

# MEETING AGENDA

MEETING **River Systems Advisory Committee**  
 DATE January 20, 2010  
 LOCATION Meeting Room "C"  
 TIME 4:00 pm – 6:00pm  
 CHAIR Jeremy Shute

## AGENDA ITEMS

ITEM	DESCRIPTION	TIME
1	Welcome: <ul style="list-style-type: none"> <li>• Roll call and certification of quorum</li> <li>• Declaration of pecuniary interest or conflict of interest</li> <li>• Review of agenda</li> </ul>	4:00pm – 4:05pm
2	Term Appointments	4:05pm – 4:10pm
3	Accessibility for Ontarians with Disability Act, Accessible Customer Service Standard	4:10pm – 4:30pm
4	Process for Providing Input to Notices/Planning Act Applications <ul style="list-style-type: none"> <li>• Circulation - timing</li> <li>• Protocol for commenting</li> <li>• Template</li> </ul>	4:30pm – 5:00 pm
5	Annual Report to Council <ul style="list-style-type: none"> <li>• List of items discussed/reviewed/actions proposed</li> <li>• Moving forward – 2010</li> <li>• Review of Mandate, Rules of Order and the River Systems Management Plan</li> </ul>	5:00pm- 5:20pm
7	Update - Subwatershed Study Template <ul style="list-style-type: none"> <li>• Presentation by sub-committee of the subwatershed template</li> </ul>	5:20pm – 5:50pm
8	Dates for Upcoming Meetings	5:50pm- 5:55pm
9	Adoption of November 25, 2009 Meeting Minutes	5:55pm – 6:00pm
10	Adjournment	6:00pm

## OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

**ACTION ITEMS**

<b>ITEM #</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>	<b>DESCRIPTION</b>
1.	Hugh/Jeremy	On going  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"> <li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li> <li>▪ Prepare a monitoring plan.</li> </ul>
2.	RSAC	On going	<p>Members to review all the completed Subwatershed Studies (Torrance &amp; Hanlon) within the City and compile a work plan to achieve the recommendations.</p> <ul style="list-style-type: none"> <li>▪ Information can be inputted, once we have the template.</li> </ul>
3.	Suzanne	Next meeting	<ul style="list-style-type: none"> <li>▪ Suzanne will prepare a draft proposal for review regarding Planning Act/development applications. To be presented at the next RSAC meeting.</li> </ul>
4.	Erin	On going	<ul style="list-style-type: none"> <li>▪ Erin to compile recommendations for subwatershed template.</li> </ul>

# MEETING MINUTES



MEETING DATE	<b>River Systems Advisory Committee</b> January 20, 2010
LOCATION TIME	City Hall - Meeting Room "C" 4:00 – 6:00 p.m.
MEMBERS PRESENT	Jeremy Shute, John Buttars, Hugh Whiteley, Erin Harkins, Mike Emeneau, Dan McDonell, Stan Kozak, Karen Chisholme
STAFF PRESENT	Suzanne Young, Jessica McEachren, Vaille Laur, Scott Hannah
MEMBERS ABSENT	David Beaton

