# CITY OF GUELPH ENVIRONMENTAL ADVISORY COMMITTEE GUIDEBOOK

## Version 1.3

Mandate
Responsibilities
Procedures and Protocols
Process

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# 1.0  Introduction

The City of Guelph City Council created the Environmental Advisory Committee (EAC) on November 7, 1994.  Since that time the EAC has acted as a citizen advisory committee responsible to City Council and Staff working through the Planning Department.

The EAC is a technical committee with a mandate to review applications requesting approval of a Draft Plan of Subdivision and approval of a Zoning Bylaw or Official Plan Amendment (or any combination) in the City of Guelph.  It is also a responsibility of the Committee to comment on the impact that the proposed development may have on the natural environment.  As a technical committee the EAC is expected to make informed comments on areas such as ecology, biology, hydrogeology, and hydrology.  The members of the Committee are appointed by City Council based their technical abilities and are expected to use these abilities to make comments and formulate their opinions.

The EAC is a part of the overall planning process in the City and meets, when required, on the second Wednesday of each month at 7:00 pm. The Committee is formally structured, meets publicly and hears from City Staff, project proponents, interested organizations, and the public regarding the application in question.  The Committee acts by making formal motions of recommendation with comments which are forwarded to the City Planner responsible for the project through the Committee's Planning Department Liaison (EAC Coordinator).

The following Guidebook is intended to provide members of the EAC and other interested parties with information regarding the mandate, responsibilities, structure, operating procedures, and protocols of the Committee.  The appendices contain an EAC contact list, meeting schedule, some standard examples of EAC resolutions.  There is also a list of reference documents held by the City which may be useful to the Committee members.

# 2.0  Committee Mandate

The mandate of the EAC was approved by City Council in the tenth motion of the November 7, 1994 Council Meeting (page 331 of official Minutes, 1994) quoted below:

*Page 331*
*November 7, 1994*

*10.     Moved by Councillor Bilanski*
*          Seconded by Councillor Young*
*THAT the attached terms of Reference for an Environmental Advisory Committee be approved.*

*Carried*

The council approved EAC Mandate/Terms of Reference for the EAC* and the City's Policy on Citizen Appointments to Boards and Commission (TO BE ADDED – REQUESTED FROM INFO SERVICES) are on the following pages.

*Please note that amendments have increased the number of Committee members from seven to nine. New members are appointed in November of the year in which their respective appointments expire.

# ENVIRONMENTAL ADVISORY COMMITTEE (EAC)

## Purpose of Committee

To provide advice and assistance to City Administrative Staff in the Planning and Management with respect to conservation of the natural environment.

## Mandate of Committee

The EAC is a technical advisory Committee established by and responsible to City Administration and through the Planning, Works and Environment Committee. The EAC will provide recommendations to the Administration on submitted planning applications in accordance with Council adopted Terms of Reference.

The intent of the EAC is to not delay development, but to be involved in an early state of the process in order to keep developments moving. The response time for applications is 30 to 60 days. Applications must be complete in order to be processed within the respective time frame.

## Membership of Committee

(7) citizens with a high level of expertise with respect to environmental matters.

The Committee shall be appointed for 2 years.

## Operating Procedures and Staff Resources:

The EAC will examine such matters and issues as referred to the EAC by City Council and any of its Standing Committees, the Director of Planning and Development, and any other Department through the City Administrator.

1.  ### Circulation

    i)  ### Development Applications

    The EAC will be circulated for review and input all formal development applications from the Planning Department.
    These are as follows:
    - Official Plan Amendments
    - Zoning By-law Amendments
    - Draft Plan of Subdivisions and Condominiums
    - Environmental Impact Studies

...2/

**Environmental Advisory Committee (EAC).**
**Page 2**

    ii)    <u>Studies</u>

The EAC will be circulated for review and input on all relevant City Studies. These are as follows:
- All policy documents such as Official Plans, Zoning By-laws, Secondary Plans.
- All studies such as Transportations, Special Planning and Engineering Studies, Recreation, Parks and Culture Master Plan, and any other relevant studies.

2.    <u>Meetings</u>
The EAC will meet once a month on the second Wednesday evening at 7:00 pm at City Hall. The first meeting will be March 8, 1995. These meetings are open.

