Developing land use policies for the secondary plan area; and,
- Offering other project related feedback.

CWG Mandate

The City of Guelph believes that communicating with residents and community leaders is important. The Clair-Maltby CWG will provide a forum for the dissemination of information, review, consultation and exchange of information regarding the Clair-Maltby Secondary Plan project.

The Clair-Maltby CWG will be a forum for discussion of key opportunities, concerns and potential solutions. The CWG is not a decision-making body and will not have the authority to vote or commit City resources or direct the work of employees.

CWG Membership

The Clair-Maltby CWG will include up to 20 key stakeholders who have an interest and knowledge in assisting with the development of policy directions that will form the basis for the Secondary Plan.

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The composition of the Clair-Maltby CWG will be structured to provide a range and balance of perspectives. The structure of the CWG is outlined in the table below.

Stakeholder Group	# Of Members (up to)
Community at large	5
Environmental interest groups	2
Developers (owning land in study area)	2
Developers (not owning land in study area)	2
Study area landowners (non-developer)	2
Rolling Hills landowners	2
School Board representatives	2
Chamber of Commerce	1
Active transportation	1
Public Health representative	1

The Clair-Maltby CWG will not be limited to residents from within the City of Guelph boundaries. Where appropriate, stakeholders from outside the City boundaries will be eligible for membership in the CWG.

Meeting attendance is very important, as such, if a member misses three consecutive meetings, the member will be deemed to have forfeited their positions on the CWG, subject to the member having the opportunity to address the CWG in writing regarding the absenteeism. The CWG will then vote on their continued participation.

CWG Member Responsibilities

Community Working Group members will:

- Consider matters, issues or information provided by the Project Team relating to the Clair-Maltby Secondary Plan process, and provide feedback as requested
- Liaise with the organization they represent (if applicable) to bring forward advice, issues or comments from their organization and to return information and results to the organization from the CWG
- The CWG member will indicate whether the comments provided are on behalf of the organization they represent or are personal comments
- Strive to operate in a consensus mode where participants openly discuss views and opinions and seek common ground
- Embrace the City of Guelph’s [Guiding Principles for Community Engagement](#) and [Community Engagement Framework](#) when providing

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- advice or recommendations and when interacting with the Project Team
- CWG members will be expected to serve for the full extent of the Secondary Plan project.
- Membership is voluntary and no compensation will be paid by the City to members

In addition to the Employee Responsibilities identified in the City's Guiding Principles for Community Engagement and Community Engagement Framework Project Team members will:

- Strive to provide accurate, understandable information to CWG members, so they can contribute informed advice and opinions.
- Strive to ensure that appropriate City employees, or other resource people, are present at discussions on specific issues or components of the planning process
- Be open and receptive, and give careful consideration to advice and ideas received from CWG members

Recruitment

The Project Team will contact stakeholder groups from all categories listed above to determine interest and availability of individuals.

Notification of the Clair-Maltby CWG recruitment for the community at large will be done through advertisements in the Guelph Mercury Tribune and information posted on guelph.ca.

A formal request to participate on the CWG can be provided in writing to the project lead at clair-maltby@guelph.ca with appropriate contact information (name, address, telephone number, email address) and the stakeholder group being represented. A random selection process may be required depending on the number of requests to participate.

CWG Chair

The CWG will be chaired by a member of the Project Team to enable all members to participate fully in the discussion.

The Chair will plan meeting agendas, preside over meetings and coordinate activities of the CWG. The Chair will also assist the committee to develop and approve meeting process rules and other procedures related to committee effectiveness. The Chair will be supported by the Project Team in developing the details of the meeting protocols.

Timelines

The CWG will meet in Q2 of 2017. The initial meeting will be an introductory meeting. Subsequent meetings will be scheduled as appropriate with respect to the overall study schedule. It is anticipated that approximately 2-3

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meetings will be held annually at a time determined by the group. This will be subject to the study progress and results. The CWG will serve until the completion of the Secondary Plan project.

Meeting Minutes

Minutes of the CWG will be prepared by the Project Team and will be circulated to the CWG members. They will describe the key conclusions and action items arising from the meetings. CWG members will have the opportunity to review the minutes prior to their finalization.

Conduct

To preserve the integrity of the CWG and its members, the members shall govern themselves so as not to disrespect, offend or limit the ability to discharge the matters before the CWG in an orderly and effective manner. Procedural rules which reflect this approach may be established by the Group at its initial meeting.