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p>Welcome:</p> <ul style="list-style-type: none"> <li>▪ Roll call and certification of quorum</li> <li>▪ Declaration of pecuniary interest or conflict of interest</li> <li>▪ Review of agenda                             <ul style="list-style-type: none"> <li>▪ Downtown Directions Workshop - There are 2 evening sessions February 17 and 18, 6:30-9:30 p.m. and an environmental section on February 18<sup>th</sup> from 9:30 – 11:30am. Stan will attend the workshop with Hugh as an alternate.</li> </ul> </li> </ul>
2	<p>Term Appointments:</p> <ul style="list-style-type: none"> <li>▪ RSAC's appointments expire at the end of the election term. Appointments are for one year.</li> </ul>
3	<p>Accessibility for Ontarians with Disability Act, Accessible Customer Service Standard:</p> <ul style="list-style-type: none"> <li>▪ Suzanne Young distributed the Policy along with the Accessible Standards for Customer Service quiz for members to fill out.</li> </ul>
4	<p>Process for Providing Input to Notices/Planning Act Applications:</p> <ul style="list-style-type: none"> <li>▪ Circulation – timing</li> <li>▪ Protocol for commenting                             <ul style="list-style-type: none"> <li>▪ Suzanne Young advised she amended the 'Protocols for Circulation Report' as per RSAC's recommendations from the previous meeting.</li> </ul> </li> <li>▪ Template                             <ul style="list-style-type: none"> <li>▪ Suzanne Young advised we will use the draft template for one year. Next year the process will be reviewed to determine if it is working and if any changes need to be made.</li> <li>▪ Sub-committee members to review applications are: Hugh, Karen, Jeremy</li> </ul> </li> </ul>
5	<p>Annual Report to Council:</p> <ul style="list-style-type: none"> <li>▪ List of items discussed/reviewed/actions proposed.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Jeremy requested to review the report when completed.</li> <li>▪ Hugh proposed the Committee prepare the report instead of staff.</li> <li>▪ Moving Forward – 2010 <ul style="list-style-type: none"> <li>▪ Suzanne Young reviewed a list of items that RSAC have completed/worked on in 2009. Suzanne to update the list of activities to include: <ul style="list-style-type: none"> <li>▪ RSAC provided comments on the Loblaw’s site.</li> </ul> </li> <li>▪ Areas of interest for 2010 include: <ul style="list-style-type: none"> <li>▪ York District</li> <li>▪ Goldie Mill area</li> <li>▪ Natural Heritage Strategy</li> <li>▪ Official Plan</li> <li>▪ Trails Master Plan</li> <li>▪ Downtown Secondary Plan Study</li> <li>▪ Review of infrastructure projects</li> </ul> </li> </ul> </li> <li>▪ Review of Mandate, Rules of Order and the River Systems Management Plan <ul style="list-style-type: none"> <li>▪ Jeremy requested that a Vice Chair be elected.</li> </ul> <p style="text-align: center;">Moved by Jeremy Shute and seconded by Dan McDonell</p> <p style="text-align: center;">“That Mike Emeneau be appointed Vice Chair for the River Systems Advisory Committee.”</p> <p style="text-align: right;">Motion Carried -Unanimous-</p> </li> <li>▪ Suzanne asked that RSAC members review and become familiar with the River Systems Management Plan.</li> </ul>
6	<p>Update - Subwatershed Study Template:</p> <ul style="list-style-type: none"> <li>▪ Dan provided a brief update on the Subwatershed study template. Dan reported that Hanlon still needs to be completed. A draft will be distributed prior to the next meeting.</li> </ul>
7	<p>Dates For 2010 Meetings:</p> <ul style="list-style-type: none"> <li>▪ Vaile Laur to distribute the approved meeting schedule for 2010.</li> </ul>
8	<ul style="list-style-type: none"> <li>▪ Adoption of November 25, 2009 Meeting Minutes</li> </ul> <p style="text-align: center;">Moved by Dan McDonell and seconded by Hugh Whiteley “To accept the minutes as printed.”</p> <p style="text-align: right;">Motion Carried -Unanimous-</p>
9	<p>Naming of Royal City Park Trail:</p> <ul style="list-style-type: none"> <li>▪ Hugh suggested that RSAC support the name “John Galt Trail”. Jessica McEachren to circulate “Naming of Assets Policy” to RSAC.</li> </ul>
10	<p>Adjournment</p>

**ACTION ITEMS**

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1.	Hugh/Jeremy	On going  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"> <li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li> </ul>
2.	RSAC	On going	<p>Members to review all the completed Subwatershed Studies (Torrance &amp; Hanlon) within the City and compile a work plan to achieve the recommendations.</p> <ul style="list-style-type: none"> <li>▪ Information can be inputted, once we have the template.</li> </ul>
3.	Vaille	Next meeting	<ul style="list-style-type: none"> <li>▪ Vaille to distribute the approved 2010 RSAC Meeting schedule.</li> </ul>
4.	Dan	On going	<ul style="list-style-type: none"> <li>▪ Dan to compile recommendations for subwatershed template and circulate prior to the next meeting.</li> </ul>
5.	Jessica	Next meeting	<ul style="list-style-type: none"> <li>▪ Identify dates for “Planning 101” and the possibility of a joint meeting with EAC.</li> <li>▪ Identify dates for review of the Management Plan.</li> </ul>

# MEETING AGENDA



MEETING **River Systems Advisory Committee**  
 DATE April 21, 2010  
 LOCATION Meeting Room “C”  
 TIME 4:00 pm – 6:00pm  
 CHAIR Jeremy Shute

## AGENDA ITEMS

ITEM	DESCRIPTION	TIME
1	Welcome: <ul style="list-style-type: none"> <li>• Roll call and certification of quorum</li> <li>• Declaration of pecuniary interest or conflict of interest</li> <li>• Review of agenda</li> </ul>	4:00pm – 4:05pm
2	Mapping Update (Jeremy)	4:05pm – 4:15pm
3	Notices/Planning Applications <ul style="list-style-type: none"> <li>• 120 Westmount Road – site plan</li> <li>- Sub-committee to present final resolution</li> </ul>	4:15pm – 4:45pm
	Process for Providing Input to Site Plan Applications <ul style="list-style-type: none"> <li>• Circulation - timing</li> <li>• Protocol for commenting</li> <li>• Getting consensus for a motion</li> <li>• Template</li> </ul>	4:45-5:00
4	Update – Regional Subwatershed Study update <ul style="list-style-type: none"> <li>• Presentation by sub-committee of the subwatershed template</li> </ul>	5:00pm – 5:10 pm
5	Upcoming items: <ul style="list-style-type: none"> <li>• OP Open Houses</li> <li>• Upcoming Applications</li> </ul>	5:10 pm – 5:15pm
6	Adoption of February 17 <sup>th</sup> , 2010 Meeting Minutes	5:15pm-5:25pm
8	Adjournment	5:25pm-5:30pm
9	Planning 101	5:30pm – 6:30pm