3.    <u>Staff Resources</u>
Secretarial services will be provided by the Director's secretary.
These will include the preparation of agendas, minutes and attendance at the meetings.
The Planning Director will initially attend the meetings and may delegate to other staff.
Other Planners and other City Staff may be required to attend from time to time.
Applicants and their consultants also may be required to make representations to the EAC.

# 3.0  Appointment to the Committee

The City advertises in the Municipal Announcements section of the local newspapers annually for citizens to apply to become members of various committees.  If there are openings on the EAC the City advertises to fill these positions.  The request for members of the EAC is specifically aimed for people with higher levels of expertise in environmental matters and makes it clear that regular attendance on the second Wednesday of each month is necessary.

Applications are accepted and applicants interviewed by members of Community Development and Environmental Services (CDES) Committee of Council.  The specific technical needs of the EAC are considered by the CDES when making their selection (example: the Committee needs a plant biologist to supplement expertise).

Successful applicants are notified and stand on the Committee for an initial one year term.  If both the City and the Member are satisfied, standing members whose term is ending are asked if they wish to continue. Any subsequent term is for three years, up to a maximum of 10 years.

Once appointed, Committee members are given an orientation and provided with certain key background documents.  These are:

- EAC Guidebook.
- City of Guelph Official Plan (which contains a map of existing Provincially Significant Wetlands [PSW] and other natural heritage features).
- Summary Documents of existing Sub-watershed Studies.
- Secondary Plans and Community Plans.
- The current Ontario Ministry of Natural Resources Wetland Policy.
- Maps of Potential Developments in the City.
- Map of sub-watershed boundaries in City.

When members retire from the Committee the City requests that they return both background documents and submitted documents so they may be reused by new members.   Retiring members are freely permitted to copy any of these documents, at their expense, for personal use.

# 4.0  Committee Members' Responsibilities

Committee members are expected to attend all EAC meetings and act in an orderly and responsible manner. If a member cannot attend a meeting they should notify the EAC Secretary or the City Planning Department at their earliest convenience.  The Committee requires a quorum (50% of the members in attendance) to meet and if that quorum cannot be met, the meeting is cancelled with as much notice as possible.

Committee members must also declare any conflict of interest.  A conflict of interest would exist if the member has a pecuniary interest in an agenda item. The usual practice is the Committee member steps out of the meeting for the duration of the conflicting item; or they refrain from commenting and voting.

Committee members should become familiar with the basic background documents.  These include the applicable parts of the City of Guelph Official Plan, the general layout of the City (from maps and photographs) and the numerous watershed and sub-watershed studies on file.  These references are listed in the appendix and copies are provided to Committee members by the City.

Committee members will need to review all documents sent to them by the City. The City permits at least 30 days for the EAC members to review larger document such as Environmental Impact Studies or Environmental Implementation Reports prior to the monthly meeting and at least 15 days for the review of smaller documents such as Terms of References.

Documents sent include numerous "Applications for Approval" for Zoning/Official Plan amendments and Draft Plans of Subdivision.  Also, the more detailed documents which refer specifically to items on the Committee's agenda should be reviewed carefully as they are the technical basis from which the Committee makes its recommendations (Example: Environmental Impact Study Reports, Environmental Implementation Reports).

Committee members should review upcoming agenda items and the Minutes from previous meetings prior to each meeting.

Committee members are encouraged to make site visits and get a first hand idea of the environment within and around each proposed development.

# 5.0  Committee Meeting Procedures and Protocols

The Committee is formally structured, meets publicly and hears from City staff, project proponents, interested organizations, and the public regarding agenda items (most often development applications).

The Committee officially operates under Robert's Rules of Order, the common parliamentary procedure rules.  In general, the Committee behaves informally unless there is lack of order.  If order is not possible then the Chair will put more formal Rules of Order in place.

The Committee is comprised of 7 to 9 members, new members are appointed in the fall of each year.  The Chair calls the meeting or order and proceeds to work through the agenda.

The Committee convenes, as required, at 7:00 pm the second Wednesday of each month. The meeting continues for as long as necessary or until 10:00 pm. There must be a successful motion approving work beyond 10:00 pm.

Minutes are kept by the Committee secretary – provided by the City.  If this person is not present the Chair will appoint a secretary from those present.