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## OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

### ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1.	Hugh/Jeremy	On going  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"><li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li><li>▪ Prepare a monitoring plan.</li></ul>
2.	RSAC	On going	Members to review all the completed Subwatershed Studies (Torrance & Hanlon) within the City and compile a work plan to achieve the recommendations. <ul style="list-style-type: none"><li>▪ Information can be inputted, once we have the template.</li></ul>
4.	Dan	On going	<ul style="list-style-type: none"><li>▪ Erin to compile recommendations for subwatershed template.</li></ul>

# MEETING MINUTES

MEETING DATE	<b>River Systems Advisory Committee</b> April 21, 2010
LOCATION TIME	City Hall - Meeting Room "C" 4:00 – 6:00 p.m.
MEMBERS PRESENT	Jeremy Shute, Hugh Whiteley, Erin Harkins, David Beaton, Stan Kozak, Dan Mcdonell
STAFF PRESENT	Jessica McEachren, Scott Hannah
MEMBERS ABSENT	John Buttars, Karen Chisholme, Mike Emeneau

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>▪ Roll call and certification of quorum – 6 members present</li> <li>▪ Declaration of pecuniary interest or conflict of interest - None</li> <li>▪ Review of agenda</li> </ul>
2	<p><b>Mapping Update (Jeremy):</b></p> <ul style="list-style-type: none"> <li>▪ Jeremy met with City staff to discuss the mapping he has been working on. City staff is cautious about officially using Jeremy’s mapping as it’s collected using his own methods and staff find it difficult to verify its accuracy.</li> <li>▪ Jeremy plans to meet with Mike Bartholomew to discuss options for moving forward with this issue. Then his next steps are to take the final form, tidy it up, publish in pdf format and look for a method to distribute it publicly.</li> </ul>
3	<p><b>Notices/Planning Applications</b> 120 Westmount Road</p> <ul style="list-style-type: none"> <li>▪ Jeremy spoke about the process that the subcommittee followed to review the site plan application. He explained that the application was previously before the committee, and similar issues were still brought up for this submission, for example the issue of storm water management facilities versus natural features. Recommendations were based on natural features, not SWM features.</li> <li>▪ Jessica informed the committee that the comments were submitted to the applicant and City staff, and she will follow up with the committee as the application moves ahead.</li> </ul>
3	<p><b>Process for Providing Input to Notices/Planning Act Applications:</b> Jessica wanted to get input from the committee members on the site plan subcommittee process and how they felt it worked, and how it could be better for the next submissions.</p> <ul style="list-style-type: none"> <li>▪ Circulation – The timing of the circulation seemed to work well. Getting a copy of the submission prior to the meeting would be beneficial if possible, so the committee members could have a chance to look at it prior to the meeting. Jessica identified this could be a bit challenging due to site</li> </ul>



	<p>plans being submitted to the City in hard copies, but will see what she can do for the next application.</p> <ul style="list-style-type: none"> <li>▪ Meeting format: Subcommittee members seemed to think the meeting process was good.</li> <li>▪ Jessica to keep the committee updated as applications that are reviewed by the committee move ahead.</li> </ul>
4	<p><b>Update – Regional Sub-watershed Study Update: Dan</b></p> <ul style="list-style-type: none"> <li>▪ This was sent out but no response has been received to date.</li> <li>▪ Moving forward, it could potentially be sent to GRCA Staff to address concerns surrounding the fairness of what is being proposed and whether or not they have any input.</li> <li>▪ Tentative conclusions will be drawn up and circulated among the committee members and will then be sent to GRCA for their input/review.</li> </ul>
5	<p><b>Upcoming Items:</b></p> <ul style="list-style-type: none"> <li>▪ OP Open Houses: Tuesday April 20<sup>th</sup>-Thursday April 22<sup>nd</sup> from 6:30-9:30pm at City Hall</li> <li>▪ Upcoming Applications: Delhi Street (Homewood) will be an application coming to the committee in the future.</li> </ul>
6	<ul style="list-style-type: none"> <li>▪ Adoption of January 20, 2010 meeting minutes – Deferred to next meeting</li> </ul>
7	<p><b>Other Items</b></p> <p><b>Janes Walk - Education (Stan)</b></p> <ul style="list-style-type: none"> <li>- The walks are in place to share locate nature</li> <li>- Suggesting to get committee members involved in leading walks next year, potentially along portions of the River, and to share their knowledge</li> <li>- Put on fall meeting agenda (ie. November) so people can prepare for the upcoming walks in the spring</li> </ul> <p><b>Downtown Secondary Plan (Stan)</b></p> <ul style="list-style-type: none"> <li>- Stan attended the interest groups meeting for the Downtown secondary plan</li> <li>- The committee should generate formal comments on the plan as it will be adjacent to the river</li> <li>- The committee requested getting a presentation by the City on the plan at the next committee meeting – Jessica will work to arrange this</li> </ul> <p><b>Wildlife Issues (Stan)</b></p> <ul style="list-style-type: none"> <li>- Goose problem downtown: has happened over the past 5 years. Is leading to other issues such as erosion of the river banks and phosphorus issues in the river</li> <li>- Beaver population is growing in the City: should brain storm ideas to mitigate this issue before it becomes larger</li> <li>- Deer impacts on the wetland/tributaries has increased- should the OP amendment to include beaver and geese mitigation measures?</li> <li>- Discussion occurred about whether the OP amendment or the subwatershed study is the vehicle to deal with these issues. Mechanisms need to be addressed.</li> <li>- Example was given by Scott Hannah of the Parks By-law, which supports a no feeding item in the by-law. Is this a mechanism to address these issues</li> <li>- Put this item on next meeting’s agenda to address in more detail</li> </ul> <p><b>Update on 71 Wyndham Street (Stan)</b></p>