Each pre-determined agenda is prepared by City Staff (agenda items are not given a specific time to commence or conclude).  The agenda is distributed electronically in advance of the meeting to EAC members, applicant(s), consultant(s) and interested parties.  A City engineer may attend EAC meetings when engineering issues/questions are anticipated.

The Committee cannot do official business without a minimum number of members present (greater than or equal to 50% including the chair but excluding members declaring conflict of interest); this is considered a Quorum.  As an example, for a full Committee of nine, five (four voting, one Chair) must be present.

The Chair calls the meeting to order and proceeds to work through the agenda. An example of a routine agenda (July 11, 2007) is shown on the following page.

In general each agenda item requires a successful motion to be passed by the Committee.  This process is as follows:

- At such time on the agenda when the 'staff reports' are reviewed, the Environmental Planner provides a brief overview including relevant environmental and planning information.

- After the Environmental Planner has provided the overview the EAC has an opportunity to ask questions of the Environmental Planner, applicant or

consultant. During this process the "Floor is Open" that means, at the discretion of the Chair, anyone in the room can carry on discussion. The Environmental Planner, applicant or consultant then have an opportunity to provide clarification, field questions or provide additional information to the EAC.

- Delegations have an opportunity to comment on each agenda item prior to the EAC making a motion.

- After the EAC hears from the Environmental Planner, applicant(s), consultant(s), or delegations they then make a resolution or recommendation.

- A Committee member makes a motion (Example: Recommend acceptance of the EIS with the following conditions (See suggestions in Appendix 3)

- Another Committee member must second the motion.

- The EAC goes "into Committee" meaning that the Committee discusses the motion without any discussion with any outside parties, that is the "Floor is Closed".

- If the Committee feels the need to discuss the motion with anyone on the "Floor", the motion is "Tabled" (*i.e.* temporarily set aside) and the discussion can take place.

- If the Committee wishes to add to the motion they can do so by adding amendments. Amendments can only be added if they are "friendly", that is the person who made the motion and the person who seconded it agreed.

- Once discussion is complete the Committee votes. The Chair asks for those in favor, those opposed, and those abstaining. The motion is either accepted or defeated – if there is a tie vote on the Committee, the Chair votes to break the tie. The final motion and vote are recorded in the Minutes.

- If the motion is rejected the Chair will ask for discussion of a second motion. If none is made by the Committee the item is considered disposed.

- The EAC Secretary sends the resolution or recommendation along with the minutes to the Applicant or Consultant, Development Planner assigned to the proposal and the Environmental Planner.

The previous meetings minutes (provided to Committee members in advance) are approved by the Committee by a formal motion with or without amendment.

Under "Other Business" non-routine items are discussed. In addition, any Committee member or the EAC Coordinator can add and discuss an item.

Once all is complete the Chair will ask for a Motion to Adjourn. To formally end the meeting this motion must be made, seconded, and passed. By Committee standing rules, this motion will be forced without discussion or vote on or about 10:00 pm unless the Committee successfully moves to extend the meeting.

# 6.0  EAC and the Planning Process

The EAC operates as an integral part of the overall City of Guelph Planning process. The Terms of Reference for the Committee specifies that it operate in a timely fashion within this process.

The EAC Terms of Reference has the Committee address any item put to the Committee by Staff or Council. The EAC does periodically review and provide input on policy documents and special studies, but in general, the Committee looks at requests for approval of a Draft Plan of Subdivision and approval of a Zoning Bylaw or Official Plan Amendment. These are similar but separate processes; but can be combined into a single application.

Public notices for planning application are posted on the City of Guelph website, circulated to neighbours, commenting agencies, and EAC. Any planning application that EAC will consider will be identified within that notice. Any interested person will be able to contact Community Design and Development Services or the City's website for specific meeting information.

# 6.1 Submissions Requirements

All information is sent via Planning Services to the Development Planner assign to the particular file who then forwards it to the Environmental Planner. It is preferred to have documents available for distribution prior to each EAC meeting so that EAC members can personally pick-up any material requiring their review. If required, it may be possible to have documents mailed.

Smaller documents or studies such as Terms of Reference or minor resubmissions are sent to the EAC members at least 15 days in advance of a meeting. Larger documents or studies such as Environmental Impact Studies or Environmental Implementation Reports are sent to EAC members at least 30 days in advance of a meeting.