	<ul style="list-style-type: none"> <li>- Questions around what is happening with that project since its been into the committee</li> <li>- Jessica provided update on tree removals and grading that has occurred at the back portion of the property. City and GRCA are dealing with the issues on site.</li> </ul> <p><b>Environmental Monitoring</b> (Hugh)</p> <ul style="list-style-type: none"> <li>- Inventory of what exists, identify gaps and decide how to deal</li> <li>- Jessica to speak with Colin about when the inventory may commence</li> </ul> <p><b>100 Gordon</b> (Hugh)</p> <ul style="list-style-type: none"> <li>- Hugh had inquired as to the property's conformance with the approved site plan and what has actually occurred on the site since then</li> <li>- Violations have been identified by the City on the site, and are being dealt with my City staff</li> </ul>
<b>8</b>	Adjournment

#### ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
<b>1.</b>	Hugh/Jeremy	Ongoing  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"> <li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li> <li>▪ Prepare a monitoring plan.</li> </ul>
<b>2.</b>	RSAC	Ongoing	<p>Members to review all the completed Subwatershed Studies (Torrance &amp; Hanlon) within the City and compile a work plan to achieve the recommendations.</p> <ul style="list-style-type: none"> <li>▪ Information can be inputted, once we have the template.</li> </ul>
<b>4</b>	Dan	Ongoing	<ul style="list-style-type: none"> <li>▪ Dan to put together tentative conclusions on the study and circulate them to committee members for review and then on to the GRCA for input.</li> <li>▪ Erin to compile recommendations for subwatershed template.</li> </ul>
<b>5</b>	Stan	Ongoing	<ul style="list-style-type: none"> <li>▪ Draft letter regarding geese/beaver/deer</li> </ul>

# MEETING AGENDA

MEETING **River Systems Advisory Committee**  
 DATE June 16, 2010  
 LOCATION Meeting Room “C”  
 TIME 4:00 pm – 6:00pm  
 CHAIR Jeremy Shute

## AGENDA ITEMS

ITEM	DESCRIPTION	TIME
1	Welcome: <ul style="list-style-type: none"> <li>• Roll call and certification of quorum</li> <li>• Declaration of pecuniary interest or conflict of interest</li> <li>• Review of agenda</li> </ul>	4:00pm – 4:05pm
2	Mapping Update (Jeremy)	4:05pm – 4:15pm
3	Notices/Planning Applications <ul style="list-style-type: none"> <li>• 35 Woolwich St. – site plan</li> <li>- Sub-committee to present resolution</li> </ul>	4:15pm – 4:45pm
4	Nuisance Wildlife <ul style="list-style-type: none"> <li>• Any updates?</li> </ul>	4:45pm- 5:00pm
5	Update – Regional Subwatershed Study update	5:00pm – 5:10 pm
6	Tributary A @ Teal Dr. <ul style="list-style-type: none"> <li>• Working towards culvert improvements</li> </ul>	5:10 pm – 5:20pm
7	Upcoming items: <ul style="list-style-type: none"> <li>• Downtown Secondary Plans</li> <li>• Upcoming Applications</li> </ul>	5:20pm- 5:30pm
8	Tree By-law <ul style="list-style-type: none"> <li>• Opportunity for comment until June 18<sup>th</sup></li> </ul>	5:30pm- 5:45pm
9	Adoption of April 21 <sup>st</sup> , 2010 Meeting Minutes	5:45pm- 5:55pm
10	Adjournment	5:55pm- 6:00pm