Each EAC member requires one copy of any document or study submitted for review. It is recommended that the City be contacted to obtain the current number of EAC members prior to any submission.

## 6.2  Standard Subdivision Approval Process

This process is how residential subdivisions are planned and approved by the City. EAC is one of many committees and agencies who have input into this process.

The EAC members are automatically notified of <u>all</u> applications for subdivision approval through the Notice of Application. Of these, City Staff automatically place applications with clear environmental impact on the EAC action list. It is important to note that if any EAC member sees a subdivision application that they feel should be looked at by the Committee (*i.e.* may have negative effects on the natural environment), they can bring it to the attention of City Staff or the Committee and have it placed on the action list.

In the subdivision approval process, an environmental assessment in the form of an Environmental Impact Study (EIS) is automatically triggered if the proposed development is within 120 metres of a Provincially Significant Wetland (PSW) or within the core or non-core greenlands overlay shown on Schedule 1 in the City's Official Plan. An EIS can also be triggered by public concern or by concern voiced from the EAC.

There are two types of EISs:

- A full EIS where the proponent must address all environmental considerations and anticipated impacts of the proposal.

- A Scoped EA where the proposal is located within a previously studied sub-watershed. In this case, the proponent may use the information in the Sub-watershed Study (Example: Hanlon Creek SWS, Torrance Creek SWS). This in one way saves unnecessary work for the proponent but also brings to the proponents attention specific environmental concerns documented in the studies.

Once an EIS is triggered the EAC is part of the process. Committee members initially receive the first Notice (members receive all notices of subdivision approval) and the proposal will be put on the EAC agenda. The process goes as follows:

Presentation of the Terms of Reference for the Environmental Impact Study.
- This is not required of the proponent but may be done at an EAC meeting. The basis for the Terms or Reference are in the City's Official Plan with particular concerns stated in the Applicable Watershed Study Report.

This meeting is for EACs information and EAC does not recommend approval of the T of R. The Committee is, however, encouraged to comment and suggest improvements.

Notification of Application for Approval of a Subdivision.
- Received by Committee members in the mail with an EIS document.

Presentation of the Terms of Reference for the Environmental Impact Study (T of R EIS).
- Prior to the commencement of the EIS, a T of R suitable to the City is to be prepared. EAC does not recommend approval of the T of R, the Committee is however encouraged to comment and suggest improvements.

Presentation of the Environmental Impact Study (EIS).
- The Committee deals with this in detail and either supports, supports with conditions, or does not support the EIS. This recommendation is taken into consideration by the Planning staff and Council during the approval process. In general if the application is approved it is generally subject to any conditions recommended by the EAC.

Presentation of the Terms of Reference for the Environmental Implementation Report (T of R EIR).
- The basis for the Terms or Reference is in the initial EIS. This meeting is for EACs information and EAC does not recommend approval of the T of R. The Committee is however encouraged to comment and suggest improvements.

Presentation of the Environmental Implementation Report (EIR)
- The Committee deals with this in detail and a resolution may be made to recommend conditions for the EIR and these will be taken into account by City staff during the approval of the EIR prior to the registration of the plan.

This process can take anywhere from 3 months to a year or more to complete. This is a challenge to the Committee as current members are often dropped into the process mid-stream. In general, Staff provide needed background information and such information can also be requested of the proponent during presentations.

# 6.3 Zoning By-law/Official Plan Policy Amendment Procedure

The approval of an amendment to the Zoning By-law or Official Plan is used sometimes to facilitate a change in land use or development application. The EAC members are automatically notified for <u>all</u> for zoning change and Official

Plan amendment applications through the Notice of Application. Staff automatically place applications that are subject to the EIS process on the EAC action list. It is important to note that if any EAC member notice a Zoning By-law or Official Plan Amendment application that they feel should be looked at by the Committee (*i.e.* may have negative effects on the natural environment), they can bring it to the attention of City Staff or the Committee and have it placed on the action list.

# 7.0  Committee Members

Members of the EAC will be expected to be prepared and to attend all meetings of the Committee. Committee members receive an abundance of mail and e-mail, as they receive, along with other agencies, every Notice of an Application for Zoning By-law Amendments, Official Plan Amendment, and Approval of a Plan of Subdivision. This could amount to a couple per week. This is the first notification for any project which EAC may review and is in the format of a two or three page, legal paper length document. It usually arrives by itself in a normal business envelope but may be bundled with other items in a mailing.