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## OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

### ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1.	Hugh/Jeremy	On going  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"><li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li><li>▪ Prepare a monitoring plan.</li></ul>
2.	RSAC	On going	Members to review all the completed Subwatershed Studies (Torrance & Hanlon) within the City and compile a work plan to achieve the recommendations. <ul style="list-style-type: none"><li>▪ Information can be inputted, once we have the template.</li></ul>
4.	Dan	On going	<ul style="list-style-type: none"><li>▪ Erin to compile recommendations for subwatershed template.</li></ul>
5.	Stan	On going	<ul style="list-style-type: none"><li>▪ To provide a starting point for nuisance wildlife information as it pertains to the waterways</li></ul>

# MEETING MINUTES



MEETING DATE	<b>River Systems Advisory Committee</b> June 16, 2010
LOCATION TIME	City Hall - Meeting Room "C" 4:00 – 6:00 p.m.
MEMBERS PRESENT	Jeremy Shute, , Erin Harkins, David Beaton, Stan Kozak, Karen Chisholme, John Buttar
STAFF PRESENT	Jessica McEachren, Vaille Laur
MEMBERS ABSENT	Hugh Whiteley, Dan Mcdonell, Mike Emeneau

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>▪ Roll call and certification of quorum – 6 members present</li> <li>▪ Declaration of pecuniary interest or conflict of interest - None</li> <li>▪ Review of agenda</li> </ul>
2	<p><b>Mapping Update:</b></p> <ul style="list-style-type: none"> <li>▪ No updates to report. Remove from agenda until further notice.</li> </ul>
3	<p><b>Notices/Planning Applications:</b> 35 Woolwich Street – Site Plan</p> <ul style="list-style-type: none"> <li>▪ Sub Committee met on this application and provided the following recommendations:</li> </ul> <p>Moved by Karen Chisholme and seconded by David Beaton</p> <p>“That the River Systems Advisory Committee recommends that the following items be considered in the adaptation and redevelopment of the River Run Centre Parking Lot:</p> <ol style="list-style-type: none"> <li>1. That an attractive bioretention swale (also known as rain garden) be installed in the area between the parking lot and the Speed River. Appropriate plantings and site-enhancing designs are available in the LID literature – see Credit Conservation or TRCA websites. This would serve as a showplace or Guelph’s new developing approach to stormwater management.</li> <li>2. That as another showpiece the feasibility for installing permeable pavement be investigated. Such a surface has been demonstrated to lower maintenance costs and reduce requirements for salting.</li> <li>3. That the redevelopment design in all its aspects (orientation, sight-lines, landscaping) enhance the aesthetics and views from both the trail along the river and from above, along the Heffernan Street Footbridge.</li> </ol>

	<p style="text-align: center;">Motion Carried -Unanimous-</p> <ul style="list-style-type: none"> <li>▪ Jessica advised that after the Site Plan meeting she will follow up with RSAC to provide an update on comments received.</li> </ul>
<b>4</b>	<p><b>Nuisance Wildlife:</b> Stan prepared a draft letter re: “Nuisance Wildlife Populations and the River System”. The letter notes the increasing problems associated with populations of Canada Geese and the American Beaver that may be a result of lack of predators and/or provision of food by some city residents. The letter also outlines the impact of these species on waterways and the adjacent lands in the City of Guelph. Stan to resend the draft letter to RSAC members.</p> <ul style="list-style-type: none"> <li>▪ Karen to provide information on examples from other municipalities to RSAC members.</li> <li>▪ Jessica to investigate where the Parks By-law is regarding the feeding of wildlife and where RSAC can provide their comments to.</li> <li>▪ David to investigate how the City of Mississauga dealt with this by-law.</li> </ul>
<b>5</b>	<p><b>Regional Sub-watershed Study Update:</b> Erin provided an update on the document. It was asked what is RSAC going to do with the document when it is completed and who it get distributed to. Please review the document and submit your comments to Erin by Friday, June 18<sup>th</sup>. Erin will send the completed document to Jeremy.</p>
<b>6</b>	<p><b>Tributary A @ Teal Drive:</b> Jessica provided a brief update on the proposed culvert improvements to help sift out the silt.</p>
<b>7</b>	<p><b>Upcoming Items:</b></p> <ul style="list-style-type: none"> <li>▪ Downtown Secondary Plans: David deGroot can make a presentation to RSAC in September if wanted.</li> <li>▪ Upcoming Applications: None to report.</li> </ul>
<b>8</b>	<p><b>Tree By-law</b> Jessica reported comments will be received until June 18/10. The old and new by-law is posted on the City website.</p>
<b>9</b>	<p><b>Adoption of April 21, 2010 Meeting Minutes</b></p> <p style="text-align: center;">Moved by Stan Kozak and seconded by David Beaton “To accept the minutes as printed.”</p> <p style="text-align: right;">Motion Carried -Unanimous-</p>
<b>10</b>	<p><b>How We Function as a Committee for Meeting Attendance</b> Please reply to Vaile when the Agenda is sent out as to whether you will be attending the RSAC meeting or not.</p>