The notice factually describes what the proposal is all about and why the application is required. It often includes useful maps, descriptions and other information relevant to the application. EAC members receive these whether or not the application has any potential impact on the natural environment. This allows Committee members to intervene if City Staff have not chosen to place it on the EAC action list.

The notice states whether or not EAC will consider the application. This is decided by the City staff based on if they think the property will impact the natural environment. If the EAC considers the application you will get further documents in the mail or by e-mail.

As part of the review process members often conduct individual site visits. It is requested that a letter be provided at the time of submission giving permission for EAC members to visit the site.

## 7.1  Who to contact for additional information

For more information on the coordination of EAC please contact the Environmental Advisory Committee Co-ordinator through Community Design and Development Services at planning@guelph.ca or telephone (519) 837-5616 ext 5617.

For more information on the process and submission requirements please contact the Environmental Planner through Community Design and Development Services at planning@guelph.ca or telephone (519) 837-5616 ext 2356.

# Appendices

Appendix 1:  Committee List

Appendix 2:  2007/2008 Meeting Schedule

Appendix 3:  Document Review Deadlines

Appendix 4:  Standard EAC Resolutions

Appendix 5:  List of Technical References for Committee Members

Appendix 6:  Sample Agenda

Appendix 7:  Standard Subdivision Approval Process

Appendix 8:  Zoning By Law Amendment Procedure

## Appendix 1: Committee List

### 2008 Committee Members

| | |
|---|---|
| 1 | Steve Barnhart |
| 2 | Jake DeBruyn |
| 3 | Scott Robertson |
| 4 | Paul Smith |
| 5 | Kellie McCormack |
| 6 | Goretty Dias |
| 7 | Gordon Drewitt |
| 8 | Michele Doncaster |
| 9 | Rob Johnson |

# Appendix 2:  2008 and 2009 Meeting Schedules

2008 EAC Meeting Dates

| Wednesday | January | 8 | 2008 |
|-----------|---------|----|------|
| Wednesday | February | 13 | 2008 |
| Wednesday | March | 12 | 2008 |
| Wednesday | April | 9 | 2008 |
| Wednesday | May | 14 | 2008 |
| Wednesday | June | 11 | 2008 |
| Wednesday | July | 9 | 2008 |
| Wednesday | August | 13 | 2008 |
| Wednesday | September | 10 | 2008 |
| Wednesday | October | 8 | 2008 |
| Wednesday | November | 12 | 2008 |
| Wednesday | December | 10 | 2008 |

2009 EAC Meeting Dates

| Wednesday | January | 14 | 2009 |
|-----------|---------|----|------|
| Wednesday | February | 11 | 2009 |
| Wednesday | March | 11 | 2009 |
| Wednesday | April | 8 | 2009 |
| Wednesday | May | 13 | 2009 |
| Wednesday | June | 10 | 2009 |
| Wednesday | July | 8 | 2009 |
| Wednesday | August | 12 | 2009 |
| Wednesday | September | 9 | 2009 |
| Wednesday | October | 14 | 2009 |
| Wednesday | November | 11 | 2009 |
| Wednesday | December | 9 | 2009 |

# Appendix 3: Document Review Deadlines

## 2008 Dates

| | *Smaller Document Deadline* | *Larger Document Deadline* |
|---|---|---|
| January 8, 2008 | December 26, 2007 | December 11, 2007 |
| February 13, 2008 | January 30, 2008 | January 15, 2008 |
| March 12, 2008 | February 27, 2008 | February 12, 2008 |
| April 9, 2008 | March 26, 2008 | March 11, 2008 |
| May 14, 2008 | April 30, 2008 | April 15, 2008 |
| June 11, 2008 | May 28, 2008 | May 13, 2008 |
| July 9, 2008 | June 25, 2008 | June 10, 2008 |
| August 13, 2008 | July 30, 2008 | July 15, 2008 |
| September 10, 2008 | August 27, 2008 | August 12, 2008 |
| October 8, 2008 | September 24, 2008 | September 9, 2008 |
| November 12, 2008 | October 29, 2008 | October 14, 2008 |
| December 10, 2008 | November 26, 2008 | November 11, 2008 |

## 2009 Dates

| | *Smaller Document Deadline* | *Larger Document Deadline* |
|---|---|---|
| January 14, 2009 | December 31, 2008 | December 16, 2008 |
| February 11, 2009 | January 28, 2009 | January 13, 2009 |
| March 11, 2009 | February 25, 2009 | February 10, 2009 |
| April 8, 2009 | March 25, 2009 | March 10, 2009 |
| May 13, 2009 | April 29, 2009 | April 14, 2009 |
| June 10, 2009 | May 27, 2009 | May 11, 2009 |
| July 8, 2009 | June 24, 2009 | June 9, 2009 |
| August 12, 2009 | July 29, 2009 | July 14, 2009 |
| September 9, 2009 | August 26, 2009 | August 11, 2009 |
| October 14, 2009 | September 30, 2009 | September 15, 2009 |
| November 11, 2009 | October 28, 2009 | October 13, 2009 |
| December 9, 2009 | November 25, 2009 | November 10, 2009 |

## Appendix 4:  Standard EAC Resolutions

The following model resolutions are provided to help maintain consistency (both in language and types of conditions from case to case and to perhaps expedite the resolution-making process. These are suggestions intended not to curtail EAC's review process.

Explanation of Standard Resolutions, below:
The first standard resolution below (a) is intended for submissions to EAC that contains all of the appropriate components set out in the usual guidelines/policy/special study documents used for review, but that are weak only in certain areas.

The second resolution (b) is intended for submissions that are missing key components set out in guidelines/policy/special study documents, and therefore need to be re-submitted after shortfalls are addressed.

Standard Resolutions for:
1. Terms of Reference (EIS/EIR)
   a) "THAT the Environmental Advisory Committee <u>support</u> the EIS/EIR Terms of Reference for the for the ------ with the following conditions: ----- ."
   b) "THAT the Environmental Advisory Committee <u>not support</u> the EIS/EIR Terms of Reference for the ------ for the following reasons: ----- ."

2. EIS/EIR
   a) "THAT the Environmental Advisory Committee <u>support </u>the EIS/EIR for the ------ with the following conditions: ----- ."
   b) "THAT the Environmental Advisory Committee <u>not support</u> the EIS/EIR for the following reasons: -----."

3. Development Applications
   a) "THAT the Environmental Advisory Committee support the Application for the ------ with the following conditions: ----- ."
   b) "THAT the Environmental Advisory Committee <u>not support</u> the Development Plan Application for the following reasons: -----."

4. Zone Change Application
   a) "THAT the Environmental Advisory Committee <u>support</u> the Zone Change Application for the ------ with the following conditions: -----."
   b) "THAT the Environmental Advisory Committee <u>not support</u> the Zone Change Application for the following reasons: -----."

5. Site Plan
   a) "THAT the Environmental Advisory Committee <u>support</u> the Site Plan for the ------ with the following conditions: ----- ."
   b) "THAT the Environmental Advisory Committee <u>not support</u> the Site Plan for the following reasons: -----."

# Appendix 5:  List of Technical References for Committee Members

Each EAC Member should have a copy of the following as core reference documents. A map depicting which areas of the City each Report applies to is attached.

- City of Guelph Environmental Advisory Committee Guidebook, October 2007
- Zoning/Subdivision/Condo - Amendment Procedure
- City of Guelph Subwatersheds – Map and documents list
- City of Guelph - document links list
- City of Guelph - official plan EIS & EIR checklist
- Grand River Conservation Authority – EIS Guidelines and Submission Standards for Wetlands
- EIS Requirements and/or Land Use Planning Considerations:
    - Mill Creek
    - Hanlon Creek
    - Eramosa-Blue Springs
    - Clythe Creek
- Subwatershed Studies:
    - Clythe Creek Subwatershed Overview, Updated April 1998
    - Hanlon Creek Subwatershed Plan, Final Report, October 1993
    - Hanlon Creek Subwatershed Plan, Summary, October 1993
    - Hanlon Creek State of the Watershed Study, September 2004 (CD)
    - Torrance Creek Subwatershed Study, Management Strategy/Executive Summary and Recommendations, Revised November 1999
    - Impact Assessment Guidelines for the Torrance Creek Subwatershed, March 1999
    - Eramosa-Blue Springs Watershed Study, Recommended Plan and Implementation Plan
    - Mill Creek Subwatershed Plan, June 1996 (table of contents)

These documents are on loan from the City are to be returned when a members term has conclude.