<b>11</b>	<b>Adjournment</b>
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**ACTION ITEMS**

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
<b>1.</b>	Hugh/Jeremy	Ongoing  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"> <li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li> <li>▪ Prepare a monitoring plan.</li> </ul>
<b>2.</b>	RSAC	Ongoing	<p>Members to review all the completed Subwatershed Studies (Torrance &amp; Hanlon) within the City and compile a work plan to achieve the recommendations.</p> <ul style="list-style-type: none"> <li>▪ Information can be inputted, once we have the template.</li> </ul>
<b>4</b>	Dan	Ongoing	<ul style="list-style-type: none"> <li>▪ Dan to put together tentative conclusions on the study and circulate them to committee members for review and then on to the GRCA for input.</li> <li>▪ Erin to compile recommendations for subwatershed template.</li> </ul>
<b>5</b>	Stan	Ongoing	<ul style="list-style-type: none"> <li>▪ Draft letter regarding geese/beaver/deer</li> </ul>

# MEETING AGENDA



MEETING **River Systems Advisory Committee**  
 DATE September 15, 2010  
 LOCATION Meeting Room “C”  
 TIME 4:00 pm – 6:00pm  
 CHAIR Jeremy Shute

## AGENDA ITEMS

ITEM	DESCRIPTION	TIME
1	Welcome: <ul style="list-style-type: none"> <li>• Roll call and certification of quorum</li> <li>• Declaration of pecuniary interest or conflict of interest</li> <li>• Review of agenda</li> </ul>	4:00pm – 4:05pm
2	Presentation - David DeGroot: Urban Designer with the City of Guelph <ul style="list-style-type: none"> <li>• Downtown Secondary Plan</li> </ul>	4:05pm – 4:35pm
3	Sub watershed Study Update <ul style="list-style-type: none"> <li>• Comments received from Committee?</li> <li>• Submission made to agencies?</li> </ul>	4:35-4:45
4	Nuisance Wildlife <ul style="list-style-type: none"> <li>• Any updates?</li> <li>• Examples of other Municipalities</li> </ul>	4:45pm-5:15pm
5	Mandate Review – Update how the committee is working toward Mandate Goals	5:15pm – 5:35 pm
6	Tributary A @ Teal Dr. <ul style="list-style-type: none"> <li>• Working towards culvert improvements</li> </ul>	5:35 pm – 5:45pm
7	Upcoming items: <ul style="list-style-type: none"> <li>• Upcoming Applications</li> <li>• Membership Renewals</li> </ul>	5:45pm-5:50pm
9	Adoption of June 16 , 2010 Meeting Minutes	5:50pm-5:55pm
10	Adjournment	5:55pm-6:00pm



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## OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

### ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1.	Hugh/Jeremy	On going  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"><li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li><li>▪ Prepare a monitoring plan.</li></ul>
2.	RSAC	On going	Members to review all the completed Subwatershed Studies (Torrance & Hanlon) within the City and compile a work plan to achieve the recommendations. <ul style="list-style-type: none"><li>▪ Information can be inputted, once we have the template.</li></ul>
4.	Dan	On going	<ul style="list-style-type: none"><li>▪ Erin to compile recommendations for subwatershed template.</li></ul>
5.	Stan	On going	<ul style="list-style-type: none"><li>▪ To provide a starting point for nuisance wildlife information as it pertains to the waterways</li><li>▪</li><li>▪ Karen to provide any background on previous attempts to mitigate this issue in other municipalities</li></ul>

# MEETING MINUTES



MEETING DATE	<b>River Systems Advisory Committee</b> September 15, 2010
LOCATION TIME	City Hall - Meeting Room "C" 4:00 – 6:00 p.m.
MEMBERS PRESENT	Jeremy Shute, Erin Harkins, David Beaton, Stan Kozak, Karen Chisholme, John Buttars, Dan Mcdonell
STAFF PRESENT	Jessica McEachren, Vaille Laur, David DeGroot
MEMBERS ABSENT	Hugh Whiteley, Mike Emeneau