## Appendix 6: Sample Agenda

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING**

WEDNESDAY JULY 11, 2007
7:00 P.M.

COUNCIL COMMITTEE ROOM 'C'
CITY OF GUELPH - CITY HALL
59 CARDEN STREET

## A G E N D A

1) DECLARATIONS OF PECUNIARY INTEREST OR CONFLICT OF INTEREST

2) PRESENTATION TO EAC
   - BACKGROUND INFORMATION ON THE HANLON CREEK BUSINESS PARK

3) HANLON CREEK BUSINESS PARK
   - TERMS OF REFERENCE FOR AN ENVIRONMENTAL IMPLEMENTATION
   - FILE NO.: 23T-03501

4) DELEGATION(S)

5) ADOPTION OF MINUTES:
   - JUNE 13$^{TH}$, 2007

6) UPCOMING ITEMS:
   -

7) OTHER BUSINESS, INFORMATION, AND CORRESPONDENCE:
   -

8) NEXT MEETING
   - AUGUST 8$^{TH}$, 2007

9) ADJOURN

*PLEASE ADVISE VAILLE LAUR AT 519-837-5617. IF UNABLE TO ATTEND A MEETING. IF YOU ARE UNABLE TO SPEAK TO VAILLE DIRECTLY PLEASE CALL THE PLANNING SERVICES MAIN LINE AT 519-837-5616.*

# Appendix 7: Standard Subdivision Approval Process

1. Consultation by applicant with City and Liaison Agencies prior to producing plans for application is encouraged.

2. Presubmission review of Plans by Planning and Works Departments. Consultation with the Public is encouraged.

3. Application and information lodged with Planning Department including proposed wording of on-site notification signs.

   Seek Additional Information from Applicant if not completed

   Planning Department checks for completeness of application, Official Plan conformity, and installation of on-site notification signs.

4. Planning Department
   - Sets up File
   - Enters in Monitoring System
   - Acknowledges receipt of Complete application
   - Notifies City Clerk of receipt of Complete Application
   - Decides on circulation (or Recommendation to Refuse)

   **EAC Notified**

5. Planning Department Circulates Application to:
   1. Prescribed/Agencies
   2. Local Departments/Agencies
   3. Guelph Councillors
   4. Local Neighbourhood Groups
   5. Property Owners and Tenants within 120 metres of site

   Information Public meeting, if significant issues raised by public, neighbours, or neighbourhood groups.

   Staff analysis, studies, research, and Agency responses necessary to arrive at recommendation, in consultation with Staff Planning Advisory Committee, and having due regard for the interests and policies of the City of Guelph and the Province of Ontario.

   Request for additional information

6,7. Prescribed Agencies, Neighbouring Property Owners, and Tenants notified of Public Council Meeting by Planning Department a minimum of 20 days before meeting.

   **EAC Input**

8. Planning Department completes staff report with resolutions recommending approval of application with conditions or recommending refusal.

9. Council hears recommendation, applicant and delegations at public meeting.

10. Council considers recommendations and makes decision regarding draft approval at Council meeting at least 14 days after public meeting.

# Appendix 8: Zoning By Law Amendment Procedure

ZONING BY-LAW AMENDMENT PROCEDURE (flow chart)

1. Application Received

Preliminary Review Undertaken by Planning & Business Development to Ascertain Feasibility of Proposal and Compliance with Official Plan

2. Sign Wording Approved and Sign Erected

EAC Notified

3. Property Owner/Agency Circulation

4. Circulation Responses analyzed and issues Reviewed with Applicant

5. Optional Public Information Meeting – As Required

6. Notice of Public Meeting Circulated to owners/tenants at least 20 Days Prior to Council Meeting

EAC Input

7. Planning Report and Recommendation Prepared

8. Recommendation Considered by City Council at a Public Meeting

Resolution Passed

**IF APPROVED**

9. Development Approval Fee Received

10. Site Plan Agreement Prepared, Signed and Registered

Zoning By-law Amendment Prepared and Passed by Council

11. Notice of Passing Given

**20 Day Appeal Period Commencing the Day After Notice of Passing is Given**

If no Appeal, By-law (deemed to have come into force) as of the Day it was Passed