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>▪ Roll call and certification of quorum –</li> <li>▪ Declaration of pecuniary interest or conflict of interest - None</li> <li>▪ Review of agenda</li> </ul>
2	<p><b>Presentation: - David DeGroot, Urban Designer with the City of Guelph</b></p> <ul style="list-style-type: none"> <li>▪ Downtown Secondary Plan               <ul style="list-style-type: none"> <li>▪ Release of Draft Plan – Fall 2010</li> <li>▪ Final Plan 2011</li> <li>▪ Comments are due on the Directions Document October 6/10</li> </ul> </li> <li>▪ Downtown Plan Review Sub Committee Members: Stan, Jeremy, Karen, Dave               <ul style="list-style-type: none"> <li>▪ Stan will prepare an analysis framework for reviewing the Downtown Plan as a starting point to aid the subcommittee in preparing a response.</li> <li>▪ Once the document is complete, Jeremy will send to Jessica for distribution.</li> </ul> </li> </ul>
3	<p><b>Subwatershed Study Update:</b></p> <ul style="list-style-type: none"> <li>▪ Jeremy sent the submission to the GRCA and met with staff. There was not a lot of feedback or suggestions on how to deal with the document internally. GRCA is supportive of the first 2 recommendations. Jeremy to revise the recommendations for #4 and #5 and circulate to RSAC.</li> </ul>
4	<p><b>Human/Wildlife Conflict:</b></p> <ul style="list-style-type: none"> <li>▪ Erin to research methods used by other municipalities for mitigating damages to the river, or adjacent green spaces, from wildlife within the City. Erin will bring any new information to the next RSAC Meeting for review/discussion.</li> </ul>
5	<p><b>Mandate Review – Update how the committee is working toward Mandate Goals:</b></p>

	<ul style="list-style-type: none"> <li>Deferred to the next meeting</li> </ul>
<b>6</b>	<b>Tributary A @ Teal Drive:</b> <ul style="list-style-type: none"> <li>Jessica reported that staff and GRCA prepared a proposal to create a herringbone effect in the culvert improvements</li> <li>Jessica to investigate if the City has a culvert inventory.</li> </ul>
<b>7</b>	<b>Upcoming Items:</b> <ul style="list-style-type: none"> <li>Upcoming Applications: None to report</li> <li>Membership Renewals: Members will receive a renewal letter to reapply to the RSAC Committee</li> </ul>
<b>8</b>	<b>Adoption of June 16, 2010 Meeting Minutes</b>  <p style="text-align: center;">Moved by David Beaton and seconded by Dan Mcdonell          "To accept the minutes as printed."</p> <p style="text-align: right;">Motion Carried          -Unanimous-</p>
<b>9</b>	<b>Adjournment</b>

**ACTION ITEMS**

<b>ITEM #</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>	<b>DESCRIPTION</b>
<b>1.</b>	RSAC	Ongoing	Members to review all the completed Subwatershed Studies (Torrance & Hanlon) within the City and compile a work plan to achieve the recommendations. <ul style="list-style-type: none"> <li>Information can be inputted, once we have the template.</li> </ul>
<b>2.</b>	?/Erin	Ongoing	<ul style="list-style-type: none"> <li><del>Dan</del> ? to put together tentative conclusions on the study and circulate them to committee members for review and then on to the GRCA for input.</li> <li>Erin to compile recommendations for subwatershed template.</li> </ul>

# MEETING AGENDA



MEETING **River Systems Advisory Committee**  
 DATE November 17, 2010  
 LOCATION Meeting Room “B”  
 TIME 4:00 pm – 6:00pm  
 CHAIR Jeremy Shute

## AGENDA ITEMS

ITEM	DESCRIPTION	TIME
1	Welcome: <ul style="list-style-type: none"> <li>• Roll call and certification of quorum</li> <li>• Declaration of pecuniary interest or conflict of interest</li> <li>• Review of agenda</li> </ul>	4:00pm – 4:05pm
2	Brief Presentation - Rory Templeton: City Parks Planner <ul style="list-style-type: none"> <li>• Trans Canada Trail</li> </ul>	4:05pm – 4:25pm
3	Sub watershed Study Update <ul style="list-style-type: none"> <li>• Comments received from Committee?</li> <li>• Submission made to agencies?</li> </ul>	4:35-4:45
4	Human/Wildlife Conflicts <ul style="list-style-type: none"> <li>• Update on literature review</li> </ul>	4:45pm-5:15pm
5	Water Control <ul style="list-style-type: none"> <li>• Alan’s Mill Pond</li> </ul>	5:15pm – 5:25 pm
6	Downtown Secondary Plan. <ul style="list-style-type: none"> <li>• Submission made to City Staff</li> </ul>	5:25 pm – 5:35pm
7	Upcoming items: <ul style="list-style-type: none"> <li>• Upcoming Agenda Items</li> <li>• Membership Renewals</li> <li>• Meeting dates for next year</li> </ul>	5:35pm-5:55pm
8	Adoption of September 15, 2010 Meeting Minutes	5:55pm-6:00pm
9	Adjournment	6:00pm

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## OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETINGS

### ACTION ITEMS

ITEM #	ASSIGNED TO	DUE DATE	DESCRIPTION
1.	Hugh/Jeremy	On going  Funding is Available – RSAC to prepare a proposal	<ul style="list-style-type: none"><li>▪ Hugh and Jeremy to prepare proposal to the Torrance Creek Subwatershed Committee for funding.</li><li>▪ Prepare a monitoring plan.</li></ul>
2.	RSAC	On going	Members to review all the completed Subwatershed Studies (Torrance & Hanlon) within the City and compile a work plan to achieve the recommendations. <ul style="list-style-type: none"><li>▪ Information can be inputted, once we have the template.</li></ul>
3.	Erin	On going	<ul style="list-style-type: none"><li>▪ To provide a starting point for nuisance wildlife information as it pertains to the waterways</li></ul>

# MEETING MINUTES



MEETING DATE **River Systems Advisory Committee**  
November 17, 2010

LOCATION City Hall - Meeting Room "B"  
TIME 4:00 – 6:00 p.m.

MEMBERS PRESENT Jeremy Shute, Erin Harkins, Stan Kozak, Karen Chisholme, John Buttars

STAFF PRESENT Jessica McEachren, Vaile Laur, Rory Templeton

MEMBERS ABSENT David Beaton, Hugh Whiteley, Mike Emeneau

## DISCUSSION ITEMS

ITEM #	DESCRIPTION
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>▪ Roll call and certification of quorum –</li> <li>▪ Declaration of pecuniary interest or conflict of interest - None</li> <li>▪ Review of agenda</li> </ul>
2	<p><b>Presentation: - Rory Templeton, City Parks Planner</b></p> <ul style="list-style-type: none"> <li>▪ Trans Canada Trail               <ul style="list-style-type: none"> <li>▪ Rory will explore the possibilities for educational information on the panels</li> <li>▪ Jessica to investigate timelines for ideas for verbiage for the panels</li> </ul> </li> </ul>
3	<p><b>Subwatershed Study Update:</b></p> <ul style="list-style-type: none"> <li>▪ Jeremy advised the review is complete. Jeremy circulated the changes made to the recommendations for RSAC’s review. Jeremy will collate any feedback from RSAC members.</li> </ul>
4	<p><b>Human/Wildlife Conflict:</b></p> <ul style="list-style-type: none"> <li>▪ Karen Levenson, Jessica and Jeremy met to discuss issues and options to address conflicts.</li> <li>▪ It was noted that we need to find out methods used by other municipalities for approaches to deal with issues. Karen Levenson to send information to Jeremy to bring to RSAC.</li> <li>▪ RSAC needs to draft a memo together and raise the issue with the City outlining issues and what other municipalities are doing to manage the issue.</li> </ul>
5	<p><b>Water Control:</b></p> <ul style="list-style-type: none"> <li>▪ Alan’s Mill Pond               <ul style="list-style-type: none"> <li>▪ Operations lowered the pond in consultation with GRCA</li> <li>▪ Jessica to speak with staff in Operations to get a request for information on operational protocol.</li> <li>▪ Stan to put request in writing and send to Jeremy</li> </ul> </li> </ul>

<b>6</b>	<p><b>Downtown Secondary Plan:</b></p> <ul style="list-style-type: none"> <li>▪ David DeGroot reviewed the comments submitted by RSAC.</li> </ul>
<b>7</b>	<p><b>Upcoming Items:</b></p> <ul style="list-style-type: none"> <li>▪ Upcoming Agenda Items: <ul style="list-style-type: none"> <li>▪ Colin Baker, Environmental Engineer with the City of Guelph can make a presentation to the Committee on the Master Plan if interested.</li> </ul> </li> <li>▪ Membership Renewals: Hugh, John and Mike are no longer on the Committee</li> <li>▪ Meeting Dates for Next Year: RSAC will continue to meet the 3<sup>rd</sup> Wednesday, bi-monthly</li> <li>▪ Jessica to see if a Railway staff person can speak to RSAC at a future meeting</li> </ul>
<b>8</b>	<p><b>Adoption of September 15, 2010 Meeting Minutes</b></p> <p>Moved by John Buttars and seconded by Dan Mcdonell  “To amend the minutes to delete action items #1 and #4.”  Motion Carried  -Unanimous-</p>
<b>9</b>	<b>Adjournment</b>

**ACTION ITEMS**

<b>ITEM #</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>	<b>DESCRIPTION</b>
<b>1.</b>	RSAC	Ongoing	<p>Members to review all the completed Subwatershed Studies (Torrance &amp; Hanlon) within the City and compile a work plan to achieve the recommendations.</p> <ul style="list-style-type: none"> <li>▪ Information can be inputted, once we have the template.</li> </ul>
<b>2.</b>	Jeremy	Ongoing	<ul style="list-style-type: none"> <li>▪ Jeremy to put together tentative conclusions on the study and circulate them to committee members for review and then on to the GRCA for input.</li> <li>▪ Jeremy to compile recommendations for subwatershed template.</li> </ul>